



# **Southwest Wisconsin Technical College**

## **District Board Meeting**

**Regular Meeting**

**January 24, 2019**

Held at

Southwest Tech  
1800 Bronson Boulevard  
Fennimore, WI

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## **Annotated Agenda**



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

Thursday, January 24, 2019

6:00 – Presentation on Co-Curricular Assessment and Dinner

7:00 p.m. – Board Meeting

Room 492-493 – College Connection

### **ANNOTATED AGENDA**

#### **OPEN MEETING**

The following statement will be read: "The January 24, 2019, 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. Reports/Forums/Public Input**

#### **CONSENT AGENDA**

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

The January 24, 2019, agenda is included with the electronic Board material.

##### **B. Minutes of the Regular Meeting of December 20, 2018**

Minutes from the December 20, 2018, regular Board meeting are included with the Board packet.

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

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

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

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

There were six contracts totaling \$12,130.89 in December 2018 being presented for Board approval. The Contract Revenue Report is included with the electronic Board material.

**E. Personnel Items**

Two employment recommendations and eight retirements are being presented for approval in the Personnel Report.

**Recommendation:** Approve the Consent Agenda, as presented.

**OTHER ITEMS REQUIRING BOARD ACTION**

**A. Resolution Authorizing the Issuance and Awarding the Sale of Approximately \$7,670,000 General Obligation Refunding Bonds, Series 2019**

Robert W. Baird & Co. will receive bond pricing on January 24, 2019, for the sale of approximately \$7,670,000 in General Obligation Refunding Bonds, Series 2019. John Mehan, Managing Director of Robert W. Baird & Co. will present the bids. Caleb White will be available at the meeting for questions. The draft resolution is available electronically with all other materials. The Moody's Investors Service assignment of an Aa2 rating to the College for sale of the \$7,670,000 in General Obligation Refunding Bonds, Series 2019 is included in the electronic Board packet.

**Recommendation** – Approve the resolution authorizing the issuance and awarding the sale of approximately \$7,670,000 in General Obligation Refunding Bonds, Series 2019.

**B. FY2018 Financial Audit**

Kelly Kelly, Controller, will present the audit report. The management representation letter and final audit report are available electronically with all other Board material.

**Recommendation:** Approve the 2017-18 Financial Audit as presented.

**C. Bid: Child Care Center Boiler Replacement**

Bids for the SWTC Daycare boiler replacement were due on January 15, 2019. Two bids were received. Included in the electronic Board material is a summary of the bids received and a recommendation to award the bid.

**Recommendation:** Award the bid for the SWTC Daycare Boiler Installation Project in the amount of \$62,900 to H & N Plumbing & Heating, Inc., Fennimore, Wisconsin.

**D. Second Reading of Governance Policies:**

- 1. Governance Policy 1.2: Governing Philosophy**
- 2. Governance Policy 1.11: Board Committees**
- 3. Governance Policy 2.3: Monitoring College Effectiveness**
- 4. Governance Policy 2.6: Acting President**
- 5. Governance Policy 4.5: College Strategic Directions**

The Board completed a review of all Governance Policies at their October 18, 2018, Board retreat and recommended changes to those listed above. The policies were brought to the Board for a first reading at the December 20, 2018, District Board meeting. This is the second reading of the policy changes. The proposed second readings of the policies are included in the electronic Board material.

**Recommendation:** Approve the second reading of each policy, as presented.



## **BOARD MONITORING OF COLLEGE EFFECTIVENESS**

### **A. Foundation Quarterly Update**

Holly Clendenen, Executive Director of the Foundation and Real Estate Foundation, will present a quarterly Foundation report to the Board highlighting the activities and results of fundraising efforts and other initiatives. The FY19 Second Quarter report is available with the electronic Board material.

### **B. Board Monitoring Report – Safety & Security**

Dan Imhoff, Director of Facilities, and Heath Ahnen, Director of Information Technology Services, will present the Safety & Security Board Monitoring Report. The report is included with the electronic Board material.

### **C. Staffing Update**

Krista Weber, Chief Human Resources Officer, will provide an update on College staffing. A summary is available electronically with the Board material.

## **INFORMATION AND CORRESPONDENCE**

### **A. Enrollment Report**

The 2018-19 Comparison Enrollment Report and the Fall 2019 Application Report are included in the electronic Board material.

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

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

1. College Happenings
2. Legislative Update
3. Board Retreat
4. RFP: Economic Impact Study/Research Consulting Services

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

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

### **A. Agenda**

- a. Budget Assumptions & Parameters
- b. Board Retreat

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

Friday, February 22, 2019, at 12:00 p.m. in Dodgeville, WI

## **ADJOURN TO CLOSED SESSION**

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

1. **Discussing property acquisition** per Wis. Statutes 19.85(1)(e) {Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.}.
2. **Discussing personnel issues** 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.}.

**3. Approval of November 15, 2018, Closed Session Minutes**

**RECONVENE TO OPEN SESSION**

**A. Action on RFP: Property Acquisition**

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

**ADJOURNMENT**

## **Open Meeting**

The following statement will be read: "The January 24, 2018, regular meeting of the Southwest Wisconsin Technical College Board is called to order. This meeting is open to the public and in compliance with State Statutes. Notice of the meeting has been sent to the press and posted on campus and in the City of Fennimore in an attempt to make the general public aware of the time, place and agenda of the meeting."

### ***A. Roll Call***

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

## **Consent Agenda**

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



## **BOARD MEETING NOTICE/AGENDA**

Thursday, January 24, 2019

6:00 – Presentation on Accreditation and Dinner

7:00 p.m. – Board Meeting

Room 492-493 – College Connection

## **AGENDA**

### **OPEN MEETING**

The following statement will be read: "The January 24, 2019, 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. Reports/Forums/Public Input

### **CONSENT AGENDA**

- A. Approval of Agenda
- B. Minutes of the Regular Meeting of December 20, 2018
- C. Financial Reports
  - 1. Purchases Greater than \$2,500
  - 2. Treasurer's Cash Balance
  - 3. Budget Control
- D. Contract Revenue
- E. Personnel Items

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

- A. Resolution Authorizing the Issuance and Awarding the Sale of Approximately \$7,670,000 General Obligation Refunding Bonds, Series 2019
- B. FY2018 Financial Audit
- C. Bid: Child Care Center Boiler Replacement
- D. Second Reading of the following Governance Policies:
  - 1. Governance Policy 1.2: Governing Philosophy
  - 2. Governance Policy 1.11: Board Committees
  - 3. Governance Policy 2.3: Monitoring College Effectiveness
  - 4. Governance Policy 2.6: Acting President
  - 5. Governance Policy 4.5: College Strategic Directions and others

## **BOARD MONITORING OF COLLEGE EFFECTIVENESS**

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

## **INFORMATION AND CORRESPONDENCE**

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

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

- A. Agenda
- B. Time and Place

## **ADJOURN TO CLOSED SESSION**

- A. Consideration of adjourning to closed session for the purpose of
  - 1. Discussing property acquisition per Wis. Statutes 19.85(1)(e) {Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.}.
  - 2. Discussing personnel issues 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.}.
  - 3. Approval of November 15, 2018, Closed Session Minutes

## **RECONVENE TO OPEN SESSION**

- A. Action on RFP: Property Acquisition
- B. Action, if necessary, on Closed Session Items

## **ADJOURNMENT**

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

## ***B. Minutes of the Regular Board Meeting of December 20, 2018***



### **MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF SOUTHWEST WISCONSIN TECHNICAL COLLEGE DECEMBER 20, 2018**

The Board of Southwest Wisconsin Technical College met in open session of a regular Board meeting commencing at 7:05 p.m. on December 20, 2018, 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, Darlene Mickelson, Russell Moyer, Chris Prange, Donald Tuescher

Absent: Eileen Nickels, Jane Wonderling

Others present for all or a portion of the meeting included Dr. Jason S. Wood, College President; College Staff: Heath Ahnen, Matthew Baute, Karen Campbell, Katie Garrity, CoraBeth Halverson, Kelly Kelly, Holly Miller, Jake Mootz, Jamisch Patel, Danielle Seippel, Krista Weber, Caleb White, and Jake Wienkes. Others present included Karen Bolstad.

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

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

Thursday, December 20, 2018

5:45 – Tour of Information Technology Student Data Center and the College's Data Center  
(Meet in the Main Entrance Reception Area) / Dinner

7:00 p.m. – Board Meeting

Room 492-493 – College Connection

### **AGENDA**

#### **OPEN MEETING**

The following statement will be read: "The December 20, 2018, regular Board meeting of the Southwest Wisconsin Technical College Board is called to order. This meeting is open to the public and in compliance with State Statutes. Notice of the meeting has been sent to the press and posted on campus and in the City of Fennimore in an attempt to make the general public aware of the time, place and agenda of the meeting."

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

#### **CONSENT AGENDA**

- A. Approval of Agenda
- B. Minutes of the Regular Meeting of November 15, 2018

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

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

- A. Request for Proposals: Enterprise Resource Planning (ERP) Fit-Gap Analysis Consulting Services
- B. First Reading of the following Governance Policies:
  - 1. Governance Policy 1.2: Governing Philosophy
  - 2. Governance Policy 1.5: Board Member's Role
  - 3. Governance Policy 1.11: Board Committees
  - 4. Governance Policy 2.3: Monitoring College Effectiveness
  - 5. Governance Policy 2.6: Acting President
  - 6. Governance Policy 4.5: College Strategic Directions and others

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

- A. 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

### **ADJOURNMENT**

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

After a review of the Consent Agenda, including the December 20, 2018, agenda; November 15, 2018, Board minutes; financial reports; ten contracts totaling \$74,235.50 in November 2018; employment recommendation for Connor Zingarelli – Communications Instructor and the resignations of Dan Kliebentsein – Evening Custodian and Emily Vogt – Nursing Instructor, Mr. Tuescher moved to approve the Consent Agenda. Ms. Fitzsimons seconded the motion; motion carried.

Caleb White, Kelly Kelly, Heath Ahnen, and Matthew Baute presented an overview and recommendation to award the Request for Proposal for an Enterprise Resource Planning (ERP) Fit-Gap Analysis Consulting Service. The ERP Fit-Gap Analysis will be used by the College to evaluate current business processes in relation to our Student Information System (SIS), Financial/Human Resources software, the College Bookstore, and point-of-sale software used by our in-house café. Four proposals were received with two of the companies invited for interviews with the team. Mr. Tuescher moved to award the contract for Enterprise Resource Planning Fit-Gap Analysis Consulting Services to CampusWorks, Inc., Bradenton,

FL, in the amount of \$35,000 plus expenses (\$6,300 estimated). Ms. Fitzsimons seconded the motion; motion unanimously carried.

The Board completed a review of all Governance Policies at their October 18, 2018, Board retreat and recommended changes to several. The policies have been updated based on the Board's recommendations. Governance Policies 1.2: Governing Philosophy, 1.11: Board Committees, 1.5: Board Member's Role, 2.3: Monitoring College Effectiveness, 2.6: Acting President, and 4.5: College Strategic Directions were presented for the first reading. Ms. Fitzsimons move to approve the first readings of the Governance Policies 1.2, 1.11, 2.3, and 2.6 as presented; Governance Policy 1.5 be removed from the list of policies needing a revision, and to modify Governance Policy 4.5 by removing the goals listed in the policy. Ms. Mickelson seconded the motion; motion unanimously carried.

Krista Weber, Chief Human Resources Officer, provided an update on College staffing noting positions in various stages of the hiring process. Positions include Electrical Power Distribution Instructor, Student Life Coordinator & Athletic Director, Associate Degree Nursing Instructor, and Evening Custodian. Holly Miller, Chief Student Services Officer, reviewed the 2018-19 Comparison FTE Report noting a decline in enrollment by 2.5% from the same time last year. Ms. Miller also reviewed the Fall 2019 Application Report, which is showing a slight decrease in numbers as compared to the previous year.

Under the Chairperson's Report, Mr. Prange shared that James Kohlenberg resigned from the Southwest Wisconsin Technical College Board of Directors effective December 11, 2018, due to health reasons.

Dr. Wood's President's Report included the following:

- Request for Proposal: Economic Impact Study/Research Consulting Services: The RFP closes on January 15, 2019, and will be on the January Board meeting agenda.
- Request for Proposal: Property Acquisition: The RFP closes on January 15, 2019, and will be on the January Board meeting agenda.
- Accreditation Update: The focused-visit report is due the end of February. The January 8 in-service is 95% focused on accreditation.
- February 22-23, 2019, Board Retreat: The retreat will be in Dodgeville with topics to include budget priorities, academic programs, master facilities plan, and outreach sites.
- College Happenings: Lab Science program - Looking at offering this program in the high schools starting in Richland Center and possibly Darlington. The Winter Graduation went well with 50 graduates participating in the ceremony.

With no further business to come before the Board, Ms. Fitzsimons moved to adjourn the meeting. Ms. Mickelson seconded the motion. The motion carried and the meeting adjourned at 8:15 p.m.

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Darlene Mickelson, Secretary



## C. Financial Reports

### 1. Purchases Greater than \$2,500

**SOUTHWEST WISCONSIN TECHNICAL COLLEGE  
PURCHASES GREATER THAN \$2,500  
FOR THE PERIOD 12/01/2018 TO 12/31/2018**

Invoices			
Vendor	Invoice #	Description	Amount
UNIT4 EDUCATION SOLUTIONS INC	20000001197	Annual Maintenance Agrmt CAMS	\$99,762.97
AMERICAN BANK AND TRUST	DEC 2018 BUY BACK	Dec 2018 book buy back	\$30,000.00
OPG-3 INC	2890	Laserfiche License Renewl-LSAP	\$13,691.73
WEGNER CPAS LLP	1579241	6.30.18 fin stmt audit	\$6,000.00
HALL CEILINGS	6118	Ceiling Installation	\$4,180.00
LAMAR COMPANIES	109423201	billboards	\$4,025.00
LAMAR COMPANIES	109680123	billboards	\$4,025.00
WASTE MANAGEMENT OF WI-MN	1435174-2813-0	Refuse and recycling	\$3,408.45
NATIONAL BUSINESS FURNITURE	ZK030991-HIG	student svcs tables	\$3,266.00
COMMUNICATIONS ENGINEERING COMPANY	272230	Fire alarm inspection	\$3,103.78
Jordan Bennett	1586678	Opp Student Refund	\$2,984.50
Tracie L Johnson	1588074	Opp Student Refund	\$2,969.00
WPS HEALTH INSURANCE	120318032874	N Kies Medicare Prem	\$2,943.60
WPS HEALTH INSURANCE	120318013012	F Brechler Medicare Prem	\$2,839.06
Ashley M Olson	1586666	Opp Student Refund	\$2,780.10
GUNDERSEN HEALTH PLAN INC	71420648700 2019	R Meissner Medicare Prem	\$2,689.44
SYSCO FOODS OF BARABOO	118885120	supplies	\$2,583.64
Lindsey M Kallio	1586687	Opp Student Refund	\$2,500.00
<b>Total Invoices</b>			<b>\$193,752.27</b>

Purchase Orders			
Vendor	PO #	Description	Amount
RITCHIE IMPLEMENT INC.	6717	Ag: New Brillion SSB-10 Stand Feeder	\$14,850.00
HEARTLAND BUSINESS SYSTEMS	6715	Media: Extron SMP351 Streaming AV	\$11,268.36
SIMPLY SOLUTIONS LLC	6714	Fire: Fog Engine Machine	\$3,748.00
<b>Total Purchase Orders</b>			<b>\$29,866.36</b>

Bank Withdrawals				
Vendor	Transaction #	Audit Trail	Amount	
WI Tech EE Benefit Consortiu	WDL000006019	CMTRX00002252	\$287,276.22	
ETF Dec 2018 #203295	WDL000006080	CMTRX00002272	\$176,127.26	
IRS 941 #12080061 12.14.18 P	WDL000006042	CMTRX00002263	\$167,244.90	
IRS 941 #21266761 12.28.18 P	WDL000006095	CMTRX00002276	\$165,790.89	
WI Defferred Comp #744190080	WDL000006082	CMTRX00002272	\$148,156.60	
WI DOR #1-025-531-936	WDL000006044	CMTRX00002263	\$33,101.71	
Aspire Dec 2018 #4828815	WDL000006081	CMTRX00002272	\$28,474.40	
WI DOR #0-324-874-272	WDL000006098	CMTRX00002276	\$24,898.03	
Newpot Trust Dec 2018	WDL000006084	CMTRX00002272	\$23,711.75	
AM 403B Funds 8782-5861-5580	WDL000006075	CMTRX00002269	\$22,715.75	
Hartford #589626203675	WDL000006051	CMTRX00002265	\$9,523.04	
DentalDental #241133	WDL000006079	CMTRX00002271	\$7,410.71	
Dental Dental #237718	WDL000006061	CMTRX00002267	\$7,319.00	
Wells Fargo #740600248	WDL000006014	CMTRX00002252	\$6,175.00	
WI Def Comp #742671332	WDL000006054	CMTRX00002265	\$6,175.00	
Hasler Dec 2018	WDL000006041	CMTRX00002262	\$5,000.00	
Dental Dental Inv#235482	WDL000006021	CMTRX00002254	\$4,879.00	
WI Tech Col Dec 18 Correctio	WDL000006027	CMTRX00002257	\$4,652.34	
Dental Dental #236597	WDL000006031	CMTRX00002260	\$4,259.00	
<b>Total Bank Withdrawals</b>				<b>\$1,132,890.60</b>
Payroll				
Payroll Date	Transaction #	Audit Trail	Amount	
Direct Deposit 12/14/2018	WDL000006032	UPRCC00000802	\$275,926.37	
Direct Deposit 12/28/2018	WDL000006069	UPRCC00000817	\$275,614.29	
Direct Deposit 12/14/2018	WDL000006038	UPRCC00000808	\$102,180.91	
Direct Deposit 12/14/2018	WDL000006036	UPRCC00000806	\$45,521.34	
Direct Deposit 12/28/2018	WDL000006067	UPRCC00000815	\$34,172.03	
Direct Deposit 12/14/2018	WDL000006035	UPRCC00000805	\$17,575.63	
Direct Deposit 12/28/2018	WDL000006070	UPRCC00000818	\$17,317.02	
Direct Deposit 12/28/2018	WDL000006072	UPRCC00000820	\$8,382.77	
Direct Deposit 12/14/2018	WDL000006034	UPRCC00000804	\$7,574.68	
Direct Deposit 12/14/2018	WDL000006037	UPRCC00000807	\$7,065.74	
Direct Deposit 12/14/2018	WDL000006033	UPRCC00000803	\$7,044.07	
Direct Deposit 12/28/2018	WDL000006071	UPRCC00000819	\$2,937.61	
<b>Total Payroll</b>				<b>\$801,312.46</b>

Purchase Cards				
Vendor	Transaction #	Audit Trail	Amount	
US Bank Card 12.11.2018	WDL000006094	CMTRX00002276	\$207,283.49	
US Bank 11.27.2018	WDL000006039	CMTRX00002261	\$58,896.27	
<b>Total Purchase Cards</b>				<b>\$266,179.76</b>
<b>Total Purchases &gt; \$2,500</b>				<b>\$2,424,001.45</b>

## 2. Treasurer's Cash Balance

Southwest Wisconsin Technical College			
Report of Treasurers Cash Balance 12/31/2018			
<b>Receipts</b>			
1 General	185,876.94		
2 Special Revenue	-		
3 Capital Projects	170.05		
4 Debt Service	149,301.40		
5 Enterprise	50,118.67		
6 Internal Service	320,895.96		
7 Financial Aid/Activities	210,317.70		
<b>Total Receipts</b>		<b>916,680.72</b>	
<b>Expenses</b>			
Fund			
1 General	2,251,450.46		
2 Special Revenue			
3 Capital Projects	541,789.81		
4 Debt Service			
5 Enterprise	158,093.27		
6 Internal Service	344,752.22		
7 Financial Aid/Activities	118,201.62		
<b>Total Expenses</b>		<b>3,414,287.38</b>	
<b>Net cash change - month</b>			<b>(2,497,606.66)</b>
<b>EOM Cash Balances</b>			
-American Operating 0356	623,151.43		
-American Cash Deposit 062 (Fenn)	-		
-American Money Market 502 (Fenn)	5,074,020.79		
-American Investment 1324	6,563,109.01		
-Cash on Hand	2,940.00		
-Local Government Investment Pool	1,199,244.42		
<b>Ending Cash/Investment Balance</b>		<b>13,462,465.65</b>	

### 3. Budget Control

Southwest Wisconsin Technical College							
YTD Summary for Funds 1-7							
For 6 Months ended December 2018							
	<b>2018-19</b>	<b>2018-19</b>	<b>2018-19</b>	<b>2017-18</b>	<b>2016-17</b>	<b>2015-16</b>	<b>2014-15</b>
	<b><u>Budget</u></b>	<b><u>YTD Actual</u></b>	<b><u>Percent</u></b>	<b><u>Percent</u></b>	<b><u>Percent</u></b>	<b><u>Percent</u></b>	<b><u>Percent</u></b>
General Fund Revenue	23,355,000.00	6,137,304.54	26.28	27.64	26.42	28.08	25.61
General Fund Expenditures	24,685,400.00	11,624,000.16	47.09	45.30	45.66	46.13	42.08
Capital Projects Fund Revenue	4,050,000.00	4,012,571.15	99.08	103.56	101.04	99.51	100.57
Capital Projects Fund Expenditures	3,775,000.00	1,189,945.66	31.52	38.42	36.00	24.50	41.99
Debt Service Fund Revenue	5,616,000.00	149,301.40	2.66	3.65	4.34	4.18	3.47
Debt Service Fund Expenditures	5,616,000.00	601,821.26	10.72	12.00	12.57	12.68	14.03
Enterprise Fund Revenue	1,900,000.00	850,177.70	44.75	41.71	41.91	49.08	48.60
Enterprise Fund Expenditure	1,800,000.00	811,634.63	45.09	43.95	45.27	45.90	44.64
Internal Service Fund Revenue	4,385,000.00	1,941,317.90	44.27	46.25	48.92	49.83	47.11
Internal Service Fund Expenditures	4,385,000.00	2,050,432.97	46.76	47.26	46.46	65.40	59.51
Trust & Agency Fund Revenue	8,000,000.00	3,048,462.51	38.11	42.38	44.80	41.39	43.27
Trust & Agency Fund Expenditures	8,030,000.00	3,247,632.62	40.44	41.96	44.89	41.63	44.40
Grand Total Revenue	47,306,000.00	16,139,135.20	34.12	34.12	34.01	29.24	33.30
Grand Total Expenditures	48,291,400.00	19,525,467.30	40.43	40.54	41.17	42.09	41.00

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

There were six contracts totaling \$12,130.89 in December 2018 being presented for Board approval. The Contract Revenue Report is included below.

# 2018-2019 CONTRACTS

12/1/2018 - 12/31/2018

<u>Contract Holder</u>	<u>Contract #</u>	<u>Service Provided</u>	<u>Contact</u>	<u>Number Served</u>	<u>Price</u>	<u>Exchange of Services</u> (Instructional Fees Waived)	<u>INDIRECT COST FACTOR</u>		
							<u>On-Campus</u>	<u>Off-Campus</u>	<u>Waiver</u>
USA High School Clay Target League	03-2019-0063-T-42	League Director Duties	Caleb White		\$ 718.59	No		X	
Shullsburg Ambulance Service	03-2019-0103-T-42	EMT Refresher - Participant Guarantee	Kris Wubben	2	\$ 222.30	No		X	
Nu-Pak Inc.	03-2019-0113-I-41	Basic Excel Training	Amy Charles	16	\$ 3,240.00	No		X	
Nu-Pak Inc.	03-2019-0122-I-41	Heartsaver CPR/AED (Adult Only)	Kris Wubben	26	\$ 1,700.00	No		X	
Platteville Area Industrial Development	03-2019-0123-T-23	BEST Facilitation Services	Amy Charles		\$ 1,000.00	No		X	
Northeast Iowa Community College	03-2019-0126-T-18	Certified Fiber Optic Technician Training	Amy Charles		\$ 5,250.00	No		X	
TOTAL of all Contracts				44	\$ 12,130.89				
Exchange of Services				-	\$ -				
For Pay Service				44	\$ 12,130.89				

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

Two employment recommendations and eight retirements are being presented for Board approval. The Personnel Report is included below.

### **PERSONNEL REPORT January 24, 2019**

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

Name	Kendrick Henkel
Title	Evening Custodian
Number of Applicants and Number Interviewed	9 applicants, 4 interviewed
Start Date	January 3, 2019
Salary/Wages	\$15.61
Classification	Full-Time
Education and/or Experience	Seventeen years of farm hand and equipment operation experience.

Name	Robin Hamel
Title	Student Life Coordinator/Athletic Director
Number of Applicants and Number Interviewed	42 applicants, 10 phone interviews, 4 in-person interviews
Start Date	January 16, 2019
Salary/Wages	\$55,500
Classification	Full-Time
Education and/or Experience	Bachelors in Sociology from Luther College with over 4 years of Student Life Program Coordinator experience.

#### **PROMOTIONS / TRANSFERS**

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#### **RETIREMENTS / RESIGNATIONS**

Sherry DeVries (Retirement 1/19/2019)	Midwifery Instructor
Charles Herbers (Retirement 4/1/2019)	IT Support Specialist
JoEllen Taylor (Retirement 5/17/2019)	Child Care Manager
Sheila Marten (Retirement 5/18/2019)	Social Science Instructor
Dave Markin (Retirement 5/31/2019)	Maintenance Worker
Ed Ruff (Retirement 6/30/2019)	Farm Business & Production Mgt Instructor
Mary Schmitz (Retirement 6/30/2019)	Administrative Assistant - Facilities
Pete Hoffman (Retirement 6/30/2019)	Ag Power & Equipment Technician Instructor

**Recommendation:** Approve the Consent Agenda as presented.



## **Other Items Requiring Board Action**

### ***A. Resolution Authorizing the Issuance and Awarding the Sale of Approximately \$7,670,000 General Obligation Refunding Bonds, Series 2019***

Robert W. Baird & Co. will receive bond pricing on January 24, 2019, for the sale of approximately \$7,670,000 in General Obligation Refunding Bonds, Series 2019. John Mehan, Managing Director of Robert W. Baird & Co. will present the bids. Caleb White will be available at the meeting for questions. The draft resolution is available electronically below. The Moody's Investors Service assignment of an Aa2 rating to the College for sale of the \$7,670,000 in General Obligation Refunding Bonds, Series 2019 is included after the draft resolution.

**Recommendation** – Approve the resolution authorizing the issuance and awarding the sale of approximately \$7,670,000 in General Obligation Refunding Bonds, Series 2019.

RESOLUTION NO. \_\_\_\_\_

RESOLUTION AUTHORIZING THE ISSUANCE AND  
AWARDING THE SALE OF \$7,670,000 GENERAL  
OBLIGATION REFUNDING BONDS, SERIES 2019

WHEREAS, on November 15, 2018, the District Board of the Southwest Wisconsin Technical College District, Crawford, Grant, Iowa, Lafayette, Richland, Green, Dane, Sauk and Vernon Counties, Wisconsin (the "District") adopted a resolution entitled "Resolution Providing for the Sale of Approximately \$7,955,000 General Obligation Refunding Bonds, Series 2019" (the "Set Sale Resolution"), providing for the sale of General Obligation Refunding Bonds, Series 2019 (the "Bonds") for the public purpose of paying the cost of refinancing certain outstanding obligations of the District, specifically, the 2020 through 2025 maturities of the Taxable General Obligation School Improvement Bonds (Build America Bonds-Direct Payment), dated August 3, 2009 (the "Refunded Obligations") (hereinafter the refinancing of the Refunded Obligations shall be referred to as the "Refunding");

WHEREAS, the District Board deems it to be necessary, desirable and in the best interest of the District to refund the Refunded Obligations for the purpose of achieving debt service savings;

WHEREAS, the District is authorized by the provisions of Section 67.04, Wisconsin Statutes, to borrow money and issue general obligation bonds to refinance its outstanding obligations; and

WHEREAS, it is the finding of the District Board that it is necessary, desirable and in the best interest of the District to sell such Bonds to Robert W. Baird & Co. Incorporated (the "Purchaser"), pursuant to the terms and conditions of its bond purchase proposal attached hereto as Exhibit A and incorporated herein by this reference (the "Proposal").

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

Section 1. Authorization and Sale of the Bonds. For the purpose of paying the cost of the Refunding, there shall be borrowed pursuant to Section 67.04, Wisconsin Statutes, the principal sum of SEVEN MILLION SIX HUNDRED SEVENTY THOUSAND DOLLARS (\$7,670,000) from the Purchaser in accordance with the terms and conditions of the Proposal. The Proposal is hereby accepted and the Chairperson and Secretary or other appropriate officers of the District are authorized and directed to execute an acceptance of the Proposal on behalf of the District. To evidence the obligation of the District, the Chairperson and Secretary are hereby authorized, empowered and directed to make, execute, issue and sell to the Purchaser for, on behalf of and in the name of the District, general obligation bonds aggregating the principal amount of SEVEN MILLION SIX HUNDRED SEVENTY THOUSAND DOLLARS (\$7,670,000) for the sum set forth on the Proposal, plus accrued interest to the date of delivery.

Section 2. Terms of the Bonds. The Bonds shall be designated "General Obligation Refunding Bonds, Series 2019"; shall be issued in the aggregate principal amount of \$7,670,000; shall be dated March 6, 2019; shall be in the denomination of \$5,000 or any integral multiple

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thereof; shall be numbered R-1 and upward; and shall bear interest at the rates per annum and mature on June 1 of each year, in the years and principal amounts as set forth on the Pricing Summary attached hereto as Exhibit B-1 and incorporated herein by this reference. Interest shall be payable semi-annually on June 1 and December 1 of each year commencing on December 1, 2019. Interest shall be computed upon the basis of a 360-day year of twelve 30-day months and will be rounded pursuant to the rules of the Municipal Securities Rulemaking Board. The schedule of principal and interest payments due on the Bonds is set forth on the Debt Service Schedule attached hereto as Exhibit B-2 and incorporated herein by this reference (the "Schedule").

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

**[**If the Proposal specifies that any of the Bonds are subject to mandatory redemption, the terms of such mandatory redemption shall be set forth on an attachment hereto as Exhibit MRP and incorporated herein by this reference. Upon the optional redemption of any of the Bonds subject to mandatory redemption, the principal amount of such Bonds so redeemed shall be credited against the mandatory redemption payments established in Exhibit MRP for such Bonds in such manner as the District shall direct.**]**

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

Section 5. Tax Provisions.

(A) Direct Annual Irrepealable Tax Levy. For the purpose of paying the principal of and interest on the Bonds as the same becomes due, the full faith, credit and resources of the District are hereby irrevocably pledged, and there is hereby levied upon all of the taxable property of the District a direct annual irrepealable tax in the years 2019 through 2024 for payments due in the years 2019 through 2025 in the amounts set forth on the Schedule. The amount of tax levied in the year 2019 shall be the total amount of debt service due on the Bonds in the years 2019 and 2020; provided that the amount of such tax carried onto the tax rolls shall be abated by any amounts appropriated pursuant to subsection (D) below which are applied to payment of interest on the Bonds in the year 2019.

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

(C) Additional Funds. If at any time there shall be on hand insufficient funds from the aforesaid tax levy to meet principal and/or interest payments on said Bonds when due,

the requisite amounts shall be paid from other funds of the District then available, which sums shall be replaced upon the collection of the taxes herein levied.

(D) Appropriation. The District hereby appropriates from proceeds of the Bonds, amounts levied to pay debt service on the Refunded Obligations or other funds of the District on hand a sum sufficient to be irrevocably deposited in the segregated Debt Service Fund Account created below and used to pay debt service on the Bonds coming due in 2019 as set forth on the Schedule.

Section 6. Segregated Debt Service Fund Account.

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

Within the debt service fund, there hereby is established a separate and distinct account designated as the "Debt Service Fund Account for General Obligation Refunding Bonds, Series 2019" (the "Debt Service Fund Account") and such account shall be maintained until the indebtedness evidenced by the Bonds is fully paid or otherwise extinguished. There shall be deposited into the Debt Service Fund Account (i) all accrued interest received by the District at the time of delivery of and payment for the Bonds; (ii) any premium not used for the Refunding which may be received by the District above the par value of the Bonds and accrued interest thereon; (iii) all money raised by the taxes herein levied and any amounts appropriated for the specific purpose of meeting principal of and interest on the Bonds when due; (iv) such other sums as may be necessary at any time to pay principal of and interest on the Bonds when due; (v) surplus monies in the Borrowed Money Fund as specified below; and (vi) such further deposits as may be required by Section 67.11, Wisconsin Statutes.

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

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

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

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

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

(b) The District also covenants to use its best efforts to meet the requirements and restrictions of any different or additional federal legislation which may be made applicable to the Bonds provided that in meeting such requirements the District will do so only to the extent



consistent with the proceedings authorizing the Bonds and the laws of the State of Wisconsin and to the extent that there is a reasonable period of time in which to comply.

