



# **Southwest Wisconsin Technical College**

## **District Board Meeting**

**Regular Meeting**

**November 14, 2016**

Held at

Southwest Tech  
1800 Bronson Boulevard  
Fennimore, WI

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## **Annotated Agenda**

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

Monday, November 14, 2016

5:30 p.m. – Dinner

6:00 p.m. – Work Session with Higher Learning Commission Accreditation Team

7:00 p.m. - Board Meeting

Room 492-493 – College Connection

### **ANNOTATED AGENDA**

**6:00 p.m. – Work Session with Higher Learning Commission Accreditation Team**

#### **OPEN MEETING**

The following statement will be read: “The November 14, 2016, Board 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. Work Session with Higher Learning Commission Accreditation Team**

The Higher Learning Commission Comprehensive Quality Review Team will meet with the District Board to discuss Criterion One: Mission and Criterion Two: Integrity: Ethical and Responsible Conduct.

**7:00 p.m. - Board Meeting**

#### **OPEN MEETING**

**A. Reports/Forums/Public Input**

**1. Wisconsin Technical College District Boards Association**

Layla Merrifield, Executive Director, of the District Boards Association will provide an update on association activities.

#### **CONSENT AGENDA**

**A. Approval of Agenda**

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

**B. Minutes of the Board Retreat / Regular Meeting of October 20, 2016**

Minutes of the October 20, 2016, Board retreat and meeting are included with the electronic Board packet.

**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, will be at the meeting and available for any questions.

**D. Contract Revenue**

There were five contracts totaling \$9,206.63 in October 2016 being presented for Board approval. The Contract Revenue Report is included with the electronic Board material.

**E. Personnel Items**

Two employment recommendations, one transfer, three resignations, and one retirement are being presented for approval in the Personnel Report.

**Recommendation:** Approve the consent agenda.

**OTHER ITEMS REQUIRING BOARD ACTION**

**A. RFP for Feasibility Study**

The public opening of the request for proposals to provide a Student Success and Economic Development Project Feasibility Study for the College was held on Thursday, October 13, 2016, with two proposals being received. The selection committee's recommendation is included in the electronic Board material.

**Recommendation:** Award the Student Success and Economic Development Project Feasibility Study contract to Vandewall & Associates, Inc, Madison, Wisconsin.

**B. 1<sup>st</sup> Reading of Governance Policy 4.3 – College Purposes**

At the October 20, 2016, Board Retreat, the College Purposes were reviewed. The Board decided to include items that were missing from the Statutory Purposes. This will be a first reading of the College Purposes with those items included. The updated purposes are included with the electronic Board packet.

**Recommendation:** Approve the first reading of Governance Policy 4.3 – College Purposes.

**C. Grant County Economic Development Corporation Lease for 2017**

The 2017 office space lease for Grant County Economic Development Corporation is available with the Board material. The lease remains the same as the 2016 lease agreement.

**Recommendation:** Approve the 2017 lease for Grant County Economic Development Corporation.

**BOARD MONITORING OF COLLEGE EFFECTIVENESS**

**A. 2017-18 Budget Process**

Caleb White and Kelly Kelly, Controller, will present the 2017-18 Budget Process. An outline of the process is available electronically with all other Board material.

**B. College Effectiveness Report**

Barb Tucker, Director of College Effectiveness, will present an overview of the department and provide an update on the College Health Indicators. Information is included with the electronic Board material.

**C. Employee Benefits Consortium Update**

Caleb White and Connie Haberkorn, Benefits and Human Resources Administrator, will report on the Employee Benefits Consortium including a status on the consortium's financials and progress to date as well as what is in store for the future.

**D. Staffing Update**

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

**INFORMATION AND CORRESPONDENCE**

**A. Enrollment Report**

The 2016-17 Comparison FTE Report is available electronically with all other Board material. An application report for Fall 2017 is also available with the electronic Board material.

**B. Chairperson's Report**

1. Attendance at ACCT National Legislative Summit, Washington, DC, February 13-16, 2017

**C. College President's Report**

1. Mission and Vision
2. President's Goals
3. Fundraising Priorities
  - a. Scholarships
  - b. Student Emergency Funds
  - c. Mobile Units
  - d. Program Support
  - e. Student Success and Economic Development Project

**D. Other Information Items**

**ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING**

**A. Agenda**

1. FY2016 Financial Audit
2. Business, Management & General Studies Report

**B. Time and Place**

Friday, December 16, 2016, at 1:00 p.m. in Rooms 492-493, College Connection, Southwest Tech Campus

**ADJOURN TO CLOSED SESSION**

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

1. Discussing a student appeal hearing per Wis. Statutes 19.85 (1)(f) {Considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations.}.

2. Approval of Closed Session Minutes of October 20, 2016

### **RECONVENE TO OPEN SESSION**

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

### **ADJOURNMENT**

## **6:00 p.m. – Work Session with Higher Learning Commission Accreditation Team**

### **Open Meeting**

The following statement will be read: “The November 14, 2016, 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. Work Session with Higher Learning Commission Accreditation Team***

The Higher Learning Commission Comprehensive Quality Review Team will meet with the District Board to discuss Criterion One: Mission and Criterion Two: Integrity: Ethical and Responsible Conduct.

## **7:00 p.m. - Board Meeting**

### **Open Meeting**

#### ***A. Reports/Forums/Public Input***

##### ***1. Wisconsin Technical College District Boards Association***

Layla Merrifield, Executive Director, of the District Boards Association will provide an update on association activities.

### **Consent Agenda**

#### ***A. Approval of Agenda***

## **BOARD MEETING NOTICE/AGENDA**

Monday, November 14, 2016

5:30 p.m. – Dinner

6:00 p.m. – Work Session with Higher Learning Commission Accreditation Team

7:00 p.m. - Board Meeting

Room 492-493 – College Connection

### **AGENDA**

#### **6:00 p.m. – Work Session with Higher Learning Commission Accreditation Team**

#### **OPEN MEETING**

The following statement will be read: "The November 14, 2016, Board 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. Work Session with Higher Learning Commission Accreditation Team

## **7:00 p.m. - Board Meeting**

#### **OPEN MEETING**

A. Reports/Forums/Public Input

1. Layla Merrifield, Executive Director of the Wisconsin Technical College District Boards Association

#### **CONSENT AGENDA**

A. Approval of Agenda

B. Minutes of the Board Retreat / Regular Meeting of October 20, 2016



- 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. RFP for Feasibility Study
- B. 1<sup>st</sup> Reading of Governance Policy 4.3 – College Purposes
- C. Grant County Economic Development Corporation Lease for 2017

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

- A. 2017-18 Budget Process
- B. College Effectiveness Report
- C. Employee Benefits Consortium Update
- D. Staffing Update

### **INFORMATION AND CORRESPONDENCE**

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

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

- A. Agenda
- B. Time and Place

### **ADJOURN TO CLOSED SESSION**

- A. Consideration of adjourning to closed session for the purpose of
  - 1. Discussing a student appeal hearing per Wis. Statutes 19.85 (1)(f) {Considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations.}.
  - 2. Approval of Closed Session Minutes of October 20, 2016

### **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)}

## ***B. Minutes of the Board Retreat / Regular Meeting of October 20, 2016***

### **MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF SOUTHWEST WISCONSIN TECHNICAL COLLEGE OCTOBER 20, 2016**

The Board of Southwest Wisconsin Technical College met in open session of a regular Board retreat/meeting commencing at 12:57 p.m. on October 20, 2016, in Rooms 492-493 on the District Campus located at 1800 Bronson Boulevard in the City of Fennimore, Grant County, Wisconsin. The following members were present:

Chuck Bolstad, Melissa Fitzsimons, James Kohlenberg, Darlene Mickelson, Russell Moyer, Chris Prange, and Donald Tuescher

Absent: Linda Erickson, Eileen Nickels

Others present for all or a portion of the meeting included Dr. Jason S. Wood, College President; College Staff: Ken Bartz, Karen Campbell, Holly Clendenen, and Krista Weber.

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

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

Thursday, October 20, 2016

12:00 – 12:30 p.m. – Light Lunch  
12:30 – 4:30 p.m. – Board Retreat  
4:30 – 6:00 p.m. – Joint District Board / Foundation Board Meeting  
6:00 - 7:00 p.m. – Dinner with District Board / Foundation Board  
7:00 p.m. – Regular Board Meeting  
Southwest Tech Campus

**12:30 – 4:30 p.m. – Board Retreat**  
**Southwest Tech Campus**  
**Room 492-493**

### **AGENDA**

#### **OPEN MEETING**

The following statement will be read: "The October 20, 2016, Board Retreat/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

## **BOARD RETREAT**

- A. Review of Mission, Vision, Purposes
- B. Performance Goals for the College and the President's Evaluation Process
- C. 50<sup>th</sup> Anniversary

**4:30 – 6:00 p.m. – Joint District Board / SWTC Foundation / Real Estate Foundation  
Board Meeting  
Southwest Tech Campus  
Rooms 492-493**

## **BOARD MONITORING OF COLLEGE EFFECTIVENESS**

- A. Creating Win-Win Investment Solutions
- B. Discuss College Priorities for Fundraising Needs

The Board will adjourn for dinner for social purposes only and no College business will be conducted.

**7:00 p.m. – Regular Board Meeting  
Southwest Tech Campus  
Rooms 492-493**

## **OPEN MEETING**

- A. Reports/Forums/Public Input

## **CONSENT AGENDA**

- A. Approval of Agenda
- B. Minutes of the Regular Meeting of September 22, 2016
- 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. Fund & Account Transfers (2015-16 Budget Modifications)
- B. Resolution for Adoption of 2016 Tax Levy
- C. Wisconsin Code of Ethics Resolution
- D. Public Sanitary Sewer Lift Station Easement

## **BOARD MONITORING OF COLLEGE EFFECTIVENESS**

- A. Foundation Quarterly Board Report
- B. Review of Purchasing Activities
- C. WTCS Faculty Quality Assurance System and HLC Faculty Qualifications
- D. Student Services Monitoring Report
- E. Staffing Update

## **INFORMATION AND CORRESPONDENCE**

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

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

- A. Agenda
- B. Time and Place

## **ADJOURN TO CLOSED SESSION**

- A. Consideration of adjourning to closed session for the purpose of
  - 1. Discussing a personnel issue related to a specific person per Wis. Statutes 19.85(1)(f) {Considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations.}.
  - 2. Approval of Closed Session Minutes of August 25, 2016

## **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)}**

The Board participated in a review of the College mission, vision, and purposes. Ron Brisbois, Grant County Economic Development Corporation Executive Director, presented the importance of workforce and economic development in the region. The Board discussed the College purposes and compared them to the statutory purposes (WI Statutes 38.001). After discussion, the consensus of the Board was to include all of the statutory purposes. The College purposes will be edited and brought back to the Board for approval.

Krista Weber, Director of Human Resources, and Ken Bartz, Public Safety Outreach Coordinator & Lead EMS Instructor, engaged Board members in discussion on the College mission and vision. The mission and vision statements will be modified and brought back to the Board for approval.

Dr. Wood presented the College Health Indicators the Executive Team uses to monitor college effectiveness. The health indicators, prioritized by the Executive Team, include:

- 1. Teaching & Learning
- 2. Student Access
- 3. College Culture
- 4. Campus Safety & Security
- 5. Financial Sustainability

The Board and Dr. Wood discussed the President's goals. The Board asked Dr. Wood to focus on the goals that fall under improve teaching and learning and control strategic growth. Dr. Wood will refine the goals for this year through June 30, 2018.

Holly Clendenen, Executive Director of the SWTC Foundation and Real Estate Foundation, provided an update on the 50<sup>th</sup> Anniversary events. The Board discussed their preferences for representation at and participation in 50<sup>th</sup> Anniversary activities.

The District Board held a joint meeting with the Southwest Tech Foundation Board and Real Estate Foundation Board. District Board members present included:

Chuck Bolstad, Melissa Fitzsimons, James Kohlenberg, Darlene Mickelson, Russell Moyer, Chris Prange, and Donald Tuescher

Absent: Linda Erickson, Eileen Nickels

Southwest Tech Foundation Board members and Real Estate Foundation Board members present included April Brandt, Jerry Brunner, Becky Fernette, Pete Hoffman, Kevin Raisbeck, Ben Wood, Mindy Johnson, Dennis Cooley, Sheila Ruchti, Lori Barry, and Brad Biddick. Others present for all or a portion of the meeting included Dr. Jason S. Wood, College President; College Staff: Richard Ammon, Karen Campbell, Holly Clendenen, Derek Dachelet, Katie Garrity, Holly Miller, Caleb White, Kim Schmelz, and Gina Udelhofen.

The three Boards identified opportunities for fundraising that will provide the most benefit to the College. The fundraising opportunities, in prioritized order, include scholarships, student emergency funds, mobile units, program support, and student success/economic development project.

The Board meeting recessed at 6:04 p.m. for dinner for social purposes only and no College business was conducted. The Board meeting reconvened at 7:01 p.m.

District Board members present included:

Chuck Bolstad, Melissa Fitzsimons, James Kohlenberg, Darlene Mickelson, Russell Moyer, Chris Prange, and Donald Tuescher

Absent: Linda Erickson, Eileen Nickels

Others present for all or a portion of the meeting included Dr. Jason S. Wood, College President; College Staff: Karen Campbell, Holly Clendenen, Katie Garrity, Kelly Kelly, Holly Miller, Krista Weber, and Caleb White.

After a review of the Consent Agenda, including the October 20, 2016, agenda; September 22, 2016, Board minutes; financial reports; 11 contracts totaling \$27,078.13 in September 2016; the employment recommendation of Jamie Horsfall, Agriculture (Agronomy) Instructor; the transfer of Cynthia Rasmussen, Basic Education Instructor/BIT Coordinator (FT,LTE); and the retirements of Murray Heitzer – Mathematics Instructor, Richard Goss – Evening Custodian, and Judy Gosse – Network Database Specialist, Mr. Moyer moved to approve the Consent Agenda with Ms. Fitzsimons seconding the motion; motion carried.