Section 10. Execution of the Bonds; Closing; Professional Services. The Bonds shall be issued in printed form, executed on behalf of the District by the manual or facsimile signatures of the Chairperson and Secretary, authenticated, if required, by the Fiscal Agent (defined below), sealed with its official or corporate seal, if any, or a facsimile thereof, and delivered to the Purchaser upon payment to the District of the purchase price thereof, plus accrued interest to the date of delivery (the "Closing"). The facsimile signature of either of the officers executing the Bonds may be imprinted on the Bonds in lieu of the manual signature of the officer but, unless the District has contracted with a fiscal agent to authenticate the Bonds, at least one of the signatures appearing on each Bond shall be a manual signature. In the event that either of the officers whose signatures appear on the Bonds shall cease to be such officers before the Closing, such signatures shall, nevertheless, be valid and sufficient for all purposes to the same extent as if they had remained in office until the Closing. The aforesaid officers are hereby authorized and directed to do all acts and execute and deliver the Bonds and all such documents, certificates and acknowledgements as may be necessary and convenient to effectuate the Closing. The District hereby authorizes the officers and agents of the District to enter into, on its behalf, agreements and contracts in conjunction with the Bonds, including but not limited to agreements and contracts for legal, trust, fiscal agency, disclosure and continuing disclosure, and rebate calculation services. Any such contract heretofore entered into in conjunction with the issuance of the Bonds is hereby ratified and approved in all respects.

Section 11. Payment of the Bonds; Fiscal Agent. The principal of and interest on the Bonds shall be paid by Associated Trust Company, National Association, Green Bay, Wisconsin, which is hereby appointed as the District's registrar and fiscal agent pursuant to the provisions of Section 67.10(2), Wisconsin Statutes (the "Fiscal Agent"). The District hereby authorizes the Chairperson and Secretary or other appropriate officers of the District to enter a Fiscal Agency Agreement between the District and the Fiscal Agent. Such contract may provide, among other things, for the performance by the Fiscal Agent of the functions listed in Wis. Stats. Sec. 67.10(2)(a) to (j), where applicable, with respect to the Bonds.

Section 12. Persons Treated as Owners; Transfer of Bonds. The District shall cause books for the registration and for the transfer of the Bonds to be kept by the Fiscal Agent. The person in whose name any Bond shall be registered shall be deemed and regarded as the absolute owner thereof for all purposes and payment of either principal or interest on any Bond shall be made only to the registered owner thereof. All such payments shall be valid and effectual to satisfy and discharge the liability upon such Bond to the extent of the sum or sums so paid.

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

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

Section 13. Record Date. The 15th day of the calendar month next preceding each interest payment date shall be the record date for the Bonds (the "Record Date"). Payment of interest on the Bonds on any interest payment date shall be made to the registered owners of the Bonds as they appear on the registration book of the District at the close of business on the Record Date.

Section 14. Utilization of The Depository Trust Company Book-Entry-Only System. In order to make the Bonds eligible for the services provided by The Depository Trust Company, New York, New York ("DTC"), the District agrees to the applicable provisions set forth in the Blanket Issuer Letter of Representations, which the Secretary or other authorized representative of the District is authorized and directed to execute and deliver to DTC on behalf of the District to the extent an effective Blanket Issuer Letter of Representations is not presently on file in the Secretary's office.

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

Section 16. Undertaking to Provide Continuing Disclosure. The District hereby covenants and agrees, for the benefit of the owners of the Bonds, to enter into a written undertaking (the "Undertaking") if required by the Rule to provide continuing disclosure of certain financial information and operating data and timely notices of the occurrence of certain events in accordance with the Rule. The Undertaking shall be enforceable by the owners of the Bonds or by the Purchaser on behalf of such owners (provided that the rights of the owners and the Purchaser to enforce the Undertaking shall be limited to a right to obtain specific performance of the obligations thereunder and any failure by the District to comply with the provisions of the Undertaking shall not be an event of default with respect to the Bonds).

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

Section 17. Redemption of the Refunded Obligations. The Refunded Obligations due on June 1, 2020 through June 1, 2025 are hereby called for prior payment and redemption on June 1, 2019 at a price of par plus accrued interest to the date of redemption.

The District hereby directs the Secretary to work with the Purchaser to cause timely notice of redemption, in substantially the form attached hereto as Exhibit D and incorporated herein by this reference (the "Notice"), to be provided at the times, to the parties and in the manner set forth on the Notice. Any and all actions heretofore taken by the officers and agents of the District to effectuate the redemption of the Refunded Obligations are hereby ratified and approved.

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

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



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

Adopted, approved and recorded January 24, 2019.

\_\_\_\_\_  
Chris J. Prange  
Chairperson

ATTEST:

\_\_\_\_\_  
Darlene Mickelson  
Secretary

(SEAL)

EXHIBIT A

Bond Purchase Proposal

To be provided by the Purchaser and incorporated into the Resolution.

(See Attached)

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EXHIBIT B-1

Pricing Summary

To be provided by the Purchaser and incorporated into the Resolution.

(See Attached)

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EXHIBIT B-2

Debt Service Schedule and Irrepealable Tax Levies

To be provided by the Purchaser and incorporated into the Resolution.

(See Attached)

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[EXHIBIT MRP

Mandatory Redemption Provision

The Bonds due on June 1, \_\_\_\_, \_\_\_\_, and \_\_\_\_ (the "Term Bonds") are subject to mandatory redemption prior to maturity by lot (as selected by the Depository) at a redemption price equal to One Hundred Percent (100%) of the principal amount to be redeemed plus accrued interest to the date of redemption, from debt service fund deposits which are required to be made in amounts sufficient to redeem on June 1 of each year the respective amount of Term Bonds specified below:

For the Term Bonds Maturing on June 1, \_\_\_\_

<u>Redemption Date</u>	<u>Amount</u>
____	\$ ____
____	____
____	____ (maturity)

For the Term Bonds Maturing on June 1, \_\_\_\_

<u>Redemption Date</u>	<u>Amount</u>
____	\$ ____
____	____
____	____ (maturity)

For the Term Bonds Maturing on June 1, \_\_\_\_

<u>Redemption Date</u>	<u>Amount</u>
____	\$ ____
____	____
____	____ (maturity)

For the Term Bonds Maturing on June 1, \_\_\_\_

<u>Redemption Date</u>	<u>Amount</u>
____	\$ ____
____	____
____	____ (maturity)]

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EXHIBIT C

(Form of Bond)

REGISTERED UNITED STATES OF AMERICA  
STATE OF WISCONSIN DOLLARS  
NO. R- \_\_\_\_\_ SOUTHWEST WISCONSIN TECHNICAL COLLEGE DISTRICT \$ \_\_\_\_\_  
GENERAL OBLIGATION REFUNDING BOND, SERIES 2019

MATURITY DATE: ORIGINAL DATE OF ISSUE: INTEREST RATE: CUSIP:  
June 1, 20 \_\_\_\_\_ March 6, 2019 \_\_\_\_\_ % \_\_\_\_\_

DEPOSITORY OR ITS NOMINEE NAME: CEDE & CO.

PRINCIPAL AMOUNT: \_\_\_\_\_ THOUSAND DOLLARS  
(\$ \_\_\_\_\_)

FOR VALUE RECEIVED, the Southwest Wisconsin Technical College District, Crawford, Grant, Iowa, Lafayette, Richland, Green, Dane, Sauk and Vernon Counties, Wisconsin (the "District"), hereby acknowledges itself to owe and promises to pay to the Depository or its Nominee Name (the "Depository") identified above (or to registered assigns), on the maturity date identified above, the principal amount identified above, and to pay interest thereon at the rate of interest per annum identified above, all subject to the provisions set forth herein regarding redemption prior to maturity. Interest shall be payable semi-annually on June 1 and December 1 of each year commencing on December 1, 2019 until the aforesaid principal amount is paid in full. Both the principal of and interest on this Bond are payable to the registered owner in lawful money of the United States. Interest payable on any interest payment date shall be paid by wire transfer to the Depository in whose name this Bond is registered on the Bond Register maintained by Associated Trust Company, National Association, Green Bay, Wisconsin (the "Fiscal Agent") or any successor thereto at the close of business on the 15th day of the calendar month next preceding each interest payment date (the "Record Date"). This Bond is payable as to principal upon presentation and surrender hereof at the office of the Fiscal Agent.

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

This Bond is one of an issue of Bonds aggregating the principal amount of \$7,670,000, all of which are of like tenor, except as to denomination, interest rate and maturity date, issued by the District pursuant to the provisions of Section 67.04, Wisconsin Statutes, for the public

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purpose of paying the cost of refunding certain obligations of the District, as authorized by a resolution adopted on January 24, 2019 (the "Resolution"). Said Resolution is recorded in the official minutes of the District Board for said date.

This Bond is not subject to optional redemption.

[The Bonds maturing in the years \_\_\_\_\_ are subject to mandatory redemption by lot as provided in the resolution authorizing the Bonds, at the redemption price of par plus accrued interest to the date of redemption and without premium.

In the event the Bonds are redeemed prior to maturity, as long as the Bonds are in book-entry-only form, official notice of the redemption will be given by mailing a notice by registered or certified mail, overnight express delivery, facsimile transmission, electronic transmission or in any other manner required by the Depository, to the Depository not less than thirty (30) days nor more than sixty (60) days prior to the redemption date. If less than all of the Bonds of a maturity are to be called for redemption, the Bonds of such maturity to be redeemed will be selected by lot. Such notice will include but not be limited to the following: the designation and date of the Bonds called for redemption, CUSIP number, and the date of redemption. Any notice provided as described herein shall be conclusively presumed to have been duly given, whether or not the registered owner receives the notice. The Bonds shall cease to bear interest on the specified redemption date provided that federal or other immediately available funds sufficient for such redemption are on deposit at the office of the Depository at that time. Upon such deposit of funds for redemption the Bonds shall no longer be deemed to be outstanding.]

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

This Bond is transferable only upon the books of the District kept for that purpose at the office of the Fiscal Agent, only in the event that the Depository does not continue to act as depository for the Bonds, and the District appoints another depository, upon surrender of the Bond to the Fiscal Agent, by the registered owner in person or his duly authorized attorney, together with a written instrument of transfer (which may be endorsed hereon) satisfactory to the Fiscal Agent duly executed by the registered owner or his duly authorized attorney. Thereupon a new fully registered Bond in the same aggregate principal amount shall be issued to the new depository in exchange therefor and upon the payment of a charge sufficient to reimburse the District for any tax, fee or other governmental charge required to be paid with respect to such registration. The Fiscal Agent shall not be obliged to make any transfer of the Bonds [(i)] after the Record Date[, (ii) during the fifteen (15) calendar days preceding the date of any publication of notice of any proposed redemption of the Bonds, or (iii) with respect to any particular Bond, after such Bond has been called for redemption]. The Fiscal Agent and District may treat and consider the Depository in whose name this Bond is registered as the absolute owner hereof for the purpose of receiving payment of, or on account of, the principal or redemption price hereof and interest due hereon and for all other purposes whatsoever. The Bonds are issuable solely as negotiable, fully-registered Bonds without coupons in the denomination of \$5,000 or any integral multiple thereof.

This Bond shall not be valid or obligatory for any purpose until the Certificate of Authentication hereon shall have been signed by the Fiscal Agent.

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



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

SOUTHWEST WISCONSIN TECHNICAL  
COLLEGE DISTRICT, WISCONSIN

By: \_\_\_\_\_  
Chris J. Prange  
Chairperson

(SEAL)

By: \_\_\_\_\_  
Darlene Mickelson  
Secretary

Date of Authentication: \_\_\_\_\_,

CERTIFICATE OF AUTHENTICATION

This Bond is one of the Bonds of the issue authorized by the within-mentioned resolution of the Southwest Wisconsin Technical College District, Crawford, Grant, Iowa, Lafayette, Richland, Green, Dane, Sauk and Vernon Counties, Wisconsin.

ASSOCIATED TRUST COMPANY,  
NATIONAL ASSOCIATION,  
GREEN BAY, WISCONSIN

By \_\_\_\_\_  
Authorized Signatory

ASSIGNMENT

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

\_\_\_\_\_  
(Name and Address of Assignee)

\_\_\_\_\_  
(Social Security or other Identifying Number of Assignee)

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

Dated: \_\_\_\_\_

Signature Guaranteed:

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

\_\_\_\_\_  
(Depository or Nominee Name)

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

\_\_\_\_\_  
(Authorized Officer)

EXHIBIT D

NOTICE OF FULL CALL\*

SOUTHWEST WISCONSIN TECHNICAL COLLEGE DISTRICT  
CRAWFORD, GRANT, IOWA, LAFAYETTE, RICHLAND, GREEN, DANE,  
SAUK AND VERNON COUNTIES, WISCONSIN  
TAXABLE GENERAL OBLIGATION SCHOOL IMPROVEMENT BONDS  
(BUILD AMERICA BONDS-DIRECT PAYMENT),  
DATED AUGUST 3, 2009

NOTICE IS HEREBY GIVEN that the Bonds of the above-referenced issue which mature on the dates and in the amounts; bear interest at the rates; and have CUSIP Nos. as set forth below have been called for prior payment on June 1, 2019 at a redemption price equal to 100% of the principal amount thereof plus accrued interest to the date of prepayment:

<u>Maturity Date</u>	<u>Principal Amount</u>	<u>Interest Rate</u>	<u>CUSIP No.</u>
06/01/2020	\$1,220,000	5.20%	84533PFA7
06/01/2021	1,285,000	5.30	84533PFB5
06/01/2022	1,335,000	5.40	84533PFC3
06/01/2023	1,385,000	5.50	84533PFD1
06/01/2024	1,440,000	5.625	84533PFE9
06/01/2025	1,495,000	5.875	84533PFF6

Upon presentation and surrender of said Bonds to Associated Trust Company, National Association, Green Bay, Wisconsin, the registrar and fiscal agent for said Bonds, the registered owners thereof will be paid the principal amount of the Bonds plus accrued interest to the date of prepayment.

Said Bonds will cease to bear interest on June 1, 2019.

By Order of the  
District Board  
Southwest Wisconsin Technical College  
District  
Secretary

Dated \_\_\_\_\_

\* To be provided to Associated Trust Company, National Association at least thirty-five (35) days prior to June 1, 2019. The registrar and fiscal agent shall be directed to give notice of such prepayment by registered or certified mail, overnight express delivery, facsimile transmission, electronic transmission or in any other manner required by The Depository Trust Company, to The Depository Trust Company, Attn: Supervisor, Call Notification Department, 570 Washington Blvd., Jersey City, NJ 07310, not less than thirty (30) days nor more than sixty (60) days prior to June 1, 2019 and to the MSRB electronically through the Electronic Municipal Market Access (EMMA) System website at [www.emma.msrb.org](http://www.emma.msrb.org).

**CREDIT OPINION**

17 January 2019

 Rate this Research

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 EMEA 44-20-7772-5454

## Southwest Wisconsin Tech. College Dist., WI

### Update to credit analysis

**Summary**

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

**Credit strengths**

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

**Credit challenges**

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

**Rating outlook**

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

**Factors that could lead to an upgrade**

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

**Factors that could lead to a downgrade**

- » Weakening of the district's tax base and/or resident income levels
- » Declines in the district's reserves and/or liquidity
- » Substantial growth in the district's debt burden and fixed costs



## Key indicators

Exhibit 1

Southwest Wisconsin Technical College District, WI	2014	2015	2016	2017	2018
<b>Economy/ Tax Base</b>					
Total Full Value (\$000)	\$7,763,335	\$8,004,565	\$8,243,488	\$8,508,708	\$8,776,869
Population	51,272	51,489	51,723	51,723	51,723
Full Value Per Capita	\$151,415	\$155,462	\$159,380	\$164,505	\$169,690
Median Family Income (% of US Median)	91.8%	92.9%	91.3%	91.3%	91.3%
<b>Finances</b>					
Operating Revenue (\$000)	\$33,643	\$34,066	\$34,954	\$33,715	\$34,781
Net Current Assets (\$000)	\$8,982	\$9,038	\$7,668	\$11,645	\$12,180
Unrestricted Cash and Cash Equivalent (\$000)	\$9,124	\$11,266	\$12,151	\$13,492	\$14,668
Net Current Assets as a % of Revenues	26.7%	26.5%	21.9%	34.5%	35.0%
Unrestricted Cash and Cash Equivalent as a % of Revenues	27.1%	33.1%	34.8%	40.0%	42.2%
<b>Debt/Pensions</b>					
Net Direct Debt (\$000)	\$31,060	\$30,285	\$28,905	\$27,455	\$25,820
3-Year Average of Moody's ANPL (\$000)	\$13,217	\$17,702	\$25,252	\$28,536	\$30,740
Net Direct Debt / Full Value (%)	0.4%	0.4%	0.4%	0.3%	0.3%
Net Direct Debt / Operating Revenues (x)	0.9x	0.9x	0.8x	0.8x	0.7x
Moody's - adjusted Net Pension Liability (3-yr average) to Full Value (%)	0.1%	0.2%	0.3%	0.3%	0.4%
Moody's - adjusted Net Pension Liability (3-yr average) to Revenues (x)	0.4x	0.5x	0.7x	0.8x	0.9x

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

## Profile

Southwest Wisconsin Technical College District provides vocational education to residents of Iowa (Aa2) Grant and Lafayette Counties as well as portions of several surrounding counties. The district encompasses approximately 3,800 square miles, with 163 municipalities and 30 public school districts within southwest boundaries. There is one centrally located campus at Fennimore, approximately 70 miles southwest of the City of Madison (Aaa negative), with 2019 enrollment of 1,350 full-time equivalent students.

## Detailed credit considerations

### Economy and tax base: large and growing tax base

The district's local economy will be expected to remain stable given improved residential valuation trends, as well as modest commercial growth throughout the district. Located in southwestern Wisconsin (Aa1 stable) and includes Iowa, Grant and Lafayette counties and portions of several neighboring counties, including Crawford (A1), Dane (Aa1 stable), Richland (A3), and Sauk (Aa1). The district's \$8.8 billion tax base increased at an average annual rate of 2.9% over the last five years. The district's local economy is diverse with retail and manufacturing institutions. The district's largest employers are Land's End Incorporated (2,400) and the University of Wisconsin - Platteville with 1,038 employees. At 2.2% in September 2018, the unemployment rate in Grant County was below the state (2.6%) and nation (3.6%). Resident income levels are below average with median family income at 91.3% of the nation

### Financial operations and reserves: stable financial operations with healthy reserves

We expect the district's financial position will remain strong given the presence of healthy reserves and conservative budgeting practices. In fiscal 2018, the district posted surplus of \$820,000 in fiscal 2018, the fifth consecutive surplus, resulting in an available General Fund balance of \$13 million, or a healthy 27.8% of revenues. The surplus was driven by a combination of factors including utility costs coming in less than budgeted, along with vacant positions during the year, and the successful closure of a TID. Available fund balance across all operating funds (General and Debt Service Funds), totaled \$14.4 million, or a healthy 49% of operating revenues for fiscal 2018.

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For fiscal 2019, management budgeted for a planned \$1.3 million draw in the General Fund for one-time expenses related to other post employment benefits (OPEBs), and one-time capital initiatives. Going forward the district has no plans to further draw down fund balance.

On a full accrual basis, the district's net current assets position totaled \$12.2 million, or 35% of college-wide revenues, at the close of fiscal 2018. Four years prior at the close of fiscal 2014, the college's net current assets position totaled \$9 million and 26.7% of total revenues. The improved net position demonstrates the district's stable operations as well as a strict adherence to maintenance of reserves.

The district's main source of operating revenues are property taxes, state aid, and tuition and fees. Property taxes accounted for 29.7% of total revenues in fiscal 2018 while state aid accounted for 24.2% and tuition and fees made up 16.3% of total revenues. From 2015 through 2017 district enrollment declined by 200 students, down to a low full-time equivalent (FTE) of 1,332 students for 2017. In 2018 enrollment grew modestly by 22 students and remained essentially flat in fiscal 2019 at 1,350 students. Favorably, district officials expect an increase in enrollment of approximately 20-30 additional FTE students per year, driven primarily by new online enrollment growth. The district's ability to stabilize or even grow enrollment is a major credit factor and will have considerable credit implications for the future.

#### LIQUIDITY

At the close of fiscal 2017, the district maintained healthy liquidity across all funds totaling \$14.7 million, equivalent to a healthy 42.2% of revenues. This is a \$5.5 million increase from \$9.1 million at the close of fiscal 2014, largely due to Wisconsin Act 145, which replaced some of the district's property tax receipts with state aid. State aid is received in February while most property tax revenues are received in August, after the close of the fiscal year.

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

The district's debt burden is low and likely to remain so due to limited borrowing plans and rapid amortization. The district plans to issue \$7.7 million in GO refunding bonds in January 2019, which will bring the debt burden to a modest 0.3% of full valuation, and 0.8x operating revenues. The district plans to borrow an estimated \$4 million of GO debt in July 2019 for remodeling projects and equipment purchases. The district's fixed costs are high and, including debt service, pension, and OPEB contributions, totaled \$13.6 million, or 39% of total revenues.

#### DEBT STRUCTURE

All of the district's debt is fixed rate and amortizes over the long-term. Principal amortization is very rapid with 100% repaid within ten years.

#### DEBT-RELATED DERIVATIVES

The district is not a party to any derivative agreements.

#### PENSIONS AND OPEB

The district participates in the Wisconsin Retirement System (WRS), a statewide cost-sharing plan. Contributions are determined using a level contribution actuarial method in an effort to keep employer and employee contribution rates at a level percentage of payroll over time, and are set at 100% of the plan's funding requirement. As a result, WRS remains one of the best-funded public employee retirement systems in the country, with statewide employer contributions to WRS in 2017 totaling 107.7% of the amount needed to tread water.<sup>1</sup>

The district's adjusted net pension liability (ANPL) was \$34 million in 2018, up from \$28.2 million in 2016, bringing the three-year average to \$30.7 million, or 0.9x operating revenue and 0.4% of full value. Moody's ANPL reflects the use of a market-based discount rate to value pension liabilities rather than the assumed rate of investment return on plan assets. In comparison, the reported net pension liability (NPL), based on the plan's 7.2% discount rate, was a negative \$2.5 million in fiscal 2018, reflecting a net pension asset.

Growth in the Moody's ANPL has been driven largely by falling market discount rates, however the plan's NPL has benefited from strong investment performance in recent years, with WRS reported a net pension asset as of fiscal 2017. (See Exhibit 2.)



Exhibit 2

**Wisconsin Retirement System remains well-funded on a reported basis**

Source: Moody's Investors Service, State of Wisconsin

The district's other post-employment benefits (OPEB) obligations do not pose a material credit risk. The OPEB liability reflects an implicit rate subsidy for retirees who pay to remain on the district's health plan and is funded on a pay-as-you-go basis, with contributions of \$793,000 in fiscal 2017. As of July 1, 2016, the most recent actuarial valuation date, the net OPEB liability totaled \$7.2, or 0.2x operating revenue.

**Management and governance: moderate institutional framework**

Wisconsin community college districts have an Institutional Framework score of A, which is moderate compared to the nation. Institutional Framework scores measure a sector's legal ability to increase revenues and decrease expenditures. Revenue raising ability is moderate. The sector's major revenue source, state aid, is based on a formula that incorporates enrollment and equalized property valuations of the district. The sector's other major revenue source, property tax revenue, is subject to a cap which can only be increased with net new construction or via referendum. Revenues and expenditures tend to be predictable. Across the sector, fixed and mandated costs are generally moderate. Community college districts benefit from the state's Act 10 legislation, which restricts unions' collective bargaining ability.

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

**Endnotes**

1. Employer contributions that tread water equal the sum of current year service cost and interest on reported net pension liabilities at the start of the year, using reported actuarial assumptions. If plan assumptions are met exactly, contributions equal to the tread water indicator will prevent the reported net pension liabilities from growing. Net liabilities may decrease or increase in a given year due to factors other than the contribution amount, such as investment performance that exceeds or falls short of a plan's assumed rate of return.



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REPORT NUMBER 1158158

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EMEA	44-20-7772-5454

## ***B. FY2018 Financial Audit***

Kelly Kelly, Controller, will present the audit report. The management representation letter and final audit report are available below.

**Recommendation:** Approve the 2017-18 Financial Audit as presented.



December 14, 2018

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

We have audited the financial statements of Southwest Wisconsin Technical College for the year ended June 30, 2018. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, *Government Auditing Standards*, the Uniform Guidance, and the *State Single Audit Guidelines*, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated May 9, 2018. Professional standards also require that we communicate to you the following information related to our audit.

#### 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 Southwest Wisconsin Technical College 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 year ended June 30, 2018. We noted no transactions entered into by Southwest Wisconsin Technical College during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

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 were:

Management's estimate of the other post-employment benefits (OPEB) liability is based on the entry age normal level% of salary actuarial cost method. We evaluated the key factors and assumptions used to develop the OPEB liability in determining that it is reasonable in relation to the financial statements taken as a whole.

Management's estimate of the net pension asset is based on the unit credit actuarial cost method as determined by Wisconsin Retirement System (WRS). We evaluated the key factors and assumptions used to develop the net pension asset in determining that it is reasonable in relation to the financial statements taken as a whole.

The financial statement disclosures are neutral, consistent, and clear.

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

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

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#### *Disagreements with Management*

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that 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 December 14, 2018. Attached is a copy of management's written representations.

#### *Management Consultations with Other Independent Accountants*

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to Southwest Wisconsin Technical College's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

#### *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 Southwest Wisconsin Technical College's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

#### Other Matters

We applied certain limited procedures to schedule of net pension assets, schedule of funding progress for post-employment benefit plans other than pension, schedule of net pension assets, and schedule of employer contributions, which are required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding 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 did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

We were engaged to report on other supplementary information, which accompany the financial statements but are not RSI. With respect to this supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with the requirements of the Uniform Guidance, the *State Single Audit Guidelines*, and accounting principles generally accepted in the United States of America, 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.

Restriction on Use

This information is intended solely for the information and use of board of directors and management of Southwest Wisconsin Technical College and is not intended to be, and should not be, used by anyone other than these specified parties.

Sincerely,

Wegner CPAs, LLP

A handwritten signature in black ink, appearing to read "Scott R. Haumersen".

Scott R. Haumersen, CPA  
Partner

December 14, 2018

To Wegner CPAs, LLP

This representation letter is provided in connection with your audit of the financial statements of Southwest Wisconsin Technical College, which comprise the financial position as of June 30, 2018, and the respective changes in financial position and cash flows for the year then ended, and the related notes to the financial statements, for the purpose of expressing opinions as to whether the financial statements are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America (U.S. 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 December 14, 2018, 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 May 9, 2018, including our responsibility for the preparation and fair presentation of the financial statements in accordance with U.S. 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 conformity with U.S. GAAP and include all properly classified funds and other financial information of the primary government and all component units required by generally accepted accounting principles 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 U.S. 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 or in the schedule of findings and questioned costs.
8. We are in agreement with the adjusting journal entries you have proposed, and they have been posted to the accounts.
9. The effects of all known actual or possible litigation, claims, and assessments have been accounted for and disclosed in accordance with U.S. GAAP.
10. Guarantees, whether written or oral, under which Southwest Tech is contingently liable, if any, have been properly recorded or disclosed.

**Information Provided**

11. 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 and all audit or relevant monitoring reports, if any, received from funding sources.
  - b. Additional information that you have requested from us for the purpose of the audit.
  - c. Unrestricted access to persons within Southwest Tech from whom you determined it necessary to obtain audit evidence.
  - d. Minutes of the meetings of the Board of Directors or summaries of actions of recent meetings for which minutes have not yet been prepared.
12. All material transactions have been recorded in the accounting records and are reflected in the financial statements and the schedule of expenditures of federal and state awards.
13. We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
14. We have no knowledge of any fraud or suspected fraud that affects Southwest Tech and involves:
  - Management,
  - Employees who have significant roles in internal control, or
  - Others where the fraud could have a material effect on the financial statements.
15. We have no knowledge of any allegations of fraud or suspected fraud affecting Southwest Tech's financial statements communicated by employees, former employees, regulators, or others.
16. 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.
17. 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, and we have not consulted a lawyer concerning litigation, claims, or assessments.
18. We have disclosed to you the identity of Southwest Tech's related parties and all the related party relationships and transactions of which we are aware.



**Government-specific**

19. There have been no communications from regulatory agencies concerning noncompliance with, or deficiencies in, financial reporting practices.
20. 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.
21. Southwest Tech has no plans or intentions that may materially affect the carrying value or classification of assets, liabilities, or equity.
22. 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.
23. 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.
24. 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 determination of financial statement amounts or other financial data significant to the audit objectives.
25. 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.
26. 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 on noncompliance.
27. As part of your audit, you assisted with preparation of the financial statements and related notes and schedule of expenditures of federal and state awards. 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 and schedule of expenditures of federal and state awards.
28. Except as made known to you, Southwest Tech has satisfactory title to all owned assets, and there are no liens or encumbrances on such assets nor has any asset been pledged as collateral.
29. Southwest Tech has complied with all aspects of contractual agreements that would have a material effect on the financial statements in the event of noncompliance.
30. 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.
31. The financial statements properly classify all funds and activities in accordance with GASB Statement No. 34.

32. All funds that meet the quantitative criteria in GASBS Nos. 34 and 37 for presentation as major are identified and presented as such and all other funds that are presented as major are particularly important to financial statement users.
33. Components of net position (net investment in capital assets, restricted, and unrestricted) and classifications of fund balance (nonspendable, restricted, committed, assigned, and unassigned) are properly classified and, if applicable, approved.
34. Investments, derivative instruments, and land and other real estate held by endowments are properly valued.
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. Revenues are appropriately classified in the statement of activities within program revenues, general revenues, contributions to term or permanent endowments, or contributions to permanent fund principal.
38. Interfund, internal, and intra-entity activity and balances have been appropriately classified and reported.
39. Deposits and investment securities and derivative instruments are properly classified as to risk and are properly disclosed.
40. Capital assets, including intangible assets, are properly capitalized, reported, and, if applicable, depreciated.
41. We have appropriately disclosed Southwest Tech's policy regarding whether to first apply restricted or unrestricted resources when an expense is incurred for purposes for which both restricted and unrestricted net position is available and have determined that net position is properly recognized under the policy.
42. We are following our established accounting policy regarding which resources (that is, restricted, committed, assigned, or unassigned) are considered to be spent first for expenditures for which more than one resource classification is available. That policy determines the fund balance classifications for financial reporting purposes.
43. We acknowledge our responsibility for the required supplementary information (RSI). The RSI is measured and presented within prescribed guidelines and the methods of measurement and presentation have not changed from those used in the prior period. We have disclosed to you any significant assumptions and interpretations underlying the measurement and presentation of the RSI.
44. With respect to the supplementary information on which an in-relation-to opinion is issued:
  - a. We acknowledge our responsibility for presenting the combining and individual fund financial schedules in accordance with U.S. GAAP, and we believe the combining and individual fund financial schedules, including its form and content, is fairly presented in accordance with U.S. GAAP. The methods of measurement and presentation of the combining and individual fund financial schedules have not changed from those used in the prior period, and we have disclosed to you any significant assumptions or interpretations underlying the measurement and presentation of the supplementary information.
  - b. If the combining and individual fund financial schedules are not presented with the audited financial statements, we will make the audited financial statements readily available to the intended users

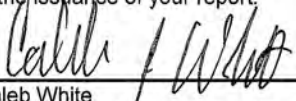
of the supplementary information no later than the date we issue the supplementary information and the auditor's report thereon.

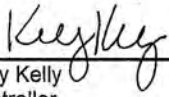
45. With respect to federal and state award programs:

- a. We are responsible for understanding and complying with and have complied with the requirements of Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance), and the *State Single Audit Guidelines* (the *Guidelines*), including requirements relating to preparation of the schedule of expenditures of federal and state awards.
- b. We acknowledge our responsibility for presenting the schedule of expenditures of federal and state awards (SEFSA) and related notes in accordance with the requirements of the Uniform Guidance and the *Guidelines*, and we believe the SEFSA, including its form and content, is fairly presented in accordance with the Uniform Guidance and the *Guidelines*. The methods of measurement or presentation of the SEFSA have not changed from those used in the prior period and we have disclosed to you any significant assumptions and interpretations underlying the measurement or presentation of the SEFSA.
- c. If the SEFSA is not presented with the audited financial statements, we will make the audited financial statements readily available to the intended users of the SEFSA no later than the date we issue the SEFSA and the auditor's report thereon.
- d. We have identified and disclosed to you all of our government programs and related activities subject to the Uniform Guidance and the *Guidelines* compliance audit, and have included in the SEFSA, expenditures made during the audit period for all awards provided by federal and state agencies in the form of federal and state awards, federal and state cost-reimbursement contracts, loans, loan guarantees, property (including donated surplus property), cooperative agreements, interest subsidies, insurance, food commodities, direct appropriations, and other direct assistance.
- e. We are responsible for understanding and complying with, and have complied with, the requirements of federal and state statutes, regulations, and the terms and conditions of federal and state awards related to each of our federal and state programs and have identified and disclosed to you the requirements of federal and state statutes, regulations, and the terms and conditions of federal and state awards that are considered to have a direct and material effect on each major federal and major state program.
- f. We are responsible for establishing and maintaining, and have established and maintained, effective internal control over compliance for federal and state programs that provides reasonable assurance that we are managing our federal and state awards in compliance with federal and state statutes, regulations, and the terms and conditions of federal and state awards that could have a material effect on our federal and state programs. We believe the internal control system is adequate and is functioning as intended.
- g. We have made available to you all federal and state awards (including amendments, if any) and any other correspondence with federal and state agencies or pass-through entities relevant to federal and state programs and related activities.
- h. We have received no requests from a federal agency to audit one or more specific programs as a major program.
- i. We have complied with the direct and material compliance requirements (except for noncompliance disclosed to you), including when applicable, those set forth in the *OMB Compliance Supplement* and the appendices to the *Guidelines*, relating to federal and state awards and have identified and disclosed to you all amounts questioned and all known noncompliance with the direct and material compliance requirements of federal and state awards.