Kelly Kelly, Controller, presented the 2015-16 budget modifications for Board approval. The College ended the fiscal year positively with those funds being allocated to the Other-Post

Employment Benefit (OPEB) liability. Ms. Kelly reviewed the unaudited fund balances for all College funds. The recommended budget modifications included:

- General Fund – The budget modification will approve expending an additional \$50,000 for general institutional with a \$50,000 transfer from the instructional category.
- Capital Fund – The requested budget modification will reassign \$400,000 from physical plant expenses to instructional (\$250,000), student services (\$50,000), and general institutional (\$100,000).
- Enterprise Fund – The budget modification will approve increasing institutional resources by \$50,000 and auxiliary services uses by \$50,000.
- Internal Service Fund – The budget modification will increase institutional resources \$300,000 and auxiliary services uses \$300,000.

Mr. Tuescher moved to approve the budget modifications for 2015-16 as presented. Ms. Mickelson seconded the motion. Upon a roll call vote with all members present voting affirmatively, the budget modifications were approved.

Mr. White presented a resolution authorizing Southwest Wisconsin Technical College to levy taxes for 2016 in the amount of \$4,881,183 for operational expenses and \$4,950,000 for debt retirement for a total tax levy of \$9,831,183. Mr. White provided information that the resolution would increase the base tax levy by an operational net change of \$153,454 (1.6%), levy for Lands' End rescinded taxes of \$82,757 (0.86%), and an increase for debt service of \$110,000 (1.15%). The overall property value increased 3.62% resulting in an overall 0.55 percent increase in mill rate. Mr. Tuescher moved to approve the Resolution Providing for Tax Levy for the Year 2016 as presented. Ms. Fitzsimons seconded the motion. Upon roll call vote with all members voting affirmatively, the motion carried.

Under Other Items Requiring Board Action, the Board reviewed and approved the Wisconsin Code of Ethics Resolution. Mr. Moyer moved to approve the Wisconsin Code of Ethics Resolution, which names Dr. Jason S. Wood, President; Ms. Kathleen E. Garrity, Chief Academic Officer; Ms. Holly Miller, Dean of Students; Ms. Krista M. Weber, Director of Human Resources; and Mr. Caleb White, Vice President for Administrative Services, as the employees of the college to which the Code of Ethics applies. Mr. Bolstad seconded the motion; motion was unanimously approved.

Mr. White presented an easement for the Public Sanitary Sewer Lift Station located on College property and owned by the City of Fennimore. Mr. White explained that during the referendum project a lift station was built between Buildings 500 and 1200 and was turned over to the City of Fennimore to maintain. The City has requested a loan from Rural Development and needs to include the lift station in their assets, but an easement was not filed at the time of construction. Mr. Prange moved to approve the easement as present for the City of Fennimore's public sanitary sewer lift station. Mr. Tuescher seconded the motion; motion carried.

Holly Clendenen present a quarterly Foundation report to the Board highlighting the activities and results of fundraising efforts, events, and the Real Estate Foundation

A five-year Purchase Card Activity Summary report and a listing of the FY2016 >\$50,000 Vendors reports were reviewed by Mr. White. The 2016 rebate was \$40,106.94, which was a significant increase from 2015. Since 2003, the purchase card performance rebates total more than \$157,000.

Krista Weber updated the Board on the Wisconsin Technical College System Faculty Quality Assurance System and the Higher Learning Commission Faculty Qualifications. Both systems will use the same professional development plan for all faculty. The plans will be reviewed and updated annually and address student success, relevancy, and instructional excellence. Ms. Weber noted there are five full-time faculty members who need to take courses to be in compliance. The College is assisting these faculty with tuition reimbursement. Moving forward, professional development plans will be created for adjunct faculty. The College has applied for an extension on the dual enrollment instructor qualifications.

Holly Miller, Dean of Student Services, presented a monitoring report highlighting data and metrics on the success of changes implemented in the department over the last year. Ms. Miller highlighted the improvements realized from the change in simplifying the admissions process, degree-seeking enrollment is up over 12 percent from a year ago, and future plans including earlier registration, alternative testing pathways, transcript policy improvements to increase student access and improve student success; Speed of Trust integration and individual staff growth plans to strengthen the service culture; and eliminating enrollment barriers and continuing strategic enrollment management to address fiscal sustainability.

Krista Weber provided an update on College staffing noting current open positions for a Nursing Instructor, Agriculture Instructor, Mathematics Instructor, and a Paramedic Tech Instructor/Clinical Coordinator.

The 2016-17 Comparison FTE Report reflected a four percent decrease in all enrollments compared to one year ago.

Board members Chuck Bolstad, Melissa Fitzsimons, and Russ Moyer provided an overview of the ACCT Leadership Congress they recently attended.

Under the College President's report, Dr. Wood shared that the College received numerous commendations and a few recommendations in the Civil Rights audit, 198 applications were received the day of Open House, and observations from his observance/interacting with a GED class and working his annual half-shift with the evening custodians. The summary of the Institutional Highlights report that was submitted to the Higher Learning Commission was shared with the Board members.

Dr. Wood shared kudos for employees including Karen Bast and Jeff Dombeck, Culinary Instructors, for their planning, preparation, and presentation for the Fall Harvest Dinner in Platteville; Cora Beth Halverson, Financial Aid Assistant/Accounting Bursar, for her outstanding financial aid presentation to the Iowa-Grant and Highland seniors and their parents; Gina Udelhofen, Coordinator of Annual Giving & Donor Relations, for her work in planning and executing the bi-annual phone-a-thon; Jen Taylor, Student Services Specialist, for leading the charge of getting all 198 applications received Open House day entered in CAMS in less than one week; and Murray Heitzer, Mathematics Instructor, for always finding ways to raise money for students. The Board expressed their thank you and Mr. Bolstad made a motion to present a "shout out" to each of the individuals from the Board. Ms. Mickelson seconded the motion; the motion unanimously carried.

Ms. Fitzsimons moved to adjourn to closed session for the purpose of discussing a personnel issue related to a specific person per Wis. Statutes 19.85(1)(f). Mr. Bolstad seconded the

motion. Upon a roll call vote with all members voting affirmatively, the Board meeting adjourned to closed session at 8:32 p.m.

The Board reconvened to open session at 8:54 p.m. With no further business to come before the Board, Mr. Prange moved to adjourn the meeting with Ms. Fitzsimons seconding the motion. The motion carried and the meeting adjourned at 8:54 p.m.

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Darlene Mickelson, Secretary



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

### ***1. Purchase Orders Greater than \$2,500***

**SOUTHWEST WISCONSIN TECHNICAL COLLEGE  
OUTSTANDING PURCHASE ORDERS GREATER THAN \$2,500  
FOR THE PERIOD 10/01/2016 TO 10/31/2016**

| <u>PO DATE</u>                | <u>PO #</u> | <u>VENDOR NAME</u>     | <u>PO AMOUNT</u>     | <u>DESCRIPTION</u>  |
|-------------------------------|-------------|------------------------|----------------------|---|
| <b><u>GENERAL FUND</u></b>    |             |                        |                      |   |
| 10/18/2016                    | 6444        | CDW Government         | \$ 3,430.00          | IT: AlienVault All-in-One Internet Security Monitoring Device Support/Maintenance |
|                               |             | <b>SUBTOTAL</b>        | <b>\$ 3,430.00</b>   |   |
| <b><u>CAPITAL FUND</u></b>    |             |                        |                      |   |
| 10/18/2016                    | 6443        | CDW Government         | \$ 5,620.00          | IT: AlienVault All-in-One Internet Security Monitoring Device                     |
| 10/18/2016                    | 6444        | CDW Government         | \$ 2,548.00          | IT: AlienVault All-in-One Internet Security Monitoring Device Software Renewal    |
| 10/21/2016                    | 6445        | Fillback Ford-Highland | \$ 49,071.50         | Facilities: 2017 Ford Super Duty F450   |
| 10/28/2016                    | 6448        | Lab Midwest            | \$ 32,792.95         | Electromech: Laser Shaft Alignment System w/ mechanical drives                    |
| 10/28/2016                    | 6449        | Lab Midwest            | \$ 10,842.04         | Electromech: Vibration Analysis Learning System                                   |
|                               |             | <b>SUBTOTAL</b>        | <b>\$ 100,874.49</b> |   |
| <b><u>ENTERPRISE FUND</u></b> |             |                        |                      |   |
|                               |             | none this month        |                      |   |
|                               |             | <b>SUBTOTAL</b>        | <b>\$ -</b>          |   |
|                               |             | <b>TOTAL</b>           | <b>\$ 104,304.49</b> |   |

## 2. Treasurer's Cash Balance

### Southwest Wisconsin Technical College Report of Treasurers Cash Balance 10/31/2016

#### Liability End of Month Balances

|                            |               |
|----------------------------|---------------|
| FICA                       |               |
| Federal Withholding        |               |
| State Withholding          | 20,853.26     |
| 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   | 301,761.81    |
| Sick Leave Payable         | 514,552.36    |
| Other (Due To)             | 12,720,699.45 |
| Total Liability Adjustment | 13,557,866.88 |

|                              |              |
|------------------------------|--------------|
| Beginning Treasurers Balance | 1,509,624.43 |
|------------------------------|--------------|

#### Receipt

|                            |              |
|----------------------------|--------------|
| Fund                       |              |
| 1 General                  | 671,139.23   |
| 2 Special Revenue          | -            |
| 3 Capital Projects         |              |
| 4 Debt Service             | -            |
| 5 Enterprise               | 64,106.74    |
| 6 Internal Service         | 289,288.64   |
| 7 Financial Aid/Activities | 965,132.76   |
| Total Receipts             | 1,989,667.37 |

|                |              |
|----------------|--------------|
| Cash Available | 3,499,291.80 |
|----------------|--------------|

#### Expenses

|                            |              |
|----------------------------|--------------|
| Fund                       |              |
| 1 General                  | 1,567,808.18 |
| 2 Special Revenue          |              |
| 3 Capital Projects         | 160,894.86   |
| 4 Debt Service             |              |
| 5 Enterprise               | 102,287.53   |
| 6 Internal Service         | 339,846.78   |
| 7 Financial Aid/Activities | 995,345.24   |
| Total Expenses             | 3,166,182.59 |

|                         |                 |
|-------------------------|-----------------|
| Treasurers Cash Balance | 333,109.21      |
| Liability Adjustment    | 13,557,866.88   |
| Cash in Bank            | \$13,890,976.09 |

### 3. Budget Control

**Southwest Wisconsin Technical College  
YTD Summary for Funds 1-7  
For 4 Months ended October 2016**

|                                    | <b><u>2016-17<br/>Budget</u></b> | <b><u>2016-17<br/>YTD Actual</u></b> | <b><u>2016-17<br/>Percent</u></b> | <b><u>2015-16<br/>Percent</u></b> | <b><u>2014-15<br/>Percent</u></b> | <b><u>2013-14<br/>Percent</u></b> | <b><u>2012-13<br/>Percent</u></b> |
|------------------------------------|----------------------------------|--------------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|
| General Fund Revenue               | 23,388,000.00                    | 5,252,806.27                         | 22.46                             | 24.56                             | 21.30                             | 20.02                             | 22.47                             |
| General Fund Expenditures          | 23,916,000.00                    | 6,964,285.58                         | 29.12                             | 31.49                             | 28.37                             | 31.13                             | 28.23                             |
| Capital Projects Fund Revenue      | 2,520,000.00                     | 2,537,467.39                         | 100.69                            | 99.13                             | 100.35                            | 100.31                            | 99.21                             |
| Capital Projects Fund Expenditures | 2,755,000.00                     | 686,346.59                           | 24.91                             | 12.79                             | 26.28                             | 30.11                             | 12.32                             |
| Debt Service Fund Revenue          | 5,288,000.00                     | 68,000.00                            | 1.29                              | 0.86                              | 0.02                              | -                                 | -                                 |
| Debt Service Fund Expenditures     | 5,356,000.00                     | 32,213.00                            | 0.60                              | -                                 | -                                 | -                                 | -                                 |
| Enterprise Fund Revenue            | 2,100,000.00                     | 736,504.31                           | 35.07                             | 36.34                             | 38.50                             | 41.32                             | 42.33                             |
| Enterprise Fund Expenditure        | 2,000,000.00                     | 600,189.49                           | 30.01                             | 26.22                             | 27.71                             | 25.28                             | 27.30                             |
| Internal Service Fund Revenue      | 4,200,000.00                     | 1,313,523.18                         | 31.27                             | 34.38                             | 32.02                             | 30.48                             | 30.54                             |
| Internal Service Fund Expenditures | 4,200,000.00                     | 1,359,306.63                         | 32.36                             | 48.50                             | 42.05                             | 31.03                             | 34.77                             |
| Trust & Agency Fund Revenue        | 8,000,000.00                     | 3,216,388.38                         | 40.20                             | 37.79                             | 41.34                             | 46.91                             | 46.82                             |
| Trust & Agency Fund Expenditures   | 7,950,000.00                     | 3,244,196.58                         | 40.81                             | 37.75                             | 41.98                             | 46.81                             | 47.61                             |
| Grand Total Revenue                | 45,496,000.00                    | 13,124,689.53                        | 28.85                             | 29.85                             | 28.56                             | 29.26                             | 30.47                             |
| Grand Total Expenditures           | 46,177,000.00                    | 12,886,537.87                        | 27.91                             | 29.38                             | 28.70                             | 30.25                             | 27.87                             |

## D. Contract Revenue

There are five contracts totaling \$9,206.63 in October 2016 being presented for Board approval. The Contract Revenue Report follows.

| 2016-2017 CONTRACTS<br>10/01/16 through 10/31/16  |  |                |                      |                    |  |                  | INDIRECT COST FACTOR |               |  |
|---|--|----------------|----------------------|--------------------|--|------------------|----------------------|---------------|--|
| <u>Contract #</u>                                 | <u>Service Provided</u>  | <u>Contact</u> | <u>Number Served</u> | <u>Price</u>       | <u>Exchange of Services</u><br>(Instructional Fees Waived) | <u>On-Campus</u> | <u>Off-Campus</u>    | <u>Waiver</u> |  |
| 03-2017-0054-I-11<br>Prairie du Chien High School | Introduction to Criminal Justice Studies                           | Kris Wubben    | 17                   | \$ 1,700.00        | No   |                  |                      | X             |  |
| 03-2017-0070-I-41<br>Foremost Farms               | OSHA Lock-Out/Tag-Out & General Electrical Safety                  | Amy Charles    | 60                   | \$ 2,345.00        | No   |                  | X                    |               |  |
| 03-2017-0075-I-41<br>Foremost Farms               | OSHA Confined Space/Fall Protection/Slips, Trips, & Falls          | Amy Charles    | 56                   | \$ 2,345.00        | No   |                  | X                    |               |  |
| 03-2017-0079-T-42<br>Montfort Rescue Squad        | Emergency Medical Technician-Retrresher<br>(Participant Guarantee) | Kris Wubben    |                      | \$ 108.26          | No   |                  | X                    |               |  |
| 03-2017-0120-F-23<br>Prosperity Southwest         | Administrative and Fiscal Services                                 | Amy Charles    |                      | \$ 2,708.37        | No   |                  | X                    |               |  |
| <b>TOTAL of all Contracts</b>                     |  |                | <b>133</b>           | <b>\$ 9,206.63</b> |  |                  |                      |               |  |
| Exchange of Services                              |  |                | -                    | -                  |  |                  |                      |               |  |
| For Pay Service                                   |  |                | 133                  | \$ 9,206.63        |  |                  |                      |               |  |

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

Two employment recommendations, one transfer, three resignations, and one retirement are being presented for approval in the Personnel Report. The report is available below.