- j. We have disclosed any communications from federal and state awarding agencies and pass-through entities concerning possible noncompliance with the direct and material compliance requirements, including communications received from the end of the period covered by the compliance audit to the date of the auditor's report.
- k. We have disclosed to you the findings received and related corrective actions taken for previous audits, attestation engagements, and internal or external monitoring that directly relate to the objectives of the compliance audit, including findings received and corrective actions taken from the end of the period covered by the compliance audit to the date of the auditor's report.
- l. Amounts claimed or used for matching were determined in accordance with relevant guidelines in OMB's Uniform Guidance (2 CFR part 200, subpart E) and the appendices to the *Guidelines*.
- m. We have disclosed to you our interpretation of compliance requirements that may have varying interpretations.
- n. We have made available to you all documentation related to compliance with the direct and material compliance requirements, including information related to federal and state program financial reports and claims for advances and reimbursements.
- o. We have disclosed to you the nature of any subsequent events that provide additional evidence about conditions that existed at the end of the reporting period affecting noncompliance during the reporting period.
- p. There are no such known instances of noncompliance with direct and material compliance requirements that occurred subsequent to the period covered by the auditor's report.
- q. No changes have been made in internal control over compliance or other factors that might significantly affect internal control, including any corrective action we have taken regarding significant deficiencies or material weaknesses in internal control over compliance, subsequent to the period covered by the auditor's report.
- r. Federal and state program financial reports and claims for advances and reimbursements are supported by the books and records from which the financial statements have been prepared.
- s. The copies of federal and state program financial reports provided you are true copies of the reports submitted, or electronically transmitted, to the respective federal or state agency or pass-through entity, as applicable.
- t. We have charged costs to federal and state awards in accordance with applicable cost principles.
- u. We are responsible for and have accurately prepared the auditee section of the Data Collection Form as required by the Uniform Guidance.
- v. We are responsible for and have ensured the reporting package does not contain protected personally identifiable information.

We have carefully read this letter before signing it and understand, while you have provided the language of this letter to us, we are making these representations to you. We understand our obligation to carefully consider the possibility that any of the representations are not accurate. We have inquired of other members of management or employees of Southwest Wisconsin Technical College to the extent necessary to obtain a high degree of assurance that these representations are true. We know that you will be relying on them in the issuance of your report.

  
Caleb White  
Vice President for Administrative Services

  
Kelly Kelly  
Controller

**SOUTHWEST WISCONSIN TECHNICAL COLLEGE**  
Fennimore, Wisconsin

**AUDITED FINANCIAL STATEMENTS**

June 30, 2018 and 2017

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## INDEPENDENT AUDITOR'S REPORT

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

### Report on the Financial Statements

We have audited the accompanying financial statements of the business-type activities and the discretely presented component unit of the Southwest Wisconsin Technical College, as of and for the years ended June 30, 2018 and 2017, and the related notes to the financial statements, which collectively comprise Southwest Wisconsin Technical College's basic financial statements as listed in the table of contents.

### Management's Responsibility for the Financial Statements

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

### Auditor's Responsibility

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

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

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

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## **Opinions**

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of business-type activities and the discretely presented component unit of the Southwest Wisconsin Technical College, as of June 30, 2018 and 2017, and the respective changes in financial position and, where applicable, cash flows thereof for the years then ended in accordance with accounting principles generally accepted in the United States of America.

## **Emphasis-of-Matter**

### *Change in Accounting Principle*

As described in Note 1 to the financial statements, as of July 1, 2017, the Southwest Wisconsin Technical College, adopted new accounting guidance, GASB Statement No. 75, *Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions*. Accordingly, the cumulative effect of the accounting change as of the beginning of the year is reported in the statement of net position. Our opinion is not modified with respect to this matter.

## **Other Matters**

### *Required Supplementary Information*

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

### *Other Information*

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Southwest Wisconsin Technical College's basic financial statements. The combining and individual fund financial statements and schedules are presented for purposes of additional analysis and are not a required part of the basic financial statements. The accompanying schedule of expenditures of federal and state awards is presented for purposes of additional analysis as required by Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, and the *State Single Audit Guidelines*, and is also not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the combining and individual fund financial statements and schedules, and schedule of expenditures of federal and state awards are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

#### **Other Reporting Required by *Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated December 14, 2018 on our consideration of the Southwest Wisconsin Technical College's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Southwest Wisconsin Technical College's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Southwest Wisconsin Technical College's internal control over financial reporting and compliance.

*Wegner CPAs LLP*

Wegner CPAs, LLP  
Madison, Wisconsin  
December 14, 2018

**SOUTHWEST WISCONSIN TECHNICAL COLLEGE**  
**MANAGEMENT'S DISCUSSION AND ANALYSIS**  
June 30, 2018

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The discussion and analysis of the financial performance of Southwest Wisconsin Technical College (Southwest Tech) provides an overview of its financial activities, identifies changes in its financial position, and assists the reader of these financial statements in focusing on noteworthy financial issues for the fiscal year ended June 30, 2018.

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

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

**FINANCIAL HIGHLIGHTS**

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

- Received and managed 49 federal, state or local grants totaling \$2.57 million
- Updated official statement for borrowing and maintained Southwest Tech's rating of Aa2 through Moody's.
- Issued \$2.5 million 5 year promissory note at 1.49 percent interest rate
- Refinanced \$6.5 million 10 year bond at 2.6% interest rate.
- Continued participation in Districts Mutual Insurance (DMI), the insurance company formed by the colleges in the Wisconsin Technical College System to provide property and casualty coverage.
- Continued participation in the formation of Wisconsin Technical Colleges Employee Benefits Consortium (WTCEBC) with seven other Wisconsin technical colleges to provide employee benefits.
- Increase purchase card activity to over 7,200 annual transactions. As a result, the number of accounts payable checks being issued continues to decrease, saving time and money for Southwest Tech and increasing vendor satisfaction with payment timing.
- Disbursed student financial aid totaling \$3,397,775 in grants, \$2,752,997 in loans, \$63,221 in college work study earnings, and \$15,856 in college work study match.

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

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

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

**SOUTHWEST WISCONSIN TECHNICAL COLLEGE**  
**MANAGEMENT'S DISCUSSION AND ANALYSIS**  
June 30, 2018

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

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

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

	2018	2017	Change	% Change
<b>OPERATING REVENUE</b>				
Student fees	\$ 5,663,164	\$ 5,354,979	\$ 308,185	5.76
Federal grants	4,096,916	4,269,671	(172,755)	(4.05)
State grants	2,430,317	2,573,769	(143,452)	(5.57)
Contract revenues	2,121,807	1,805,577	316,230	17.51
Auxiliary revenues	1,544,884	1,601,305	(56,421)	(3.52)
Total operating revenues	15,857,088	15,605,301	251,787	1.61
<b>OPERATING EXPENSES</b>				
Instruction	14,888,945	14,584,086	304,859	2.09
Instructional resources	148,419	251,308	(102,889)	(40.94)
Student services	2,539,934	2,453,273	86,661	3.53
General institutional	4,274,973	4,576,235	(301,262)	(6.58)
Physical plant	1,989,195	1,968,777	20,418	1.04
Auxiliary enterprise services	1,223,795	593,067	630,728	106.35
Depreciation	2,699,998	2,568,360	131,638	5.13
Student aid	3,383,850	3,327,558	56,292	1.69
Total operating expenses	31,149,109	30,322,664	826,445	2.73
<b>NON-OPERATING REVENUES (EXPENSES)</b>				
Property taxes	10,342,513	9,963,198	379,315	3.81
State appropriations	8,431,463	8,117,012	314,451	3.87
Investment income	149,904	29,834	120,070	402.46
Loss on disposal of capital assets	(22,973)	(8,433)	(14,540)	-
Interest expense	(1,440,093)	(1,245,649)	(194,444)	15.61
Total non-operating revenues	17,460,814	16,855,962	604,852	3.59
Increase in net position	2,168,793	2,138,599	\$ 30,194	
Net position - beginning of year	31,848,468	29,709,869		
Prior period adjustment	(5,430,770)	-		
Net position - end of year	\$ 28,586,491	\$ 31,848,468		



**SOUTHWEST WISCONSIN TECHNICAL COLLEGE**  
**MANAGEMENT'S DISCUSSION AND ANALYSIS**  
June 30, 2018

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

Operating revenues are the charges for services offered by Southwest Tech. Total operating revenues increased \$251,787 or 1.616% for fiscal year 2018. These increases are primarily due to the following:

- During 2018 Southwest Tech generated \$5,663,164 for tuition and fees charged to students compared to \$5,354,979 in 2017. This was an increase of \$308,185 or 5.76%.
- The state increased tuition rates 2.0% and 1.5% in 2018 and 2017.
- Southwest Tech receives funding from the federal and state governments for specific purposes, including financial aid payments to students. Southwest Tech received \$6,527,233 for the federal and state governments for 2018 compared to \$6,843,440 for 2017. This figure is indicative of the continued efforts of Southwest Tech to seek out new sources of revenue.
  - ✓ State revenue decreased \$143,452 or 5.57% in 2018 compared to 2017. State funding levels fluctuate between years based on the specific grants available each year as well as the amount of funding the state provides for financial aid.
  - ✓ Federal funding decreased \$172,755 or 4.05% in 2018 compared to 2017. The level of enrollment impacts the amount of federal financial aid that is awarded each year. Federal funding levels fluctuate between years based on the specific grants available each year as well as the amount of funding the state provides for financial aid.
- Revenue from industrial and technical assistance contracts with business and industry, local school districts, UW Platteville and the Department of Corrections was \$2,121,807 in 2018 and \$1,805,577 in 2017.
- Southwest Tech operates auxiliary enterprise operation such as the book store, food service, and childcare center. Southwest Tech had sales of \$1,544,884 for 2018 compared to \$1,601,305 in 2017 for these activities.

Operating expenses are costs incurred for providing education, training and services. Total operating expenses increased \$826,445 or 2.73% compared to 2017. The majority of the Southwest Tech's expenses, 48%, are for instructional related costs. Student financial aid and general institutional accounts for an additional 25%, while auxiliary services and other expenses account for the remaining 27% of total operating expenses.

**SOUTHWEST WISCONSIN TECHNICAL COLLEGE**  
**MANAGEMENT'S DISCUSSION AND ANALYSIS**  
June 30, 2018

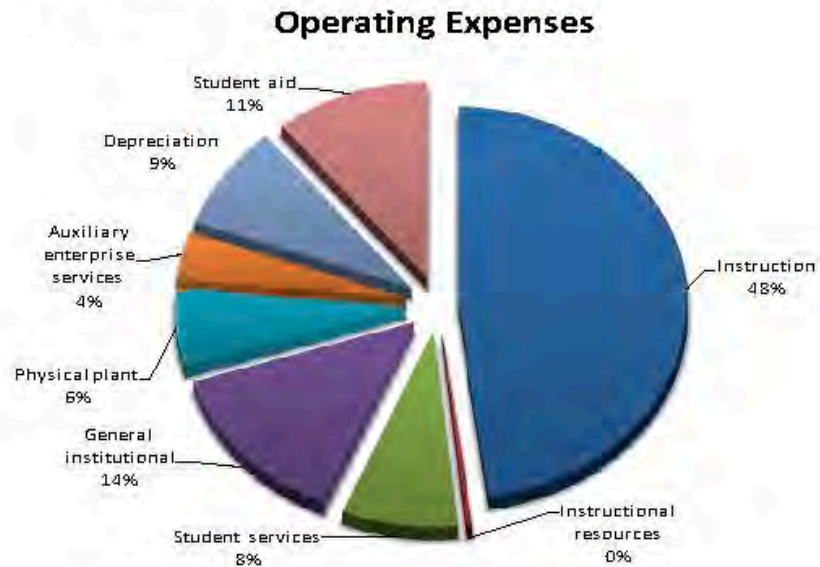
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**STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET POSITION (continued)**

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



The graph below categorizes operating expenses by function.



**SOUTHWEST WISCONSIN TECHNICAL COLLEGE**  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
June 30, 2018

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

Non-operating revenues (expenses) are revenue and expense items not related directly to providing instruction. Net non-operating revenues increased \$604,852 or 3.59% in 2018.

- State operating appropriations increased \$314,451 or 3.87% in 2018. Final state aid payments are not received until November following the fiscal year end. State aid is determined by a formula that takes into consideration actual expenditures, student FTE's, and equalized property valuations of each of the sixteen technical colleges in Wisconsin.
- Property tax revenue increased \$379,315 or 3.81% in 2018 compared to 2017. Property taxes are the biggest source of funding for Southwest Tech.

**STATEMENT OF NET POSITION**

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

Net position decreased \$3,261,977 or 10.24% in 2018 compared to an increase of \$2,138,599 or 7.20% in 2017. Southwest Tech ended its fiscal year with net position of \$28,586,491 in 2018 of which \$18,797,545 was net investment in capital assets, \$402,017 was restricted for student financial aid, \$898,264 was restricted for capital projects, \$1,372,901 was restricted for debt service assistance, \$1,637,365 was restricted for net pension asset, and \$5,478,399 was unrestricted net position. Unrestricted net position represents the amount of discretionary resources that can be used to fund general Southwest Tech operations.

Total assets increased \$4,112,936 or 6.49% in 2018 and decreased \$748,290 or 1.19% in 2017. Net capital assets increased \$463,059 or 1.04% in 2018 compared to a decrease of \$194,158 or 0.44% in 2017.

Southwest tech's current liabilities increased \$345,535 or 5.52% in 2018 compared to a decrease of \$534,907 or 7.87% in 2017.



**SOUTHWEST WISCONSIN TECHNICAL COLLEGE**  
**MANAGEMENT'S DISCUSSION AND ANALYSIS**  
June 30, 2018

**STATEMENT OF NET POSITION (continued)**

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

**Table 2**  
**Condensed Statements of Net Position**

	2018	2017	Change	% Change
<b>ASSETS</b>				
Cash and cash equivalents	\$ 14,667,607	\$ 13,492,226	\$ 1,175,381	8.71
Net pension asset	2,479,236	-	2,479,236	-
Net capital assets	44,896,674	44,433,615	463,059	1.04
Other assets	5,481,578	5,486,318	(4,740)	(0.09)
<b>Total assets</b>	<b>67,525,095</b>	<b>63,412,159</b>	<b>4,112,936</b>	<b>6.49</b>
<b>DEFERRED OUTFLOWS OF RESOURCES</b>				
Related to pension	6,703,996	5,677,298	1,026,698	18.08
	261,530	-	261,530	-
<b>Total deferred outflows of resources</b>	<b>6,965,526</b>	<b>5,677,298</b>	<b>1,288,228</b>	<b>18.08</b>
<b>LIABILITIES</b>				
Current liabilities	6,604,681	6,259,146	345,535	5.52
Net pension liability	-	711,859	(711,859)	(100.00)
Long-term liabilities	31,753,582	27,313,749	4,439,833	16.25
<b>Total liabilities</b>	<b>38,358,263</b>	<b>34,284,754</b>	<b>4,073,509</b>	<b>11.88</b>
<b>DEFERRED INFLOWS OF RESOURCES</b>				
Related to pension	7,545,867	2,956,235	4,589,632	155.25
<b>NET POSITION</b>				
Net invested in capital assets	18,797,545	16,978,615	1,818,930	10.71
Restricted for student financial aid	402,017	307,930	94,087	30.55
Restricted for capital projects	898,264	1,123,734	(225,470)	(20.06)
Restricted for debt service	1,372,901	1,360,433	12,468	0.92
Restricted for net pension asset	1,637,365	-	1,637,365	0.00
Unrestricted	5,478,399	12,077,756	(6,599,357)	(54.64)
<b>Total net position</b>	<b>\$ 28,586,491</b>	<b>\$ 31,848,468</b>	<b>\$ (3,261,977)</b>	<b>(10.24)</b>

**CAPITAL ASSET AND DEBT ADMINISTRATION**

**Capital Assets**

At June 30, 2018, Southwest Tech had \$80,121,669 in capital assets, including land, construction in progress, land improvements, buildings and improvements, and moveable equipment. Total accumulated depreciation on these assets was \$35,224,995. Asset acquisitions totaled \$3,186,030. Southwest Tech recognized depreciation expense of \$2,699,998. Detailed information about capital assets can be found in Note 3 to the financial statements.

**SOUTHWEST WISCONSIN TECHNICAL COLLEGE**  
**MANAGEMENT'S DISCUSSION AND ANALYSIS**  
June 30, 2018

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**CAPITAL ASSET AND DEBT ADMINISTRATION (continued)**

**Long-term Debt**

As of June 30, 2018, Southwest Tech had \$25,820,000 in general obligation debt outstanding compared to \$27,455,000 in 2017. Southwest Tech maintained its Aa2 rating from Moody's Investor service on its current and outstanding long-term debt. Debt service requirements of Southwest Tech are current and are secured by a tax levy adopted by the District Board. Wisconsin statutes require that the first property tax receipts be segregated for annual debt service payments. All general obligation debt for equipment is repaid in five years, while debt related to building and major remodeling is repaid in 10-20 years. The current debt adequately replaces and expands the equipment and facility needs of Southwest Tech. Detailed information about Southwest Tech's long-term debt is presented in Note 4 to the financial statements.

**FINANCIAL POSITION**

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

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

- Very diverse and large property tax base
- Good economic indicators as measured by median household effective buying income (EBI)
- Very strong reserves supported by additional liquidity in enterprise funds
- Low overall net debt burden

"...stable outlook reflects our anticipation that management will continue to make budget and program adjustments that will minimize enrollment losses and further state changes to technical college district funding. We believe that the district's maintenance of very strong reserves and conservative budgeting provide with flexibility..."

**ECONOMIC FACTORS**

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

- Southwest Tech has articulation agreements with other institutions of higher learning that provide options for students to fulfill program requirements locally and finish with minimal time elsewhere
- Unique programs such as Golf Course Management, Midwifery and online programs/courses draw students from outside of the district and state.

**SOUTHWEST WISCONSIN TECHNICAL COLLEGE**  
**MANAGEMENT'S DISCUSSION AND ANALYSIS**  
June 30, 2018

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**ECONOMIC FACTORS (continued)**

- Southwest Tech is 1 of 2 colleges in the state technical college system that provide student housing on campus. This benefits students that decide not to commute or reside further than reasonable daily travel distances.
- The level of our fund balances affords us time and flexibility to adjust to changing conditions.
- Capital financing through debt service allows us to keep pace with current technology.

Southwest Wisconsin Technical College faces challenges among which are:

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

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

**CONTACTING SOUTHWEST WISCONSIN TECHNICAL COLLEGE'S FINANCIAL MANAGEMENT**

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

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

**SOUTHWEST WISCONSIN TECHNICAL COLLEGE**  
**STATEMENTS OF NET POSITION**  
June 30, 2018 and 2017

	<b>Primary Government</b>		<b>Component Unit</b>	
	<b>2018</b>	<b>2017</b>	<b>2018</b>	<b>2017</b>
<b>ASSETS</b>				
<b>CURRENT ASSETS</b>				
Cash and investments	\$ 14,667,607	\$ 13,492,226	\$ 715,182	\$ 523,020
Taxes receivable	3,218,327	3,249,760	-	-
Accounts receivable, net	284,833	581,733	198,543	228,572
Student accounts receivable	567,611	544,876	-	-
Due from other governments	46,668	35,367	-	-
Accrued self-insurance	893,685	486,459	-	-
Inventories	309,434	432,257	-	-
Prepaid expenses	161,020	155,876	-	-
Total current assets	20,149,185	18,978,544	913,725	751,592
<b>NONCURRENT ASSETS</b>				
Net pension asset	2,479,236	-	-	-
Investments	-	-	3,348,393	3,356,268
Capital assets not being depreciated	842,579	813,445	208,000	236,539
Capital assets being depreciated, net	44,054,095	43,620,170	2,054,992	1,984,567
Total noncurrent assets	47,375,910	44,433,615	5,609,385	5,577,374
Total assets	67,525,095	63,412,159	6,523,110	6,328,966
<b>DEFERRED OUTFLOWS OF RESOURCES</b>				
Related to pension	6,703,996	5,677,298	-	-
Related to OPEB	261,530	-	-	-
Total deferred outflows of resources	6,965,526	5,677,298	-	-
<b>LIABILITIES</b>				
<b>CURRENT LIABILITIES</b>				
Accounts payable and other current liabilities	1,144,102	941,258	108,409	186,984
Accrued salaries and benefits	447,579	555,426	-	-
Accrued interest	34,508	37,098	-	-
Compensated absences	781,996	647,533	-	-
Deferred revenue	562,943	552,831	-	-
Current portion of long-term debt	3,633,553	3,525,000	68,904	66,306
Total current liabilities	6,804,681	6,259,146	177,313	253,290
<b>NONCURRENT LIABILITIES</b>				
Net pension liability	-	711,859	-	-
Long-term debt, net of current portion	22,465,576	23,930,000	1,714,963	1,783,867
Other postemployment benefits	9,288,006	3,383,749	-	-
Total noncurrent liabilities	31,753,582	28,025,608	1,714,963	1,783,867
Total liabilities	38,358,263	34,284,754	1,892,276	2,037,157
<b>DEFERRED INFLOWS OF RESOURCES</b>				
Related to pension	7,545,867	2,956,235	-	-
<b>NET POSITION</b>				
Net investment in capital assets	18,797,545	16,978,615	-	-
Permanently restricted	-	-	2,716,238	2,469,345
Temporarily restricted	-	-	1,136,117	837,841
Restricted				
Student financial assistance	402,017	307,930	-	-
Capital projects	898,264	1,123,734	-	-
Debt service	1,372,901	1,360,433	-	-
Net pension asset	1,637,365	-	-	-
Unrestricted	5,478,399	12,077,756	778,479	984,623
Total net position	\$ 28,586,491	\$ 31,848,468	\$ 4,630,834	\$ 4,291,809

See accompanying notes to the financial statements.

**SOUTHWEST WISCONSIN TECHNICAL COLLEGE**  
**STATEMENTS OF REVENUES, EXPENSES AND CHANGES IN NET POSITION**  
Years Ended June 30, 2018 and 2017

	<b>Primary Government</b>		<b>Component Unit</b>	
	<b>2018</b>	<b>2017</b>	<b>2018</b>	<b>2017</b>
<b>OPERATING REVENUES</b>				
Tuition and fees				
Program fees (net of \$138,123 and \$124,827 scholarship allowances, respectively)	\$ 4,523,250	\$ 4,317,812	\$ -	\$ -
Material fees (net of \$10,359 and \$9,246 scholarship allowances, respectively)	314,906	326,224	-	-
Other student fees (net of \$25,898 and \$20,034 scholarship allowances, respectively)	825,008	710,943	-	-
Federal grants and contracts	4,096,916	4,269,671	-	-
State grants and contracts	2,430,317	2,573,769	-	-
Non-governmental grants and contracts	2,121,807	1,805,577	-	-
Auxiliary enterprise services	1,544,884	1,601,305	-	-
Contributions and other support	-	-	1,078,018	1,291,895
Rental income	-	-	466,962	439,489
<b>Total operating revenues</b>	<b>15,857,088</b>	<b>15,605,301</b>	<b>1,564,980</b>	<b>1,731,384</b>
<b>OPERATING EXPENSES</b>				
Instruction	14,888,945	14,584,086	-	-
Instructional resources	148,419	251,308	-	-
Student services	2,539,934	2,453,273	-	-
General institution	4,274,973	4,576,235	-	-
Physical plant	1,989,195	1,968,777	-	-
Auxiliary enterprise services	1,223,795	593,067	-	-
Depreciation	2,699,998	2,568,360	-	-
Student aid	3,383,850	3,327,558	-	-
Program activities and other	-	-	1,437,566	1,366,133
<b>Total operating expenses</b>	<b>31,149,109</b>	<b>30,322,664</b>	<b>1,437,566</b>	<b>1,366,133</b>
<b>Operating loss</b>	<b>(15,292,021)</b>	<b>(14,717,363)</b>	<b>127,414</b>	<b>365,251</b>
<b>NONOPERATING REVENUES (EXPENSES)</b>				
State appropriations	8,431,463	8,117,012	-	-
Local property taxes	10,342,513	9,963,198	-	-
Loss on disposal of capital assets	(22,973)	(8,433)	(54,264)	-
Investment income	149,904	29,834	265,875	326,166
Interest expense	(1,440,093)	(1,245,649)	-	-
<b>Total non-operating revenues (expenses)</b>	<b>17,460,814</b>	<b>16,855,962</b>	<b>211,611</b>	<b>326,166</b>
<b>Change in net position</b>	<b>2,168,793</b>	<b>2,138,599</b>	<b>339,025</b>	<b>691,417</b>
Net position - beginning of year	31,848,468	29,709,869	4,291,809	3,600,392
Prior period adjustment	(5,430,770)	-	-	-
<b>Net position - end of year</b>	<b>\$ 28,586,491</b>	<b>\$ 31,848,468</b>	<b>\$ 4,630,834</b>	<b>\$ 4,291,809</b>

See accompanying notes to the financial statements.

**SOUTHWEST WISCONSIN TECHNICAL COLLEGE**  
**STATEMENTS OF CASH FLOWS**  
Years Ended June 30, 2018 and 2017

	2018	2017
<b>Cash flows from operating activities</b>		
Tuition and fees received	\$ 5,650,541	\$ 5,437,953
Federal and state grants received	6,515,922	6,888,300
Business, industry and school district contract revenues received	2,418,707	2,669,925
Payments to employees, including related benefits	(20,793,963)	(20,322,421)
Payments to suppliers	(6,869,909)	(7,894,150)
Auxiliary enterprise revenues received	1,544,884	1,601,305
Net Cash Flows from Operating Activities	(11,533,818)	(11,619,088)
<b>Cash flows from non-capital financing activities</b>		
Local property taxes received	10,373,946	9,932,316
State appropriations received	8,431,463	8,117,012
Net Cash Flows from Non-Capital Financing Activities	18,805,409	18,049,328
<b>Cash flows from capital and related financing activities</b>		
Purchases of capital assets	(3,168,431)	(2,382,635)
Proceeds from issuance of debt	8,985,000	2,500,000
Principal paid on debt	(10,620,000)	(3,950,000)
Interest paid on debt	(1,442,683)	(1,286,473)
Net Cash Flows from Capital and Related Financing Activities	(6,246,114)	(5,119,108)
<b>Cash flows from capital and related financing activities</b>		
Investment income received	149,904	29,834
Net Increase in Cash and Cash Equivalents	1,175,381	1,340,966
Cash and Cash Equivalents - Beginning of Year	13,492,226	12,151,260
<b>Cash and Cash Equivalents - End of Year</b>	<b>\$ 14,667,607</b>	<b>\$ 13,492,226</b>
<b>Reconciliation of operating loss to net cash used in operating activities:</b>		
Operating loss	\$ (15,292,021)	\$ (14,717,363)
Adjustments to reconcile operating loss to net cash used in operating activities:		
Depreciation	2,699,998	2,568,360
Changes in assets and liabilities		
Accounts receivable, net	296,900	864,348
Student accounts receivable	(22,735)	9,493
Due from other governments	(11,311)	44,860
Inventories	122,823	51,076
Prepaid expenses	(5,144)	(53,918)
Net pension asset	371,839	1,010,083
Accounts payable and other current liabilities	202,844	75,146
Accrued salaries and benefits	(107,847)	(266,150)
Accrued self-insurance	(407,226)	(769,238)
Compensated absences	134,463	(168,781)
Unearned revenue	10,112	73,481
Post-employment benefits	473,487	(340,485)
Net cash used in operating activities	<b>\$ (11,533,818)</b>	<b>\$ (11,619,088)</b>

See accompanying notes to the financial statements.



**SOUTHWEST WISCONSIN TECHNICAL COLLEGE**  
NOTES TO FINANCIAL STATEMENTS  
June 30, 2018

**NOTE 1—SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

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

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

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

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

Effective July 1, 2017, Southwest Tech implemented GASB Statement No. 75, *Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions*. GASB Statement No. 75 defines the net other postemployment benefit (OPEB) liability as the difference between the total OPEB liability and the value of the assets set aside to pay benefits. A description of the postemployment benefit plan and the impact on the financial statements of Southwest Tech is provided in Note 6.

**Reporting Entity**

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

**SOUTHWEST WISCONSIN TECHNICAL COLLEGE**  
**NOTES TO FINANCIAL STATEMENTS**  
June 30, 2018

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**NOTE 1—SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

by the separate organization are entirely or almost entirely for the direct benefit of the primary government or its constituents; (2) the primary government is entitled to, or has the ability to access, a majority of the economic resources received or held by the separate organization; and (3) the economic resources received or held by an individual organization that the primary government is entitled to, or has the ability to otherwise access, are significant to the primary government.

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

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

**Basis of Accounting and Financial Statement Presentation**

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

**Use of Estimates**

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

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

**Cash and Cash Equivalents**

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



**SOUTHWEST WISCONSIN TECHNICAL COLLEGE**  
**NOTES TO FINANCIAL STATEMENTS**  
June 30, 2018

**NOTE 1—SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

The Wisconsin Local Government Investment Pool (LGIP) is part of the State Investment Fund (SIF) and is managed by the State of Wisconsin Investment Board. The SIF is not registered with the Securities and Exchange Commission, but operates under the statutory authority of Wisconsin Chapter 25. The SIF reports the fair value of its underlying assets annually. The SIF is not rated. Participants in the LGIP have the right to withdraw their funds in total on one day's notice. At June 30, 2018 and 2017, the fair value of Southwest Tech's share of the LGIP's assets was substantially equal to the amount reported in these statements.

**Inventories**

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

**Capital Assets**

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

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

**Property Tax and Taxes Receivable**

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

Southwest Tech's operational mill rate was .61391 and .62698 mills for fiscal years ending 2018 and 2017, respectively. The debt service mill rate was .60434 and .62522 for the fiscal years ending 2018 and 2017, respectively.

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

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

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

**SOUTHWEST WISCONSIN TECHNICAL COLLEGE**  
NOTES TO FINANCIAL STATEMENTS  
June 30, 2018

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**NOTE 1—SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

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

**Compensated Absences**

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

**Pensions**

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

**Post-Employment Benefits**

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

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

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

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

**SOUTHWEST WISCONSIN TECHNICAL COLLEGE**  
NOTES TO FINANCIAL STATEMENTS  
June 30, 2018

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NOTE 1—SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

**Deferred Outflows and Inflows of Resources**

In addition to assets, the statement of net position will report a separate section for deferred outflows of resources. Deferred outflows of resources represent a consumption of net position that applies to a future period and will not be recognized as an outflow of resources (expense/expenditure) until then. Southwest Tech has deferred outflows as of June 30, 2018 and 2017 related to pension and OPEB activity.

In addition to liabilities, the statement of net position will report a separate section for deferred inflows of resources. Deferred inflows of resources represent an acquisition of net position that applies to a future period and so will not be recognized as an inflow of resources (revenue) until that time. Southwest Tech has deferred inflows as of June 30, 2018 and 2017 related to pension activity.

**Fees and Tuition**

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

**State and Federal Revenues**

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

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

**Scholarship Allowances and Student Aid**

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

**SOUTHWEST WISCONSIN TECHNICAL COLLEGE**  
NOTES TO FINANCIAL STATEMENTS  
June 30, 2018

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NOTE 1—SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

**Classification of Revenue and Expense**

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

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

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

**Self-Insurance**

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

**Net Position**

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

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

**SOUTHWEST WISCONSIN TECHNICAL COLLEGE**  
**NOTES TO FINANCIAL STATEMENTS**  
June 30, 2018

**NOTE 1—SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)**

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

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

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

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

**NOTE 2—CASH AND CASH EQUIVALENTS**

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

	2018	2017	Risk
Cash and cash equivalents:			
Cash on hand	\$ 2,940	\$ 2,940	
Deposit accounts	13,478,272	12,318,551	Custodial
Local Government Investment Pool	1,186,395	1,170,735	Credit and interest
 Total cash and cash equivalents	 <u>\$ 14,667,607</u>	 <u>\$ 13,492,226</u>	

**SOUTHWEST WISCONSIN TECHNICAL COLLEGE**  
NOTES TO FINANCIAL STATEMENTS  
June 30, 2018

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**NOTE 2—CASH AND CASH EQUIVALENTS (continued)**

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

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

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



**SOUTHWEST WISCONSIN TECHNICAL COLLEGE**  
NOTES TO FINANCIAL STATEMENTS  
June 30, 2018

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**NOTE 2—CASH AND CASH EQUIVALENTS (continued)**

*Custodial Credit Risk*

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

The bank balances were \$13,806,969 and \$12,374,752 at June 30, 2018 and 2017. Deposits in each local and area bank are insured by the FDIC in the amount of \$250,000. Bank accounts and the local government investment pool are also insured by the State Deposit Guarantee Fund in the amount of \$400,000. However, due to the relatively small size of the Guarantee Fund in relationship to the total deposits covered and other legal implications, recovery of material principal losses may be significant to individual organizations. As of June 30, 2018, all of the \$13,806,969 bank balance was secured by pledged securities.