### **PERSONNEL REPORT November 14, 2016**

#### **Employment: NEW HIRES**

|   |  |
|---|--|
| Name  | Emily Vogt   |
| Title                                       | Associate Degree Nursing Instructor  |
| Number of Applicants and Number Interviewed | 1 applicant / 1 interviewed  |
| Start Date                                  | December 2016  |
| Salary/Wages                                | \$57,000   |
| Classification                              | Regular Full-Time  |
| Education and/or Experience                 | Masters in Nursing from Western Governors University<br>8 years of experience in nursing |

|   |  |
|---|--|
| Name  | Marlene Klein  |
| Title                                       | Academic Success Coach   |
| Number of Applicants and Number Interviewed |  |
| Start Date                                  | November 2, 2016   |
| Salary/Wages                                | \$25.00/hour   |
| Classification                              | Limited-Term Employment - Part-Time                              |
| Education and/or Experience                 | 12 years of experience as the Southwest Tech Lead ASC Instructor |

#### **PROMOTIONS / TRANSFERS**

|                 |   |
|-----------------|---|
| Craig Woodhouse | Tech Hire Grant Case/Project Manager (Full-Time, Limited-Term Employment) |
|-----------------|---|

#### **RETIREMENTS / RESIGNATIONS**

|  |  |
|--|--|
| Tammie Engelke (resignation 11/1/2016) | Administrative Assistant                                 |
| Jason Kolbe (resignation 11/14/2016)   | Electromechanical Technology Instructor/Contract Trainer |
| Kurt Hampton (retirement 1/26/2017)    | Maintenance Worker                                       |
| Josh Klaas (resignation 12/31/2016)    | Electromechanical Technology Instructor                  |

**Recommendation:** Approve the Consent Agenda.

## **Other Items Requiring Board Action**

### ***A. RFP For Feasibility Study***

The public opening of the request for proposals to provide a Student Success and Economic Development Project Feasibility Study for the College was held on Thursday, October 13, 2016, with two proposals being received. The selection committee's recommendation is included in the electronic Board material.

**Recommendation:** Award the Student Success and Economic Development Project Feasibility Study contract to Vandewall & Associates, Inc, Madison, Wisconsin.

## **Feasibility Study RFP #1617-01**

The public opening of the request for proposals to provide a Student Success and Economic Development Project Feasibility Study for the College was held on Thursday, October 13, 2016 at 11:00 a.m.

Proposals were solicited from multiple vendors and proposals were received from Vandewalle & Associates, Inc. and Brailsford & Dunlavey, Inc. An evaluation team consisting of Holly Clendenen, Dan Imhoff, Paul Bell, Stephanie Brown, Heather Fifrick, Scott Kennedy, Jeff Dombeck, Karen Bast, Caleb White and Jason Wood reviewed and rated the proposals. Both firms were then invited to campus to participate in an open forum as well as interview with the evaluation team. The team's scoring was based on the following evaluation criteria:

- A. Cost – 20%
- B. Background and Experience/Projects/References – 40%
- C. Clarity and thoroughness of responses – 25%
- D. Interview – 15%

The evaluation team's average composite score ranking from high to low is as follows:

| <b>Ranking</b> | <b>Vendor</b>                 |             | <b>Team Avg. Points</b> | <b>Cost</b> |
|----------------|-------------------------------|-------------|-------------------------|-------------|
| 1              | Vandewalle & Associates, Inc. | Madison, WI | 84.5                    | \$142,500   |
| 2              | Brailsford & Dunlavey, Inc.   | Chicago, IL | 80.0                    | \$141,150   |

### ***B. 1<sup>st</sup> Reading of Governance Policy 4.3 – College Purposes***

At the October 20, 2016, Board Retreat, the College Purposes were reviewed. The Board decided to include items that were missing from the Statutory Purposes. This will be a first reading of the College Purposes with those items included. The updated purposes are included below with the changes noted.

**Recommendation:** Approve the first reading of Governance Policy 4.3 – College Purposes.

### 4.3 - COLLEGE PURPOSES

Southwest Wisconsin Technical College's purposes are to:

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.~~ **industries, and individuals that foster economic development and the expansion of employment opportunities.**
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 **and employment.**
4. Provide career pathways and **collegiate transfer opportunities programs** 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.
7. **Provide education and services which address barriers created by stereotyping and discriminating and assist minorities, women and the handicapped or disadvantaged to participate in the work force and the full range of technical college programs and activities.**
8. **Provide community services and avocational or self- enrichment activities.**

First Reading – November 14, 2010

Adopted: 1/24/02  
Reviewed: 11/2/02  
Revised: 3/24/05, 2/22/14



### ***C. Grant County Economic Development Corporation Lease for 2017***

The 2017 office space lease for Grant County Economic Development Corporation is available with the Board material. The lease remains the same as the 2016 lease agreement.

**Recommendation:** Approve the 2017 lease for Grant County Economic Development Corporation.

## **RENTAL/LEASE AGREEMENT**

**between**

**Grant County Economic Development Corporation  
and Southwest Wisconsin Technical College**

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

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

***All of the above will be billed on or before the 23<sup>rd</sup> of the following month, commencing January 1, 2017. This rental/lease agreement covers the calendar year 2017 through December 31, 2017, with an option to renew for an additional one year at that time. If either party chooses to cancel this agreement, at least thirty (30) days notice must be made in writing.***

s/\_\_\_\_\_  
Executive Director  
Grant County Economic Development Corporation

s/\_\_\_\_\_  
Vice President for Administrative Services  
Southwest Wisconsin Technical College

s/\_\_\_\_\_  
President  
Grant County Economic Development Corporation

## **Board Monitoring of College Effectiveness**

### ***A. 2017-18 Budget Process***

Caleb White and Kelly Kelly, Controller, will present the 2017-18 Budget Process. An outline of the process is available below.

## 2017-2018 DISTRICT BUDGETARY PROCESS

Budget development is an integral step in planning and dedicating operational resources to facilitate the implementation of strategic directions for Southwest Tech in the forthcoming year and beyond. The budget allocates financial resources for on-going programs, courses and services, as well as for new initiatives. Budgeting is done in accordance with Chapter 65 of the Wisconsin Statutes, Wisconsin Technical College System (WTCS) Administrative Rules and local district policy; prepared in the format required by the WTCS; and submitted to the state office by July 1, 2017.

In planning for the prudent use of the College's resources, a budget will be developed:

- that complements the vision, mission and strategic directions of the College;
- that addresses the needs of students, business and industry, and other external agencies;
- that is sensitive to public concerns and local economic trends.

| <u>TIMELINE</u>                 | <u>ACTIVITY</u>   |
|---------------------------------|---|
| November 15                     | Fiscal Services initiates process and schedule for each department to plan staffing needs and define programs/services, both new and ongoing.   |
| November 15 – December 22       | Budget managers collect budget requests from staff and develop program and overall departmental budgets by cost center encompassing the collective input of staff and accounting for all elements of operational and capital expenditures.  |
| December 22 – February 1        | Controller meets with supervisors to adjust departmental chart-of-accounts for tracking/reporting (including proposed grants) and integrates budget requests to specific accounts. Schedule budget review sessions with College Leadership Team to balance priorities and new initiatives within budget capacity. |
| January to March 1              | Grant proposals for upcoming year by main sources. Other grants/projects may filter in throughout a budget year such as new and expanding, occupational competency, or other state initiatives.   |
| February 1                      | Fiscal Services compiles the College's aggregate budget. This provides the basis for comparative analysis at various levels of detail among multiple years.   |
| February District Board Meeting | District Board reviews College priorities and establishes budget assumptions and parameters.  |
| April District Board Meeting    | Detail review of the proposed budget by the full District Board. Modify assumptions and parameters if necessary.  |
| May 15                          | Review budget changes with the respective departments and staff.  |
| May District Board Meeting      | Second update of the proposed budget to the District Board.   |
| June 15                         | Final adjustment to budget document.  |
| June District Board Meeting     | Public hearing on proposed budget followed by regular board meeting and budget adoption.  |

## ***B. College Effectiveness Report***

Barb Tucker, Director of College Effectiveness, will present an overview of the department and provide an update on the College Health Indicators. Information follows.

# College Effectiveness/College Health Indicator Update

[www.swtc.edu](http://www.swtc.edu) – Fennimore, WI

# College Effectiveness - Staffing

- Darnell Hendricks – Grant Manager/Southwest Health/HIT Grant Network Coordinator
- Mandy Henkel – Research Associate
- Amy Loy – Evaluation Facilitator
- Barb Tucker – Director/ALO

[www.swtc.edu](http://www.swtc.edu) – Fennimore, WI



## Activities/Responsibilities of Department –1

- Research, write (or facilitate writing) college grants, *manage grants for successful outcomes*, and facilitate reporting of all College grants
- Facilitate the College's **(QRP)** Quality Review Process
- Serve as a resource for **accreditation**
- Provide internal and external environmental scanning and project future trends and needs in support of institutional decision-making



## Activities/Responsibilities of Department - 2

- Prepare and report **data**:  
[Integrated Postsecondary Education Data System \(IPEDS\)](#)  
Higher Learning Commission, gainful employment, etc.,
- Plan, conduct, analyze, and disseminate the results of **surveys** including campus climate, graduate and employer follow-up, and student satisfaction
- Provide internal data to College committees and departments for College decision-making
- ***Lead Data Integrity Team***



# College Health Indicators

5 Areas

- Campus Safety and Security
- College Culture
- Quality of Teaching and Learning
- Student Access
- Financial Sustainability

[www.swtc.edu](http://www.swtc.edu) – Fennimore, WI



# Campus Safety & Security

|   | Current | Target |
|---|---------|--------|
| Indicator 1: Number of Security Incidents                   | ?       |        |
| Indicator 2: Heartland Work Compensation Number (Employees) | 10      |        |
| Indicator 3: Number of Class A&B Incidents (Students)       | 26      |        |

[www.swtc.edu](http://www.swtc.edu) – Fennimore, WI

# College Culture

| Indicator 1: Employee Turnover   | Current | Target |
|--|---------|--------|
| No retirement or layoff  | 5.1%    |        |
| No retirements only  | 8.4%    |        |
| No layoffs only  | 13.5%   |        |
| Everyone   | 16.3%   |        |
| Indicator 2: Employee Survey Average<br><small>*scale is 1 to 5, where 1 is not at all satisfied and 5 is very satisfied</small>                       |         |        |
| Campus Culture & Policies Score  | 3.33    |        |
| Work Environment Score   | 3.56    |        |
| Indicator 3: Employee Survey Overall Satisfaction Question<br><small>*scale is 1 to 5, where 1 is not at all satisfied and 5 is very satisfied</small> | 3.86    |        |

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# Quality of Teaching and Learning

| Indicator 1: Course Completion     | Current | Target |
|------------------------------------|---------|--------|
| All courses-all deliveries         | 89%     |        |
| All courses f2f                    | 91%     |        |
| All courses non-F2F                | 76%     |        |
| Indicator 2: Job Placement         |         |        |
| % Employed                         | 97%     |        |
| % Employed related                 | 79%     |        |
| Indicator 3: Employer Satisfaction | 97%     |        |

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# Student Access

| Indicator 1: Percentage of Non-Traditional Program FTE's/<br>Students | Current | Target |
|---|---------|--------|
| % Program students age 25+  | 40%     |        |
| % FTE program student age 25+   | 34%     |        |
| Indicator 2: Number of Non-Traditional Program FTE's/Students         |         |        |
| # Program students age 25+  | 741     |        |
| # FTE program student age 25+   | 391     |        |

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# Student Access 2

## Indicator 3: Southwest Tech Special Population compared to District

*Southwest Tech Data: includes program students with course enrollment in aid codes 10,30,31,32,50*

|        |                                | College | District |
|--------|--------------------------------|---------|----------|
| Gender |                                |         |          |
|        | Female                         | 51%     | 47%      |
|        | Male                           | 49%     | 53%      |
| Race   |                                |         |          |
|        | Native American/Alaskan Native | 51%     | 47%      |
|        | Asian                          | 1%      | 1%       |
|        | Black                          | 3%      | 1%       |
|        | Hispanic                       | 2%      | 2%       |

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## Student Access 3

| Race (cont'd)                    | College | District |
|----------------------------------|---------|----------|
| White                            | 91%     | 96%      |
| Native Hawaiian/Pacific Islander | 0%      | 0%       |
| Multi Race                       | 1%      | 0%       |
| Unknown Race                     | 0%      | 0%       |
| Disabled                         | 9%      | 9%       |
| Minority                         | 9%      | 4%       |
| Limited English Proficiency      | 0%      | 1%       |

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# Fiscal Sustainability

|   | Current    | Target |
|---|------------|--------|
| Indicator 1: Cost of FTE (direct cost)                | 3,934      |        |
| Indicator 2: Indirect as Percentage of Total Budget   | 33%        |        |
| Indicator 3: Actual Compared to Budget (position)     |            |        |
| Indicator 4: Contribution of External Revenue Sources | 10,085,654 |        |
| Grants  |            |        |
| Giving  |            |        |
| Business and Industry                                 |            |        |
| Charger Enterprises                                   |            |        |
| Auxiliary   |            |        |
| Indicator 5: College FTE's                            | 671.8785   |        |



### ***C. Employee Benefits Consortium***

Caleb White and Connie Haberkorn, Benefits and Human Resources Administrator, will report on the Employee Benefits Consortium including a status on the consortium's financials and progress to date as well as what is in store for the future.