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

*Interest Rate Risk*

As a means of limiting its exposure to fair value losses arising from rising interest rates, Southwest Tech's investment policy limits the maturity of any security to no more than five years from the date of purchase or in accordance with state and local statutes and ordinances, whichever is less. The policy indicates that the investment portfolio should be structured so that securities mature to meet the cash requirements for ongoing operations, thereby avoiding the need to sell securities on the open market prior to maturity. The policy sets a maximum duration range of two years with a target duration of one year. As of June 30, 2018, Wisconsin Local Government Investment Pool (LGIP) investments have a maturity of 12 months or less.

**SOUTHWEST WISCONSIN TECHNICAL COLLEGE**  
**NOTES TO FINANCIAL STATEMENTS**  
June 30, 2018

**NOTE 3—CAPITAL ASSETS**

The following is a summary of changes in capital assets for the year ended June 30, 2018:

	Balance 7/1/2017	Additions	(Deletions)	Balance 6/30/2018
Capital assets not being depreciated				
Land	\$ 813,445	\$ -	\$ -	\$ 813,445
Construction in progress	-	29,134	-	29,134
Total capital assets not being depreciated	813,445	29,134	-	842,579
Capital assets being depreciated				
Land improvements	1,167,624	36,615	-	1,204,239
Buildings & improvements	47,524,757	617,999	-	48,142,756
Equipment	27,547,986	2,502,282	(118,173)	29,932,095
Total capital assets being depreciated	76,240,367	3,156,896	(118,173)	79,279,090
Less accumulated depreciation for				
Land improvements	621,599	50,225	-	671,824
Buildings & improvements	11,721,669	1,202,717	-	12,924,386
Equipment	20,276,929	1,447,056	(95,200)	21,628,785
Total accumulated depreciation	32,620,197	2,699,998	(95,200)	35,224,995
Total capital assets being depreciated-net	43,620,170	456,898	(22,973)	44,054,095
Net capital assets	44,433,615	<u>\$ 486,032</u>	<u>\$ (22,973)</u>	44,896,674
Less general obligation debt	<u>(27,455,000)</u>			<u>(26,099,129)</u>
Total net investment in capital assets	<u>\$ 16,978,615</u>			<u>\$ 18,797,545</u>



**SOUTHWEST WISCONSIN TECHNICAL COLLEGE**  
**NOTES TO FINANCIAL STATEMENTS**  
June 30, 2018

**NOTE 3—CAPITAL ASSETS (continued)**

The following is a summary of changes in capital assets for the year ended June 30, 2017:

	Balance 7/1/2016	Additions	(Deletions)	Balance 6/30/2017
Capital assets not being depreciated				
Land	\$ 813,445	\$ -	\$ -	\$ 813,445
Constructions in progress	517	-	(517)	-
Total capital assets not being depreciated	813,962	-	(517)	813,445
Capital assets being depreciated				
Land improvements	1,067,977	99,647	-	1,167,624
Buildings & improvements	47,015,078	509,679	-	47,524,757
Equipment	25,810,247	1,773,826	(36,087)	27,547,986
Total capital assets being depreciated	73,893,302	2,383,152	(36,087)	76,240,367
Less accumulated depreciation for				
Land improvements	574,516	47,083	-	621,599
Buildings & improvements	10,545,975	1,175,694	-	11,721,669
Equipment	18,959,000	1,345,583	(27,654)	20,276,929
Total accumulated depreciation	30,079,491	2,568,360	(27,654)	32,620,197
Total capital assets being depreciated-net	43,813,811	(185,208)	(8,433)	43,620,170
Net capital assets	44,627,773	<u>\$ (185,208)</u>	<u>\$ (8,950)</u>	44,433,615
Less general obligation debt	(28,905,000)			(27,455,000)
Total net investment in capital assets	<u>\$ 15,722,773</u>			<u>\$ 16,978,615</u>

**SOUTHWEST WISCONSIN TECHNICAL COLLEGE**  
**NOTES TO FINANCIAL STATEMENTS**  
June 30, 2018

**NOTE 4—LONG-TERM OBLIGATIONS**

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

Changes in long-term obligations for the years ended June 30, 2018 and 2017 was as follows:

	Balance 7/1/2017	Additions	Reductions	Balance 6/30/2018	Due Within One Year
Notes and bonds payable					
General obligation bonds	\$ 22,455,000	\$ 8,485,000	\$ 8,120,000	\$ 20,820,000	\$ 1,600,000
General obligation notes	5,000,000	2,500,000	2,500,000	5,000,000	2,000,000
Unamortized premiums	-	298,737	19,608	279,129	33,553
Total bonds and notes payable	27,455,000	9,283,737	10,639,608	26,099,129	3,633,553
Other Liabilities:					
Other postemployment benefits	3,383,749	5,904,257	-	9,288,006	-
Accrued compensated absences	647,533	756,179	621,716	781,996	781,996
Total long-term liabilities	\$ 31,486,282	\$ 15,944,173	\$ 11,261,324	\$ 36,169,131	\$ 4,415,549

	Balance 7/1/2016	Additions	Reductions	Balance 6/30/2017	Due Within One Year
Notes and bonds payable	\$ 28,905,000	\$ 2,500,000	\$ 3,950,000	\$ 27,455,000	\$ 3,525,000
Accrued compensated absences	816,314	427,502	596,283	647,533	647,533
Total long-term liabilities	\$ 29,721,314	\$ 2,927,502	\$ 4,546,283	\$ 28,102,533	\$ 4,172,533

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

Wisconsin State Statute 67.03 (1) limits total general obligation debt of Southwest Tech to 5% of the equalized value of taxable property located within the district. Wisconsin State Statute 67.03 (9) limits bonded indebtedness of Southwest Tech to 2% of the equalized value of taxable property, including tax incremental districts. The legal debt limit and the margin of indebtedness, as of June 30, 2018 is as follows:

	Bonds	Aggregate
Debt limit (2% for bonds, 5% for aggregate)	\$ 163,813,850	\$ 409,534,625
Debt outstanding at June 30, 2018 net of resources available to pay principal	20,820,000	25,820,000
Margin of indebtedness:	\$ 142,993,850	\$ 383,714,625

**SOUTHWEST WISCONSIN TECHNICAL COLLEGE**  
**NOTES TO FINANCIAL STATEMENTS**  
June 30, 2018

**NOTE 4—LONG-TERM OBLIGATIONS (continued)**

General obligation debt at June 30, 2018 and 2017 are as follows:

	<u>Buyer</u>	<u>2018</u>	<u>2017</u>
2008 \$8,000,000 general obligation school improvement bonds payable with annual principle payments of \$150,000 - \$585,000 through June 1, 2028, interest at 4.00%-4.75%, payable semi-annually in June 1 and December 1. Proceeds used to finance construction and remodeling.	Sterne, Agee & Leach, Inc.	\$ -	\$ 370,000
2009 \$23,900,000 taxable general obligation Build America Bonds payable, authorized by the American Recovery and Reinvestment Act, with annual principle payments of \$600,000 - \$1,745,000 through June 1, 2029, interest at 1.65%-6.125%, payable semi-annually in June 1 and December 1. Interest payments are reduced by a 35% federal subsidy. Proceeds used to finance new construction and remodeling.	Robert W. Baird	9,315,000	17,010,000
2013 \$2,500,000 promissory notes payable with annual principle payments of \$500,000 through June 1, 2018, interest at 1.75%-2%, payable semi-annually in June 1 and December 1. Proceeds used to finance remodeling, facility improvements, and equipment purchases.	BOSC, Inc.	-	500,000
2014 \$2,500,000 promissory notes payable with annual principle payments of \$500,000 through June 1, 2019, interest at 0.5-2.0%, payable semi-annually in June 1 and December 1. Proceeds used to finance remodeling, facility improvements, and equipment purchases.	Piper Jaffray	500,000	1,000,000
2014 \$5,215,000 general obligation refunding bonds payable with annual principle payments of \$30,000-\$575,000 through June 1, 2028, interest at 2.0-3.0%, payable semi-annually June 1 and December 1.	Robert W. Baird	5,020,000	5,075,000
2015 \$2,500,000 promissory notes payable with annual principle payments of \$500,000 through June 1, 2020, interest at 2.0%, payable semi-annually in June 1 and December 1. Proceeds used to finance remodeling, facility improvements, and equipment purchases.	Piper Jaffray	1,000,000	1,500,000

**SOUTHWEST WISCONSIN TECHNICAL COLLEGE**  
**NOTES TO FINANCIAL STATEMENTS**  
June 30, 2018

**NOTE 4—LONG-TERM OBLIGATIONS (continued)**

	<u>Buyer</u>	<u>2018</u>	<u>2017</u>
2016 \$2,500,000 promissory notes payable with annual principle payments of \$500,000 through June 1, 2021, interest at 2.0%, payable semi-annually on June 1 and December 1.	UMB Bank, NA	1,500,000	2,000,000
2017 \$2,500,000 promissory notes payable with annual principle payments of \$500,000 through June 1, 2022, interest at 2.0%, payable semi-annually on June 1 and December 1.	Robert W. Baird	2,000,000	-
2017 \$6,485,000 general obligation refunding bonds payable with annual 3% interest only payments until June 2026. Then 1,555,000 to 1,690,000 of principal payments annually through 2029.	Robert W. Baird	6,485,000	-
<b>Total General Obligation Debt</b>		<u>\$ 25,820,000</u>	<u>\$ 27,455,000</u>

Future debt service requirements as of June 30, 2018 are as follows:

<u>Year Ended June 30</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2019	\$ 3,600,000	\$ 1,341,092	\$ 4,941,092
2020	3,170,000	831,292	4,001,292
2021	2,750,000	728,852	3,478,852
2022	2,310,000	631,446	2,941,446
2023	1,875,000	535,106	2,410,106
2024-2028	10,425,000	1,361,114	11,786,114
2029	1,690,000	25,350	1,715,350
	<u>\$ 25,820,000</u>	<u>\$ 5,454,252</u>	<u>\$ 31,274,252</u>

**SOUTHWEST WISCONSIN TECHNICAL COLLEGE**  
NOTES TO FINANCIAL STATEMENTS  
June 30, 2018

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**NOTE 5—EMPLOYEE'S RETIREMENT SYSTEM**

**General Information about the Pension Plan**

*Plan description.* The WRS is a cost-sharing multiple-employer defined benefit pension plan. WRS benefits and other plan provisions are established by Chapter 40 of the Wisconsin Statutes. Benefit terms may only be modified by the legislature. The retirement system is administered by the Wisconsin Department of Employee Trust Funds (ETF). The system provides coverage to all eligible State of Wisconsin, local government and other public employees. All employees, initially employed by a participating WRS employer on or after July 1, 2011, and expected to work at least 1200 hours a year (880 hours for teachers and school district educational support employees) and expected to be employed for at least one year from employee's date of hire are eligible to participate in the WRS.

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

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

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

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

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

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

**SOUTHWEST WISCONSIN TECHNICAL COLLEGE**  
**NOTES TO FINANCIAL STATEMENTS**  
June 30, 2018

**NOTE 5 – EMPLOYEE'S RETIREMENT SYSTEM (continued)**

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

Year	Core Fund Adjustment	Variable Fund Adjustment
2007	3%	10%
2008	6.6	0
2009	(2.1)	(42)
2010	(1.3)	22
2011	(1.2)	11
2012	(7.0)	(7)
2013	(9.6)	9
2014	4.7	25
2015	2.9	2
2016	0.5	(5)
2017	2.0	4

*Contributions.* Required contributions are determined by an annual actuarial valuation in accordance with Chapter 40 of the Wisconsin Statutes. The employee required contribution is one-half of the actuarially determined contribution rate for general category employees, including teachers, and Executives and Elected Officials. Starting on January 1, 2016, the Executives and Elected Officials category was merged into the General Employee Category. Required contributions for protective employees are the same rate as general employees. Employers are required to contribute the remainder of the actuarially determined contribution rate. The employer may not pay the employee required contribution unless provided for by an existing collective bargaining agreement. During the current and prior reporting periods, the WRS recognized \$792,663 and \$816,621 in contributions from the employer. Contribution rates as of June 30, 2018 are as follows:

Employee Category	Employee	Employer
General (including teachers, executives, and elected officials)	6.8%	6.8%
Protective with Social Security	6.8%	10.6%
Protective without Social Security	6.8%	14.9%

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

At June 30, 2018 and 2017, Southwest Tech reported an asset of \$2,479,236 and a liability of \$711,859 for its proportionate share of the net pension liability (asset). The net pension liability (asset) was measured as of December 31, 2017, and the total pension liability used to calculate the net pension liability (asset) was determined by an actuarial valuation as of December 31, 2016 rolled forward to December 31, 2017. No material changes in assumptions or benefit terms occurred between the actuarial valuation date and the measurement date. Southwest Tech's proportion of the net pension liability (asset) was based on Southwest Tech's share of contributions to the pension plan relative to the contributions of all participating employers. At December 31, 2017 and 2017, Southwest Tech's proportion was 0.08230074% and 0.08636563%. For the years ended June 30, 2018 and 2017, Southwest Tech recognized pension expense of \$1,072,466 and \$1,826,408.

**SOUTHWEST WISCONSIN TECHNICAL COLLEGE**  
NOTES TO FINANCIAL STATEMENTS  
June 30, 2018

**NOTE 5 – EMPLOYEE'S RETIREMENT SYSTEM (continued)**

At June 30, 2018, Southwest Tech reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	\$ 3,149,930	\$ (1,473,433)
Changes in assumptions	489,848	-
Net differences between projected and actual earnings on pension plan investments	2,653,501	(6,060,981)
Changes in proportion and differences between employer contributions and proportionate share of contributions	8,084	(11,453)
Employer contributions subsequent to the measurement date	402,633	-
Total	<u>\$ 6,703,996</u>	<u>\$ (7,545,867)</u>

At June 30, 2017, Southwest Tech reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	\$ 271,432	\$ (2,238,735)
Changes in assumptions	744,276	-
Net differences between projected and actual earnings on pension plan investments	4,245,283	(701,875)
Changes in proportion and differences between employer contributions and proportionate share of contributions	10,737	(15,625)
Employer contributions subsequent to the measurement date	405,570	-
Total	<u>\$ 5,677,298</u>	<u>\$ (2,956,235)</u>



**SOUTHWEST WISCONSIN TECHNICAL COLLEGE**  
**NOTES TO FINANCIAL STATEMENTS**  
June 30, 2018

**NOTE 5 – EMPLOYEE'S RETIREMENT SYSTEM (continued)**

At June 30, 2018 and 2017, \$402,633 and \$405,570 were reported as deferred outflows related to pension resulting from Southwest Tech's contributions subsequent to the measurement date. Deferred outflows will be recognized as a reduction of the net pension liability (asset) in the year ended June 30, 2018. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pension will be recognized in pension expense as follows:

Year ended June 30:	Deferred Outflows of Resources	Deferred Inflows of Resources
2018	\$ 2,519,558	\$ (2,254,273)
2019	2,229,538	(2,253,480)
2020	801,445	(1,649,823)
2021	744,876	(1,388,289)
2022	5,946	(2)
	<u>\$ 6,301,363</u>	<u>\$ (7,545,867)</u>

**Actuarial assumptions.** The total pension liability in the December 31, 2017, actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement:

Actuarial Valuation Date:	December 31, 2016
Measurement Date of Net Pension Liability (Asset)	December 31, 2017
Actuarial Cost Method:	Entry age
Asset Valuation Method:	Fair Market Value
Long-Term Expected Rate of Return:	7.2%
Discount Rate:	7.2%
Salary Increases:	
Inflation	3.2%
Seniority/Merit	0.2% – 5.6%
Mortality:	Wisconsin 2012 Mortality Table
Post-retirement Adjustments*	2.1%

\* No post-retirement adjustment is guaranteed. Actual adjustments are based on recognized investment return, actuarial experience and other factors. 2.1% is the assumed annual adjustment based on the investment return assumption and the post-retirement discount rate.

Actuarial assumptions are based upon an experience study conducted in 2015 using experience from 2012 – 2014. The total pension liability for December 31, 2017 is based upon a roll-forward of the liability calculated from the December 31, 2016 actuarial valuation.

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

**SOUTHWEST WISCONSIN TECHNICAL COLLEGE**  
**NOTES TO FINANCIAL STATEMENTS**  
June 30, 2018

**NOTE 5 – EMPLOYEE'S RETIREMENT SYSTEM (continued)**

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

Core Fund Asset Class	Current Asset Allocation	Long-Term Expected Nominal Rate of Return	Long-Term Expected Real Rate of Return
Global equities	50%	8.3%	5.3%
Fixed income	24.5	4.2	1.4
Inflation sensitive assets	15.5	3.8	1.0
Real estate	8	6.5	3.6
Private equity/debt	8	9.4	6.5
Multi-asset	4	6.5	3.6
Total core fund	110%	7.3%	4.4%
Variable Fund Asset Class			
U.S. equities	70%	7.5%	4.6%
International equities	30	7.8	4.9
Total variable fund	100%	7.9%	5.0%

*Single Discount rate.* A single discount rate of 7.20% was used to measure the total pension liability. This single discount rate was based on the expected rate of return on pension plan investments of 7.20% and a long term bond rate of 3.31%. Because of the unique structure of WRS, the 7.20% expected rate of return implies that a dividend of approximately 2.1% will always be paid. For purposes of the single discount rate, it was assumed that the dividend would always be paid. The projection of cash flows used to determine this single discount rate assumed that plan member contributions will be made at the current contribution rate and that employer contributions will be made at rates equal to the difference between actuarially determined contribution rates and the member rate. Based on these assumptions, the pension plan's fiduciary net position was projected to be available to make all projected future benefit payments (including expected dividends) of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

*Sensitivity of Southwest Tech's proportionate share of the net pension liability (asset) to changes in the discount rate.* The following presents Southwest Tech's proportionate share of the net pension liability (asset) calculated using the discount rate of 7.2 percent, as well as what Southwest Tech's proportionate share of the net pension liability (asset) would be if it were calculated using a discount rate that is 1-percentage-point lower (6.2 percent) or 1-percentage-point higher (8.2 percent) than the current rate:

	1% Decrease to Discount Rate (6.2%)	Current Discount Rate (7.2%)	1% Increase to Discount Rate (8.2%)
The District's proportionate share of net pension liability (asset) - 2018	\$ 6,414,630	\$ (2,479,236)	\$ (9,238,849)
The District's proportionate share of net pension liability (asset) - 2017	\$ 9,364,961	\$ 711,859	\$ (5,951,422)

**SOUTHWEST WISCONSIN TECHNICAL COLLEGE**  
NOTES TO FINANCIAL STATEMENTS  
June 30, 2018

**NOTE 5 – EMPLOYEE'S RETIREMENT SYSTEM (continued)**

*Pension plan fiduciary net position.* Detailed information about the pension plan's fiduciary net position is available in separately issued financial statements available at <http://etf.wi.gov/publications/cafr.htm>.

**NOTE 6—OTHER POST-EMPLOYMENT BENEFITS**

**Plan Description**

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

*Plan Membership.* At July 1, 2016, the date of the latest actuarial valuation, there were 44 active and 77 retired members in the plan.

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

**Net OPEB Liability**

Southwest Tech's net OPEB liability was measured as of June 30, 2017, and the total OPEB liability used to calculate the net OPEB liability was determined by an actuarial valuation as of that date.

*Actuarial assumptions.* The total OPEB liability was determined by an actuarial valuation as of June 30, 2017, using the following actuarial assumptions, applied to all periods included in the measurement, unless otherwise specified:

Inflation:	2.50%
Investment rate of return:	3.50% based upon all years of projected payments discounted at a municipal bond rate of 3.50%
Healthcare cost trend rates:	1.1% in Year 1, 0.0% in Year 2 followed by 6.50%, decreasing by 0.10% per year down to 5.0%, and level thereafter

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

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

*Discount rate.* The discount rate of 3.5% was used in calculating Southwest Tech's OPEB liabilities (based upon all projected payments discounted at a long-term expected rate of return of 3.5%).

**SOUTHWEST WISCONSIN TECHNICAL COLLEGE**  
NOTES TO FINANCIAL STATEMENTS  
June 30, 2018

**NOTE 6—OTHER POST-EMPLOYMENT BENEFITS (continued)**

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

	Total OPEB Liability (a)
<b>Balances at 6/30/2017</b>	\$ 6,998,827
<b>Changes for the year:</b>	
Service Cost	93,739
Interest	232,922
Benefit payments	(781,544)
<b>Net changes</b>	(454,883)
<b>Balances at 6/30/2018</b>	<u>\$ 6,543,944</u>

*Sensitivity of the net OPEB liability to changes in the discount rate.* The following presents the net OPEB liability of Southwest Tech, as well as what Southwest Tech's net OPEB liability would be if it were calculated using a discount rate that is 1-percentage point lower (2.5 percent) or 1-percentage-point higher (4.5 percent) than the current discount rate:

	1% Decrease to Discount Rate (2.5%)	Current Discount Rate (3.5%)	1% Increase to Discount Rate (4.5%)
Total OPEB Liability	<u>\$ 6,836,554</u>	<u>\$ 6,543,944</u>	<u>\$ 6,274,518</u>

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

	1% Decrease (0.1% in Year 1, -1.0% in Year 2, then 5.5% decreasing to 4.0%)	Healthcare Cost Trend Rates (1.1% in Year 1, 0.0% in Year 2, then 6.5% decreasing to 5.0%)	1% Increase (2.1% in Year 1, 1.0% in Year 2, then 7.5% decreasing to 6.0%)
Total OPEB Liability	<u>\$ 6,515,228</u>	<u>\$ 6,543,944</u>	<u>\$ 6,570,148</u>

**SOUTHWEST WISCONSIN TECHNICAL COLLEGE**  
NOTES TO FINANCIAL STATEMENTS  
June 30, 2018

**NOTE 6—OTHER POST-EMPLOYMENT BENEFITS (continued)**

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

For the year ended June 30, 2018, Southwest Tech recognized OPEB expense of \$326,661. At June 30, 2018, Southwest Tech reported deferred outflows of resources and deferred inflows of resources related to OPEB from the following sources:

	Deferred Outflows of Resources
Employer contributions subsequent to the measurement date	261,530
Total	<u>\$ 261,530</u>

\$261,530 reported as deferred outflows related to OPEB resulting from Southwest Tech's contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ended June 30, 2018.

Southwest Tech's annual OPEB cost (expense) was calculated for June 30, 2017 based on the annual required contribution (ARC) of the employer, an amount actuarially determined in accordance with the parameters of GASB Statement No. 45. The ARC represents a level of funding that, if paid on an ongoing basis, is projected to cover normal cost each year and amortize any unfunded actuarial liabilities (or funding excess) over a period not to exceed thirty years. The following table shows the components of Southwest Tech's annual OPEB cost for the year ended June 30, 2017, the amount actually contributed to the plan, and changes in Southwest Tech's net OPEB obligation:

	2017
Annual required contribution	\$ 411,908
Interest on net OPEB obligation	32,675
Adjustment to annual required contribution	<u>(46,745)</u>
Annual OPEB cost (expense)	397,838
OPEB payments made	<u>(700,483)</u>
Increase in net OPEB obligation	(302,645)
Net OPEB obligation - beginning of year	<u>1,089,158</u>
Net OPEB obligation - end of year	<u>\$ 786,513</u>



**SOUTHWEST WISCONSIN TECHNICAL COLLEGE**  
**NOTES TO FINANCIAL STATEMENTS**  
June 30, 2018

**NOTE 6 – OTHER POST-EMPLOYMENT BENEFITS (continued)**

Southwest Tech's annual OPEB costs, the percentage of the annual OPEB cost contributed to the plan, and the net OPEB obligation for June 30, 2017 and the preceding two years was as follows:

Fiscal Year Ended	Annual OPEB Cost	Percentage of Annual OPEB Cost Contributed	Net OPEB Obligation
6/30/2017	\$ 397,838	176.07%	\$ 786,513
6/30/2016	\$ 363,697	180.23%	\$ 1,089,158
6/30/2015	\$ 363,496	172.64%	\$ 1,380,935

*Funded Status and Funding Progress.* As of July 1, 2016, the most recent actuarial valuation date, Southwest Tech's actuarial accrued liability (AAL) for benefits was \$7,162,500 and the actuarial value of assets was \$0 resulting in an unfunded actuarial accrued liability (UAAL) of \$7,162,500. The annual payroll for active employees covered by the plan in the actuarial valuation for the fiscal year was \$4,239,079 for a ratio of the UAAL to covered payroll of 168.96%.

Actuarial valuations of an ongoing plan involve estimates of the value of reported amounts and assumptions about the probability of occurrence of events far into the future, such as assumptions about future terminations, mortality, and healthcare cost trends. Actuarially determined amounts are subject to continual revision as actual results are compared with past expectations and new estimates are made about the future. The schedule of funding progress, presented as required supplementary information following the notes to the financial statements, presents multiyear trend information about whether the actuarial value of plan assets is increasing or decreasing over time relative to the actuarial accrued liabilities for benefits.

*Actuarial Methods and Assumptions.* Projections of benefits for financial reporting purposes are based on the substantive plan (the plan as understood by the employer and plan members) and include the types of benefits provided at the time of each valuation and the historical pattern of sharing of benefit costs between the employer and plan members to that point. The actuarial methods and assumptions used include techniques that are designed to reduce short-term volatility in actuarial accrued liabilities and the actuarial value of assets, consistent with the long-term perspective of the calculations.

In the July 1, 2016, actuarial valuation, the entry age normal level % of salary actuarial cost method was used. The actuarial assumptions included a 3.00% investment rate of return and an initial annual healthcare cost trend rate of 7.50%, reduced by decrements to an ultimate rate of 5%. Both rates include a 2.5% inflation assumption. The UAAL is being amortized on a level dollar basis. The remaining amortization period on July 1, 2016 was 24 years.

In addition to Southwest Tech's OPEB plan, the employee fringe benefit program included a provision for employees hired prior to July 1, 2006, which allowed academic, administrative, and support staff to be carried with the group insurance plan or plans at their own expense after retirement or layoff. However, Southwest Tech would continue to pay health insurance premiums based on the type of employee and years of service or number of accumulated hours of sick leave. These benefits are financed on a pay-as-you-go basis. Southwest Tech's accrual for retiree sick leave was \$2,744,062 and \$2,597,237 at June 30, 2018 and 2017.

**SOUTHWEST WISCONSIN TECHNICAL COLLEGE**  
NOTES TO FINANCIAL STATEMENTS  
June 30, 2018

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**NOTE 7—COMMITMENTS AND CONTINGENCIES**

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

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

**Operating Leases**

Southwest Tech leases various facilities as outreach center to offer Adult Basic Education, GED/HSED and other course options. Current facilities are located in Richland Center, Fennimore, Platteville and Darlington. Future minimum lease payments for the year ending June 30, 2019 are \$55,922. Rent expenses under all operating leases for the years ended June 30, 2018 and 2017 \$54,882 and \$56,021.

**NOTE 8—RISK MANAGEMENT**

**Districts Mutual Insurance Company (DMI)**

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

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

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

Each member college is assessed an annual premium. Future premiums will be based on relevant rating exposure bases as well as the historical loss experience by members. DMI's ongoing operational expenses, other than loss adjustment expenses, are apportioned pro rata to each participant based on equity interest in the company. Since DMI is fully capitalized, member districts have not been assessed a capitalization amount for fiscal years 2018 and 2017.

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

**Supplemental Insurance**

In July 1997, WTCS technical colleges formed the WTCS Insurance Trust to jointly purchase commercial insurance to provide coverage for losses from theft of, damages to, or destruction of



**SOUTHWEST WISCONSIN TECHNICAL COLLEGE**  
**NOTES TO FINANCIAL STATEMENTS**  
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**NOTE 8 – RISK MANAGEMENT (continued)**

assets. The trust is organized under Wisconsin Statutes 66.0301 and is governed by a board of trustees consisting of one trustee from each member college. Member entities include all sixteen Wisconsin Technical College System districts.

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

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

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

**Health Insurance**

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

The claims asset (liability) of \$893,685 and \$486,459 reported at June 30, 2018 and 2017 is based on the requirements of Governmental Accounting Standards Board Statement No. 10, which requires that an asset (liability) for claims be reported if information prior to the issuance of the financial statements indicates that it is probable that an asset (liability) has been incurred at the date of the financial statements and the amount of the loss can be reasonably estimated. Changes in the fund's claims asset (liability) amount were:

		Estimated claims outstanding		
	Beginning Balance	Premiums	Claim Payments	Ending Balance
2018	\$ 486,459	\$ 3,685,230	\$ (3,278,004)	\$ 893,685
2017	(282,779)	3,413,763	(2,644,525)	486,459

**SOUTHWEST WISCONSIN TECHNICAL COLLEGE**  
NOTES TO FINANCIAL STATEMENTS  
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**NOTE 9—DISCRETELY PRESENTED COMPONENT UNIT**

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

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

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

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

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

**NOTE A—SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**Principles of Consolidating**

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

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

**Basis of Presentation**

The Foundation and the REF report information regarding their financial position and activities according to three classes of net assets:

*Unrestricted net assets*—Net assets that are not restricted by donors. Designations are voluntary board-approved segregations of unrestricted net assets for specific purposes, projects, or investments.

**SOUTHWEST WISCONSIN TECHNICAL COLLEGE**  
NOTES TO FINANCIAL STATEMENTS  
June 30, 2018

NOTE 9—DISCRETELY PRESENTED COMPONENT UNIT (continued)

NOTE A—SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

*Temporarily restricted net assets*—Net assets whose use has been limited by donor-imposed time restrictions or purpose restrictions. Unless restricted by the donor, income earned on assets that are subject to donor-imposed temporary restrictions is considered unrestricted.

*Permanently restricted net assets*—Net assets that have been restricted by donors to be maintained by the Foundation in perpetuity.

**Promises to Give**

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

**Investments**

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

**Property and Equipment**

All acquisitions of property and equipment in excess of \$1,000 and all costs for repairs, maintenance, renewals, and betterments that materially prolong the useful lives of assets are capitalized. Property and equipment are carried at cost or, if donated, at the approximate fair value at the date of donation. Depreciation is computed using primarily the straight-line method.

**Income Tax Status**

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

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

**Contributions**

Contributions received are recorded as increases in unrestricted, temporarily restricted, or permanently restricted net assets, depending on the existence and/or nature of any donor restrictions. When a restriction expires (that is, when a stipulated time restriction ends or purpose restriction is accomplished), temporarily restricted net assets are reclassified to unrestricted net assets and reported in the consolidated statements of activities as net assets released from restrictions.

**SOUTHWEST WISCONSIN TECHNICAL COLLEGE**  
NOTES TO FINANCIAL STATEMENTS  
June 30, 2018

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NOTE 9—DISCRETELY PRESENTED COMPONENT UNIT (continued)

NOTE A—SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

**Expense Allocation**

The costs of providing various programs and other activities have been summarized on a functional basis in the consolidated statements of activities and in the consolidated statements of functional expenses. Accordingly, certain costs have been allocated among the program services and supporting activities benefited.

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

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

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

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

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

**Estimates**

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

**Date of Management's Review**

Management has evaluated subsequent events through October 29, 2018, the date which the consolidated financial statements were available to be issued.

NOTE B—CONCENTRATIONS OF CREDIT RISK

The Foundation maintains cash balances at one financial institution located in Dubuque, Iowa. Accounts at the institution are insured by the Federal Deposit Insurance Corporation up to \$250,000. At June 30, 2018 and 2017, the Foundation's uninsured cash balances total approximately \$350,000 and \$210,000.

**SOUTHWEST WISCONSIN TECHNICAL COLLEGE**  
**NOTES TO FINANCIAL STATEMENTS**  
June 30, 2018

**NOTE 9—DISCRETELY PRESENTED COMPONENT UNIT (continued)**

**NOTE C—PROMISES TO GIVE**

Unconditional promises to give at June 30, 2018 and 2017 are as follows:

	2018	2017
Receivable in less than one year	\$ 43,769	\$ 12,328
Receivable in one to five years	93,600	138,600
	<u>\$ 137,369</u>	<u>\$ 150,928</u>

**NOTE D—INVESTMENTS**

Investments are comprised of the following:

	2018	2017
Money market fund	\$ 10,775	\$ 9,762
U.S. government and agency obligations	1,015,431	1,368,764
Mutual funds	2,320,187	1,977,742
	<u>\$ 3,346,393</u>	<u>\$ 3,356,268</u>

Investments at June 30, 2018 and 2017 include \$2,694,538 and \$2,433,145 of investments held for endowment purposes.

Investment return is summarized as follows:

	2018	2017
Investment income	\$ 180,176	\$ 65,955
Net realized and unrealized gains	101,651	271,343
Investment expenses	(15,952)	(11,132)
	<u>\$ 265,875</u>	<u>\$ 326,166</u>

**NOTE E—FAIR VALUE MEASUREMENTS**

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

	Fair Value	Quoted Prices in Active Markets for Identical Assets (Level 1)	Significant Other Observable Inputs (Level 2)
Money market fund	\$ 10,775	\$ 10,775	\$ -
U.S. government and agency obligations	1,015,431	-	1,015,431
Mutual funds	2,320,187	2,320,187	-
June 30, 2018	<u>\$ 3,346,393</u>	<u>\$ 2,330,962</u>	<u>\$ 1,015,431</u>
Money market fund	\$ 9,762	\$ 9,762	\$ -
U.S. government and agency obligations	1,368,764	-	1,368,764
Mutual funds	1,977,742	1,977,742	-
June 30, 2017	<u>\$ 3,356,268</u>	<u>\$ 1,987,504</u>	<u>\$ 1,368,764</u>

**SOUTHWEST WISCONSIN TECHNICAL COLLEGE**  
**NOTES TO FINANCIAL STATEMENTS**  
June 30, 2018

**NOTE 9—DISCRETELY PRESENTED COMPONENT UNIT (continued)**

**NOTE E—FAIR VALUE MEASUREMENTS (continued)**

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

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

**NOTE F—PROPERTY AND EQUIPMENT**

Property and equipment consist of the following:

	2018	2017
Land	\$ 80,000	\$ 80,000
Construction in progress	128,009	156,539
Buildings and improvements	2,758,719	2,676,240
Equipment	46,980	43,171
Property and equipment	3,013,708	2,955,950
Accumulated depreciation	(750,716)	(734,844)
Property and equipment - net	<u>\$ 2,262,992</u>	<u>\$ 2,221,106</u>

**NOTE G—MORTGAGE PAYABLE**

The REF has a 3.63% mortgage payable to a local financial institution in monthly installments of \$9,950, including interest, through September 27, 2032. The mortgage is secured by the REF's student housing units and assignments of its leases and rents.

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

2019	\$ 68,904
2020	71,427
2021	74,404
2022	77,319
2023	80,349
Thereafter	1,411,464
	<u>\$ 1,783,867</u>

**SOUTHWEST WISCONSIN TECHNICAL COLLEGE**  
NOTES TO FINANCIAL STATEMENTS  
June 30, 2018

NOTE 9—DISCRETELY PRESENTED COMPONENT UNIT (continued)

NOTE H—LEASING ARRANGEMENTS

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

NOTE I—NET ASSETS

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

	2018	2017
Property and equipment held for leasing (net of accumulated depreciation and related debt)	\$ 437,797	\$ 370,933
Undesignated	340,682	613,690
Unrestricted net assets	<u>\$ 778,479</u>	<u>\$ 984,623</u>

Temporarily restricted net assets are available for the following purposes:

	2018	2017
Professional staff development	\$ 26,452	\$ 23,607
Special projects and events	343,348	335,452
Scholarships	766,317	478,782
Temporarily restricted net assets	<u>\$ 1,136,117</u>	<u>\$ 837,841</u>

Permanently restricted net assets are restricted to investment in perpetuity, the income from which is expendable to support:

	2018	2017
Professional staff development	\$ 44,090	\$ 42,050
Special projects and events	95,807	78,270
Scholarships	2,576,341	2,349,025
Permanently restricted net assets	<u>\$ 2,716,238</u>	<u>\$ 2,469,345</u>



**SOUTHWEST WISCONSIN TECHNICAL COLLEGE**  
**NOTES TO FINANCIAL STATEMENTS**  
June 30, 2018

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**NOTE 9—DISCRETELY PRESENTED COMPONENT UNIT (continued)**

**NOTE I—NET ASSETS (continued)**

The Foundation has endowment agreements with various donors. Under certain agreements, the donor contributes to an endowment fund periodically. Once the balance of the individual's endowment fund reaches \$12,500, the donor's contributions become permanently restricted and the Foundation may not expend the corpus of the fund below the specified amount. Endowment funds whose cumulative contributions attained this level during the year are shown as reclassifications from temporarily restricted net assets to permanently restricted net assets in the statement of activities.

**NOTE J—ENDOWMENT FUNDS**

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

The Foundation has interpreted Wisconsin's enacted version of the Uniform Prudent Management of Institutional Funds Act of 2006 (UPMIFA) as requiring the preservation of the fair value of the original gift as of the gift date of the donor-restricted endowment funds absent explicit donor stipulations to the contrary. As a result of this interpretation, the Foundation classifies as permanently restricted net assets (a) the original value of gifts donated to the permanent endowment, (b) the original value of subsequent gifts to the permanent endowment, and (c) accumulations to the permanent endowment made in accordance with the direction of the applicable donor gift instrument at the time the accumulation is added to the fund. The remaining portion of the donor-restricted endowment fund that is not classified in permanently restricted net assets is classified as temporarily restricted net assets until those amounts are appropriated for expenditure by the Foundation in a manner consistent with the standard of prudence prescribed by Wisconsin's enacted version of UPMIFA. In accordance with Wisconsin's enacted version of UPMIFA, the Foundation considers the following factors in making a determination to appropriate or accumulate donor-restricted endowment funds: (1) the duration and preservation of the various funds, (2) the purposes of the donor-restricted endowment funds, (3) general economic conditions, (4) the possible effect of inflation and deflation, (5) the expected total return from income and the appreciation of investments, (6) other resources of the Foundation, and (7) the Foundation's investment policies.

To achieve its objectives, the Foundation has adopted an investment policy that attempts to maximize total return consistent with an acceptable level of risk. Endowment assets are invested in a well-diversified asset mix, which includes equity and debt securities, that is intended to result in a consistent inflation-protected rate of return that has sufficient liquidity to make an annual distribution, while growing the fund if possible. The Foundation relies on a total return strategy in which investment returns are achieved through both capital appreciation (realized and unrealized) and current yield (interest and dividends). Investment risk is measured in terms of the total endowment fund. Investment assets and allocation between asset classes and strategies are managed to not expose the fund to unacceptable levels of risk. Asset classes may include common and preferred stocks, closed-end and open-end mutual funds, real estate investment trusts, American Depositary Receipts (ADRs) of foreign companies, U.S. Treasury securities and government agency obligations, mortgage-backed securities, and domestic corporate bonds typically of investment grade. All investment assets have sufficient liquidity for reasonable price

**SOUTHWEST WISCONSIN TECHNICAL COLLEGE**  
**NOTES TO FINANCIAL STATEMENTS**  
June 30, 2018

**NOTE 9—DISCRETELY PRESENTED COMPONENT UNIT (continued)**

**NOTE J—ENDOWMENT FUNDS (continued)**

stability and ease of trading. No individual equity-based investment may exceed 5% of the total fair value of all equity-based investments at the time of purchase or 5% of the total fair value of all investment assets at any given time. With the exception of U.S. Treasury securities and government agency obligations, no fixed income investment of any single issuer may in the aggregate exceed 5% of the total fair value of all investment assets at any given time.

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

The composition of and changes in donor-restricted endowment net assets as of and for the years ended June 30, 2018 and 2017 are as follows:

	Unrestricted	Temporarily Restricted	Permanently Restricted	Total
Endowment net assets 7/1/2016	\$ (740)	\$ 1,395,029	\$ 1,345,773	\$ 2,740,062
Investment return				
Investment income	740	37,733	-	38,473
Net appreciation (realized and unrealized)	-	244,229	-	244,229
Total investment return	740	281,962	-	282,702
Contributions	-	-	76,472	76,472
Appropriation of endowment assets for expenditure	-	(124,292)	-	(124,292)
Transfers to create donor-restricted endowment funds	-	(1,047,100)	1,047,100	-
Endowment net assets 6/30/2017	-	505,599	2,469,345	2,974,944
Investment return				
Investment income	-	2,221	-	2,221
Net appreciation (realized and unrealized)	-	263,318	-	263,318
Total investment return	-	265,539	-	265,539
Contributions	-	119,574	141,820	261,394
Appropriation of endowment assets for expenditure	-	(488,643)	-	(488,643)
Transfers to create donor-restricted endowment funds	-	(105,073)	105,073	-
Endowment net assets 6/30/2018	\$ -	\$ 296,996	\$ 2,716,238	\$ 3,013,234

**SOUTHWEST WISCONSIN TECHNICAL COLLEGE**  
NOTES TO FINANCIAL STATEMENTS  
June 30, 2018

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NOTE 9—DISCRETELY PRESENTED COMPONENT UNIT (continued)

NOTE K—RELATED PARTY TRANSACTIONS

The Foundation and the REF have an agreement with the College for services and facilities. The College employed all of the Foundation and REF's employees. During the years ended June 30, 2018 and 2017, the Foundation and the REF recorded donated services of \$246,823 and \$367,205, respectively, for the personnel-related costs. The College also provided payroll, human resources, and maintenance services, internet and mailing services, office space, and office equipment without charge. Services received from the College are measured at the College's estimate of the costs it incurred in providing those services. Facilities and office equipment are measured at the fair value rental for similar facilities. During the years ended June 30, 2018 and 2017, the Foundation paid \$436,141 and \$149,261 and the REF paid \$46,191 and \$11,532 for expenses incurred by the College.

The Foundation disburses scholarships, professional development awards, project grants and emergency grants to and on behalf of the College. During the years ended June 30, 2018 and 2017, the Foundation disbursed \$990,073 and \$459,176.

**REQUIRED SUPPLEMENTARY INFORMATION**

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

	12/31/2017	12/31/2016	12/31/2015	12/31/2014
Southwest Tech's proportion of the net pension liability (asset)	0.083501%	0.086366%	0.087056%	0.086672%
Southwest Tech's proportionate share of the net pension liability (asset)	\$ (2,479,236)	\$ 711,859	\$ 1,414,636	\$ (2,128,893)
Southwest Tech's covered-employee payroll	\$ 11,758,708	\$ 12,373,045	\$ 12,311,841	\$ 12,149,964
Southwest Tech's proportionate share as a percentage of covered payroll	-21.08%	5.75%	11.49%	17.52%
Plan fiduciary net position as a percentage of the total pension liability (asset)	102.93%	99.12%	98.20%	102.74%

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

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

	6/30/2018	6/30/2017	6/30/2016	6/30/2015
Contractually required contributions	\$ 792,663	\$ 816,621	\$ 837,279	\$ 850,618
Contributions in relation to the contractually required contributions	\$ 792,663	\$ 816,621	\$ 837,279	\$ 850,618
Southwest Tech's covered-employee payroll	\$ 11,915,580	\$ 11,955,189	\$ 12,352,788	\$ 12,010,404
Contributions as a percentage of covered-employee payroll	6.74%	6.60%	6.80%	7.00%

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

See accompanying notes to the required supplementary information.

**SOUTHWEST WISCONSIN TECHNICAL COLLEGE**  
**SCHEDULE OF FUNDING PROGRESS - OTHER POST EMPLOYMENT BENEFITS**  
June 30, 2018

Actuarial Valuation Date	Actuarial Value of Assets ( a )	Actuarial Accrued Liability (AAL) ( b )	Unfunded AAL (UAAL) ( b ) - ( a )	Funded Ratio (a/b)	Covered Payroll ( c )	UAAL as a Percentage of Covered Payroll ((b-a)/c)
7/1/2016	\$ -	\$ 7,162,500	\$ 7,162,500	0.00%	\$ 4,239,079	168.96%
7/1/2013	\$ -	\$ 5,919,556	\$ 5,919,556	0.00%	\$ 5,795,408	102.14%
7/1/2012	\$ -	\$ 6,699,033	\$ 6,699,033	0.00%	\$ 6,456,777	103.75%

See accompanying notes to the required supplementary information.

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

	2018
<b>Total OPEB Liability:</b>	
Service cost	\$ 93,739
Interest	232,922
Benefit payments	<u>(781,544)</u>
Net Change in OPEB Liability	(454,883)
Total OPEB liability - beginning	<u>6,998,827</u>
Total OPEB liability - ending (a)	<u><u>\$ 6,543,944</u></u>
Covered payroll	2,561,028
OPEB liability as a percentage of covered payroll	255.52%

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

See accompanying notes to the required supplementary information.



**SOUTHWEST WISCONSIN TECHNICAL COLLEGE**  
**NOTES TO REQUIRED SUPPLEMENTARY INFORMATION**  
June 30, 2018

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**NOTE 1—BUDGETS AND BUDGETARY ACCOUNTING**

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

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

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

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

**NOTE 2—FUNDING PROGRESS DATA**

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

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

**NOTE 3—WISCONSIN RETIREMENT SYSTEM**

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

*Changes of assumptions:* There were no changes in assumptions.

**SOUTHWEST WISCONSIN TECHNICAL COLLEGE**  
NOTES TO REQUIRED SUPPLEMENTARY INFORMATION  
June 30, 2018

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**NOTE 4—NET OPEB LIABILITY AND RELATED RATIOS ASSUMPTIONS:**

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

Actuarial Valuation Date:	July 1, 2016
Measurement Date:	June 30, 2017
Reporting Date:	June 30, 2018
Actuarial Cost Method:	Entry age normal
Asset Valuation Method:	Fair market value
Amortization Method:	12 year Level \$
Amortization Growth Rate	3.00%
Discount Rate:	3.50%
Inflation:	2.50%

#### **OTHER SUPPLEMENTARY INFORMATION**

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

**SOUTHWEST WISCONSIN TECHNICAL COLLEGE**  
**GENERAL FUND**  
**SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES**  
**IN FUND BALANCE - BUDGET AND ACTUAL (NON-GAAP BUDGETARY BASIS)**  
**Year Ended June 30, 2018 with Comparative Totals for Year Ended June 30, 2017**

	2018				2017
	Original Budget	Final Budget	Actual on a Budgetary Basis	Variance with Final Budget	Actual (Budgetary Basis)
<b>REVENUES</b>					
Local government - tax levy	\$ 5,050,000	\$ 5,050,000	\$ 5,392,513	\$ 342,513	\$ 5,013,198
Intergovernmental revenue					
State	10,643,000	10,643,000	10,306,219	(336,781)	10,118,962
Federal	774,000	774,000	916,392	142,392	1,144,050
Tuition and fees					
Statutory program fees	4,391,000	4,391,000	4,523,250	132,250	4,317,812
Materials fees	345,000	345,000	314,906	(30,094)	326,224
Other student fees	440,000	440,000	556,614	116,614	452,169
Institutional	1,500,000	1,500,000	1,913,756	413,756	1,631,332
Total revenues	23,143,000	23,143,000	23,923,650	780,650	23,003,747
<b>EXPENDITURES</b>					
Current:					
Instruction	14,781,400	14,781,400	14,691,817	89,583	14,118,582
Instructional resources	211,400	211,400	148,419	62,981	251,308
Student services	1,821,800	2,221,800	2,139,127	82,673	2,041,038
General institutional	4,763,000	4,363,000	4,274,973	88,027	4,576,235
Physical plant	2,035,400	2,035,400	1,989,195	46,205	1,968,777
Total expenditures	23,613,000	23,613,000	23,243,531	369,469	22,955,940
Excess (deficiency) of revenues over (under) expenditures	(470,000)	(470,000)	680,119	1,150,119	47,807
<b>OTHER FINANCING SOURCES (USES)</b>					
Transfers in	470,000	470,000	180,181	(289,819)	249,243
Transfers out	-	-	(39,937)	(39,937)	(38,814)
Total other financing sources (uses)	470,000	470,000	140,244	(329,756)	210,429
<b>Net change in fund balance</b>	-	-	820,363	820,363	258,236
Fund balance—beginning of year	8,459,305	8,459,305	8,608,541	149,236	8,350,305
<b>Fund balance—end of year</b>	<u>\$ 8,459,305</u>	<u>\$ 8,459,305</u>	<u>\$ 9,428,904</u>	<u>\$ 969,599</u>	<u>\$ 8,608,541</u>
<b>FUND BALANCE</b>					
Nonspendable - prepaid expenses			161,020		
Assigned for state aid fluctuations			200,000		
Assigned for post employment benefits			4,086,117		
Unassigned			<u>4,981,767</u>		
<b>Total fund balance</b>			<u>\$ 9,428,904</u>		

**SOUTHWEST WISCONSIN TECHNICAL COLLEGE**  
**SPECIAL REVENUE NON-AIDABLE FUND**  
**SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES**  
**IN FUND BALANCE - BUDGET AND ACTUAL (NON-GAAP BUDGETARY BASIS)**  
**Year Ended June 30, 2018 with Comparative Totals for Year Ended June 30, 2017**

	2018			2017
	Original Budget	Final Budget	Actual on a Budgetary Basis	Actual (Budgetary Basis)
<b>REVENUES</b>				
Intergovernmental revenue				
State	\$ 500,000	\$ 500,000	\$ 535,999	\$ 552,774
Federal	7,000,000	7,000,000	5,537,433	(1,462,567)
Student fees	250,000	250,000	268,394	18,394
Institutional	250,000	250,000	234,978	(15,022)
Total revenues	8,000,000	8,000,000	6,576,804	(1,423,196)
<b>EXPENDITURES</b>				
Student services	8,030,000	8,030,000	6,522,654	1,507,346
Excess (deficiency) of revenues over (under) expenditures	(30,000)	(30,000)	54,150	84,150
<b>OTHER FINANCING SOURCES (USES)</b>				
Transfers in	-	-	39,937	39,937
Transfers out	30,000	(50,000)	-	50,000
Total other financing sources (uses)	30,000	(50,000)	39,937	89,937
<b>Net change in fund balance</b>	-	(80,000)	94,087	174,087
Fund balance—beginning of year	299,472	250,662	307,930	57,268
<b>Fund balance—end of year</b>	<u>\$ 299,472</u>	<u>\$ 170,662</u>	<u>\$ 402,017</u>	<u>\$ 231,355</u>

**SOUTHWEST WISCONSIN TECHNICAL COLLEGE**  
**CAPITAL PROJECTS FUND**  
**SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES**  
**IN FUND BALANCE - BUDGET AND ACTUAL (NON-GAAP BUDGETARY BASIS)**  
**Year Ended June 30, 2018 with Comparative Totals for Year Ended June 30, 2017**

	2018				2017
	Original Budget	Final Budget	Actual on a Budgetary Basis	Variance with Final Budget	Actual (Budgetary Basis)
<b>REVENUES</b>					
Institutional	\$ 30,000	\$ 30,000	\$ 165,195	\$ 135,195	\$ 50,751
<b>EXPENDITURES</b>					
Current:					
Instruction	920,000	920,000	603,039	316,961	942,424
Instructional resources	80,000	80,000	28,718	51,282	41,232
General institutional	1,241,000	1,341,000	1,325,294	15,706	397,980
Physical plant	1,002,000	902,000	753,433	148,567	454,168
Total expenditures	3,243,000	3,243,000	2,710,484	532,516	1,835,804
Excess (deficiency) of revenues over (under) expenditures	(3,213,000)	(3,213,000)	(2,545,289)	667,711	(1,785,053)
<b>OTHER FINANCING SOURCES (USES)</b>					
Proceeds from debt	2,500,000	2,500,000	2,500,000	-	2,500,000
Transfers in	-	-	-	-	50,000
Transfers out	(100,000)	(100,000)	(180,181)	(80,181)	(249,243)
Total other financing sources (uses)	2,400,000	2,400,000	2,319,819	(80,181)	2,300,757
<b>Net change in fund balance</b>	(813,000)	(813,000)	(225,470)	587,530	515,704
Fund balance—beginning of year	982,030	982,030	1,123,734	141,704	608,030
<b>Fund balance—end of year</b>	<u>\$ 169,030</u>	<u>\$ 169,030</u>	<u>\$ 898,264</u>	<u>\$ 729,234</u>	<u>\$ 1,123,734</u>

**SOUTHWEST WISCONSIN TECHNICAL COLLEGE**  
**DEBT SERVICE FUND**  
**SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES**  
**IN FUND BALANCE - BUDGET AND ACTUAL (NON-GAAP BUDGETARY BASIS)**  
**Year Ended June 30, 2018 with Comparative Totals for Year Ended June 30, 2017**

	2018				2017
	Original Budget	Final Budget	Actual on a Budgetary Basis	Variance with Final Budget	Actual (Budgetary Basis)
<b>REVENUES</b>					
Local government - tax levy	\$ 4,950,000	\$ 4,950,000	\$ 4,950,000	\$ -	\$ 4,950,000
Intergovernmental revenue					
Federal	329,000	313,000	314,949	1,949	326,427
State	8,000	8,000	19,562	11,562	19,045
Institutional	1,000	266,000	23,921	(242,079)	4,632
Total revenues	5,288,000	5,537,000	5,308,432	(228,568)	5,300,104
<b>EXPENDITURES</b>					
Debt service	5,356,000	12,109,600	12,082,291	27,309	5,304,473
Excess (deficiency) of revenues over (under) expenditures	(68,000)	(6,572,600)	(6,773,859)	(201,259)	(4,369)
<b>OTHER FINANCING SOURCES (USES)</b>					
Refunding debt issued	-	6,485,000	6,485,000	-	-
Premium on issuance of debt	-	-	298,737	298,737	68,000
Total other financing sources (uses)	-	6,485,000	6,783,737	298,737	68,000
<b>Net change in fund balance</b>	(68,000)	(87,600)	9,878	97,478	63,631
Fund balance—beginning of year	1,295,721	1,295,721	1,397,531	101,810	1,333,900
<b>Fund balance—end of year</b>	<b>\$ 1,227,721</b>	<b>\$ 1,208,121</b>	<b>\$ 1,407,409</b>	<b>\$ 199,288</b>	<b>\$ 1,397,531</b>



**SOUTHWEST WISCONSIN TECHNICAL COLLEGE**  
**PROPRIETARY FUNDS - ENTERPRISE FUNDS**  
**SCHEDULE OF REVENUES, EXPENSES, AND CHANGES**  
**IN NET POSITION - BUDGET AND ACTUAL (NON-GAAP BUDGETARY BASIS)**  
Year Ended June 30, 2018 with Comparative Totals for Year Ended June 30, 2017

	2018				2017
	Original Budget	Final Budget	Actual on a Budgetary Basis	Variance with Final Budget	Actual (Budgetary Basis)
<b>OPERATING REVENUES</b>					
Institutional	\$ 2,100,000	\$ 2,100,000	\$ 1,544,884	\$ (555,116)	\$ 1,601,305
<b>OPERATING EXPENSES</b>					
Auxiliary services	2,000,000	2,000,000	1,564,046	435,954	1,446,840
Excess of operating revenues over operating expenses	100,000	100,000	(19,162)	(119,162)	154,465
<b>NON-OPERATING EXPENSES</b>					
Transfers out	(400,000)	(400,000)	-	400,000	-
Total other financing sources (uses)	(400,000)	(400,000)	-	400,000	-
<b>Net change in net position</b>	(300,000)	(300,000)	(19,162)	280,838	154,465
Net Position—beginning of year	3,606,873	3,606,873	3,581,338	(25,535)	3,426,873
<b>Net Position—end of year</b>	<b>\$ 3,306,873</b>	<b>\$ 3,306,873</b>	<b>\$ 3,562,176</b>	<b>\$ 255,303</b>	<b>\$ 3,581,338</b>

SOUTHWEST WISCONSIN TECHNICAL COLLEGE  
 PROPRIETARY FUNDS - INTERNAL SERVICE FUNDS  
 SCHEDULE OF REVENUES, EXPENSES, AND CHANGES  
 IN NET POSITION - BUDGET AND ACTUAL (NON-GAAP BUDGETARY BASIS)  
 Year Ended June 30, 2018 with Comparative Totals for Year Ended June 30, 2017

	2018				2017
	Original Budget	Final Budget	Actual on a Budgetary Basis	Variance with Final Budget	Actual (Budgetary Basis)
<b>OPERATING REVENUES</b>					
Institutional	\$ 4,350,000	\$ 4,350,000	\$ 4,057,063	\$ (292,937)	\$ 3,972,292
<b>OPERATING EXPENSES</b>					
Auxiliary services	4,350,000	4,350,000	3,722,962	627,038	3,125,231
<b>Net change in net position</b>	-	-	334,101	334,101	847,061
Net Position—beginning of year	24,549	24,549	971,610	947,061	124,549
<b>Net Position—end of year</b>	<u>\$ 24,549</u>	<u>\$ 24,549</u>	<u>\$ 1,305,711</u>	<u>\$ 1,281,162</u>	<u>\$ 971,610</u>

**SOUTHWEST WISCONSIN TECHNICAL COLLEGE**  
**SCHEDULE TO RECONCILE BUDGET (NON-GAAP BUDGETARY) BASIS FINANCIAL STATEMENTS**  
**TO STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET POSITION**  
**For the Year Ended June 30, 2018**

	Governmental Funds				Proprietary Funds			Statement of	
	General	Special Revenue	Capital Projects	Debt Service	Enterprise Funds	Internal Service	Total	Reconciling Items	Revenues, Expenses and Changes in Net Position
<b>REVENUES</b>									
Local government - tax levy	\$ 5,382,513	\$ -	\$ -	\$ 4,950,000	\$ -	-	\$ 10,342,513	\$ -	\$ 10,342,513
Intergovernmental revenue									
State	10,306,219	535,999	-	19,562	-	-	10,861,780	-	10,861,780
Federal	918,392	5,537,433	-	314,949	-	-	6,768,774	(2,671,858)	4,096,916
Tuition and fees									
Statutory program fees	4,523,250	-	-	-	-	-	4,523,250	-	4,523,250
Materials fees	314,909	-	-	-	-	-	314,909	-	314,909
Other student fees	556,614	268,394	-	-	-	-	825,008	-	825,008
Institutional	1,913,758	234,978	185,185	23,921	1,544,884	4,057,083	7,839,797	(4,123,202)	3,816,595
Total revenues	23,923,650	6,576,804	185,195	5,309,432	1,544,884	4,057,083	41,576,029	(6,795,080)	34,780,969
<b>EXPENDITURES</b>									
Current:									
Instruction	14,043,403	-	-	-	-	-	14,043,403	845,542	14,888,945
Instructional resources	148,419	-	-	-	-	-	148,419	-	148,419
Student services	2,139,127	6,522,654	-	-	-	-	8,661,781	(6,121,847)	2,539,934
General institutional	4,274,973	-	-	-	-	-	4,274,973	-	4,274,973
Physical plant	1,889,195	-	173,592	-	-	-	2,162,787	(173,592)	1,889,195
Auxiliary services	-	-	-	-	1,564,046	3,722,862	6,287,008	(4,063,213)	1,223,795
Capital outlay	648,414	-	2,536,892	-	-	-	3,185,306	(3,185,306)	-
Depreciation	-	-	-	-	-	-	-	2,899,898	2,899,898
Student aid	-	-	-	-	-	-	-	3,383,950	3,383,950
Debt service:									
Principal	-	-	-	10,620,000	-	-	10,620,000	(10,620,000)	-
Interest	-	-	-	1,462,291	-	-	1,462,291	(22,198)	1,440,093
Total expenditures	23,243,531	6,522,654	2,710,484	12,082,291	1,564,046	3,722,862	49,845,868	(17,256,766)	32,589,202
Excess (deficiency) of revenues over (under) expenditures	880,119	54,150	(2,545,299)	(6,773,859)	(19,162)	334,101	(8,269,940)	10,461,706	2,191,766
<b>OTHER FINANCING SOURCES (USES)</b>									
Long-term debt issued	-	-	2,500,000	8,485,000	-	-	8,985,000	(8,985,000)	-
Premium on issuance of debt	-	-	-	298,737	-	-	298,737	(298,737)	-
Transfers in	180,181	38,937	-	-	-	-	220,118	(220,118)	-
Transfer out	(39,937)	-	(180,191)	-	-	-	(220,119)	220,119	-
Loss on disposal of capital assets	-	-	-	-	-	-	-	(22,873)	(22,973)
Total other financing sources (uses)	140,244	38,937	2,319,819	8,783,737	-	-	8,283,737	(9,306,710)	(22,973)
Net change in fund balance/net position	820,363	94,087	(225,470)	9,878	(19,162)	334,101	1,013,797	1,154,986	2,168,793
Fund balance/Net Position - beginning of year	6,608,541	307,930	1,123,734	1,387,531	3,581,338	971,810	15,980,884	15,857,784	31,948,468
Prior period adjustment	-	-	-	-	-	-	-	(5,430,770)	(5,430,770)
Fund balance/Net Position - end of year	\$ 9,428,904	\$ 402,017	\$ 898,264	\$ 1,407,409	\$ 3,562,176	\$ 1,305,711	\$ 17,004,481	\$ 11,582,010	\$ 26,586,461

**SOUTHWEST WISCONSIN TECHNICAL COLLEGE**  
**SCHEDULE TO RECONCILE BUDGET (NON-GAAP BUDGETARY) BASIS FINANCIAL STATEMENTS**  
**TO STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET POSITION**  
**For the Year Ended June 30, 2018**

(a) State grant revenue is presented on the basic financial statement as follows:

Operating	\$ 2,430,317
Non-operating	<u>8,431,463</u>
	<u>\$ 10,861,780</u>

(b) Institutional revenue is reported on the basic financial statement as follows:

Non-governmental grants and contracts	\$ 2,121,807
Auxiliary enterprises	1,544,884
Investment income	<u>149,904</u>
	<u>\$ 3,816,595</u>

(c) Reconciliation of budgetary basis fund balance and net position as presented in the basic financial statements:

Budgetary basis fund balance	\$ 17,004,481
Capital assets capitalized - at cost	79,849,410
Accumulated depreciation on capital assets	(34,972,942)
Net pension asset and deferred items	1,898,895
General obligation notes payable	(26,099,129)
Other post employment benefits and long-term portion of retiree health insurance	(9,288,006)
Accrued interest on notes payable	(34,508)
Encumbrances outstanding at year end	<u>228,290</u>
Net position per basic financial statements	<u>\$ 28,586,491</u>

**SCHEDULE OF EXPENDITURES OF FEDERAL AND STATE AWARDS  
AND OTHER AUDITORS REPORTS**

**SOUTHWEST WISCONSIN TECHNICAL COLLEGE**  
**SCHEDULE OF EXPENDITURES OF FEDERAL AND STATE AWARDS**  
Year ended June 30, 2018

Federal Grantor/ Pass-Through Grantor/Program or Cluster Title	Federal CFDA Number	Project Identification Number	Grant Period	Federal Grant Amount	Passed Through to Subrecipients	Expenditures		Total Expenditures
						Federal	Match	
<b>Department of Agriculture</b>								
Pass-through program from Wisconsin Department of Agriculture, Trade and Consumer Protection Community Partnerships for Small Agricultural Risk Management Educational Sessions	10.459	03-106-000-015	7/1/17-12/31/17	1,057	-	1,057	-	1,057
<b>Total Department of Agriculture</b>				1,057	-	1,057	-	1,057
<b>Department of Labor</b>								
Trade Adjustment Assistance Community College and Career Training (TAACCCT) Grants	17.292	03-109-000-015	7/1/17-6/30/18	201,787	-	194,415	-	194,415
Pass-through program from Chippewa Valley Technical College H-1B Tech Hire IMPACT Job Training Grant	17.268	03-184-000-016	7/1/17-6/30/18	386,866	-	337,781	-	337,781
<b>Total Department of Labor</b>				588,653	-	532,196	-	532,196
<b>National Science Foundation</b>								
Pass-through program from University of Wisconsin-Platteville Education and Human Resources	47.076	03-104-000-010	7/1/17-4/30/18	5,000	-	1,869	-	1,869
<b>Total Department of Labor</b>				5,000	-	1,869	-	1,869
<b>Department of Education</b>								
<b>Department of Education Direct Programs</b>								
Student Financial Assistance Cluster								
Federal Supplemental Education Opportunity Grant	84.007		7/1/17-6/30/18	-	-	43,160	-	43,160
Federal College Work Study	84.033		7/1/17-6/30/18	-	-	63,221	-	63,221
Federal Pell Grant	84.063		7/1/17-6/30/18	-	-	2,759,188	-	2,759,188
Direct Student Loans								
Federal Student Stafford Loans	84.266		7/1/17-6/30/18	-	-	2,671,658	-	2,671,658
<b>Total Direct Student Loans</b>				-	-	2,671,658	-	2,671,658
<b>Total Student Financial Assistance Cluster</b>				-	-	5,537,433	-	5,537,433

See accompanying notes to schedule of expenditures of federal and state awards.

**SOUTHWEST WISCONSIN TECHNICAL COLLEGE**  
**SCHEDULE OF EXPENDITURES OF FEDERAL AND STATE AWARDS**  
Year ended June 30, 2018

Federal Grantor/ Pass-Through Grantor/Program or Cluster Title	Federal CFDA Number	Project Identification Number	Grant Period	Federal Grant Amount	Passed Through to Subrecipients	Expenditures		Total Expenditures
						Federal	Match	
<b>Department of Education (continued)</b>								
Pass-through program from Wisconsin Technical College Systems Board								
Adult Education - Basic Grants to States								
Integrated English Literacy and Civics Education	94.002	03-111-146-168	7/1/17-6/30/18	14,640	-	14,640	-	14,640
Adult Basic Education - Disadvantaged	94.002	03-110-146-129	7/1/17-6/30/18	220,823	-	111,423	109,400	220,823
Total Adult Education Act				235,463	-	126,063	109,400	235,463
Career and Technical Education Basic Grants to States								
Career Prep	94.048	03-106-150-216	7/1/16-6/30/17	39,086	-	38,236	-	38,236
High School to College Transition	94.048	03-137-150-246	7/1/16-6/30/17	42,158	-	41,699	-	41,699
Strengthening Career & Technical Program	94.048	03-193-150-257	7/1/16-6/30/17	33,726	-	33,726	-	33,726
NTC Connections to NTC Recruit	94.048	03-194-150-267	7/1/16-6/30/17	8,432	-	8,403	-	8,403
Student Success	94.048	03-189-150-237	7/1/16-6/30/17	249,715	-	84,303	165,376	249,679
Total Career and Technical Education Basic Grants to States				373,117	-	206,367	165,376	371,743
Total Department of Education				608,580	-	5,869,863	274,776	6,144,639
<b>Department of Health &amp; Human Services</b>								
Rural Health Care Services Outreach, Rural Health Network Development and Small Health Care Provider Quality Improvement Plan								
	93.912	03-172-000-013	7/1/17-6/31/17	19,321	-	19,274	-	19,274
<b>Department of Homeland Security</b>								
Pass-through program from Wisconsin Technical College Systems Board								
Assistance to Firefighters Grant - Extrication Equipment	97.044	03-113-153-119	7/1/17-6/30/18	34,784	-	29,586	5,218	34,784
Total Federal Awards				\$ 1,257,375	\$ -	\$ 6,453,625	\$ 279,994	\$ 6,733,619

See accompanying notes to schedule of expenditures of federal and state awards.