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October 5, 2016

Board of Trustees  
Wisconsin Technical College  
Employee Benefit Consortium  
Pewaukee, Wisconsin

Dear Board of Trustees:

We have audited the financial statements of Wisconsin Technical College Employee Benefit Consortium (WTCEBC) for the year ended June 30, 2016, and have issued our report thereon dated June 30, 2016. Professional standards require that we provide you with the following information related to our audit:

**Our Responsibility Under Auditing Standards Generally Accepted in the United States**

As stated in our engagement letter dated April 28, 2016, our responsibility, as described by professional standards, is to express an opinion about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with accounting principles generally accepted in the United States. Our audit of the financial statements does not relieve you or management of your responsibilities.

As part of our audit, we considered the internal control of WTCEBC. Such considerations were solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.

**Supplementary Information Accompanying Audited Financial Statements**

With respect to the supplementary information accompanying the financial statements, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

### **Planned Scope and Timing of the Audit**

We performed the audit according to the planned scope and timing previously communicated to your representative, Cary Tessmann, in our meeting about planning matters on April 28, 2016, in addition to our engagement letter dated April 28, 2016 accepted by Cary Tessmann.

### **Significant Audit Findings**

#### **Qualitative Aspects of Accounting Practices**

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by WTCEBC are described in Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during the period under audit.

We noted no transactions entered into by WTCEBC during the year for which there is a lack of authoritative guidance or consensus. There were no significant transactions that have been recognized in the financial statements in a different period than when the transactions occurred.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the financial statements is the stop-loss receivable and the reserve for unpaid claims.

The disclosures in the financial statements are neutral, consistent, and clear.

### **Difficulties Encountered in Performing the Audit**

We encountered no difficulties in dealing with management in performing and completing our audit.

### **Corrected and Uncorrected Misstatements**

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. The attached listing of adjusting journal entries were misstatements noted during our audit and were corrected by management.

### **Disagreements With Management**

For purposes of this letter, professional standards define a disagreement with management as a matter, whether or not resolved to our satisfaction, concerning a financial accounting, reporting, or auditing matter that could be significant to the financial statements or the auditor's report. No such disagreements arose during the course of our audit.

### **Management Representations**

We have requested certain representations from management that are included in the management representation letter dated October 5, 2016, a copy of which accompanies this letter.

### **Management Consultations With Other Accountants**

In some cases, management may decide to consult with other accountants about auditing and accounting matters. To our knowledge, management has not obtained any opinions from other independent accountants on the application of accounting principles generally accepted in the United States which would affect WTCEBC's financial statements or on the type of opinion which may be rendered on the financial statements.

### **Other Audit Findings or Issues**

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as WTCEBC's auditors for the preceding year. However, these discussions occurred in the normal course of our professional relationship and our responses were not, in our judgment, a condition of our retention.

### **Other Comments**

#### *Reserve Balances*

As noted in the Statement of Activities by Member, some of the Colleges have a negative reserve balance. As noted in the Reserve Policy, the Colleges have 3 years to fully fund their reserve accounts, so there are no concerns at the individual College levels. However, one thing to monitor would be the overall cash flow of the Consortium. The negative reserve is due to the claims that are incurred, but not payable so there are no immediate cash flow concerns, but as claim payments can fluctuate, the consortium overall should make sure it has adequate reserves to cover those payments. Our recommendation is that each College considers its available resources to fund their reserve accounts as soon as they can to make sure the Consortium continues to have positive cash flow.

*IBNR Analysis*

In our review of the IBNR Analysis prepared by Arthur Gallagher, we noted that the paid claims through June 30, 2016 did not agree to the paid claims amount paid by the Consortium. For example, the UMR claims per the Consortium were \$19,023,229 and per Gallagher were \$19,390,740, the Humana claims per the Consortium were \$15,107,308 and per Gallagher were \$14,392,467, the Envision Rx Claims per the Consortium were \$5,921,645 and per Gallagher were \$5,795,593. The differences above are most likely related to timing issues, but if that is the case, an explanation of those differences in the IBNR analysis in the future would help to ease the concerns of all members in the Consortium.

We appreciate the opportunity to be of service to the Wisconsin Technical College Employee Benefit Consortium.

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

Sincerely,

A handwritten signature in black ink that reads "Wipfli LLP". The signature is written in a cursive, flowing style.

Wipfli LLP  
Enc.

Year End: June 30, 2017  
 Adjusting Journal Entries  
 Date: 7/1/2016 To 6/30/2017

| Prepared by      | Reviewed by     | Reviewed by |
|------------------|-----------------|-------------|
| BMA<br>8/31/2016 | DW<br>9/13/2016 |             |

AJE

| Number  | Date      | Name                           | Account No     | Reference | Annotation | Debit        | Credit       | Recurrence | Misstatement |
|---|-----------|--------------------------------|----------------|-----------|------------|--------------|--------------|------------|--------------|
| 1   | 6/30/2017 | Prepaid Items                  | 120-000-000    |           |            | 126,902.00   |              |            |              |
| 1   | 6/30/2017 | PPO Stop Loss                  | 520-290-003    |           |            |              | 45,681.88    |            |              |
| 1   | 6/30/2017 | PPO Stop Loss                  | 520-290-005    |           |            |              | 11,709.81    |            |              |
| 1   | 6/30/2017 | PPO Stop Loss                  | 520-290-009    |           |            |              | 15,992.81    |            |              |
| 1   | 6/30/2017 | PPO Stop Loss                  | 520-290-013    |           |            |              | 11,434.12    |            |              |
| 1   | 6/30/2017 | PPO Stop Loss                  | 520-290-014    |           |            |              | 24,217.02    |            |              |
| 1   | 6/30/2017 | PPO Stop Loss                  | 520-290-015    |           |            |              | 17,766.46    |            |              |
| To record July stop-loss premiums as prepaid                      |           |                                |                |           |            |              |              |            |              |
| 2   | 6/30/2017 | Claims - PPO                   | 510-101-003    |           |            |              | 77,400.44    |            |              |
| 2   | 6/30/2017 | Claims - PPO                   | 510-101-005    |           |            |              | 30,475.11    |            |              |
| 2   | 6/30/2017 | Claims - PPO                   | 510-101-009    |           |            |              | 41,125.58    |            |              |
| 2   | 6/30/2017 | Claims - PPO                   | 510-101-013    |           |            |              | 20,879.14    |            |              |
| 2   | 6/30/2017 | Claims - PPO                   | 510-101-014    |           |            |              | 61,793.61    |            |              |
| 2   | 6/30/2017 | Claims - PPO                   | 510-101-015    |           |            |              | 48,617.54    |            |              |
| 2   | 6/30/2017 | PPO Stop Loss                  | 520-290-013    |           |            | 171,375.98   |              |            |              |
| 2   | 6/30/2017 | PPO Stop Loss                  | 520-290-014    |           |            | 26,052.39    |              |            |              |
| 2   | 6/30/2017 | PPO Stop Loss                  | 520-290-015    |           |            | 82,858.27    |              |            |              |
| To reclassify stop-loss reimbursements against the original claim |           |                                |                |           |            |              |              |            |              |
| 3   | 6/30/2017 | Symetra Receivable             | 112-000-000    |           |            | 577,178.38   |              |            |              |
| 3   | 6/30/2017 | Claims - PPO                   | 510-101-003    |           |            |              | 159,386.36   |            |              |
| 3   | 6/30/2017 | Claims - PPO                   | 510-101-005    |           |            |              | 62,155.86    |            |              |
| 3   | 6/30/2017 | Claims - PPO                   | 510-101-009    |           |            |              | 84,887.57    |            |              |
| 3   | 6/30/2017 | Claims - PPO                   | 510-101-013    |           |            |              | 42,995.23    |            |              |
| 3   | 6/30/2017 | Claims - PPO                   | 510-101-014    |           |            |              | 127,248.51   |            |              |
| 3   | 6/30/2017 | Claims - PPO                   | 510-101-015    |           |            |              | 100,105.05   |            |              |
| To record Symetra Receivable                                      |           |                                |                |           |            |              |              |            |              |
| 4   | 6/30/2017 | Premium Revenue Contra Account | 400-290-003    |           |            |              | 236,965.00   |            |              |
| 4   | 6/30/2017 | Premium Revenue Contra Account | 400-290-005    |           |            |              | 93,215.00    |            |              |
| 4   | 6/30/2017 | Premium Revenue Contra Account | 400-290-009    |           |            |              | 125,945.00   |            |              |
| 4   | 6/30/2017 | Premium Revenue Contra Account | 400-290-013    |           |            |              | 63,766.00    |            |              |
| 4   | 6/30/2017 | Premium Revenue Contra Account | 400-290-014    |           |            |              | 188,958.00   |            |              |
| 4   | 6/30/2017 | Premium Revenue Contra Account | 400-290-015    |           |            |              | 148,617.00   |            |              |
| 4   | 6/30/2017 | Pooling Contribution           | 400-320-003    |           |            | 236,965.00   |              |            |              |
| 4   | 6/30/2017 | Pooling Contribution           | 400-320-005    |           |            | 93,215.00    |              |            |              |
| 4   | 6/30/2017 | Pooling Contribution           | 400-320-009    |           |            | 125,945.00   |              |            |              |
| 4   | 6/30/2017 | Pooling Contribution           | 400-320-013    |           |            | 63,766.00    |              |            |              |
| 4   | 6/30/2017 | Pooling Contribution           | 400-320-014    |           |            | 188,958.00   |              |            |              |
| 4   | 6/30/2017 | Pooling Contribution           | 400-320-015    |           |            | 148,617.00   |              |            |              |
| To adjust pooling contributions                                   |           |                                |                |           |            |              |              |            |              |
|   |           |                                |                |           |            | 1,841,733.00 | 1,841,733.00 |            |              |
| Net income (Loss)   |           |                                | (3,021,168.76) |           |            |              |              |            |              |



October 5, 2016

Wipfli LLP  
2501 West Beltline Highway, Suite 401  
Madison, WI 53713

This representation letter is provided in connection with your audit of the financial statements of the Wisconsin Technical College Employee Benefit Consortium (WTCEBC) as of June 30, 2016, and the respective changes in financial position, and the related notes to financial statements, for the purpose of expressing an opinion as to whether the financial statements are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States (GAAP).

Certain representations in this letter are described as being limited to matters that are material. Items are considered material, regardless of size, if they involve an omission or misstatement of accounting information that, in light of surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would be changed or influenced by the omission or misstatement. An omission or misstatement that is monetarily small in amount could be considered material as a result of qualitative factors.

We confirm, to the best of our knowledge and belief, as of the date of this letter, the following representations made to you during your audit:

#### Financial Statements

1. We have fulfilled our responsibilities, as set out in the terms of the audit engagement letter dated April 28, 2016, including our responsibility for the preparation and fair presentation of the financial statements in accordance with GAAP and for preparation of the supplementary information in accordance with the applicable criteria.
2. The financial statements referred to above are fairly presented in accordance with GAAP and include all properly classified funds and other financial information of the primary government and all component units required by GAAP to be included in the financial reporting entity.
3. We acknowledge our responsibility for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.
4. We acknowledge our responsibility for the design, implementation, and maintenance of internal control to prevent and detect fraud.
5. Significant assumptions we used in making accounting estimates, including those measured at fair value, are reasonable.
6. Related party relationships and transactions, including revenues, expenditures/expenses, loans, transfers, leasing arrangements, and guarantees, and amounts receivable from or

payable to related parties have been appropriately accounted for and disclosed in accordance with the requirements of GAAP.

7. Adjustments or disclosures have been made for all events, including instances of noncompliance, subsequent to the date of the financial statements that would require adjustment to or disclosure in the financial statements.
8. We agree with the adjusting journal entries proposed by you and which are given effect to in the financial statements.
9. The effects of all known actual or possible litigation, claims, and assessments have been accounted for and disclosed in accordance with GAAP.
10. Material concentrations, if any, have been properly disclosed in accordance with GAAP.
11. Guarantees, whether written or oral, under which WTCEBC is contingently liable, if any, have been properly recorded or disclosed in accordance with GAAP.

#### Information Provided

12. We have provided you with:
  - a. Access to all information, of which we are aware, that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, and other matters.
  - b. Additional information that you have requested from us for the purpose of the audit.
  - c. Unrestricted access to persons within WTCEBC from who you determined it necessary to obtain audit evidence.
  - d. Minutes of the meetings of Board of Trustees or summaries of actions of recent meetings for which minutes have not yet prepared.
13. All material transactions have been recorded in the accounting records and are reflected in the financial statements.
14. We have disclosed to you the results of our assessment of risk that the financial statements may be materially misstated as a result of fraud.
15. We have no knowledge of any fraud or suspected fraud affecting WTCEBC involving:
  - a. Management.
  - b. Employees who have significant roles in internal control.
  - c. Others where the fraud could have a material effect on the financial statements.
16. We have no knowledge of any allegations of fraud or suspected fraud affecting WTCEBC's financial statements communicated by employees, former employees, regulators, or others.
17. We have no knowledge of instances of noncompliance or suspected noncompliance with provisions of laws, regulations, contracts, or grant agreements, or abuse, whose effects should be considered when preparing financial statements.

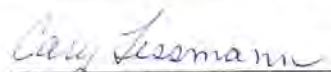


18. We are not aware of any pending or threatened litigation, claims, or assessments or unasserted claims or assessments that are required to be accrued or disclosed in the financial statements in accordance with GAAP.
19. We have disclosed to you the identity of WTCEBC's related parties and all the related party relationships and transactions of which we are aware.
20. We have made available to you all financial records and related data.
21. There have been no communications from regulatory agencies concerning noncompliance with, or deficiencies in, financial reporting practices.
22. We have identified to you any previous audits, attestation engagements, and other studies related to the audit objectives and whether related recommendations have been implemented.
23. We have no plans or intentions that may materially affect the carrying value or classification of assets, liabilities, or equity.
24. We are responsible for compliance with the laws, regulations, and provisions of contracts and grant agreements applicable to us, including tax or debt limits and debt contracts, and legal and contractual provisions for reporting specific activities in separate funds.
25. We have identified and disclosed to you all instances that have occurred or are likely to have occurred, of fraud and noncompliance with provisions of laws and regulations that we believe have a material effect on the financial statements or other financial data significant to the audit objectives, and any other instances that warrant the attention of those charged with governance.
26. We have identified and disclosed to you all instances, which have occurred or are likely to have occurred, of noncompliance with provisions of contracts and grant agreements that we believe have a material effect on the determinations of financial statement amounts or other financial data significant to the audit objectives.
27. We have identified and disclosed to you all instances that have occurred or are likely to have occurred, of abuse that could be quantitatively or qualitatively material to the financial statements or other financial data significant to the audit objectives.
28. There are no violations or possible violations of budget ordinances, laws and regulations (including those pertaining to adopting, approving, and amending budgets), provisions of contracts and grant agreements, tax or debt limits, and any related debt covenants whose effects should be considered for disclosure in the financial statements, or as a basis for recording a loss contingency, or for reporting noncompliance.
29. As part of your audit, you assisted with preparation of the financial statements and related notes. We acknowledge our responsibility as it relates to those nonaudit services, including that we assume all management responsibilities; oversee the services by designating an individual, preferably within senior management, who possesses suitable skill, knowledge, or experience; evaluate the adequacy and results of the services performed; and accept responsibility for the results of the services. We have reviewed, approved, and accepted responsibility for those financial statements and related notes.
30. WTCEBC has satisfactory title to all owned assets, and there are no liens or encumbrances on such assets nor has any material asset been pledged as collateral.

31. WTCEBC has complied with all aspects of contractual agreements that would have a material effect on the financial statements in the event of noncompliance.
32. The financial statements include all component units as well as joint ventures with an equity interest, and properly disclose all other joint ventures and other related organizations.
33. The financial statements properly classify all funds and activities in accordance with GASB Statement No. 34.
34. Components of net position (net investment in capital assets; restricted; and unrestricted) and components of fund balance (nonspendable, restricted, committed, assigned, and unassigned) are properly classified and, if applicable, approved.
35. Provisions for uncollectible receivables have been properly identified and recorded.
36. Expenses have been appropriately classified in or allocated to functions and programs in the statement of activities, and allocations have been made on a reasonable basis.
37. Deposits and investment securities are properly classified as to risk, and investments are properly valued and disclosed.
38. WTCEBC has identified all accounting estimates that could be material to the financial statements, including the key factors and significant assumptions underlying those estimates, and we believe the estimates are reasonable in the circumstances.
39. There are no estimates that may be subject to a material change in the near term that have not been properly disclosed in the financial statements. We understand that near term means the period within one year of the date of the financial statements. In addition, we have no knowledge of concentrations existing at the date of the financial statements that make WTCEBC vulnerable to the risk of severe impact that have not been properly disclosed in the financial statements.
40. We acknowledge our responsibility for presenting the Statement of Revenues, Expenses, and Changes in Net Deficit By Member in accordance with GAAP, and we believe the Statement of Revenues, Expenses, and Changes in Net Deficit By Member, including its form and content, is fairly presented in accordance with GAAP. We have disclosed to you any significant assumptions or interpretations underlying the measurement and presentation of the supplementary information. If the Statement of Revenues, Expenses, and Changes in Net Deficit By Member are not presented with the audited financial statements, we will make the audited financial statements readily available to the intended users of the supplementary information no later than the date we issue the supplementary information and the auditor's report thereon.

Sincerely,

Wisconsin Technical College Employee Benefit Consortium



Signature of Treasurer

**WISCONSIN TECHNICAL COLLEGE  
EMPLOYEE BENEFIT CONSORTIUM**

**FINANCIAL STATEMENTS  
Year Ended June 30, 2016**

**WISCONSIN TECHNICAL COLLEGE  
EMPLOYEE BENEFIT CONSORTIUM**

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## **INDEPENDENT AUDITOR'S REPORT**

Board of Trustees  
Wisconsin Technical College  
Employee Benefit Consortium  
Pewaukee, Wisconsin

### **Report on the Financial Statements**

We have audited the accompanying financial statements of the Wisconsin Technical College Employee Benefit Consortium (WTCEBC), as of and for the year ended June 30, 2016, and the related notes to the financial statements, which collectively comprise WTCEBC's basic financial statements as listed in the table of contents.

### ***Management's Responsibility for the Financial Statements***

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

### ***Auditor's Responsibility***

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

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





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

### *Opinion*

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Wisconsin Technical College Employee Benefit Consortium, as of June 30, 2016 and the changes in its financial position thereof for the year then ended, in accordance with accounting principles generally accepted in the United States.

### *Other Matters*

#### *Required Supplementary Information*

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis on pages 3 through 6 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

#### *Supplementary Information*

Our audit was conducted for the purpose of forming an opinion on the financial statements that collectively comprise WTCEBC's financial statements as a whole. The Statement of Revenues, Expenses, and Changes in Net Deficit By Member is presented for purposes of additional analysis and is not a required part of the financial statements. The Statement of Revenues, Expenses, and Changes in Net Deficit By Member is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. Such information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States. In our opinion, the Statement of Revenues, Expenses, and Changes in Net Deficit By Member is fairly stated in all material respects in relation to the financial statements as a whole.

*Wipfli LLP*

Madison, Wisconsin  
October 5, 2016

# Wisconsin Technical College Employee Benefit Consortium

## Management's Discussion and Analysis

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The Wisconsin Technical College Employee Benefit Consortium's (WTCEBC) management's discussion and analysis of its financial condition provides an overview of its financial activity, identifies changes in its financial position, and assists the reader of these financial statements in focusing on noteworthy financial issues for the year ended June 30, 2016. Since this is the first year of operation for the Consortium, comparative information is not available.

WTCEBC is a Consortium consisting of six Wisconsin technical colleges whose goal is to provide cost effective ways of providing benefits to employees to help retain and attract quality employees. In the initial year of operations, the focus was on health insurance only. In the future this may be expanded to other benefit opportunities. In order to accomplish this goal, it is crucial for WTCEBC to accumulate adequate net position to ensure sufficient reserves are available to meet its needs. It began operations July 1, 2016.

Management's discussion and analysis provides summary financial information to assist the reader in understanding and interpreting the financial statements.

### Statement of Revenues, Expenses, and Changes in Net Deficit

The Statement of Revenues, Expenses and Changes in Net Deficit presents the revenues earned and the expenses incurred during the year. Activities performed by the Consortium are classified as either operating or non-operating activities. WTCEBC receives the majority of its revenues from member premiums. It is hoped that the premiums will be adequately set to allow for reporting of an operating surplus vs. an operating loss each year.

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

|                               | <u>2016</u>           |
|-------------------------------|-----------------------|
| <b>Operating Revenues</b>     |                       |
| Member Premiums/Contributions | \$ 44,721,862         |
| Operating revenues            | <u>44,721,862</u>     |
| <b>Nonoperating Revenues</b>  |                       |
| Investment income, net        | <u>5</u>              |
| Nonoperating revenues         | <u>5</u>              |
| Total revenues                | <u>44,721,867</u>     |
| <br><b>Operating Expenses</b> |                       |
| Claims                        | 44,585,776            |
| Administrative expenses       | <u>3,157,257</u>      |
| Operating expenses            | <u>47,743,033</u>     |
| Total expenses                | <u>47,743,033</u>     |
| <br>Change in net deficit     | (3,021,166)           |
| <br><b>Net Deficit</b>        |                       |
| Beginning of year             | <u>-</u>              |
| End of year                   | <u>\$ (3,021,166)</u> |

# Wisconsin Technical College Employee Benefit Consortium

## Management's Discussion and Analysis

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Operating revenues are the charges for services offered by the Consortium. Total operating revenues were \$44,721,862 for fiscal year 2016 and consisted of member payments to the Consortium to pay for services provided.

Operating expenses are costs incurred for providing health insurance coverage to its members. Total expenses were \$47,743,033 for fiscal year 2016.

- Claims paid for health and prescription medications on behalf of its members totaled \$44,585,776. Included in this amount is \$4,593,000 of incurred but not yet reported claims cost, which are expected to be paid in fiscal year 2017.
  - One of the first actions the Consortium took as part of its formation was to carve out prescription drugs from other health care benefits under one provider. By carving out prescription drugs, the Consortium projected to save approximately \$1.4 million in the first year of operation.
- Administrative costs include stop-loss coverage, claims administration, consulting, and administration cost. These costs totaled \$3,157,257 for fiscal year 2016.
  - One of the first actions the Consortium took as part of its formation was to consolidate stop-loss coverage into one plan. This consolidation was projected to save members a total of \$1.1 million.

Non-operating revenues (expenses) are revenue and expense items not related directly to providing instruction. Net non-operating revenues totaled \$5 from investment income.

- During fiscal year 2016 the WTCEBC issued a request for proposal for an investment advisor. Near the end of the fiscal year WTCEBC invested \$500,000 of its cash in investments.

### Statement of Net Deficit

The Statement of Net Deficit includes all assets, which are items that the Consortium owns and amounts that are owed to the Consortium by others, and liabilities, which are amounts the Consortium owes to others and which had been collected from others prior to providing the services. This statement is prepared under the accrual basis of accounting whereby revenues and assets are recognized when the service is provided and expenses and liabilities are recognized when others provide the service to us, regardless of when cash is exchanged. Below are highlights of the key components of the Statement of Net Deficit.



# Wisconsin Technical College Employee Benefit Consortium

## Management's Discussion and Analysis

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|                          | <u>2016</u>           |
|--------------------------|-----------------------|
| ASSETS                   |                       |
| Cash and investments     | \$ 1,974,232          |
| Receivables and prepaids | 724,840               |
| Total Assets             | <u>2,699,072</u>      |
| LIABILITIES              |                       |
| Current liabilities      | 5,720,238             |
| Long-term liabilities    | -                     |
| Total Liabilities        | <u>5,720,238</u>      |
| NET DEFICIT              |                       |
| Unrestricted             | <u>(3,021,166)</u>    |
| Total Net Deficit        | <u>\$ (3,021,166)</u> |

Total assets were \$2,699,072 and consisted of the following:

- Cash of \$1,474,227 and investments of \$500,005.
- Prepaid expenses of \$126,802.
- Receivables of \$598,038. During fiscal year 2016, the Consortium had claims cost of \$857,466 that was subject to stop-loss coverage reimbursement. As of June 30, 2016, \$577,179 of this amount remained unpaid since many of the large claims were first paid in the last quarter of the fiscal year. Reimbursement is expected to be received in fiscal year 2017.

Prior to month end, members submit a statement to the Consortium identifying the number of covered members for the next month. Due to timing differences of when the report is due and actual number of covered members in the month, adjustments may be needed in the next billing cycle for changes occurring at the end of the prior month. As of June 30, 2016, the Consortium had \$20,859 outstanding from members for this true up.

Current liabilities totaled \$5,720,238 for fiscal year 2016.

- Accounts payable totaled \$1,127,238 for invoices not paid as of June 30, 2016.
- Incurred but not yet reported (IBNR) claims totaled \$4,593,000 as of June 30, 2016, and a liability was established for these claims that are projected to be paid in fiscal year 2017.

The Consortium did not have any long-term liabilities as of June 30, 2016.

On a net position basis, the Consortium finished its first year of operations in a deficit position as a result of recording its IBNR costs.

- Within three years of membership start date, members are required to have the equivalent of 12% of claims cost in a reserve under their name.

# Wisconsin Technical College Employee Benefit Consortium

## Management's Discussion and Analysis

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- Due to the start-up of the Consortium, it was expected the majority of this required reserve would be generated in the first few months of fiscal year 2016 on a budgetary basis since there is a lag between the time claims are incurred and the time claims are reimbursed.
- During the year the Consortium had 41 claims that exceeded \$100,000 by \$4,575,184 and 10 of those claims exceeded \$250,000. Sixteen of those high claims costs were incurred by one of its members. At the beginning of the fiscal year, it was anticipated 30.2 claims would exceed \$100,000 and 6.6 claims would exceed \$250,000.

### Financial Position

The Consortium did not end the year where it had projected to be due to the number of high claims costs that were incurred late in the fiscal year.