**SOUTHWEST WISCONSIN TECHNICAL COLLEGE**  
**SCHEDULE OF EXPENDITURES OF FEDERAL AND STATE AWARDS**  
Year ended June 30, 2018

State Grantor/Program	State Identifying Number	Project Identification Number	Grant Period	Grant Amount	Expenditures		Total Expenditures
					State	Match	
<b>Wisconsin Higher Education Board</b>							
Wisconsin Higher Education Grant	235.102		7/1/17-6/30/18	444,098	444,098	-	444,098
Remissions of Fees for Veterans and Dependents	235.105		7/1/17-6/30/18	43,927	43,927	-	43,927
Minority Undergraduate Retention Grant	235.107		7/1/17-6/30/18	1,860	1,860	-	1,860
State Grants - TES Scholarship	235.109		7/1/17-6/30/18	39,938	39,938	-	39,938
Talent Incentive Program Grant	235.114		7/1/17-6/30/18	14,680	14,680	-	14,680
Nursing	235.117		7/1/17-6/30/18	15,000	15,000	-	15,000
Wisconsin Covenant Scholars Grant Revenue	235.131		7/1/17-6/30/18	10,125	10,125	-	10,125
Wisconsin Covenant Foundation Grant Revenue	235.131		7/1/17-6/30/18	10,500	10,500	-	10,500
<b>Total Wisconsin Higher Education Board</b>				579,926	579,926	-	579,926
<b>Wisconsin Department of Transportation</b>							
Motorcycle Safety	20.395(4)(a)	03-123-000-003	1/1/17-12/31/17	14,271	10,438	10,438	20,876
Motorcycle Safety	20.395(4)(a)	03-123-000-003	1/1/18-6/30/18	3,369	3,369	3,369	
3 Wheel Safety	266.7348	03-127-000-004	1/1/17-12/31/17	458	458	458	916
3 Wheel Safety	266.7348	03-127-000-004	1/1/18-6/30/18	445	445	445	890
<b>Total Wisconsin Department of Transportation</b>				18,543	14,710	14,710	29,420
<b>Wisconsin Technical College Systems Board</b>							
State Aids for Vocational Technical and Adult Education	292.105		7/1/17-6/30/18	1,721,158	1,721,158	-	1,721,158
Emergency Assistance	292.104	03-124-104-118	7/1/17-6/30/18	17,794	17,794	-	17,794
Performance Based Aid	292.105		7/1/17-6/30/18	1,068,657	1,068,657	-	1,068,657
State Aids Prior Years	292.105		7/1/17-6/30/18	111,600	111,600	-	111,600
<b>Workforce Advancement Training Grants:</b>							
Community First Bank	292.124	03-126-124-177	7/1/17-8/30/17	4,035	3,863	-	3,863
3M	292.124	03-131-124-177	7/1/17-8/30/17	81,299	17,796	-	17,796
Schreiber	292.124	03-140-124-178	7/1/17-6/31/18	45,695	35,331	-	35,331
Community First Bank	292.124	03-141-124-178	7/1/17-6/31/18	7,562	2,235	-	2,235
Rockwell	292.124	03-144-124-178	7/1/17-6/31/18	5,718	5,269	-	5,269
Bemis	292.124	03-145-124-178	7/1/17-6/31/18	18,435	12,797	-	12,797
Dillman	292.124	03-148-124-177	7/1/17-6/30/17	7,868	4,682	-	4,682
Schreiber	292.124	03-163-124-177	7/1/17-8/30/17	158,196	20,562	-	20,562
<b>Total Workforce Advancement Training Grants</b>				308,808	102,335	-	102,335

See accompanying notes to schedule of expenditures of federal and state awards.

**SOUTHWEST WISCONSIN TECHNICAL COLLEGE**  
**SCHEDULE OF EXPENDITURES OF FEDERAL AND STATE AWARDS**  
Year ended June 30, 2018

State Grantor/Program	State Identifying Number	Project Identification Number	Grant Period	Grant Amount	Expenditures		Total Expenditures
					State	Match	
Wisconsin Technical College Systems Board (continued)							
Incentive Grants:							
Captioning Leadership Grant	292.124	03-101-124-198	3/1/18-8/30/18	20,000	3,259	-	3,259
Southwest Tech Student Success Center	292.124	03-102-124-128	5/1/18-8/30/18	20,000	831	-	831
Alternative Welding for Adults	292.124	03-108-124-137	7/1/17-8/30/18	182,545	182,545	-	182,545
Agronomy/Animal Science Pathways	292.124	03-115-124-147	7/1/17-8/30/18	98,855	98,855	-	98,855
Paramedic Associate Degree	292.124	03-116-124-148	7/1/17-8/30/18	101,346	39,597	-	39,597
Advanced Manufacturing	292.124	04-325-124-188	7/1/17-8/30/18	10,813	10,739	-	10,739
Electrical Construction Apprentice Lab Support	292.124	03-125-124-116	7/1/17-8/30/19	8,505	8,496	-	8,496
Criminal Justice Studies	292.124	03-107-124-137	7/1/17-8/30/18	35,763	35,763	-	35,763
Professional Development	292.124	03-181-124-158	7/1/17-8/30/18	71,993	47,995	23,998	71,993
Ag Health IT Career Pathways	292.124	03-189-124-128	7/1/17-8/30/18	100,403	50,779	18,927	87,706
Tutoring 4 Success	292.124	03-190-124-186	7/1/17-8/30/18	173,119	129,839	43,280	173,119
Total Incentive Grants:				823,142	808,298	84,205	692,503
Fire Fighter Training 2%	292.137		7/1/18-8/30/17	35,042	35,042	-	35,042
Property Tax Relief Aid	292.162		7/1/18-8/30/17	8,528,192	8,528,192	-	8,528,192
Hazmat	292.372		7/1/18-8/30/17	3,556	3,556	-	3,556
Total Wisconsin Technical College Systems Board				10,817,949	10,198,632	84,205	10,280,837
Wisconsin Department of Natural Resources							
DNR payment in lieu of taxes			7/1/17-8/30/18	31,073	31,073	-	31,073
Wisconsin Department of Revenue							
State Aid Computers	835.109		7/1/17-8/30/18	39,439	39,439	-	39,439
Total State Awards				\$ 11,286,930	\$ 10,861,780	\$ 98,915	\$ 10,960,695

See accompanying notes to schedule of expenditures of federal and state awards.

**SOUTHWEST WISCONSIN TECHNICAL COLLEGE**  
**NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AND STATE AWARDS**  
**Year Ended June 30, 2018**

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**NOTE 1—BASIS OF PRESENTATION**

The accompanying schedule of expenditures of federal awards (the Schedule) includes the federal award activity of the Southwest Tech under programs of the federal government for the year ended June 30, 2018. The information in this Schedule is presented in accordance with the requirements of Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance). Because the Schedule presents only a selected portion of the operations of the Southwest Tech, it is not intended to and does not present the financial position, changes in net position, or cash flows of the Southwest Tech.

**NOTE 2—SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

Expenditures reported on the schedule are reported on the modified accrual basis of accounting. Specifically, debt service expenditures, as well as expenditures related to claims and judgments, and compensated absences are recorded only when payment is due. Such expenditures are recognized following the cost principles contained in Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, wherein certain types of expenditures are not allowable or are limited as to reimbursement.

**NOTE 3—INDIRECT COST RATE**

Southwest Tech has elected not to use the 10% de minimis indirect cost rate allowed under the Uniform Guidance.

**NOTE 4—RECONCILIATION OF FEDERAL AND STATE AWARDS TO THE BASIC FINANCIAL STATEMENTS**

Federal Revenue reported in the basic financial statements is reconciled to the Schedule of Expenditures of Federal and State Awards as follows:

**Reconciliation**

Federal revenues reported on the Schedule of Expenditures of Federal and State Awards	<u>\$ 6,453,825</u>
Federal Revenue reported in the Statement of Revenues, and Expenses and Changes in Net Position	\$ 4,096,916
Direct Student Loans included on the Schedule of Expenditures of Federal and State Awards	2,671,858
Federal Subsidy payment for Build America Bonds	<u>(314,949)</u>
<b>Total Federal Revenues</b>	<u><b>\$ 6,453,825</b></u>

**SOUTHWEST WISCONSIN TECHNICAL COLLEGE**  
NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AND STATE AWARDS  
Year Ended June 30, 2018

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**NOTE 4—RECONCILIATION OF FEDERAL AND STATE AWARDS TO THE BASIC FINANCIAL STATEMENTS (continued)**

State Revenue reported in the basic financial statements is reconciled to the Schedule of Expenditures of Federal and State Awards as follows:

**Reconciliation**

State revenues reported on the Schedule of Expenditures of Federal and State Awards	<u>\$ 10,861,780</u>
State Revenue reported in the Statement of Revenues, and Expenses and Changes in Net Position	
Operating	\$ 2,430,317
Non-operating	<u>8,431,463</u>
<b>Total State Revenues</b>	<u><b>\$ 10,861,780</b></u>

**NOTE 5—SUBRECIPIENT PAYMENTS**

Southwest Tech did not pay federal and state awards to subrecipients.

**SOUTHWEST WISCONSIN TECHNICAL COLLEGE**  
**SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS**  
Year Ended June 30, 2018

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There were no prior audit findings.



## INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

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

We have audited in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the business type activities and the discretely presented component unit of Southwest Wisconsin Technical College as of and for the year ended June 30, 2018, and the related notes to the financial statements, which collectively comprise Southwest Tech's basic financial statements, and have issued our report thereon dated December 14, 2018.

### Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered Southwest Tech's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Southwest Tech's internal control. Accordingly, we do not express an opinion on the effectiveness of Southwest Wisconsin Technical College's internal control.

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

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

### Compliance and Other Matters

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

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**Purpose of this Report**

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

*Wegner CPAs LLP*

Wegner CPAs, LLP  
Madison, Wisconsin  
December 14, 2018





INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR THE MAJOR FEDERAL AND EACH MAJOR STATE PROGRAM AND ON INTERNAL CONTROL OVER COMPLIANCE REQUIRED BY THE UNIFORM GUIDANCE AND THE STATE SINGLE AUDIT GUIDELINES

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

**Report on Compliance for Each Major Federal and Major State Program**

We have audited the Southwest Wisconsin Technical College's compliance with the types of compliance requirements described in the *OMB Compliance Supplement* and the *State Single Audit Guidelines* (the *Guidelines*) that could have a direct and material effect on the Southwest Wisconsin Technical College's major federal program and each of its major state programs for the year ended June 30, 2018. The Southwest Wisconsin Technical College's major federal program is identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

**Management's Responsibility**

Management is responsible for compliance with the federal and state statutes, regulations, and the terms and conditions of its federal and state awards applicable to its federal and state programs.

**Auditor's Responsibility**

Our responsibility is to express an opinion on compliance for the Southwest Wisconsin Technical College's major federal program and each of its major state programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance) and the *Guidelines*. Those standards, the Uniform Guidance, and the *Guidelines* require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program or major state program occurred. An audit includes examining, on a test basis, evidence about the Southwest Wisconsin Technical College's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for the major federal program and each major state program. However, our audit does not provide a legal determination of the Southwest Wisconsin Technical College's compliance.

**Opinion on the Major Federal and Each Major State Program**

In our opinion, the Southwest Wisconsin Technical College complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on its major federal program and each of its major state programs for the year ended June 30, 2018.

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## Report on Internal Control Over Compliance

Management of the Southwest Wisconsin Technical College is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered the Southwest Wisconsin Technical College's internal control over compliance with the types of requirements that could have a direct and material effect on its major federal program and each of its major state programs to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for its major federal program and each of its major state programs and to test and report on internal control over compliance in accordance with the *Uniform Guidance* and the *Guidelines*, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the Southwest Wisconsin Technical College's internal control over compliance.

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

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

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the *Uniform Guidance* and the *Guidelines*. Accordingly, this report is not suitable for any other purpose.

*Wegner CPAs LLP*

Wegner CPAs, LLP  
Madison, Wisconsin  
December 14, 2018

**SOUTHWEST WISCONSIN TECHNICAL COLLEGE**  
**SCHEDULE OF FINDINGS AND QUESTIONED COSTS**  
Year Ended June 30, 2018

**Section I—Summary of Auditor's Results**

**Financial Statements**

Type of auditor's report issued:	Unmodified
Internal control over financial reporting:	
Material weakness(es) identified?	No
Significant deficiency(ies) identified?	None reported
Noncompliance material to financial statements noted?	No

**Federal Awards**

Internal control over major federal programs:	
Material weakness(es) identified?	No
Significant deficiency(ies) identified?	None reported
Type of auditor's report issued on compliance for major federal programs:	Unmodified
Any audit findings disclosed that are required to be reported in accordance with 2 CFR 200.516(a)?	No
Identification of major federal programs:	

CFDA Number(s)	Name of Federal Program or Cluster
Student Financial Assistance Cluster	
84.007	Federal Supplemental Education Opportunity Grant
84.033	Federal College Work Study
84.063	Federal Pell Grant
84.268	Federal Student Stafford Loans

Dollar threshold used to distinguish between type A and type B programs:	\$ 750,000
Auditee qualified as low-risk auditee?	Yes

**State Awards**

Internal control over major state programs:	
Material weakness(es) identified?	No
Significant deficiency(ies) identified?	None reported
Type of auditor's report issued on compliance for major state programs:	Unmodified

**SOUTHWEST WISCONSIN TECHNICAL COLLEGE**  
**SCHEDULE OF FINDINGS AND QUESTIONED COSTS**  
Year Ended June 30, 2018

Any audit findings disclosed that are required to be reported? No

Identification of major state programs:

State Identifying Number	Name of State Program
292.105	State Aids for Vocational Technical and Adult Education
292.124	Workforce Advancement Training Grants
292.162	Property Tax Relief Aid

Dollar threshold used to distinguish between type A and type B programs: \$ 250,000

**Section II—Financial Statement Findings**

None

**Section III—Federal and State Award Findings and Questioned Costs**

None

**Section IV—Other Issues**

Does the auditor's report or the notes to the financial statements include disclosure with regard to substantial doubt as to the auditee's ability to continue as a going concern? No

Does the audit report show audit issues (i.e., material non-compliance, non-material non-compliance, questioned costs, material weakness, significant deficiency, management letter comment, excess revenue, or excess reserve) related to grants/contracts with funding agencies that require audits to be in accordance with the *State Single Audit Guidelines* :

Technical College System Board	No
Higher Education Board	No
Department of Public Instruction	No
Department of Workforce Development	No
Department of Justice	No

Was a management letter or other document conveying audit comments issued as a result of this audit? No

Name and signature of partner



Scott R. Haumersen, CPA

Date of report

December 14, 2018

### ***C. Bid: Child Care Center Boiler Replacement***

Bids for the SWTC Daycare boiler replacement were due on January 15, 2019.

Two bids were received. Included below is a summary of the bids received and a recommendation to award the bid.

**Recommendation:** Award the bid for the SWTC Daycare Boiler Installation Project in the amount of \$62,900 to H & N Plumbing & Heating, Inc., Fennimore, Wisconsin.

#### **Bid # 1718-04 SWTC Daycare Boiler**

**January 15, 2019 @ 2:30 p.m., Room 492**

Invitations to bid on the SWTC Daycare Center Boiler installation were solicited of vendors. The project scope includes the installation of a redundant lead-lag boiler system including connections to existing piping, and direct digital controls as well as power distribution to mechanical equipment. A pre-bid meeting was held on December 19 for interested bidders.

The public opening of bids was held on Tuesday, January 15, 2019 at 2:30 p.m. in Room 492 of the College Campus. Two vendors responded to the bid request and the results are as follows:

<u>Bidder</u>		<u>Base Bid</u>
H & N Plumbing & Heating, Inc.	Fennimore, WI	62,900
Sun Mechancial	Janesville, WI	85,000

***D. Second Reading of the Following Governance Policies:***

- 1. Governance Policy 1.2: Governing Philosophy**
- 2. Governance Policy 1.11: Board Committees**
- 3. Governance Policy 2.3: Monitoring College Effectiveness**
- 4. Governance Policy 2.6: Acting President**
- 5. Governance Policy 4.5: College Strategic Directions**

The Board completed a review of all Governance Policies at their October 18, 2018, Board retreat and recommended changes to those listed above. The policies were brought to the Board for a first reading at the December 20, 2018, District Board meeting. This is the second reading of the policy changes. The proposed second readings of the policies are included below.

**Recommendation:** Approve the second reading of each policy, as presented.

## 1.2 - GOVERNING PHILOSOPHY

The Board embraces a view toward governance that is democratic, strategic, future-oriented, proactive, positive, and deliberative. The Board takes a long-term view in its decision making. This governing philosophy encourages diversity in viewpoints, reinforces the centrality of Board policy-making, and empowers the President with clear direction.

The Board will:

1. Be accountable for excellence in governing through a sense of group responsibility. The Board will be an initiator of policy. The Board will use the expertise of individual members to enhance the ability of the Board as a body.
2. Lead, direct, control, and inspire the organization through the careful establishment and communication of broad written policies reflecting the Board's values and perspectives. The Board's major policy focus will be on the intended long-term impacts outside the operating organization, not on the administrative or programmatic means of attaining those effects.
3. Enforce upon itself whatever discipline is needed to govern with excellence. Discipline will apply to matters such as participation, preparation for meetings, policymaking principles, respect of roles, board member conduct and ensuring the continuity of governance capability. Continual Board development will include orientation of new members in the Board's governance process and periodic Board discussion of process improvement. The Board will allow no officer, individual, or committee of the Board to hinder or be an excuse for not fulfilling its commitments.
4. Seek input from various sources including staff, students, alumni, employers, and other community members on Board policies on Ends.
5. Make decisions, to the extent possible, on a consensus basis.
6. Annually review the Board's activities and discipline relative to Governance Process and Board/Staff Relationship policies.
7. At the Board's annual organizational meeting in July, review and authorize a Signatory Authority Policy to define who in the organization has the authority to sign for the College.
8. Act as a Board of the whole refraining from small group or individual discussion of Board business, whether in person or through communication devices.

Adopted: 1/24/02  
Reviewed: 8/22/02, 5/24/07  
Revised: 1/16/03, 6/21/07, 2/28/13

### 1.11 - BOARD COMMITTEES

The Board shall act as a committee of the whole and shall not create, use, or rely on standing committees for any purpose. The Board may form ad-hoc committees as follows:

1. The Board may establish ad hoc committees when, in the judgment of the Board, such ad hoc committees are appropriate and required for the completion of a specific project or task. When such ad hoc committees are formed, the Board shall approve a statement of the committee's charge as well as a timeline for the completion of the committee's work.
2. The Board Chairperson shall appoint the members of the ad hoc committee and name the committee's chair from among its members. When appropriate to the committee's task, its members may include persons from the staff or from the community.
3. It is the responsibility of ad hoc committees to complete the assigned task and to prepare a written report or to deliver an oral report to the full Board. When this task is completed, the committee shall be discharged.
4. Ad hoc committees do not exercise control or authority over the President or the staff.
5. Ad hoc committees have no independent authority or power to act in lieu of the Board, except when formally given such authority by the Board for specific and time-limited purposes.

Adopted: 1/24/02  
Reviewed: 11/21/02, 9/27/07  
Revised:



### **2.3 - MONITORING COLLEGE EFFECTIVENESS**

The Board shall monitor College effectiveness in meeting Board policies. Monitoring will be done in a way to permit the Board to use most of its time to create the future rather than review the past.

College effectiveness may be monitored in one or more of three ways:

1. INTERNAL REPORTS – Disclosure of compliance information to the Board from the President. Internal reports follow a yearly established Monitoring Plan and include but are not limited to:
  - a. Monitoring Reports (Template attached to the policy as Exhibit A)
    - 1) Compliance
    - 2) Student Access
    - 3) Campus Safety and Security
    - 4) Quality Teaching and Learning
    - 5) Financial Sustainability
    - 6) College Culture
  - b. Budget Priorities
  - c. Foundation and Real Estate Foundation Quarterly Reports
  - d. State of the College
  - e. Three-Year Master Facilities Plan
  - f. Board Special Requests
2. EXTERNAL REPORTS – Disclosure of compliance information by an external auditor or other persons or entities external to the institution. External reports include but are not limited to:
  - a. Financial Audit/Management Reports
  - b. Licensing Examination Results
  - c. Accreditation Reports
  - d. WTCS Outcomes-Based Funding Report
3. DIRECT BOARD INSPECTION – Discovery of compliance information by an ad hoc committee, or the Board as a whole. This is an inspection of documents, activities, or circumstances directed by the Board which allows a test of policy compliance.



As a result of the Board's monitoring, the Board shall review policies and make any adjustments necessary to improve College effectiveness with monitoring charts to be developed.

Adopted: 1/24/02  
Reviewed: 1/16/03, 10/25/07  
Revised:

Second Reading

## Board Monitoring Report

Council – College Health Indicator - Date

### EXECUTIVE SUMMARY

Alignment with Mission, Vision, Values, and Purposes

Alignment with Strategic Directions

Competitive Positioning Statement (What matters now? What are the opportunities?)

### RECOGNIZING AND VALUING PEOPLE

### PRESENTATION OF THE DATA

1. Broad College Health Indicators
2. Key Trend Data
3. Lead Data
4. Analysis

### STRENGTHS

- 1.
- 2.
- 3.

### WEAKNESSES

- 1.
- 2.
- 3.

### STRATEGIC INITIATIVES DESIGNED TO IMPROVE OUR PERFORMANCE

1. Charter, or similar information, for top priority
2. Charter, or similar information, for second priority
3. Charter, or similar information, for third priority

### APPENDIX

1. Raw Data
2. Exhibits

## 2.6: Acting President

On occasion, the President of the College on account of official business, vacation, illness, or other unavoidable cause, will be absent from campus. During such absences, it is essential that provision be made so that official business may proceed.

Therefore, in the temporary absence of the President, the order of succession for President of the College will be as follows:

1. Vice President for Administrative Services
2. Executive Director for Human Resources
3. Executive Dean for Industry, Trades, and Agriculture
4. Executive Director for College Advancement

In the event any of the above-named positions are vacant or filled by persons in an acting or interim capacity, the line of succession shall automatically be directed to the next position. In the event nobody on the list is available to serve, the President shall designate an Acting President. In the event that one of the above-named positions is vacated, the order of the positions will be examined when the vacancy occurs by the President who will bring a recommendation to the Board for consideration.

The President's Office will notify the Leadership Team when an Acting President is named and forward that notification to the Board Chair.

The Acting President shall fulfill the responsibilities outlined in the Acting President Position Description, which is attached.

Because of these considerations, the Board of Trustees authorizes the President to:

- A. Implement formal mentoring opportunities specifically designed to provide training related to the powers, duties, and responsibilities held by the President.
- B. Assess and evaluate the performance of the Acting President.
- C. Provide compensation for services rendered as Acting President.
- D. Support the pursuit of a doctorate degree by the Vice President for Administrative Services and, if necessary, other identified positions through an investment of time and resources.

Adopted: 7/9/18  
Reviewed:  
Revised:

### POSITION DESCRIPTION

**JOB TITLE:** Acting College President

**REPORTS TO:** College President

**SUMMARY:** Under the authority delegated by the President, the Acting College President serves in the place of the President when he is engaged in off-campus responsibilities. The Acting College President provides leadership and is responsible for ensuring the operations of the College continue effectively while the President is away from campus.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Participate in professional development opportunities provided by the Wisconsin District Boards Association, American Association of Community College, Association of Community College Trustees, and other opportunities as may be identified.
- Serve as a liaison with the Board Chair, in the absence of the President, to keep the Board informed of issues or concerns with potential to cause significant impact to the College.
- Lead, guide, and direct the positions which report directly to the President.
- Serve in the place of the President in the event of a campus emergency.
- Responsible for the success of all elements of the day-to-day operations of the college in the absence of the College President. Assess and report progress to the College President.
- Exercise leadership to ensure teaching and student achievement are conducted at a high level.
- Maintain fiscal oversight ensuring purchases, expenditures, and investment meet expectations and are in the best interest of the College.
- Exercise leadership in maintenance of District facilities and resources.
- Responsible for effective management and direction of the human resources of the college including the right to appoint, direct, assign, transfer, promote, and discipline employees as provided by law, in accordance with policies of the Board, and, if possible, with approval of the President.
- As directed by the President, organize and facilitate meetings and activities of the District Board, inform the Board of significant events, and advise the Board concerning necessary courses of action to be taken to implement college policies, goals, and programs.

- Provide direct support for all collaborative activities with federal, state, and district agencies, local and state educational institutions, and with district business and industry. Enhance the image of the College in the region.
- Provide leadership and direction for internal governance of Councils, Team, and Committees.
- Supervise the development of and give final approval to all federal and state reporting requirements and final approval of all special funding projects through various federal and state agencies.

**EDUCATION AND QUALIFICATIONS:**

- Pursue an Ed.D. or Ph.D. with a minimum of five years of experience in higher education at a senior administrative level.



#### 4.5 - COLLEGE STRATEGIC DIRECTIONS

- 2019-2022
  1. Engage Students in High-Quality Learning
  2. Strengthen a Culture of Accountability
  3. Promote the College's Economic Impact

Adopted: 1/24/02  
Reviewed: 11/2/02, 6/19/08  
Revised: 3/24/05, 7/14/08, 3/22/12, 3/26/15, 10/22/15

## **Board Monitoring of College Effectiveness**

### ***A. Foundation Quarterly Update***



### **Southwest Tech Foundation and SWTC Real Estate Foundation (REF) FY19 Second Quarter Report to District Board January 24, 2019**

- **FY19 Fundraising Totals**
  - \$300,943 total gifts received (*FY19 goal is \$700,000*)
    - \$277,721 cash received (*FY19 goal is \$550,000*)
    - \$23,222 Gift In-Kind total
    - \$17,527 received from retirees
    - \$30,640.82 received from current employees, 161 employee donors (90% participation) including **106** ongoing payroll deductions. (*FY19 payroll deduction goal is 100*)
  - 2,848 total gifts (*FY18 total was 4,261*)
  - 908 total donors (*FY18 total was 939*)
- **Gift Highlights – Thank you!**
  - \$25,000 from Saputo Cheese for Dairy Goat Herd Management Development Fund
  - \$11,108 from Peggy and Brad Biddick for Biddick Family Scholarship
  - \$10,000 from John and Linda Kramer for John N. and Linda C. Kramer Scholarship
  - \$5,000 from 3M for 3M MAP Scholarship
  - \$2,500 from Fidelity Charitable Donor-Advised Fund – Patrick Thiele
- **Board**

Linda Parrish is a new board member and Karla Fishnick is being considered to join in February. Please pass on any suggestions for alumni and community members to reach out to for joining the board next year or in the future.
- **Scholarships**

Currently accepting 2019-20 [scholarship applications](#) until March 31. Currently there are 21 new scholarships totaling nearly \$34,000 for next year.



- Appeals/Requests
  - Jeff Dornink Memorial Scholarship – more than 320 donors (105 new alumni donors and 150 new friend donors) gave \$16,700 since Jeff's death
  - Spring Phonathon will be asking for gifts to Community Scholarship funds and program scholarships.
- Events
  - March 27 – [Spring Job Fair, Southwest Tech campus](#)
  - March 28 - [Ladies Leadership Workshop – You First, Belmont Convention Center](#)
  - [May 17 – Donor Appreciation and Alumni & Retiree Awards Program, Southwest Tech campus](#)
- Awards
  - [Distinguished Alumni Award](#) – nomination deadline Jan. 31
  - [Retiree Achievement Award](#) – nomination deadline Jan. 31
  - Faculty and Staff Awards to be presented April 18: Wood Family Employee Excellence, Nicholas' Servant-Leadership, and Innovation of the Year
- Real Estate Foundation
  - Construction underway at 1527/29 Brownwood duplex by carpentry program.
  - Construction underway at 1920 and 1930 Brownwood by Midwest Builders. Expected 6-month build time.
  - New construction will result in 24 additional beds in 3 buildings for August 2019. Housing expansion [press](#) release
  - Financing for housing expansion project is with American Bank. Determined by Request for Proposals
  - Planned Unit Development (PUD) approved by City of Fennimore. Condominium Declaration is amended and restated. Will be filed with Register of Deeds.
  - Looking for suggestions for REF board for next year – especially a person with realty and/or property management experience
- News Releases
  - [Lactalis selects West for Sponsor-a-Scholar program](#)
  - [Jeff Dornink Memorial Scholarship endowed](#)
  - [DRA grant helps equip new Teaching and Learning Studio](#)
  - [Real Estate Foundation breaks ground on new facility](#)
  - [Student Emergency funds receive boost during #GivingTuesday](#)
  - [Trees to memorialize Southwest Tech instructors](#)

### ***B. Board Monitoring Report – Safety & Security***

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

## **Board Monitoring Report**

### **Safety and Security**

**January 24, 2019**

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#### **EXECUTIVE SUMMARY**

##### **Alignment with Mission, Vision, Values, and Purposes**

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

##### **Alignment with Strategic Directions**

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

##### **Competitive Positioning Statement**

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

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#### **RECOGNIZING AND VALUING PEOPLE**

##### **Core Emergency Response Team (CERT)**

The CERT is a group of appointed Southwest Tech administrators and staff who are responsible for making decisions regarding crisis situations that affect Southwest Tech community members. The CERT meets regularly throughout the year to plan and participate in crisis simulations. Crisis response plans and procedures are regularly

updated to reflect the latest industry best practices. Debrief meetings are held after all incidents to evaluate the campus's response and provide updates. The CERT is led by the Director of Facilities and includes key college personnel selected based on their background and known abilities. The tasks performed as a CERT member are in addition to their regular duties at the college. These people are quick to respond when needed and must make difficult decisions usually under intense pressure when the team is together. These decisions are made knowing they will be second guessed or critiqued by outsiders but these people are willing to make and stand behind the choices they make.

The CERT members are: Caleb White, Katie Garrity, Derek Dachelet, Holly Miller, Karen Campbell, Kris Wubben, Karl Sandry, Katie Glass, Heath Ahnen, Katie Glass, Brian Kitelinger, Dennis Cooley and Dan Imhoff.

### **Emergency Response Team (ERT)**

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

ERT members are: Heath Ahnen, Ken Bartz, Josh Bedward, Karen Campbell, Amy Campbell, Derek Dachelet, Haylee Freymiller, Dave Friesen, Katie Garrity, Katie Glass, Connie Haberkorn, Dan Imhoff, Denise Jansen, Jody Millin, Kelly Kelly, Brian Kitelinger, Holly Miller, Jake Mootz, Karl Sandry, Mary Schmitz, Brandon Wallin, Toby Washburn, Krista Weber, Caleb White, Jason Wood, and Kris Wubben.

### **Emergency Response Planning Team**

This group of individuals are members of the ERT that have attended the FEMA L0363 course. FEMA L0363 is a highly interactive program designed to provide institutions of higher education with knowledge and planning strategies in emergency situations. This group includes Heath Ahnen, Josh Bedward, Karen Campbell, Katie Glass, Dan Imhoff, Brian Kitelinger, Karl Sandry, Toby Washburn, and Kris Wubben. This group reviews and modifies the college's Emergency Response Plan. This group also organizes training initiatives and has begun planning our next spring safety in-service. The Emergency Response Planning Team has helped spread the word about the importance of emergency preparedness throughout the campus and is encouraging all of the emergency response team to attend this course.

### **Safety Manager**

The college has recognized the importance of safety throughout campus, and as a way to improve its safety, a Safety Coordinator position was created. This position has been filled by Brian Kitelinger. Brian is tasked with making safety an ever present part of the

Southwest Tech culture through the creation, implementation, and training of college safety procedures and policies. He will work to enhance college safety programs and make college safety an integral part of Southwest Tech's culture, through trainings and safety checks.

### **Occupational Safety and Health Administration (OSHA) Audits**

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

### **Behavioral Intervention Team (BIT)**

A behavioral intervention team (BIT) is a multi-disciplinary group whose purpose is meeting regularly to support our students via concerns reports issued by faculty and staff. The team tracks "red flags" over time, detecting patterns, trends, and disturbances in individual or group behavior. The team will help guide the individual or group to the resources they need to prevent the identified issue from worsening. Referral resources may include the College on-campus staff mental health counselor or outside entities that can serve the students' needs. Each member of the team has received training from The National Behavioral Intervention Team Association, which is the nationally recognized standard in this area. The team is now using a Southwest Tech developed case management system that's more effective for faculty, staff and the BIT. The BIT members are Gina Trollop, Stephanie Brown, Melissa Klinkhammer, Kris Wubben, and Dan Imhoff.