- As a result of high claims costs incurred in fiscal year 2016, three of the six member colleges ended the fiscal year in a deficit net position. Those colleges are making arrangements to infuse additional cash into the Consortium in fiscal year 2017 as a result of the bad claims experience they had in fiscal year 2016.
- Premium rates for some member colleges for fiscal year 2017 were increased higher than the average as a result of their experience levels in fiscal year 2016.
- The Consortium Board of Directors has been monitoring its financial position closely and working with member colleges, as needed, to ensure the Consortium has adequate resources available to pay its liabilities when they come due. Its governance documents include provisions for this.

### Economic Factors

By forming the Consortium, the members are able to achieve greater savings than they could individually. However, everything is not in their control. Increases for prescription medications generally are higher than other cost increases. Although efforts can be made to try and increase discounts received, healthcare costs continue to rise each year.

**WISCONSIN TECHNICAL COLLEGE  
EMPLOYEE BENEFIT CONSORTIUM**

**STATEMENT OF NET DEFICIT**

June 30, 2016

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|                           |                              |
|---------------------------|------------------------------|
| <b>ASSETS</b>             |                              |
| Cash                      | \$ 1,474,227                 |
| Investments               | 500,005                      |
| Prepaid items             | 126,802                      |
| Stop Loss Receivables     | 577,179                      |
| Member Receivables        | <u>20,859</u>                |
| Total Assets              | <u>2,699,072</u>             |
| <b>LIABILITIES</b>        |                              |
| Accounts Payable          | 1,127,238                    |
| Reserve for Unpaid Claims | <u>4,593,000</u>             |
| Total Liabilities         | <u>5,720,238</u>             |
| <b>NET DEFICIT</b>        | <u><u>\$ (3,021,166)</u></u> |

(See accompanying notes to the financial statements.)

**WISCONSIN TECHNICAL COLLEGE  
EMPLOYEE BENEFIT CONSORTIUM**

**STATEMENT OF REVENUES, EXPENSES, AND  
CHANGES IN NET DEFICIT**

For the Year Ended June 30, 2016

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|                                |                              |
|--------------------------------|------------------------------|
| <b>OPERATING REVENUES</b>      |                              |
| Member Premiums                | \$ 44,323,386                |
| Consulting Contributions       | 270,964                      |
| Administrative Contributions   | <u>127,512</u>               |
| Total Operating Revenues       | <u>44,721,862</u>            |
| <b>OPERATING EXPENSES</b>      |                              |
| Claims                         | 44,585,776                   |
| Claims Administration          | 1,297,867                    |
| Stop-Loss                      | 1,549,449                    |
| Consulting                     | 270,964                      |
| Administration                 | <u>38,977</u>                |
| Total Operating Expenses       | <u>47,743,033</u>            |
| <b>OPERATING LOSS</b>          | <u>(3,021,171)</u>           |
| <b>NON-OPERATING REVENUES</b>  |                              |
| Interest Income                | <u>5</u>                     |
| <b>CHANGE IN NET DEFICIT</b>   | (3,021,166)                  |
| <b>NET POSITION, BEGINNING</b> | <u>-</u>                     |
| <b>NET DEFICIT, ENDING</b>     | <u><u>\$ (3,021,166)</u></u> |

(See accompanying notes to the financial statements.)

# Wisconsin Technical College Employee Benefit Consortium

## Notes to Financial Statements

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### **Note 1. Nature of Business and Significant Accounting Policies**

The Wisconsin Technical College Employee Benefit Consortium ("WTCEBC") was formed for the purpose of jointly purchasing certain insurance coverage, including stop loss coverage, jointly purchasing and/or providing certain employee benefits, jointly purchasing certain employee benefit related services, and jointly entering into certain self-insurance and other permitted risk sharing arrangements in order to provide certain employee benefits to eligible employees of the Member Colleges pursuant to the Members' respective employee benefit plans.

WTCEBC is a self-funded, group purchasing consortium that offers medical and prescription drug coverage. Various plan options are available to members. WTCEBC is governed by a Board of Directors comprised of one representative from each of the Member Colleges that participate in the consortium. The consortium was effective on July 1, 2015.

Members sign a three-year commitment to WTCEBC. Premiums are paid on a monthly basis. Pursuant to participation agreements with WTCEBC, each member agrees to pay all funding rates associated with the coverage it elects; as such funding rates are set and billed to the members by WTCEBC. Rates are calculated to cover the administrative expenses and expected claims costs of the program. Each member is responsible for paying the individual claims of its covered employees. Administrative costs are allocated based on a ratio of each member's covered employees in comparison to the total covered employees of WTCEBC.

Six Wisconsin Technical Colleges were members of WTCEBC as of the July 1, 2015 effective date and the same six Colleges were the only members as of June 30, 2016. The Consortium uses a third party to administer its operations, including all of the accounting functions.

The Consortium is not included in any other governmental "reporting entity" as to result in the Consortium being considered a component unit of the entity since Board members are appointed by the members and have decision making authority, the power to designate management, and the responsibility to significantly influence operations and primary accountability for fiscal matters.

In evaluating how to define the Consortium, WTCEBC has considered all potential component units. The decision to include a potential component unit in the reporting entity was made by applying the criteria set forth in GAAP. The basic - but not the only - criterion for including a potential component unit within the reporting entity is the governing body's ability to exercise oversight responsibility. The most significant manifestation of this ability is financial interdependency. Other manifestations of the ability to exercise oversight responsibility include, but are not limited to, the selection of governing authority, the designation of management, the ability to significantly influence operations, and accountability for fiscal matters. A second criterion used in evaluating potential component units is the scope of public service. Application of this criterion involves considering whether the activity is conducted within the geographic boundaries of the Consortium and is generally available to its citizens. A third criterion used to evaluate potential component units for inclusion or exclusion from the reporting entity is the existence of special financing relationships, regardless of whether the Consortium is able to exercise oversight responsibilities.

# Wisconsin Technical College Employee Benefit Consortium

## Notes to Financial Statements

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### **Note 1. Nature of Business and Significant Accounting Policies (Continued)**

The Consortium is considered to be a primary government pursuant to GASB statements, since it is legally separate and fiscally independent. This report includes all the funds of the Consortium. It includes all activities considered to be part of (controlled by or dependent on) the Consortium as set forth under the GAAP criteria.

WTCEBC follows all applicable GASB pronouncements. The accompanying financial statements are presented using the accrual method of accounting. WTCEBC is a public entity risk pool as defined by GASB statements. WTCEBC operates and reports as a single enterprise fund, as required for public entity risk pools. An enterprise fund is used to account for operations that are financed and operated in a manner similar to that of private business enterprises, where the intent of providing goods or services is recovered or financed through user charges.

WTCEBC distinguishes operating revenue and expenses from non-operating items. Operating revenue and expenses generally result from providing services in connection with WTCEBC's principal ongoing operations. The principal operating revenue relates to premiums. Operating expenses include the provision for claims, cost of services, and administrative expenses. All revenue and expenses not meeting this definition are reported as non-operating revenue and expenses.

The Consortium's financial statements have been presented using the economic resources measurement focus and the accrual basis of accounting. Under the accrual basis, revenues are recognized when earned, and expenses are recorded when an obligation has been incurred.

**Cash and Cash Equivalents** - WTCEBC considers all investments with an original maturity of three months or less when purchased to be cash equivalents. Cash and cash equivalents consist of funds in interest-bearing checking accounts and short-term money market securities.

**Investments** - Investments consist of an external investment pool. The pool measures its investments at amortized costs in accordance with GASB statements and is measured at net asset value (NAV) per share provided by the pool. The NAV per share is calculated on an amortized basis that provides a NAV per share that approximates fair value. Investment income, including changes in the fair value of investments, is recognized as non-operating revenue in the statement of revenue, expenses, and changes in net position.

**Prepaid items** - Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid items in the financial statements. The cost of prepaid items is expensed during the applicable period rather than when purchased.

**Stop-Loss/Premium Revenue** - Premiums are paid monthly by participating members and are recognized as revenue over the policy period. Receivables are recorded when earned. Stop-Loss reimbursements are estimated based on the claims incurred before year end that are subject to excess insurance coverage as discussed in Note 4. Management has determined amounts are collectible, and no allowance for doubtful accounts is required.

# Wisconsin Technical College Employee Benefit Consortium

## Notes to Financial Statements

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### **Note 1. Nature of Business and Significant Accounting Policies (Continued)**

**Reserve for Unpaid Claims** - WTCEBC's reserve for unpaid claims is determined using actuarial analysis and is computed in accordance with accepted loss reserving standards. The reserve represents an estimate of the ultimate net cost of all claims incurred which were unpaid at June 30, 2016. This includes an estimate of claims incurred but not yet reported as of June 30, 2016.

Although WTCEBC considers its experience and industry data in determining such reserves, assumptions and projections as to future events are necessary and ultimate losses may differ significantly from amounts projected. The effects of changes in reserve estimates are included in the statements of revenue, expenses, and changes in net position in the period in which estimates are changed. Reserves are not discounted.

**Estimates** - The preparation of financial statements in accordance with accounting principles generally accepted in the United States requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

**Subsequent events** - The Plan has evaluated subsequent events through September 15, 2016, the date these financial statements were available to be issued.

### **Note 2. Cash and Investments**

Cash and investments of WTCEBC consist of bank deposits and investments that are restricted by the Wisconsin Statutes to the following: Time deposits; repurchase agreements; securities issued by federal, state and local governmental entities; statutorily authorized commercial paper and corporate securities; and the Wisconsin local government investment pool.

The carrying amount of WTCEBC's cash and investments totaled \$1,974,232 and consisted of \$1,474,227 in deposits with financial institutions and \$500,005 in external investment pools.

Deposits and investments of WTCEBC are subject to various risks. Presented below is a discussion of the specific risks and WTCEBC's policy related to the risk.

**Custodial Credit Risk** - Custodial credit risk for deposits is the risk that, in the event of the failure of a depository financial institution WTCEBC will not be able to recover its deposits or will not be able to recover collateral securities that are in the possession of an outside party. The custodial credit risk for investments is the risk that, in the event of the failure of the counterparty (e.g., broker-dealer) to a transaction, WTCEBC will not be able to recover the value of its investment or collateral securities that are in the possession of another party. Wisconsin statutes require repurchase agreements to be fully collateralized by bonds or securities issued or guaranteed by the federal government or its instrumentalities. WTCEBC does not have an additional custodial credit risk policy at this time. However, they plan on approving a policy during the subsequent year.

# Wisconsin Technical College Employee Benefit Consortium

## Notes to Financial Statements

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### Note 2. Cash and Investments (Continued)

Deposits with financial institutions within the State of Wisconsin are insured by the Federal Deposit Insurance Corporation (FDIC) in the amount of \$250,000 for the combined amount of all time and savings deposits and \$250,000 for interest-bearing and noninterest-bearing demand deposits per official custodian per insured depository institution. Deposits with financial institutions located outside the State of Wisconsin are insured by the FDIC in the amount of \$250,000 for the combined amount of all deposit accounts per official custodian per depository institution. Deposits with credit unions are insured by the National Credit Union Share Insurance Fund (NCUSIF) in the amount of \$250,000 per credit union member. Also, the State of Wisconsin has a State Guarantee Fund which provides a maximum of \$400,000 per public depository above the amount provided by an agency of the U.S. Government. However, due to the relatively small size of the State Guarantee Fund in relation to the Fund's total coverage, total recovery of insured losses may not be available.

As of June 30, 2016, \$1,224,227 of WTCEBC's deposits with financial institutions were in excess of federal and state depository insurance limits. This entire amount was collateralized with securities held by the pledging financial institution or its trust department or agent but not in the WTCEBC's name.

**Credit Risk** - Generally, credit risk is the risk that an issuer of an investment will not fulfill its obligation to the holder of the investment. This is measured by the assignment of a rating by a nationally recognized statistical rating organization. Wisconsin statutes limit investments in securities to the top two ratings assigned by nationally recognized statistical rating organizations. WTCEBC does not have an additional credit risk policy. WTCEBC's balance of investments in the external investment pool is unrated.

**Concentration of Credit Risk** - Concentration of credit risk is the risk of loss attributed to the amount invested in any one issuer. The investment policy of WTCEBC does not limit the exposure to concentration of credit risk for investments. WTCEBC did not have any investments in any one issuer (other than U.S. Treasury securities, mutual funds, and external investment pools) that represent 5% or more of total WTCEBC investments.

**Interest Rate Risk** - Interest rate risk is the risk that changes in market interest rates will adversely affect the fair value of an investment. Generally, the longer the maturity of an investment, the greater the sensitivity of its fair value to changes in market interest rates. WTCEBC's investment policy limits the maturity of any security to not extend beyond any recognized unfunded cash needs of WTCEBC. WTCEBC's balance of investments in the external investment pool is due in 12 months or less.



# Wisconsin Technical College Employee Benefit Consortium

## Notes to Financial Statements

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### **Note 3. Claims Payable and Reserve for Unpaid Claims**

The obligation for claims payable and reserve for unpaid claims represents estimated amounts of claims reported and incurred but not report for participants as of June 30, 2016. The following represents changes in those liabilities for WTCEBC during the year:

| <u>Year Ending<br/>June 30</u> | <u>Beginning<br/>Fiscal Year<br/>Liability</u> | <u>Claims and<br/>Changes<br/>in Estimates</u> | <u>Claim<br/>Payments</u> | <u>Balance<br/>at Fiscal<br/>Year End</u> |
|--------------------------------|--|--|---------------------------|---|
| 2016                           | \$ 0   | \$45,443,244                                   | \$40,850,244              | \$4,593,000                               |

### **Note 4. Excess Insurance Coverage**

WTCEBC has obtained specific excess insurance coverage from a reinsurer to reduce its exposure to large specific losses. The excess insurance contract permits recovery of a portion of losses from the excess insurance carrier, although it does not discharge the primary liability of WTCEBC as direct insurer of the risks reinsured. For the year ended June 30, 2016, the excess insurance contract provides coverage for medical and prescription drug benefits in excess of \$250,000 and up to the specific stop loss maximum of \$1,000,000 per subscriber. Premiums under this contract during the year ended June 30, 2016 totaled \$1,549,449.