### **Campus Liaison Officer**

Southwest Tech does not have a security staff but recognizes the need for a security presence on campus so the college has contracted with the City of Fennimore to have a liaison officer on campus. The liaison officer is a uniformed city officer that is assigned to Southwest Tech for 840 hours per year. Fennimore's Police Chief works with the Director of Facilities, Dan Imhoff, to determine the officer's schedule and duties. Each month the college receives a log detailing the Liaison Officer's activity for the month. Having a uniformed officer on campus gives both staff and students a sense of security.

### **Campus Security Assessments**

Each year, as a final project, the Criminal Justice program students are assigned the project of creating security assessments for a campus building. The students are split into groups and assigned a building for them to review and identify potential security risks. Faculty closely monitors and guides the students through this process to ensure this is a learning experience for the students and beneficial to the college. After the



assessments are completed, the students present their finding to instructors Tom Kretschman and Gary Roberts, Safety Manager Brian Kitelinger, and Director of Facilities Dan Imhoff. Tom, Gary, Brian, and Dan meet and review both the presentation and the report turned in by the team to determine the validity of the students finding and if the college has the means to address them.

#### **Campus Cybersecurity Incident Response Team (CIRT)**

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

#### **PRESENTATION OF THE DATA**

##### **1. Workers Compensations Statistics**

Policy Year	Claims	Total Incurred	Open Claims	Total Reserve
7/1/2015 – 2016	4	\$13,454	0	\$0
7/1/2016 – 2017	8	\$374,400	1	\$185,165
7/1/2017 – 2018	3	\$6,607	0	\$0
7/1/2018 – 2019	3	\$1,024	0	\$0

##### **2.**

Safety and Security	2015-16	Goals	2016-17	2017-18	2018-19
Security Incidents (student or employee)	3	0	1	1	0
Worker Compensation Mod Factor	0.71	0.71	.74	1.00	NA
Number of Class/Type A, B, C student incidents	29	0	18	24	13
Type A: Injuries reported requiring limited or no medical attention	18	0	15	22	12
Type B: Incidents requiring immediate medical attention with little follow-up (stitched, moderate burns)	8	0	3	2	1
Type C: Incidents that require immediate medical attention and prolonged treatment (broken bones, torn ligaments, amputation)	3	0	0	0	0

---

#### STRENGTHS

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

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#### WEAKNESSES

1. The lack of a full-time security staff leaves the college without coverage when the Campus Liaison officer is not present.
2. Infant stages of campus-wide Cyber Security Awareness Training

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#### STRATEGIC INITIATIVES DESIGNED TO IMPROVE OUR PERFORMANCE

1. Installation of a new campus alert system to improve the quality and reach of our campus notification system.
2. The College has continued an employee safety training program. This program is highlighted by a full day of safety training during the spring in-service. Last year's training session included evacuation, fire extinguisher, situational awareness, cyber security, and stop the bleed.
3. Information Technology Services (ITS) will be developing and implementing an Information Security Policy to ensure appropriate measures are put in place to protect SWTC data and network resources. These documents will include risk assessments, password policies, administrative responsibilities, user responsibilities, email policies, internet policies, intrusion detection and disaster recovery.
4. Information Technology Services (ITS) is working on rollout of Cybersecurity Awareness training campus-wide. This offering will include access for faculty, staff and students. These online training modules will assist in educating the SWTC community members and is a critical component for security of the SWTC infrastructure. The training will include routine and ongoing training for the Southwest Tech community members in how to detect and what measures can be taken to protect the organization. SWTC currently has 78 faculty\staff participating in the training and expectations are that the number will increase. This program's inception was October 2018 as part of Cybersecurity Awareness Month. ITS will be expanding training by offering departmental and work unit training sessions in



2019 schedule onsite. These programs will continue to expand as this will complement the Information Security Policy be developed and implemented.

1. Appendix A – Emergency Response Plan (Hard copies will be provided to Board of Directors.)
2. Appendix B – Campus Safety Report / Clery Report 2017

# Emergency Response Plan



Most Recent Revision: January 2018

# Emergency Response Plan

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# Introduction

## Be prepared to ACT rather than REACT in times of crisis

### Purpose

Southwest Wisconsin Technical College recognizes the need for the proper response to emergency situations that arise on or near the college campus. The college will utilize a series of guidelines for staff members to use in the response to and management of such situations. These guidelines, often in checklist format, will offer staff members a structure to tailor their response to the unique characteristics of each situation. Staff will not be bound by the material found in the guidelines in order to best respond to the unique situations at hand.

The purpose of this Emergency Response Plan (ERP) is to provide Southwest Wisconsin Technical College (Southwest Tech) staff with guidelines for responding in emergency and crisis situations. During an emergency, the well-being and safety of students and staff is of paramount importance. This plan is intended as a tool to assist staff as they respond to emergency situations and should not be viewed as a step-by-step procedure. It includes a number of checklists that can be used as a guide when responding in emergency situations. While the ERP has been developed to cover a wide range of emergency and crisis possibilities, it cannot possibly address every type of emergency event. Every situation is different requiring staff to act reasonably and responsibly given their best judgment. All staff are encouraged to become familiar with these procedures so prompt action can be taken to protect students, staff, and facilities.

This Emergency Response Plan follows the recommendation set forth by the U.S. Department of Homeland Security National Response Framework (NRF) and the Federal Emergency Management Agency (FEMA) National Incident Management System (NIMS). Detailed review of the recommendations from the NRF and NIMS can be viewed at <http://www.fema.gov/pdf/emergency/nrf/nrf-core.pdf>.

This plan follows the five principals of the Response Doctrine:

1. Engaged partnership
2. Tiered response
3. Scalable, flexible, and adaptable operational capabilities
4. Unity of effort through unified command
5. Readiness to act

### Review, Updates and Drills

Southwest Tech's ERP will be reviewed quarterly and updated as necessary. The Director of Facilities is the plan coordinator and will ensure that the plan is updated as necessary.

Other facilities leased or used by Southwest Tech, but operated by another school or agency may have different emergency procedures. Southwest Tech will follow all policies and procedures established by that school or agency.

Two drills of this Emergency Response Plan shall be conducted annually.

## Core Emergency Response Team

The Core Emergency Response Team (CERT) is a group of appointed Southwest Tech administrators and staff who are responsible for making decisions regarding crisis situations that affect Southwest Tech community members. CERT follows the [National Incident Management Systems' guidelines](#) created by the [Federal Emergency Management Agency](#) as outlined in the college's Emergency Response Plan. The College's Plan applies an "All Hazards Approach" to event readiness, response and recovery.

The CERT meets regularly throughout the year to plan and participate in crisis simulations. Crisis response plans and procedures are regularly updated to reflect the latest industry best practices. Debrief meetings are held after all incidents to evaluate the campus's response and provide updates.

The CERT is led by the Director of Facilities and includes key college personnel selected based on their background and known abilities.

The CERT may be called together by any member of the team that is aware of a situation on campus. The members can be contacted by accessing the Cert-List in outlook.

The CERT will determine if a situation requires an Incident Command Post and the use of the Incident Command Team.

# **Emergency Management Landscape**

## **Incident Command Post**

In the event of a significant emergency that requires an emergency response, an Incident Command Post (ICP) will be established to manage the scene. All strategies and tactical decisions at the scene or event will be made from the ICP.

## **Emergency Operations Center**

When the situation at the scene requires additional support or impacts the College's day-to-day operations, an Emergency Operations Center (EOC) will be set up. The EOC is activated to aid in external coordination and securing additional resources. In addition the EOC may also be activated in advance of a severe winter storm or other large scale preplanned event.

Southwest Tech's primary EOC location is Room 1655 located on the first floor of the Health Science Building. In the event 1655 is not able to be used, Room 1706 (located in the Ag & Auto Center) is the alternate location. If the EOC cannot be located on campus, the alternate site is the Fennimore High School (510 Seventh Street, Fennimore) and if the EOC cannot be established in Fennimore, the Platteville Outreach Site (155 W. Lewis Street, Platteville) is to be used.



# Incident Command

## Setting Up Your EOC

The Emergency Operations Center (EOC) location and an alternative EOC location are to be pre-determined.

EOC Location - Room 1655; Health/Science Building

Alternative EOC Location - 1706; Ag/Auto Building

## MISSION

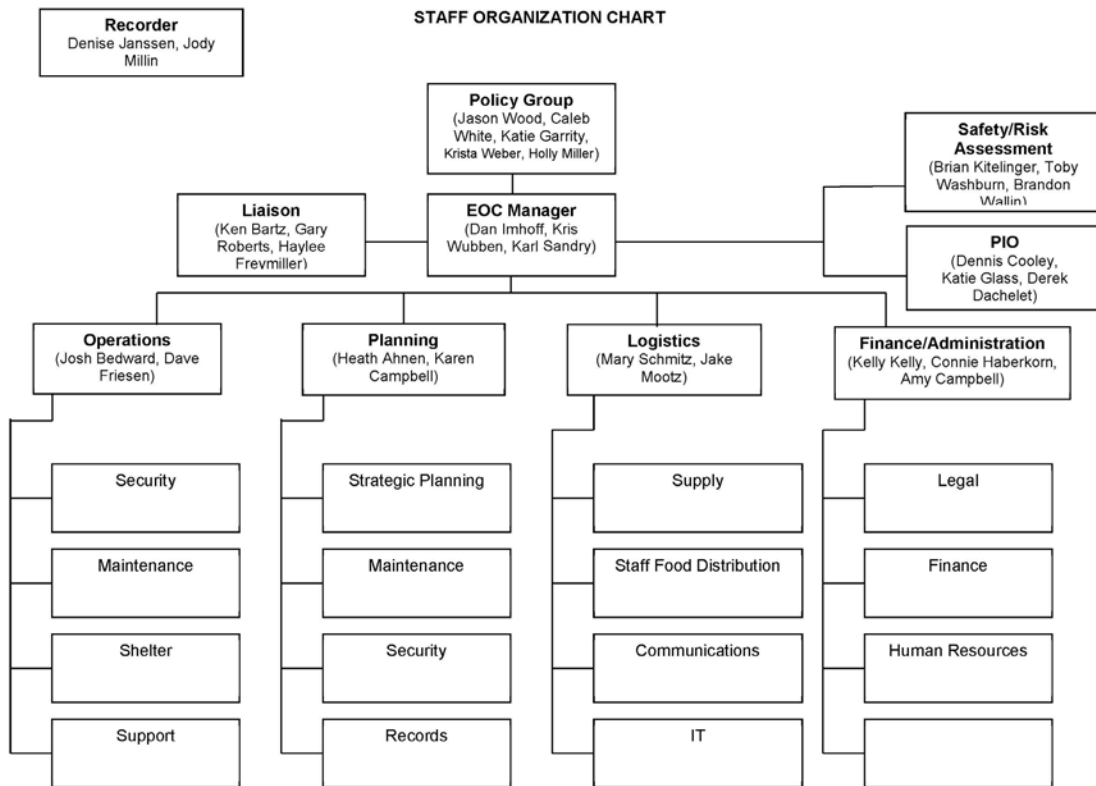
To provide direction, control, and coordination of college forces to include liaison with any and all outside agencies/entities as appropriate, as well as to provide emergency information and direction to the occupants of the campus during an emergency.

## EXECUTION

### Concept of Operations

The Policy Group has responsibility for all policy matters, including policy decisions regarding the emergency.

A line of succession will be established for the EOC and each department, and will be in accordance with the operating procedures established by each department.



#### POLICY GROUP

- ☐ The Policy Group will include officials with certain legal and policy-making responsibilities.
- ☐ Recommend to the President or designee a policy for the conduct of emergency operations.
- ☐ Ensure that the EOC Command Staff has directed the Public Information Team to release emergency information and directions to the general public.

#### EOC Command Staff

Duties of the EOC Command Staff are:

- ☐ Support the response and early recovery activities.
- ☐ Supervise the activities of the various sections in the EOC.
- ☐ Interpret operational policy.
- ☐ Ensure that all activities are coordinated with Policy Group direction.
- ☐ Keep the Policy Group informed about the emergency situation.

#### Staff functions supporting EOC Command Staff:

EOC Manager:

- ☐ Act as Chief Advisor for the EOC Command Staff.
- ☐ Coordinate EOC staffing and support.
- ☐ Maintain EOC operations.

Public Information Team:

- ☐ Coordinate with Policy Group and EOC Staff for releasing information updates to public.
- ☐ Make recommendations to the Policy Group and EOC Command Staff as to holding a press conference or issuing an official statement.
- ☐ Evaluate information available in the EOC to determine the areas in which additional public information is appropriate.
- ☐ Coordinate information on the disaster if it affects adjacent municipalities. This information should be released via the Emergency Alert System (EAS) where available—Access through local law enforcement, County Sheriff's Office, or County Department of Emergency Management.
- ☐ Operate in a Joint Information Center (JIC).

Safety Risk Assessment.

- ☐ Has full authority to stop any unsafe operations in EOC.
- ☐ Monitors operational practices.
- ☐ Updates EOC Manager on any potential safety concerns.
- ☐ Responsible for insuring safe working environment, as well as the health for all personnel in EOC.

#### Liaison Group.

- ☐ Go between for Incident Command with outside agency leaders.
- ☐ Coordinates and is contact person for outside resources and agencies.
- ☐ Briefs and updates agency heads on status of incident.
- ☐ Is vital link for information dissemination to customers (i.e. parents of students)

#### Operations Section

- ☐ Elements of the Operations Section are:
- ☐ Fire/Rescue (if applicable)
- ☐ Security/Evacuation (if applicable)
- ☐ Maintenance
- ☐ Shelter Management
- ☐ EOC Support Staff

The Operations Section is responsible for the management of operations directly applicable to the incident and the collection, evaluation, dissemination, and use of information concerning the development of the incident. This information is needed to: 1) understand the current situation; 2) predict the probable course of incident events; and 3) prepare alternative strategies and control operations for the incident. Responsibilities include:

- ☐ Obtaining briefings from the Incident Commander.
- ☐ Manage and carry out the Operations portion of the Incident Action Plan as directed by the Incident Commander.
- ☐ Briefing and assigning Operations personnel.
- ☐ Supervising operations in conjunction with the Incident Command Post.
- ☐ Determining needs and requests for additional resources.
- ☐ Reporting information about specific activities, events and occurrences to the Incident Commander.
- ☐ Reviewing suggested list of resources to be released and initiating recommendations for release of resources.
- ☐ Ensuring general welfare and safety of Operations Section personnel.
- ☐ Providing any additional services, as indicated in respective departmental Annexes or SOPs.
- ☐ Establishing information requirements and reporting schedules for each incident.
- ☐ Assembling information on alternative strategies.
- ☐ Identifying needs for use of specialized resources.
- ☐ Performing operational planning for the Plans Section.
- ☐ Providing periodic predictions on the incident.
- ☐ Compiling and displaying incident status summary information.
- ☐ Advising the EOC Command Staff of any significant changes in the incident status.
- ☐ Maintaining resource status information.
- ☐ Preparing and distributing Incident Commander's orders.

## **Planning Section**

Elements of the Planning Section are:

- ☐ Strategic Planning
- ☐ Security/Evacuation
- ☐ Records Management

The Planning Section is responsible for the collection, evaluation, dissemination and use of information concerning the development of the incident. Information is needed to: 1) understand the current situation; 2) predict the probable course of incident events; and 3) prepare alternative strategies and control operations for the incident. Responsibilities include: Devise Incident Action Plan to be approved by the Incident Commander, and provide plan to the Operations Section.

- ☐ Obtaining briefings from the Incident Commander.
- ☐ Activating Planning Section.
- ☐ Supervising preparation of the incident action plan.
- ☐ Establishing information requirements and reporting schedules for each incident.
- ☐ Assembling information on alternative strategies.
- ☐ Establishing a weather data collection system when necessary.
- ☐ Identifying needs for use of specialized resources.
- ☐ Providing periodic predictions on the incident.
- ☐ Compiling and displaying incident status summary information.
- ☐ Advising the EOC Command Staff of any significant changes in the incident status.
- ☐ Maintaining resource status information.
- ☐ Ensuring the general welfare and safety of the Plans Section personnel.
- ☐ Preparing and distributing the Incident Commander's orders.

## **LOGISTICS SECTION**

Elements of the Logistics Section are:

- ☐ Supply
- ☐ Staff Food Distribution
- ☐ Communications
- ☐ Information Technology

The Logistics Section is staffed by a Senior Procurement Official. It is recommended that the leading department consider assigning a representative in the Logistics Section. Logistics Section is responsible for providing equipment, facilities, materials, supplies, and services in support of the incident. The Logistics Section participates in the development and implementation of the Incident Action Plan and activates and supervises the Resources Section. Responsibilities include:

- ☐ Obtaining briefings from the Incident Commander.
- ☐ Assigning work locations and preliminary work tasks to section personnel.
- ☐ Notifying the Planning Section of Logistics units activated, including names and locations of assigned personnel.
- ☐ Participating in the preparation of the incident action plan.
- ☐ Identifying service and support requirements for planned and anticipated operations.
- ☐ Providing input to and review communications plan, medical plan and traffic plan.

- ☐ Coordinating and processing requests for additional resources.
- ☐ Providing technological infrastructure to include hardware, software and technical support for EOC use.
- ☐ Advising on current service and support capabilities.
- ☐ Estimating future service and support requirements.
- ☐ Receiving demobilization plan from the Planning Section.
- ☐ Recommending release of unit resources.
- ☐ Ensuring general welfare and safety of Logistics Section personnel.

#### FINANCE/ADMINISTRATION SECTION

Elements of the Finance/Administration Section are:

- ☐ Legal Services
- ☐ Finance
- ☐ Human Resources

The Finance/Administration Section is responsible for all documentation of the incident including financial and cost analysis aspects of the incident and for coordinating legal information and recommendations. Responsibilities include:

- ☐ Obtaining briefing from the Incident Commander.
- ☐ Attending briefings with responsible agencies to gather information.
- ☐ Identifying and procuring supply and support needs for the Administration Section.
- ☐ Develop an operating plan for finance function for the incident.
- ☐ Preparing work objectives for subordinates, briefing staff and making assignments
- ☐ Determine need for commissary operations.
- ☐ Informing the Incident Commander when the Section is operational.
- ☐ Meeting with assisting and cooperating agency representatives as required.
- ☐ Providing input in all planning sessions on financial and cost analysis matters.
- ☐ Maintaining contact with all agency administrative headquarters on financial matters.
- ☐ Documenting all financial costs of the incident including documenting for possible cost recovery for service and supplies.
- ☐ Advising the EOC Command Staff on possible liabilities arising from disaster operations.
- ☐ Establishing a list of volunteers according to functional capabilities and inform the Logistics Section of availability.
- ☐ Collecting and compiling input data and after action reports.
- ☐ Evaluating the effects of damage on the economic index, and insurance ratings for use in long-range recovery planning.

## RECORDERS

Responsible for documenting all significant events with descriptions and actions taken by the emergency staff during an event. The recorder will also be responsible for reporting back the details of the event as requested by the Emergency Operations Center staff members.

### EOC Displays.

The following maps, charts and logs will be maintained and made available in the EOC.

- ☐ State map
- ☐ County maps (large- and small-scale)
- ☐ City maps (large- and small-scale)
- ☐ Campus maps (large- and small-scale)
- ☐ Major Emergency Log
- ☐ Bulletin Board
- ☐ Operational Status Log



**EOC STAFF ORGANIZATION AND ASSIGNMENTS**

The Emergency Staff will consist of the Policy Group, EOC Command Staff and other staff members as directed by the CAO. During periods of increased readiness, the EOC may be staffed for 24-hour operations.

<b>EOC COMMAND STAFF</b>
EOC Manager
Liaison
PIO Team Leader
Safety/Risk Assessment
<b>OPERATIONS SECTION</b>
Security/Evacuation
Maintenance
Shelter Management/Damage Assessment
EOC Support Staff
<b>PLANNING SECTION</b>
Strategic Planning
Security/Evacuation
Record Management
Maintenance
<b>LOGISTICS SECTION</b>
Supply
Staff Food Distribution
Communications
IT
<b>FINANCE/ADMINISTRATION SECTION</b>
Legal Services
Finance
Human Resources

### Emergency Operations Team Contact Information

Last Name	First Name	Work Phone	Home Phone	Cell Phone	Work Email	Other Email	CERT
Ahnen	Heath	608.822.2327		608.660.2209	<a href="mailto:hahnen@swtc.edu">hahnen@swtc.edu</a>	<a href="mailto:heath.ahnen@gmail.com">heath.ahnen@gmail.com</a>	
Bartz	Ken	608.822.2704		608.444.6860	<a href="mailto:kbartz@swtc.edu">kbartz@swtc.edu</a>	<a href="mailto:bartzkenny@hotmail.com">bartzkenny@hotmail.com</a>	
Bedward	Josh	608.822.2754	608.994.2336	608.778.6558	<a href="mailto:jbedward@swtc.edu">jbedward@swtc.edu</a>		
Campbell	Karen	608.822.2300	608.822.3153	608.778.7847	<a href="mailto:kcampbell@swtc.edu">kcampbell@swtc.edu</a>	<a href="mailto:skamcamp@tds.net">skamcamp@tds.net</a>	
Campbell	Amy	608.822.2309	608.326.8388	608.412-1269	<a href="mailto:acampbell@swtc.edu">acampbell@swtc.edu</a>	<a href="mailto:amy.campbell13@gmail.com">amy.campbell13@gmail.com</a>	
Cooley	Dennis	608.822.2747			<a href="mailto:dcooley@swtc.edu">dcooley@swtc.edu</a>		
Dachelet	Derek	608.822.2417		608.732.6276	<a href="mailto:ddachelet@swtc.edu">ddachelet@swtc.edu</a>		
Freymler	Haylee	608.822.2700		520.266.9982	<a href="mailto:hfreymler@swtc.edu">hfreymler@swtc.edu</a>	<a href="mailto:hcrubel34@gmail.com">hcrubel34@gmail.com</a>	
Friesen	Dave	608.822.2328		608.778-1500	<a href="mailto:dfriesen@swtc.edu">dfriesen@swtc.edu</a>	<a href="mailto:friesencomputers@gmail.com">friesencomputers@gmail.com</a>	
Garrity	Katie	608.822.2471		608.306.2571	<a href="mailto:kgarrity@swtc.edu">kgarrity@swtc.edu</a>	<a href="mailto:garritykatie@hotmail.com">garritykatie@hotmail.com</a>	
Glass	Katie	608.822.2411		608-732-3886	<a href="mailto:kglass@swtc.edu">kglass@swtc.edu</a>	<a href="mailto:katiejane85@live.com">katiejane85@live.com</a>	
Haberkorn	Connie	608.822.2310	608.763.2651	608.642.1677	<a href="mailto:chaberkorn@swtc.edu">chaberkorn@swtc.edu</a>	<a href="mailto:chaberkorn@yahoo.com">chaberkorn@yahoo.com</a>	
Hoffman	Pete	608.822.2727		608.574.4964	<a href="mailto:phoffman@swtc.edu">phoffman@swtc.edu</a>		
Imhoff	Dan	608.822.2401		608.778.0624	<a href="mailto:dinimhoff@swtc.edu">dinimhoff@swtc.edu</a>	<a href="mailto:danimhoff@hotmail.com">danimhoff@hotmail.com</a>	
Janssen	Denise	608.822.2750		608.778.7469	<a href="mailto:djanssen@swtc.edu">djanssen@swtc.edu</a>	<a href="mailto:dab1210@hotmail.com">dab1210@hotmail.com</a>	
Millin	Jody	608.822.2720		608.379.3133	<a href="mailto:jmillin@swtc.edu">jmillin@swtc.edu</a>		
Kelly	Kelly	608.222.2305		608.778.0904	<a href="mailto:kkelly@swtc.edu">kkelly@swtc.edu</a>		
Kitelinger	Brian	608.822.2346		608.778.8438	<a href="mailto:bkitelinger@swtc.edu">bkitelinger@swtc.edu</a>	<a href="mailto:kitelingerbrian945@gmail.com">kitelingerbrian945@gmail.com</a>	
Miller	Holly	608.822.2352		219.929.1935	<a href="mailto:hmillen@swtc.edu">hmillen@swtc.edu</a>		
Mootz	Jake	608.822.2427	608.371.9833	608.778.4124	<a href="mailto:jmootz@swtc.edu">jmootz@swtc.edu</a>	<a href="mailto:jacobmootz@gamil.com">jacobmootz@gamil.com</a>	
Sandry	Karl	608.822.2703		608.632.7065	<a href="mailto:ksandry@swtc.edu">ksandry@swtc.edu</a>		
Schmitz	Mary	608.822.2400	608.623.2448	608.574.9948	<a href="mailto:mschmitz@swtc.edu">mschmitz@swtc.edu</a>		
Wallin	Brandon	608.822.2752		608.732.5783	<a href="mailto:bwallin@swtc.edu">bwallin@swtc.edu</a>	<a href="mailto:bwall60@hotmail.com">bwall60@hotmail.com</a>	
Washburn	Toby	608.822.2756		608.331.7792	<a href="mailto:twashburn@swtc.edu">twashburn@swtc.edu</a>	<a href="mailto:tobytd1@gmail.com">tobytd1@gmail.com</a>	
Weber	Krista	608.822.2315	608.723.7990	608.723.9841	<a href="mailto:kweber@swtc.edu">kweber@swtc.edu</a>	<a href="mailto:wxbr@hotmail.com">wxbr@hotmail.com</a>	
White	Caleb	608.822.2446	608.935.5136	608.513.2727	<a href="mailto:cwhite@swtc.edu">cwhite@swtc.edu</a>	<a href="mailto:calebwhite70@gmail.com">calebwhite70@gmail.com</a>	
Wood	Jason	608.822.2301		608.379.0536	<a href="mailto:jwood@swtc.edu">jwood@swtc.edu</a>	<a href="mailto:jasonstanleywood@gmail.com">jasonstanleywood@gmail.com</a>	
Wubben	Kris	608.822.2706		608.642.5202	<a href="mailto:kwubben@swtc.edu">kwubben@swtc.edu</a>	<a href="mailto:walkerkris@hotmail.com">walkerkris@hotmail.com</a>	

# **Use of the Emergency Response Plan**

## **General Information**

To maximize usage of the Emergency Response Plan (ERP), every division/department will be provided this manual and it is accessible to all employees via Southwest Tech's Intranet. In case of an emergency/crisis, staff will need to respond quickly. Therefore, all staff are encouraged to read and familiarize themselves with the contents of the ERP and the guidelines outlined in the NIMS. Also, up-to-date copies of the ERP shall be readily accessible in each division/department office for personal use and reference. Office support staff should be aware of the ERP's contents and location so it can be used during a crisis in the absence of the manager. Copies of the ERP will also be given to local law enforcement, fire department, and emergency medical officials. All members of the Emergency Response team should keep an updated copy at their home.

## **Contingency Plans**

**Refer to the Southwest Tech Business Continuity Plan.**

## **Recovery Plan**

The Command Staff identified in this Emergency Response Plan will also function as the recovery team. Depending on the nature and severity of the incident, social services and/or other support personnel may be called upon to aid in the recovery. DMI, the insurance carrier for the Wisconsin Technical College System, will help assess the emergency and provide consultation to the Command Staff to determine necessary steps to return to full operation.

## **Emergency Phone Numbers**

Southwest Tech will utilize the local community's law enforcement, fire protection agency and EMT/paramedic services as the primary provider of emergency services to all facilities. Emergency personnel can be contacted from within Southwest Tech by dialing **911**.

When calling **911** directly, be aware there is a slight delay before being transferred from the Southwest Tech system to the 911 operator. Always send someone to the receptionist desk to direct emergency personnel. The person going to the receptionist desk should be able to calmly explain the nature and location of the emergency. This person should also be familiar with the facility so they may guide emergency responders back to the location of the incident.

Emergency telephone numbers will be printed in the Emergency Response Plan. The telephone list will be revised quarterly. All staff are encouraged to keep this list accessible for use during an emergency/crisis. The Southwest Tech telephone list is also available on the Southwest Tech Intranet.

Instructions for use of the Southwest Tech PA system are shown in Exhibit D.

Empathia will manage the flow of telephonic information to and from students, parents, staff, the public, and media. Empathia is to be notified immediately upon activation of this plan.

### **Incident Report**

Every illness, accident or emergency event shall be documented by the staff directly involved or have first hand information about the event. When in doubt, an Incident Report should be submitted, or the incident should be reported to [concerns@swtc.edu](mailto:concerns@swtc.edu).

### **Refusal to Seek Medical Treatment**

If a person refuses to seek medical attention when the Southwest Tech staff member on the scene recommends such treatment, the individual shall sign a statement acknowledging that treatment had been recommended and they refused professional medical attention. A copy of the Refusal to Seek Medical Treatment form (See Exhibit B) shall be used. This statement should be attached to the Incident Report form.

### **First Aid Supplies**

The Southwest Tech Facilities Department will take responsibility to ensure that first aid kits are adequately stocked. The Facilities office will provide replacement first aid supplies. Any staff person needing first aid supplies shall contact Facilities.

### **Personal Protective Equipment (PPE)**

Personal protective equipment (PPE) is available in each building. Please refer to the Emergency Care Guidelines posted in your respective building/department to learn where the Emergency First Aid Kits and CPR masks are located. PPE is contained in a plastic bag clearly marked with the letters "PPE" and located with the First Aid Kit. The Facilities department will be responsible for replacement of PPE items. Any staff person needing PPE or PPE replacements should contact Facilities.

## **Automatic External Defibrillator (AED) Locations**

### **AED Locations:**

1. Information desk in the College Connection
2. Building 100 (General Education Bldg.), south corridor by entrance
3. Building 200 (Koenecke Bldg.), hallway across from Room 211
4. Building 300 (Kramer Administration Bldg.), outside room 341
5. Building 500 (Industry Center), hallway by Rooms 514 and 515
6. Building 600 (Manufacturing Center), corridor
7. Building 1100
8. Building 1500 (Child Care Center), entrance
9. Public Safety Complex, Main Coridore
10. Building 1600 (Health Science Center), first floor corridor
11. Building 1700 (Ag/Auto Building), main corridor
12. Housing, Six-Plex Basement, 1940
13. Shooting Range

## Medical Emergency in or on District Property

In situations of illness or injury, the first concern should be the well-being and safety of the individual. Major injuries or medical conditions such as cardiac arrest, loss of limb, severe burns, etc. which require the prompt intervention of professional emergency medical personnel. Minor illnesses, injuries and ailments may be handled on campus by District staff in the area. Staff should use their judgment to determine the type of intervention which should be provided.

**Note: Emergency assistance can be reached by:**

**\* Dialing 911 from a district phone  
(There is no need to dial 9911.)**

### Prevention

Prevention is the best way to avoid most injuries and medical emergencies. Safety should be the concern of everyone. The following safety measures should be taken to minimize risk:

1. Maintain classrooms, shops, and labs in a condition that provides for the safety of each individual.
2. Provide instruction on the proper and safe use of equipment and materials.
3. Set a good example by following safe work practices.
4. Follow safety procedures (e.g., wearing of safety glasses in shops and labs).
5. Ensure that first aid supplies are available, and when additional or replacement supplies are needed, contact the Facilities Department.
6. Report unsafe conditions to your supervisor who will determine how to correct the hazard.



## Medical Emergency Checklist

### Minor Injury or Illness

- Assess the situation and provide first aid as appropriate.
- If professional medical attention is necessary, help the individual make arrangements to get to a doctor. An injured adult may arrange transportation that he/she feels is suitable. Whenever possible, a family member or friend of the individual should provide transportation for the injured person. If an ambulance is necessary, the cost of the ambulance is the responsibility of the injured individual. **Staff members should not transport the person.**
- The staff member(s) directly involved or having firsthand information about the emergency shall complete an Incident Report form and submit to the Human Resources office within 24 hours of the incident. A copy of the Incident Report form is enclosed as Exhibit A. Copies of the form should be duplicated and maintained in division/department offices.

### Serious Injury or Illness

- The staff person on the scene should assess the seriousness of the injury or illness to the best of his/her knowledge and ability and provide first aid as appropriate.
- If you have a doubt about the type or extent of injury or illness, **DO NOT MOVE THE PERSON.**
- **CALL 911 FOR EMERGENCY MEDICAL ASSISTANCE IMMEDIATELY IF YOU THINK IT IS OR MIGHT BE NECESSARY.** Call 911. If the person is able to respond, ask what service he/she wants. Call for medical assistance if requested. If the person is unable to answer or you find the answer unreasonable, call for emergency medical assistance. **When in doubt, it is always advisable to call for emergency medical assistance.**

**Note: Emergency assistance can be reached by:**

**\* Dialing 911 from a district phone  
(There is no need to dial 9911.)**

- A staff person should remain with the injured or ill person until professional help arrives to care for the individual.
- The staff member(s) directly involved or having firsthand information about the emergency shall complete an Incident Report form and submit to the Human Resources office within 24 hours of the incident. A copy of the Incident Report form is enclosed as Exhibit A. Copies of the form should be duplicated and maintained in division/department offices.

### **First Aid/Healthcare**

- Administer first aid using the first aid kits provided around campus.
- Avoid or minimize direct contact with blood or body fluids. Always use gloves or other personal protective equipment (PPE) when providing first aid whenever body fluids are present.
- Use paper toweling to wipe an injury and, if possible, allow the people to rinse the injury themselves with running water.
- Place all soiled materials into a lined waste container.
- Wash hands thoroughly with warm water and soap immediately after providing first aid.
- Notify the custodial/maintenance staff to arrange for clean-up and decontamination of the areas.