### **Note 5. Priorities Upon Termination**

In the event that a Member voluntarily withdraws from the WTCEBC, after paying or adequately providing for the payment of all obligations and liabilities, and upon receipt of such releases, indemnities and refunding agreements as deemed necessary by the Board, WTCEBC shall return any positive fund balance to the withdrawing member. To the extent that a withdrawing member has a negative fund balance, such member shall make supplementary payments to WTCEBC equal to such amount.

In the event of final termination of WTCEBC, each members positive reserve will be returned to them. To the extent that a member has a reserve balance, such member shall make supplementary payments to WTCEBC equal to such amount. If any amounts remain undistributed after reconciliation and payment of the member's reserve balance, such amounts will be equitably distributed among the members based on a covered employee allocation.

# Wisconsin Technical College Employee Benefit Consortium

## Notes to Financial Statements

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### **Note 6. Related Parties/Member Contributions**

Since the consortium handles the employee benefits of the member colleges, the transactions are related to the colleges themselves. Below are the member contributions for the individual colleges:

|                                   |                     |
|-----------------------------------|---------------------|
| Fox Valley Technical College      | \$13,435,937        |
| Lakeshore Technical College       | 4,227,100           |
| Moraine Park Technical College    | 5,494,644           |
| Southwest Technical College       | 3,640,885           |
| Waukesha County Technical College | 10,481,413          |
| Western Technical College         | <u>7,441,883</u>    |
| Total                             | <u>\$44,721,862</u> |

### **Note 7. Management Plans**

As noted in the Statement of Net Deficit, the consortium has a negative position mainly related to the reserve for unpaid claims that has not been funded to this point. The consortium has a reserve policy for all members to achieve and maintain a reserve of 12% of the subsequent year's expected paid claims. All members have three years to bring their reserves into compliance. Members that have insufficient reserves must present to the Board a plan for bringing their reserves to the required level, either through a one-time cash payment, a rate adjustment or both.

**WISCONSIN TECHNICAL COLLEGE  
EMPLOYEE BENEFIT CONSORTIUM**

STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN NET DEFICIT BY MEMBER

For the Year Ended June 30, 2016

|                               | <b>Fox Valley<br/>Technical<br/>College</b> | <b>Lakeshore<br/>Technical<br/>College</b> | <b>Moraine Park<br/>Technical<br/>College</b> | <b>Southwest<br/>Technical<br/>College</b> | <b>Waukesha County<br/>Technical<br/>College</b> | <b>Western<br/>Technical<br/>College</b> | <b>Administrative</b> | <b>Total</b>          |
|-------------------------------|---|--|---|--|--|--|-----------------------|-----------------------|
| <b>OPERATING REVENUES</b>     |   |  |   |  |  |  |                       |                       |
| Member Premiums               | \$ 13,325,812                               | \$ 4,183,837                               | \$ 5,436,181                                  | \$ 3,611,235                               | \$ 10,393,588                                    | \$ 7,372,733                             | \$ -                  | \$ 44,323,386         |
| Consulting Contributions      | 74,885                                      | 29,419                                     | 39,755  | 20,162                                     | 59,721   | 47,022                                   | -                     | 270,964               |
| Administrative Contributions  | 35,240                                      | 13,844                                     | 18,708  | 9,488                                      | 28,104   | 22,128                                   | -                     | 127,512               |
| Total Operating Revenues      | 13,435,937                                  | 4,227,100                                  | 5,494,644                                     | 3,640,885                                  | 10,481,413                                       | 7,441,883                                | -                     | 44,721,862            |
| <b>OPERATING EXPENSES</b>     |   |  |   |  |  |  |                       |                       |
| Claims                        | 10,291,138                                  | 3,121,307                                  | 5,873,686                                     | 4,066,759                                  | 12,063,428                                       | 9,169,458                                | -                     | 44,585,776            |
| Claims Administration         | 453,838                                     | 109,493                                    | 196,173                                       | 80,094                                     | 353,565  | 104,704                                  | -                     | 1,297,867             |
| Stop-Loss                     | 557,772                                     | 136,694                                    | 193,142                                       | 153,043                                    | 295,106  | 213,692                                  | -                     | 1,549,449             |
| Pooling Adjustment            | 570,032                                     | 482,210                                    | 292,978                                       | (399,288)                                  | (637,777)  | (308,155)                                | -                     | -                     |
| Consulting                    | 74,885                                      | 29,419                                     | 39,755  | 20,162                                     | 59,721   | 47,022                                   | -                     | 270,964               |
| Administration                | 10,823                                      | 4,221                                      | 5,714   | 2,894                                      | 8,498  | 6,768                                    | 59                    | 38,977                |
| Total Operating Expenses      | 11,958,488                                  | 3,883,344                                  | 6,601,448                                     | 3,923,664                                  | 12,142,541                                       | 9,233,489                                | 59                    | 47,743,033            |
| OPERATING LOSS                | 1,477,449                                   | 343,756                                    | (1,106,804)                                   | (282,779)                                  | (1,661,128)                                      | (1,791,606)                              | (59)                  | (3,021,171)           |
| <b>NON-OPERATING REVENUES</b> |   |  |   |  |  |  |                       |                       |
| Investment Income             | -   | -  | -   | -  | -  | -  | 5                     | 5                     |
| CHANGE IN NET DEFICIT         | 1,477,449                                   | 343,756                                    | (1,106,804)                                   | (282,779)                                  | (1,661,128)                                      | (1,791,606)                              | (54)                  | (3,021,166)           |
| NET POSITION, BEGINNING       | -   | -  | -   | -  | -  | -  | -                     | -                     |
| <b>NET DEFICIT, ENDING</b>    | <b>\$ 1,477,449</b>                         | <b>\$ 343,756</b>                          | <b>\$ (1,106,804)</b>                         | <b>\$ (282,779)</b>                        | <b>\$ (1,661,128)</b>                            | <b>\$ (1,791,606)</b>                    | <b>\$ (54)</b>        | <b>\$ (3,021,166)</b> |

#### ***D. Staffing Update***

Krista Weber will provide an update on College staffing at the Board meeting. A summary is available below.

### Staffing Update 2016-17 Fiscal Year

|   | <b>Name</b>                                     | <b>Title</b>                              | <b>Status and/or Additional Info</b> | <b>Effective Date</b> | <b>Funding Source &amp;/or Estimated Wage Range/Hired Salary</b>  |
|---|---|---|--------------------------------------|-----------------------|---|
| 1 | New Position                                    | Software Developer                        | Hold                                 | July 2016             | Grade 6, Salaried Professional \$59,604 - \$80,641                |
| 2 | Replacement- Patty Hartline (retirement 5/2016) | Communications Instructor                 | Betsy Ralph-Tollefson                | 8/10/2016             | BS \$40,974-\$69,248<br>MS \$44,821-\$75,554<br>Hired at \$57,000 |
| 3 | Replacement - Kirsten Reichmann                 | Academic Success Coach Lead Full-time/LTE | Melissa Klinkhammer                  | 7/18/2016             | Grade 7, Support Staff \$23.38-\$36.20<br>Hired at \$27.00/hour   |
| 4 | Replacement- Yasmin Rioux                       | Communications Instructor                 | Snehal Shirke                        | 8/15/2016             | BS \$40,974-\$69,248<br>MS \$44,821-\$75,554 Hired at \$57,000    |
| 5 | Replacement- Garry Kirk                         | Accounting Instructor                     | Melinda Nicely                       | 8/11/2016             | BS \$40,974-\$69,248<br>MS \$44,821-\$75,554 Hired at \$57,000    |
| 6 | Replacement - Colleen Watters                   | Associate Degree Nursing Instructor       | Vicky Rundle                         | 8/8/2016              | MS \$44,821-\$75,554 Hired at \$59,000                            |
| 7 | Replacement - Nicole Schopf                     | Associate Degree Nursing Instructor       | Jenna Taylor                         | 8/8/2016              | MS \$44,821-\$75,554 Hired at \$58,000                            |

### Staffing Update 2016-17 Fiscal Year

|    | Name                            | Title   | Status and/or Additional Info | Effective Date | Funding Source &/or Estimated Wage Range/Hired Salary                |
|----|---------------------------------|---|-------------------------------|----------------|--|
| 8  | Replacement - Dana O'Brien      | Associate Degree Nursing Instructor               | Justine Sparrgrove            | 8/8/2016       | MS \$44,821-\$75,554 Hired at \$58,000                               |
| 9  | Replacement - Denise Joahanning | Nursing Assistant Instructor                      | Angela Starkey                | 8/15/2016      | BS \$40,974-\$69,248 Hired at \$53,000                               |
| 10 | Replacement - Randy Leibfried   | Evening Custodian                                 | Michael Mann                  | 7/12/2016      | Grade 1 Support Staff \$12.07-\$15.59 Hired at \$13.50/hour          |
| 11 | Replacement - Amy Potect        | Instructional Design Specialist                   | Joshua Krohn                  | 9/21/2016      | Grade 7, Salaried Professional \$52,190 - \$70,611 Hired at \$60,000 |
| 12 | Replacement - David Wright      | Academic Success Coach Part time/LTE/Grant Funded | Ed Edwards                    | 8/17/2016      | Grade 6 Support Staff \$21.05-\$27.24 Hired at \$25.00/hour          |
| 13 | Replacement - Christal Foreyt   | Associate Degree Nursing Instructor               | Emily Vogt                    | 12/1/2016      | MS \$44,821-\$75,554 Hired at \$57,000                               |

### Staffing Update 2016-17 Fiscal Year

|    | Name                           | Title   | Status and/or Additional Info | Effective Date | Funding Source &/or Estimated Wage Range/Hired Salary                   |
|----|--------------------------------|---|-------------------------------|----------------|---|
| 14 | Replacement - Stephanie Foster | Student Success Coach                                       | Kelsey Wagner                 | 10/17/2016     | Grade 8, Salaried Professional \$44,817 - \$60,580<br>Hired at \$45,000 |
| 15 | New Position                   | Agriculture Instructor                                      | Jamie Horsfall                | 11/14/2016     | BS \$40,974-\$69,248<br>MS \$44,821-\$75,554<br>Hired at \$66,000       |
| 16 | Replacement Barb Kennedy       | Basic Education Instructor - Full-time, Limited Term        | Cynthia Rasmussen             | 10/3/2016      | BS \$40,974-\$69,248<br>MS \$44,821-\$75,554                            |
| 17 | New Position                   | Tech Hire Grant Case/Project Manager - Limited Term         | Craig Woodhouse               | 10/15/2016     | Grade 8, Salaried Professional \$44,817 - \$60,580                      |
|    | New Position                   | Academic Success Coach Part time/LTE/Grant Funded (Nursing) | Posted                        | 12/1/2016      | Grade 6 Support Staff \$21.05-\$27.24                                   |
|    | New Position                   | Academic Success Coach Part time/LTE/Grant Funded           | Marlene Klein                 | 11/2/2016      | Grade 6 Support Staff \$21.05-\$27.24<br>Hired at \$25.00/hour          |



### Staffing Update 2016-17 Fiscal Year

|    | Name                         | Title  | Status and/or Additional Info | Effective Date | Funding Source &/or Estimated Wage Range/Hired Salary |
|----|------------------------------|--|-------------------------------|----------------|---|
| 18 | Replacement Murray Heitzer   | Mathematics Instructor                         | Interviews scheduled          | 1/1/2017       | MS \$44,821-\$75,554                                  |
| 19 | New Position                 | Paramedic Tech Instructor/Clinical Coordinator | Posted                        | Spring 2017    | MS \$44,821-\$75,554                                  |
| 20 | Replacement - Tammie Engelke | Administrative Assistant                       | Interviews scheduled          | 12/15/2016     | Grade 5 Support Staff \$17.40-\$22.42                 |
| 21 | Replacement - Jason Kolbe    | Electromech Instructor/Contract Trainer        | Posted                        | 12/15/2016     | BS \$40,974-\$69,248<br>MS \$44,821-\$75,554          |
| 22 | Replacement - Judy Gosse     | Network Administrator                          | Posted                        | 12/15/2016     | Grade 7 Support Staff \$23.38-\$36.20                 |


Updated 11/9/2016



## **Information and Correspondence**

### **A. Enrollment Report**

The 2016-17 Comparison FTE Report is available below.

|  |  | 2015-2016 and 2016-2017 FTE Comparison |                   |                |              |              |            |
|---|--|--|-------------------|----------------|--------------|--------------|------------|
| Program Code  | Program Title  | 11-09-15 Students                      | 11-06-16 Students | Student Change | 11-09-15 FTE | 11-06-16 FTE | FTE Change |
| 10-101-1  | Accounting   | 25                                     | 35                | 10             | 10.20        | 15.97        | 5.77       |
| 10-106-6  | Administrative Professional                              | 14                                     | 7                 | (7)            | 6.23         | 3.77         | (2.47)     |
| 10-006-2  | Agri-Business/Science Technology (OLD)                   | 63                                     | 33                | (30)           | 33.44        | 20.10        | (13.34)    |
| 10-006-7  | Agribusiness Science & Technology - AgBus Mgmt (NEW)     |  | 8                 | 8              |              | 4.03         | 4.03       |
| 10-006-5  | Agribusiness Science & Technology - Agronomy (NEW)       |  | 13                | 13             |              | 7.00         | 7.00       |
| 10-006-6  | Agribusiness Science & Technology - Animal Science (NEW) |  | 12                | 12             |              | 5.77         | 5.77       |
| 10-102-3  | Business Management                                      | 74                                     | 68                | (6)            | 32.03        | 30.33        | (1.70)     |
| 10-530-5  | Cancer Information Management                            | 20                                     | 27                | 7              | 7.83         | 10.13        | 2.30       |
| 10-504-X  | Criminal Justice - Law Enforcement (OLD)                 | 49                                     | 47                | (2)            | 23.80        | 24.13        | 0.33       |
| 10-316-1  | Culinary Arts  | 18                                     | 14                | (4)            | 8.77         | 6.93         | (1.84)     |
| 10-317-1  | Culinary Management                                      | 7                                      | 8                 | 1              | 2.53         | 3.57         | 1.03       |
| 10-510-6  | Direct Entry Midwife                                     | 33                                     | 34                | 1              | 11.17        | 10.17        | (1.00)     |
| 10-307-1  | Early Childhood Education                                | 37                                     | 35                | (2)            | 16.23        | 17.10        | 0.87       |
| 10-620-1  | Electromechanical Technology                             | 37                                     | 38                | 1              | 17.80        | 19.27        | 1.47       |
| 10-325-1  | Golf Course Management                                   | 20                                     | 12                | (8)            | 10.27        | 6.53         | (3.73)     |
| 10-201-2  | Graphic And Web Design                                   | 34                                     | 41                | 7              | 16.23        | 19.93        | 3.70       |
| 10-530-1  | Health Information Technology                            | 36                                     | 41                | 5              | 12.73        | 14.47        | 1.73       |
| 10-520-3  | Human Services Associate                                 | 54                                     | 48                | (6)            | 24.47        | 21.13        | (3.33)     |
| 10-825-1  | Individualized Technical Studies                         | 6                                      | 8                 | 2              | 2.67         | 4.40         | 1.73       |
| 10-150-1  | IT-Network Communications Specialist                     | 40                                     | 38                | (2)            | 18.70        | 18.83        | 0.13       |
| 10-513-1  | Medical Laboratory Technician                            | 18                                     | 17                | (1)            | 8.90         | 8.20         | (0.70)     |

| Program Code | Program Title                                      | 11-09-15 Students | 11-06-16 Students | Student Change | 11-09-15 FTE  | 11-06-16 FTE  | FTE Change   |
|--------------|--|-------------------|-------------------|----------------|---------------|---------------|--------------|
| 10-543-1     | Nursing - Associate Degree                         | 199               | 212               | 13             | 57.34         | 64.67         | 7.33         |
| 10-531-1     | Paramedic Technician (NEW)                         |                   | 4                 | 4              |               | 0.73          | 0.73         |
| 10-524-1     | Physical Therapist Assistant                       | 43                | 41                | (2)            | 16.03         | 15.23         | (0.80)       |
| 10-196-1     | Supervisory Management                             | 20                | 29                | 9              | 7.43          | 9.37          | 1.94         |
| 10-182-1     | Supply Chain Management                            | 9                 | 17                | 8              | 2.83          | 6.60          | 3.77         |
| 10-499-5     | Technical Studies-Journey Worker                   | 1                 | 1                 | -              | 0.50          | 0.20          | (0.30)       |
|              | <b>Total Associate Degree</b>                      | <b>857</b>        | <b>888</b>        | <b>31</b>      | <b>348.13</b> | <b>368.57</b> | <b>20.44</b> |
| 31-101-1     | Accounting Assistant                               | 4                 | 2                 | (2)            | 1.83          | 0.90          | (0.93)       |
| 30-531-6     | Advanced EMT                                       | 7                 | 8                 | 1              | 0.93          | 1.07          | 0.13         |
| 32-070-1     | Agricultural Power & Equipment Technician          | 43                | 34                | (9)            | 22.57         | 19.10         | (3.47)       |
| 31-405-1     | Auto Collision Repair & Refinishing Technician     | 18                | 18                | -              | 7.70          | 8.13          | 0.43         |
| 32-404-2     | Automotive Technician                              | 35                | 36                | 1              | 16.33         | 15.97         | (0.37)       |
| 31-475-1     | Building Trades - Carpentry                        | 11                | 14                | 3              | 5.47          | 6.93          | 1.47         |
| 31-307-1     | Child Care Services (ETD)                          | 20                | 11                | (9)            | 9.60          | 5.10          | (4.50)       |
| 30-420-2     | CNC Setup/Operation (ETD)                          | 4                 | 1                 | (3)            | 2.13          | 0.23          | (1.90)       |
| 31-502-1     | Cosmetology  | 38                | 22                | (16)           | 20.74         | 11.00         | (9.74)       |
| 30-504-2     | Criminal Justice-Law Enforcement 720 Academy (NEW) | 18                | 7                 | (11)           | 9.60          | 4.23          | (5.37)       |
| 31-317-1     | Culinary Specialist (ETD)                          | 8                 | 2                 | (6)            | 3.27          | 0.83          | (2.43)       |
| 31-091-1     | Dairy Herd Management                              | 17                | 19                | 2              | 9.50          | 10.63         | 1.13         |
| 30-508-2     | Dental Assistant - Short Term                      | 14                | 17                | 3              | 7.17          | 9.20          | 2.03         |
| 30-812-1     | Driver and Safety Education Certification (NEW)    |                   | 3                 | 3              |               | 0.60          | 0.60         |
| 31-413-2     | Electrical Power Distribution                      | 24                | 24                | -              | 12.10         | 12.20         | 0.10         |
| 50-413-2     | Electricity (Construction) Apprentice              | 21                | 24                | 3              | 1.67          | 1.80          | 0.13         |
| 30-531-3     | Emergency Medical Technician                       | 16                | 39                | 23             | 2.87          | 7.70          | 4.83         |
| 50-413-1     | Industrial Electrician Apprentice                  | 12                | 11                | (1)            | 1.27          | 1.13          | (0.13)       |
| 31-620-1     | Industrial Mechanic (ETD)                          | 9                 | 6                 | (3)            | 4.30          | 3.10          | (1.20)       |
| 31-154-6     | IT-Computer Support Technician                     | 15                | 18                | 3              | 6.37          | 7.40          | 1.03         |
| 31-513-1     | Laboratory Science Technician                      | 5                 | 4                 | (1)            | 2.23          | 1.70          | (0.53)       |
| 31-509-1     | Medical Assistant                                  | 35                | 34                | (1)            | 17.17         | 17.20         | 0.03         |
| 31-530-2     | Medical Coding Specialist (ETD) (NEW)              | 32                | 43                | 11             | 7.80          | 13.83         | 6.03         |
| 30-543-1     | Nursing Assistant                                  | 121               | 141               | 20             | 13.00         | 16.10         | 3.10         |
| 31-106-8     | Office Support Specialist                          | 5                 | 6                 | 1              | 2.67          | 2.73          | 0.07         |

| Program Code | Program Title  | 11-09-15 Students | 11-06-16 Students | Student Change | 11-09-15 FTE  | 11-06-16 FTE  | FTE Change    |
|--------------|--|-------------------|-------------------|----------------|---------------|---------------|---------------|
| 50-427-5     | Plumbing Apprentice  | 18                | 19                | 1              | 1.70          | 1.34          | (0.36)        |
| 31-420-7     | Precision Machining Technology (NEW)                                 |                   | 1                 | 1              |               | 0.50          | 0.50          |
| 31-182-1     | Supply Chain Assistant (ETD)   | 1                 |                   | (1)            | 0.50          |               | (0.50)        |
| 31-442-1     | Welding  | 45                | 57                | 12             | 23.51         | 28.90         | 5.39          |
|              | <b>Total Technical Diploma</b>                                       | <b>596</b>        | <b>621</b>        | 25             | <b>213.99</b> | <b>209.57</b> | (4.42)        |
| 20-800-1     | Liberal Arts - Associate of Arts                                     | 11                | 13                | 2              | 2.87          | 3.77          | 0.90          |
| 20-800-2     | Liberal Arts - Associate of Science                                  | 8                 | 12                | 4              | 1.33          | 3.03          | 1.70          |
|              | Undeclared Majors *  | 194               | 218               | 24             | 25.53         | 26.33         | 0.80          |
|              | <b>Total</b>   | <b>1,666</b>      | <b>1,752</b>      | 86             | <b>591.85</b> | <b>611.27</b> | 19.42         |
|              | <b>Percent of Change</b>   |                   |                   |                |               |               | <b>3.28%</b>  |
|              | Vocational Adult (Aid Codes 42-47)                                   | 2,493             | 2,261             | (232)          | 48.64         | 41.98         | (6.66)        |
|              | Community Services (Aid Code 60)                                     | 41                | 44                | 3              | 0.09          | 0.19          | 0.10          |
|              | Basic Skills (Aid Codes 73,74,75,76)                                 | 245               | 204               | (41)           | 20.28         | 8.73          | (11.55)       |
|              | Basic Skills (Aid Codes 77 & 78)                                     | 344               | 284               | (60)           | 13.25         | 9.70          | (3.55)        |
|              | <b>Grand Total</b>   | <b>4,789</b>      | <b>4,545</b>      | (244)          | <b>674.11</b> | <b>671.87</b> | (2.23)        |
|              | <b>Total Percent of Change</b>                                       |                   |                   |                |               |               | <b>-0.33%</b> |
|              | (ETD= Embedded Technical Diploma)                                    |                   |                   |                |               |               |               |
|              | *2015 undeclared head count reduced 888 for Fall transcribed credits |                   |                   |                |               |               |               |
|              | *2015 undeclared FTE reduced 92.43 for Fall transcribed credits      |                   |                   |                |               |               |               |

## Fall 2017 Application Report

11/7/2016

| Program  | Applied | Admitted | Waitlist | NoSlotNeeded |
|--|---------|----------|----------|--------------|
| Accounting   | 12      | 12       | 0        | 0            |
| Administrative Professional                        | 1       | 1        | 0        | 0            |
| Agribusiness Science & Technology - Agbus Mgmt     | 7       | 7        | 0        | 0            |
| Agribusiness Science & Technology - Agronomy       | 3       | 3        | 0        | 0            |
| Agribusiness Science & Technology - Agronomy Tech  | 1       | 1        | 0        | 0            |
| Agribusiness Science & Technology - Animal Science | 7       | 7        | 0        | 0            |
| Agricultural Power & Equipment Technician          | 21      | 21       | 0        | 0            |
| Auto Collision Repair & Refinish Technician        | 4       | 4        | 0        | 0            |
| Automotive Technician                              | 14      | 14       | 0        | 0            |
| Building Trades-Carpentry                          | 6       | 6        | 0        | 0            |
| Business Management                                | 6       | 6        | 0        | 0            |
| Cancer Information Management                      | 13      | 12       | 0        | 1            |
| Child Care Services                                | 1       | 1        | 0        | 0            |
| CNC Setup/Operation                                | 3       | 3        | 0        | 0            |
| Cosmetology  | 14      | 14       | 0        | 0            |
| Criminal Justice Studies                           | 33      | 33       | 0        | 0            |
| Culinary Arts                                      | 10      | 10       | 0        | 0            |
| Culinary Management                                | 2       | 2        | 0        | 0            |
| Dental Assistant                                   | 12      | 12       | 0        | 0            |
| Direct Entry Midwife                               | 2       | 1        | 0        | 0            |
| Early Childhood Education                          | 7       | 7        | 0        | 0            |
| Electrical Power Distribution                      | 44      | 24       | 20       | 0            |
| Electro-Mechanical Technology                      | 9       | 9        | 0        | 0            |
| Farm Operations & Management - Crops               | 1       | 1        | 0        | 0            |
| Farm Operations & Management - Dairy               | 7       | 7        | 0        | 0            |
| Farm Operations & Management - Dairy Technician    | 1       | 1        | 0        | 0            |
| Farm Operations & Management - Livestock Tech      | 1       | 1        | 0        | 0            |
| Golf Course Management                             | 3       | 3        | 0        | 0            |
| Graphic and Web Design                             | 12      | 12       | 0        | 0            |
| Health Information Technology                      | 20      | 20       | 0        | 0            |
| Human Services Associate                           | 10      | 10       | 0        | 0            |
| IT-Computer Support Technician                     | 5       | 5        | 0        | 0            |
| IT-Network Communication Specialist                | 1       | 1        | 0        | 0            |
| Laboratory Science Technician                      | 1       | 1        | 0        | 0            |
| Liberal Arts - Associate of Arts                   | 7       | 0        | 0        | 0            |
| Liberal Arts - Associate of Science                | 5       | 0        | 0        | 0            |
| Medical Assistant                                  | 8       | 8        | 0        | 0            |
| Medical Coding Specialist                          | 24      | 24       | 0        | 0            |
| Medical Laboratory Technician                      | 3       | 1        | 0        | 0            |
| Nursing-Associate Degree                           | 115     | 48       | 1        | 0            |
| Nursing-Associate Degree-Part-time                 | 7       | 7        | 0        | 0            |
| Paramedic Technician                               | 4       | 4        | 0        | 0            |
| Physical Therapist Assistant                       | 17      | 3        | 0        | 0            |
| Precision Machining Technology                     | 2       | 2        | 0        | 0            |

|                     |     |     |    |   |
|---------------------|-----|-----|----|---|
| Security Operations | 1   | 1   | 0  | 0 |
| Undecided           | 23  | 0   | 0  | 0 |
| Welding             | 27  | 27  | 0  | 0 |
| TOTAL               | 537 | 397 | 21 | 1 |

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

1. Attendance at ACCT National Legislative Summit, Washington, DC, February 13-16, 2017

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

1. College Happenings
2. Mission and Vision
3. President's Goals
4. Fundraising Priorities
  - a. Scholarships
  - b. Student Emergency Funds
  - c. Mobile Units
  - d. Program Support
  - e. Student Success and Economic Development Project

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

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

### ***A. Agenda for Next Board Meeting***

1. FY2016 Financial Audit
2. Business, Management & General Studies Board Monitoring Report

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

Friday, December 16, 2016, at 1:00 p.m. in Rooms 492-493, College Connection,  
Southwest Tech Campus

### **Adjourn to Closed Session**

- A. Consideration of adjourning to closed session for the purpose of
  - 1. Discussing a student appeal hearing per Wis. Statutes 19.85(1)(f) {Considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations.}.
  - 2. Approval of Closed Session Minutes of October 20, 2016

### **Reconvene to Open Session**

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

### **Adjournment**