# Assault and Rape

In the event of an assault and/or rape, the safety and protection of the victim is the primary concern. The first staff person on the scene, using their best judgment, should provide assistance to the victim and seek law enforcement intervention. The following procedures provide guidelines in responding to assault/rape situations:

## Immediate Actions

- Render first aid to victim.

**Note: Emergency assistance can be reached by:**

**\* Dialing 911 from a district phone  
(There is no need to dial 9911.)**

- Phone for emergency help immediately.
- Obtain as much information about the assailant and the assailant's vehicle as possible. Communicate this information to law enforcement personnel immediately. Providing law enforcement with information on the assailant and the assailant's vehicle quickly may assist in making an arrest.
- If needed due to threat, weather conditions, or other safety concerns, move the victim to an office or conference room.
- Upon arrival of responding law enforcement, provide as much information about the incident as you can. Give specific details, but provide only known facts. Do not speculate about what might have happened.
- Call the Director of Facilities to report the incident. The Director of Facilities will inform other CERT members. The CERT Team will determine if a public statement is necessary.
- The staff member(s) directly involved or having firsthand information about the emergency must complete an Incident Report form and submit to a Title IX Administrator **As Soon As Possible**. A copy of the Incident Report form is enclosed as Exhibit A. Copies of the form should be duplicated and maintained in division/department and are available on SharePoint.
  - Title IX Administrator Employees - Krista Weber [kweber@swtc.edu](mailto:kweber@swtc.edu)
  - Title IX Administrator Students – Holly Miller [hmilller@swtc.edu](mailto:hmilller@swtc.edu)
  - Deputy Title IX Administrator – Dan Imhoff [dimhoff@swtc.edu](mailto:dimhoff@swtc.edu)
- The CERT will convene within forty-eight (48) hours to review the circumstances of the event, evaluate the process used, and recommend changes in process.
- **The Director of Marketing and Public Relations shall be the only source of information to the press.**



# Bomb Threat Checklist

## Definitions

**Bomb Threat:** A bomb threat condition exists when an explosive device has been reported or is suspected to be within a Southwest Tech building or on Southwest Tech property.

**Bomb Emergency:** A bomb emergency condition exists when a suspected or actual explosive device has been located or detonated in a Southwest Tech building or on Southwest Tech property.

## Communications

College personnel receiving bomb threats or warnings from callers shall:

- attempt to keep the reporting party on the line
- identify the location of the device with as much precision as possible and determine when it will be detonated
- determine what type of explosive device is involved
- attempt to determine:
  - ✓ what the device looks like
  - ✓ the type of bomb involved
  - ✓ what will make it detonate (e.g., radio signal, time delay device) and
  - ✓ why was the bomb placed
- be alert to:
  - ✓ exact wording of the threat
  - ✓ estimate the gender, race, and age of the caller
  - ✓ nature/character of the caller's voice
  - ✓ nature of any background noises

The communications checklist for bomb threats shall be used if at all possible for any bomb threat situations. **See checklist**

Upon receiving a report of a bomb threat, the Southwest Tech facilities staff will report the bomb threat to the President's Office.

## Action Plans

### Take no Further Action

The threat will be documented and the Emergency Response Team review team will take extra precautions in terms of being alert for any suspicious people, activities, and/or anything out of the ordinary. College personnel require no other action. Local law enforcement will be requested to complete an incident report for record purposes.

The College President or designee will notify all employees of the incident. The communication should contain a brief description for the reasons to take no action.

### Search without an Evacuation

An Emergency Operations Center/Command Post will be established.

Search teams will be assigned to search for the potential threat.

All employees will be notified by e-mail of the bomb threat and the plan of action to search the buildings without an evacuation.

All employees shall scan their immediate work areas and rooms for anything that may be out of the ordinary.

Employees will follow the procedure for conducting a systematic search of the building without disrupting classes. Care will be taken to not alarm, disrupt, or dismiss classes in session.

If an object is discovered that appears to be suspected of being a bomb, the information will be communicated to the Command Post, and the proper trained emergency personnel will be sent to the location. All campus buildings will then be evacuated immediately.

As soon as possible a communications will be sent to all employees informing them that the search has been completed and that nothing was found.

#### **Evacuate and Search**

An Emergency Operations Center and Command Post will be established.

When the decision is made to **evacuate and search** the first action will be to **activate the fire alarm system** for the entire campus.

When the evacuation/fire alarm is activated all employees and building occupants will leave immediately in accordance with the procedures for their area. Staff **should not** lock doors when exiting the building.

In evacuating, do not go through other buildings to get to your designated area. Please use only outside sidewalks and pathways.

In leaving the building, take all personal belongings in your area. **DO NOT** go to another part of the building. Please walk to the nearest exit. It is important not to use the elevators. If there is someone who needs assistance, please help them to evacuate.

Please remain 500 feet away from the buildings.

If students decide to leave the campus, that is their choice, but all employees shall remain on campus until a decision has been made as to either allow everyone to reenter the buildings or some other action.

The decision to request a bomb detection canine unit or other resources to assist with the search will be made by law enforcement representatives.

After confirming the evacuation has been completed, a systematic search will begin.

Command Post Staff - Upon completion and confirmation that all buildings have been searched and nothing was found, a decision will be made to either continue with classes or to close the campus.

In summary, this is a difficult area to formulate a procedure that will meet all circumstances that may arise. The College will provide the training necessary for all employees to respond to the problem of bomb threats in an organized, systematic procedure with the safety of the college community being the most important priority.

## Southwest Tech Bomb Threat Telephone Checklist

**DO NOT HANG UP THE PHONE!**

### Questions to Ask

1. When is the bomb going to explode?
2. Where is it right now?
3. What does it look like?
4. What kind of bomb is it?
5. What will cause it to explode?
6. Did you place the bomb?
7. Why?
8. What is your address?
9. What is your name?

### Exact Wording of the Threat

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## **Bus or Car Accident on Off-Campus Trips**

Most bus and/or van or car accidents involving Southwest Tech students and staff will occur on trips outside of the district. However, accidents may also occur on trips or educational related visits to local business and industry. In the event there is a bus, van, or car accident on a Southwest Tech sanctioned trip, staff should observe the following procedures:

### **Precautionary Measures**

- Check to see if a first aid kit is available in the bus. If a first aid kit is not available, the bus company should be asked to provide one immediately. All commercial buses are required to carry a first aid kit.
- On all trips away from the district, a first aid kit should be available in each vehicle.
- Keep important phone numbers in bus/automobile with you for emergency phone calls.

### **Immediate Action**

- In the event of an accident, remain calm and take charge of the situation.
- If there is a threat of fire, evacuate the vehicle.
- Unless absolutely necessary, **DO NOT MOVE INJURED PERSONS.**
- Call for emergency help and begin first aid.
- Phone the Director of Facilities who will notify the President and Emergency Response Team who will determine the best approach for informing the students' next of kin or significant others.
- The staff member(s) directly involved or having firsthand information about the emergency shall complete an Incident Report form and submit to the Human Resources Office within 24 hours of the incident. A copy of the Incident Report form is enclosed as Exhibit A. Copies of the form should be duplicated and maintained in division/department offices.
- **Do not issue statements to the press.** Refer press to the civil authorities in charge or to Southwest Tech Director of Marketing and Public Relations.
- Fully cooperate with the National Transportation Safety Board (NTSB), who is assigned, by federal law, to investigate all air, highway, rail and marine accidents to determine the cause. All press statements should be delivered by the NTSB PIO unless arrangements have been made in advance with the NTSB.



## Chemical/Hazardous Material Spills

When chemical or hazardous material accidents occur, the first concern should be the safety of students and staff. Staff should use their judgment to determine the type of response appropriate to the situation in accordance with the following guidelines.

**Note: Emergency assistance can be reached by:**

**\* Dialing 911 from a college phone  
(There is no need to dial 9911.)**

Throughout this plan, the term "chemical" shall also refer to hazardous waste. It is essential that all personnel working in the areas where these chemicals are used or stored know the appropriate procedures for responding to a spill.

### Spill Categories

Chemical spills are classified in two categories, minor and major, based on the following:

#### **1. Minor Chemical Spill**

- The spill must be less than 5 gallons.
- The chemical is known.
- The spill does not pose an immediate or potential risk to safety.
- The situation lacks the potential to evolve into an emergency.
- It can be absorbed, neutralized, or otherwise controlled and cleaned up by personnel in the immediate area of the Facilities Department.

#### **2. Major Chemical Spill**

- The spill is larger than or has the potential to be larger than 5 gallons before the spill is addressed.
- The chemical is unknown.
- The chemical is highly toxic.
- It poses a significant health risk.
- It involves a fire hazard outside of the fume hood.
- If there is a risk of explosion.
- If any injuries have occurred.
- If response and clean up are beyond the ability of onsite personnel and the Facilities Department.
- If the equipment and material for containment and clean up are not available.



## **Response Procedures**

### **1. Minor Chemical Spill Response Procedures**

- Alert all people in the immediate area of the spill and evacuate if necessary.
- Isolate the area by closing doors and other necessary means.
- If the spilled material is flammable, remove or turn off all ignition and heat sources and unplug nearby electrical equipment.
- Ventilate the area if possible.
- Put on all necessary PPE.
- Confine, contain, neutralize and absorb the spill using appropriate methods and materials.
- Contact the Facilities Department to report the incident and obtain assistance.

### **2. Major Chemical Spill**

- Attend to any injured or contaminated persons and remove them from exposure if it is safe to do so.
- Alert the people in the immediate area to evacuate.
- Call 911 if there is a fire, explosion, injuries, or the potential for each. Provide as much information as possible.
  - Name and address of the facility.
  - Time and type of incident.
  - Location of the incident on campus.
  - Nature and extent of any injuries.
  - Control measures taken.
  - Possible known hazards.
- Use eyewash and safety showers in a safe location to remove any possible contaminants.
- If the spilled material is flammable, remove or turn off all ignition and heat sources and unplug nearby electrical equipment.
- If the danger is believed to be serious, activate the nearest fire alarm unless doing so could trigger an explosion. If the potential for an explosion exists, evacuate the area manually by voice.
- Secure affected area.
- Contact the Facilities Department to report the incident and obtain assistance.
- Meet the First Responders.

### **3. Eye Contact/Inhalation of Chemicals**

- Flush eye with water for at least 15 minutes.
- Phone for emergency medical assistance.

- Locate the Material Safety Data Sheet for that particular chemical, whenever possible, and treat victim according to the recommendations noted.
- Save the chemical container.
- Call Poison Control Center in Madison, at 1-800-222-1222, for more information as needed.

#### **4. Ingestion of Chemicals**

- Encourage victim to drink large amount of water.
- Phone for emergency medical assistance.
- Locate the Material Safety Data Sheet for that particular chemical, whenever possible, and treat victim according to the recommendations noted.
- Save the chemical container.
- Call Poison Control Center in Madison, at 1-800-222-1222, for more information as needed.

#### **5. Chemicals Spilled on the Body Over a Large Area**

- Quickly remove all contaminated clothing while using the safety shower. Seconds count and no time should be wasted because of modesty.
- Immediately flood the affected body area with cold water for at least 15 minutes; resume if pain returns.
- Phone for emergency medical assistance.
- Locate the Material Safety Data Sheet for that particular chemical, whenever possible, and treat victim according to the recommendations noted.
- Wash off chemicals by using a mild detergent or soap (preferred) and water. Do NOT use neutralizing chemicals, unguents, or salves.
- Save the chemical container.
- Call Poison Control Center in Madison, at 1-800-222-1222, for more information as needed.

**6. Chemicals on the Skin in a Confined Area**

- Immediately flush with cold water and wash by using a mild detergent or soap (preferred) and water.
- If there is no visible burn, scrub with warm water and soap, removing any jewelry in the affected area.
- Locate the Material Safety Data Sheet for that particular chemical, whenever possible, and treat victim according to the recommendations noted.
- If a delayed action [the physiological effects of some chemicals (methyl and ethyl bromides) may be delayed as much as 48 hours] is noted, obtain medical attention promptly and explain carefully what chemicals were involved.
- Wash off chemicals by using a mild detergent or soap (preferred) and water. Do NOT use neutralizing chemicals, unguents, or salves.
- Save the chemical container.
- Call Poison Control Center in Madison, at 1-800-222-1222, for more information as needed.

## Suspicious Person

Southwest Tech is a public institution that welcomes a wide variety of guests to our facilities. Occasionally, a visitor may be on campus for other than educational and business related reasons. A staff member who observes any person, either in the building or on the grounds, who is acting suspiciously or is confronted by anyone in a disorderly or threatening manner should follow these procedures.

In situations when there is an intruder or disorderly person, the primary concern is the well-being and safety of students and staff. Staff on the scene should carefully assess the circumstances and use their best judgment when responding to the situation. No one should unnecessarily and unreasonably place themselves or their students in jeopardy. The procedures outlined shall serve as guidelines for staff when responding to situations when there is an intruder or disorderly person.

### Immediate Action

- The staff member noticing the intruder or disorderly person should attempt to engage the person in conversation if the person appears calm and in control. **Do not attempt to engage the person in conversation if the person's observed attitude or conduct is menacing or threatening. If the person's behavior becomes threatening or violent, call for emergency assistance immediately.**
- Call the Facilities Office at 2400 or the President's Office at 2300 explaining your suspicions or the nature of the threat. Calmly describe the person's actions and appearance.
- The Director of Facilities will proceed to the scene to determine the level of threat and appropriate response to the situation. If the person appears calm and in control, the manager or designee will attempt to engage the person in conversation to determine their intentions. **If the manager feels the person's behavior is non-compliant or threatening or there is an immediate danger, he/she should call for emergency assistance immediately.**

**Note: Emergency assistance can be reached by:**

**\* Dialing 911 from a district phone  
(There is no need to dial 9911.)**

- The Director of Facilities or department manager should maintain surveillance of the person, if it is safe to do so, and attempt to control the situation until law enforcement officials arrive on the scene.

- While maintaining surveillance, the Director of Facilities or department manager should attempt to inform faculty of the need to keep students in their rooms. If unable to do so, other staff may be enlisted to help notify faculty.
- The Director of Facilities will also inform the President who will decide whether the school should be evacuated and/or closed. The safety of students and staff will be the prime factor when deciding to evacuate and/or close the building. The Director of Facilities will notify other Leadership Team members as appropriate.
- The manager should assist in the evacuation of the building, if necessary. Ensure that students/staff assemble at a safe location a significant distance from the building. At least 500 feet is recommended. **DO NOT use the elevator when evacuating the building. Remain calm - DO NOT panic.**
- Ensure the building remains vacant until authorized to re-enter by the Director of Facilities or other appropriate authority.
- **The Director of Marketing and Public Relations shall be Southwest Tech's only source of information to the press.**
- The staff member(s) directly involved or having firsthand information about the emergency shall complete an Incident Report form and submit to the Human Resources Office within 24 hours of the incident. A copy of the Incident Report form is enclosed as Exhibit A. Copies of the form should be duplicated and maintained in divisional/department offices.
- The Core Emergency Response Team (CERT) will convene within forty-eight (48) hours to review the circumstances of the event, evaluate the process used, and recommend changes in process.
- Traumatic events generally create physical, psychological and social symptoms of distress for victims. Southwest Tech counselors may provide counseling assistance for staff and students where appropriate. CERT will determine if additional intervention assistance is necessary.

#### **Suggested Classroom Security**

Whenever possible, students and staff should evacuate the building. Anytime students cannot be dismissed into the hallways, faculty should:

- Keep students in the classroom, lab or shop.
- Turn off lights.
- Lock and barricade the door(s), if possible.
- Close blinds or pull shades, cover windows.
- Move students out of sight from the hallway and onto the floor.
- Be prepared to defend yourself using any means necessary in the classroom



## Active Shooter

The following procedures apply when it is believed that a person possesses a weapon in a Southwest Tech building. In these situations, the primary concern is the safety and protection of students and staff. Staff should call 911 to report possession of a weapon inside a building. No one should unnecessarily and unreasonably place themselves or their students in jeopardy. The procedures outlined shall serve as guidelines for staff when responding to the rumor or threat of a weapon.

A weapon is any item that a person views as a threat to his or her personal safety. A deadly weapon is a gun, rifle, knife or explosive device.

There are three levels of response to the rumor or threat of a weapon on the premises. The three levels are:

- Level 1: Weapon Rumored
- Level 2: Weapon Witnessed, But No Immediate Danger
- Level 3: Weapon Use Threatened or Carried Out

### Immediate Action - Level 1 Threat: Weapon Observed or Rumored

- Staff member hearing the rumor about a weapon or suspecting a person of carrying a weapon will notify Facilities at Ext. 2401 or 2400 or the President's Office at Ext. 2300.
- CERT determines the severity of the threat. If anyone observes a weapon or perceives an immediate threat, **call 911**.

**Note: Emergency assistance can be reached by:**

**\* Dialing 911 from a district phone  
(There is no need to dial 9911.)**

- Staff member should, if safe, observe the suspect until assistance arrives.
- Director of Facilities or Incident Command will keep the individual(s) rumored to be in possession of a weapon under surveillance until law enforcement arrives.
- Law enforcement will isolate individual(s) in a secure area and conduct a search for any weapon(s). Search may include locker(s), backpack(s), and clothing.
- If a weapon is **not** found, Command Staff and law enforcement officer will complete investigation of the incident. If the suspected person is a minor or a high school student, the school system and/or the parent or guardian of the student will be notified of the incident.
- If a weapon **is** found, the individual will be issued a citation by law enforcement. If a student is the suspect, the Student Conduct Officer will review for potential action as a violation of the student code of conduct. If the person is a minor or a high school student, the school

system and/or the parent or guardian of the student will be notified of the incident and disciplinary hearing procedures.

- The staff member(s) directly involved or having firsthand information about the emergency shall complete an account of the incident on the [Concerns@swtc.edu](mailto:Concerns@swtc.edu).

#### **Immediate Action - Level 2 Threat: Weapon Witnessed, But No Immediate Danger**

- A staff member who observes a weapon in the possession of a person will call 911. Notify Facilities at Ext. 2401 or 2400 or the President's Office at Ext. 2300.
- The person reporting the incident should describe as accurately as possible:
  - Where the student is located (i.e. room number)
  - What led to the incident?
  - Number of persons involved
  - Number/type of weapon(s)

**Note: Emergency assistance can be reached by:**

**\* Dialing 911 from a district phone  
(There is no need to dial 9911.)**

- Once law enforcement arrives, the Director of Facilities and law enforcement officials will confer on the safest course of action. If evacuation is necessary it will be conducted under the leadership and direction of law enforcement officials. **DO NOT use the elevator when evacuating the building. Remain calm - DO NOT panic.**
- If necessary, the Incident Command will be established to deal with public relations, media requests and law enforcement. **Law enforcement's PIO will be in charge of the scene.**
- Command Staff will designate a site for family and friends of the suspect, if needed.
- Law enforcement will attempt to isolate individual(s), secure the weapon(s) and bring the person(s) under control. Once the suspect has been apprehended, a search of locker(s), backpack(s), clothing, and/or vehicle(s) may be conducted.
- If a student is involved, the Student Conduct Officer will determine appropriate disciplinary action.
- The staff member(s) directly involved or having firsthand information about the emergency shall complete a record of the incident on [concerns@swtc.edu](mailto:concerns@swtc.edu).
- **The Director of Marketing and Public Relations shall be Southwest Tech's only source of information to the press.**



### **Immediate Action - Level 3: Weapon Use Threatened or Carried Out**

- A staff member who observes the use of a weapon being threatened or a weapon actually used will call 911. Staff member will notify Facilities at Ext. 2401 or 2400 or the President's Office at Ext. 2300. Facilities or the President's Office will activate the Incident Command. **If it is safe to do so, maintain surveillance of the suspected individual at all times until law enforcement arrives. However, no one should unnecessarily place themselves or their students in danger.**
- If needed, administer first aid until medical assistance arrives. **Be sure to use protective equipment whenever possible.**
- The person reporting the incident should describe as accurately as possible:
  - Where the suspect is located (i.e. room number)
  - What led to the incident?
  - Number of persons involved
  - Number/type of weapon(s)
  - If medical assistance is needed and number of persons injured

**Note: Emergency assistance can be reached by:**

**\* Dialing 911 from a district phone  
(There is no need to dial 9911.)**

- The Command Staff will notify staff in rooms in the vicinity of the situation. If it is safe to do so, students and staff should leave the area immediately. If vacating the area safely is a problem, staff and students should remain in the room until they can be escorted to safety by law enforcement authorities.
- If staff and students must remain in the classroom, they should:
  - Lock and barricade the door(s), if possible
  - Take attendance, specifically noting students not in class
  - Move everyone out of sight and onto the floor
  - Turn off lights barricade the door
  - Close blinds or pull shades, cover windows
  - Be prepared to defend yourself with any means available
- Once law enforcement arrives, the Director of Facilities, Incident Command, and law enforcement officials will confer on the safest course of action. If evacuation is necessary it will be conducted under the leadership and direction of law enforcement officials. **DO NOT use the elevator when evacuating the building. Remain calm - DO NOT panic.**

- The Incident Command will be established to deal with public relations, media requests and Law Enforcement
- Command Staff will designate a site for family and friends of the suspect, if needed.
- Law enforcement will attempt to isolate individual(s), secure the weapon(s) and bring the person(s) under control. Once the suspect has been apprehended, a search of locker(s), backpack(s), clothing, and/or vehicle(s) may be conducted.
- If a student is involved, the Student Conduct Officer will determine appropriate disciplinary action.
- The staff member(s) directly involved or having firsthand information about the emergency shall complete an account of the incident on [concerns@swtc.edu](mailto:concerns@swtc.edu).
- **The Director of Marketing and Public Relations shall be Southwest Tech's only source of information to the press.**

## Fire or Explosion

In situations when a fire or explosion occurs, the primary concern is the welfare and safety of students and staff. Staff should carefully assess the circumstances and use their best judgment when responding to the situation. No one should unnecessarily and unreasonably place themselves or their students in jeopardy. Anytime the fire alarm sounds, all students and staff should be evacuated immediately. The following procedures shall serve as guidelines for staff responding in a fire or explosion emergency.

**During evacuation please be aware of students, staff, or guests with special needs or disabilities to assure their safety as well.**

**Note: Emergency assistance can be reached by:**

**\* Dialing 911 from a district phone  
(There is no need to dial 9911.)**

### Immediate Action for Reporting a Fire

- When a fire is discovered, regardless of the severity, go immediately to the nearest alarm box and pull the lever to activate the fire alarm system. **Call 911 from a safe location to report the fire.**
- If it is safe to do so, and you are properly trained in its use, use the nearest fire extinguisher to control the fire until the fire department arrives on the scene.

### Action When Alarm Sounds

- Faculty should evacuate students from the area using the safest emergency exit route. Move a minimum of 500 feet from the building. **DO NOT use the elevator when evacuating the building. Remain calm - DO NOT panic.**
- Once outside, faculty should check attendance immediately to determine if all students exited the building safely.
- If it is safe to do so, close all doors and windows, turn-off lights, and shut-off electrical and gas operated equipment when leaving the classroom, lab or shop.
- If it is safe to do so, the division manager should conduct a quick walk-through inspection of divisional/center spaces to ensure that all persons have left the building.

- The manager should proceed out of the building and ensure that all persons are an adequate distance (a minimum of 500 feet) away from the building.
- Managers, as well as faculty, should ensure that individuals remain outside until told to reenter the building.

## Gas Leak

Natural gas leaks, with odor in the building, may occur and bring danger of explosion. Natural gas rises and will often be outside because most gas lines are outside of a building. Natural gas is mixed with Mercapton to give it odor. The gas goes up and the odor goes down. In situations when a natural gas odor is detected in the building, staff should use their best judgment and respond according to the following procedures.

### **WARNING**

If you smell natural gas or suspect a natural gas leak –

**DO NOT** use a telephone inside the building!  
Use a telephone from a location outside the building.

### **Gas Leak Response**

- Evacuate the building immediately. Move students and staff a minimum of 500 feet from the building. **DO NOT use the elevator when evacuating the building.** Advise students not to text or phone until 500 feet from the building
- Phone for emergency assistance. Use a phone located outside and away from the leak.
- On the campus, call the Facilities office to have the line shut off to the leak location.

***Just leave the premise; do not try shutting off lights or using equipment, etc.***



## Toxic Spills, Leaks, or Fumes

In situations of toxic spills, leaks or fumes, staff should use their best judgment and respond according to the following procedures. The types of incidents under this section include semi-truck or train accident or chemical company accident releasing or spilling toxic materials into the outdoor air. During these situations, the safety of students and staff is of primary importance. The procedures outlined are intended to guide staff actions.

### Immediate Actions

- The first person observing the situation should advise their division/department manager of the situation.

**Note: Emergency assistance can be reached by:**

**\* Dialing 911 from a district phone  
(There is no need to dial 9911.)**

- The manager will phone for emergency assistance.
- The manager will call the Director of Facilities and they will determine the most appropriate course of action.
- **DO NOT** excuse students/staff from school unless told to do so by authorities. Evacuating students may expose them to toxic materials. The main threat is toxic fumes. Staff and students should remain inside.
- Close as many internal doors as possible.
- The Director of Facilities will arrange to turn off all ventilation systems or go to 100% recirculation so that no outside air is drawn into the building.
- The Incident Command will be established to deal with public relations, media requests, and law enforcement
- Remain in protected, interior areas of building where toxic vapors are reduced.
- The staff member(s) directly involved or having firsthand information about the emergency shall complete an Incident Report form and submit to the Human Resources Office within 24 hours of the incident. A copy of the Incident Report form is enclosed as Exhibit A. Copies of the form should be duplicated and maintained in division/department offices.
- **The Director of Marketing and Public Relations shall be the only source of information to the press.**
- The Core Emergency Response Team (CERT) will convene within forty-eight (48) hours to review the circumstances of the event, evaluate the process used and recommend changes in process.

# Tornado Response

## **Taking Shelter**

- A. Designated shelter areas in each building have been identified and prominently posted and listed below.
- B. Upon hearing the siren or emergency alert system, everyone will move immediately and in an orderly fashion to a designated shelter area.
  - 1. Employees will assist in directing students and visitors to designated shelter areas.
- 2. **Don't use elevators**
- 3. If a lower level shelter cannot be reached because of crowded conditions, blocked corridors/stairways, etc., proceed to another shelter or to an interior hallway or small room away from glass doors, windows, and moveable objects.
- 4. Try to get under a large stationary object, such as a heavy table or desk, or lie down close to a wall and cover your head with your hands.
- C. **DO NOT LEAVE** the shelter until informed by an authorized official that it is safe to do so.
- D. If you are outdoors when the siren/emergency alert is sounded, attempt to take shelter within the nearest building. If you are outdoors and you see a tornado and cannot reach internal shelter, find a low lying place and lie down flat to provide yourself with as much protection as possible.

## **Tornado Touchdown**

- A. If a tornado strikes a college facility, community emergency personnel will secure the area and direct all emergency activities.
- B. The College President and Director of Facilities, or designees, are the College's liaisons with emergency personnel. They will set up a command center at the affected site and assist emergency personnel in managing the response.
- C. All persons will wait for instructions on how and where to make a safe exit from the buildings unless faced with a life-threatening situation such as a collapsing structure or a fire.
- D. Incoming and outgoing telephone calls from campus telephones are prohibited during the emergency unless authorized or directed by the command center.
- E. **STAY AWAY** from buildings or areas hit by the tornado.
  - 1. Access to the area will be controlled by emergency personnel.
  - 2. Only those individuals asked to provide assistance and issued identification tags will be permitted within police lines.



## **Tornado Shelter Locations**

### **Building 100**

Room 123  
Room 132  
Restrooms

### **Building 200**

Room 202A  
Room 208  
Room 215  
Room 216  
Room 219  
Room 233  
Room 234  
Room 235  
Room 236  
Tunnel  
Restrooms

### **Building 300**

Room 302  
Room 324  
Room 325  
Room 326  
Room 329  
Room 331  
Room 333  
Room 335  
Room 336  
Room 338  
Room 350  
Room 351  
Room 352  
Room 360  
Restrooms

### **Building 400**

Room 413A  
Room 418  
Room 421D  
Room 422  
Room 461  
Room 462  
Restrooms

### **Building 500**

Room 514  
Room 520  
Room 522  
Room 524  
Restrooms  
Tunnel  
Locker rooms

### **Building 600**

Room 617  
Restrooms

### **Building 700**

Room 705  
Room 708  
Room 720  
Restrooms

### **Building 800**

Go to Building 700 or 1700

### **Building 900**

Go to Building 500

### **Building 1100**

Go to building 500

### **Building 1200**

Go to Building 500

### **Building 1300**

Go to Building 600

### **Building 1500**

Room 1515  
Interior Corridor 1521  
Room 1516  
Room 1517

### **Building 1600**

Fitness Center  
Aerobics Room  
First Floor Restrooms

**Building 1700**

Restrooms  
Interior Corridors  
Room 1706  
Room 1708  
Room 1709  
Room 1715  
Room 1717

**Building 1800**

Go to Building 1700

**Building 2000/2200**

Restrooms  
Student lounge

**Housing**

Six-Plex Basement

## **Terrorist Attacks and Chemical Agent Incidents**

Should there be a terrorist attack or chemical agent incident, the College will immediately notify local authorities and activate appropriate measures as outlined in Southwest Tech's Emergency Response Plan. Awareness of Southwest Tech's emergency response procedures is important to ensure a prompt response in the unlikely event an incident might occur. The College's Emergency Response Plan is available under the Policies and Procedures section of the Southwest Tech Intranet on the Share Point homepage under Important Links on the right hand side.

Southwest Tech wants to create an awareness on the part of everyone to notice unusual or suspicious behavior or circumstances. Our approach to this situation is to encourage staff and students to go about their normal business, while at the same time being particularly attentive to their surroundings. All Southwest Tech staff and students are asked to help be the eyes and ears of the campus regarding any potential threats to its security and safety, and to report suspicious activity, and to make sure that personal security procedures are carefully followed.

There are some simple steps that each of us can take to minimize the risk of potential infection from chemical agent when handling mail. Letters or packages with the following indicators or characteristics should be treated as suspect, especially if they are not expected:

- Restrictive marking such as "Personal" or "Special Delivery"
- Possibly mailed from a foreign country
- Excessive postage
- Misspelled words
- Addressed to title only or incorrect title
- Badly typed or handwritten
- Package or letter is lopsided or uneven
- Wire protrudes from package or letter
- Letter is inappropriately rigid or bulky
- Strange odor
- Wrong title with name
- Oily stains, discolorations, or crystallization on wrapper
- Excessive tape or string

If you receive unexpected letters or packages with the listed indicators, you should do the following:

- Handle with care. Don't shake or bump.
- Isolate the package or letter and look for the listed indicators.
- Don't open, smell, or taste.
- Treat it as suspect and, from a campus phone, call local law enforcement (911) immediately.

The following procedures apply when a person believes there is a potential for or there has been an actual terrorist attack or chemical agent incident. In these situations primary concern is the safety and protection of students and staff. Staff should carefully assess the circumstances and use their best judgment in responding to the rumor or threat. No one should unnecessarily and unreasonably place themselves or their students in jeopardy. The procedures outlined shall serve as guidelines for staff in responding to the rumor or threat of a terrorist attack or chemical agent incidents:

### Immediate Action - Terrorist Attack

- Any staff member involved in or witnessing a terrorist attack should notify Facilities at Ext. 2401 or 2400, or the President's Office at Ext. 2300. The Incident Command will be established to deal with public relations, media requests, and law enforcement.
- If needed, administer first-aid until medical assistance arrives. Be sure to use protective equipment whenever possible.
- Personnel reporting the incident should describe as accurately as possible:
  - Where the incident occurred (i.e. room number)
  - Type and extent of damage (i.e. explosion, fire, etc.)
  - If medical assistance is needed, the estimated number of persons injured.
- Command Staff manager will call for emergency assistance immediately. If medical assistance is needed, this fact should be clearly communicated.
- The Command Staff Manager or designee should notify staff in rooms in the vicinity of the situation of the incident area. If it is safe to do so, students and staff should leave the area immediately. If vacating the area safely is a problem, staff and students should remain in the room until they can be escorted to safety by law enforcement authorities.
- If staff and students must remain in the classroom, they should:
  - Lock and barricade the door(s), if possible
  - Take attendance, specifically noting students not in class
  - Move everyone out of sight and onto the floor
  - Turn off lights
  - Close blinds or pull shades, cover windows
  - Be prepared to defend yourself with any means available.
- Once emergency personnel/law enforcement arrives, Director of Facilities, manager and emergency officials will confer on the safest course of action. If evacuation is necessary, it will be conducted under the leadership and direction of law enforcement officials. **DO NOT use the elevator when evacuating the building. Remain calm - DO NOT panic.**
- Emergency government and law enforcement officials will assume control in responding to the attack. All students and staff will cooperate to the fullest extent possible and will follow all directions of emergency officials.
- If a suspect is apprehended and that suspect is a Southwest Tech student, he/she will be suspended pending the outcome of a disciplinary hearing. The hearing will be conducted in a timely manner and in accordance with the procedures outlined in the Student Handbook. If the person is a minor or a high school student, the school system and/or parent or guardian of the student will be notified of the incident and disciplinary hearing procedures.

- The staff member(s) directly involved in or having first hand information about the incident shall complete an Incident Report form and submit to the Human Resources Office within twenty-four (24) hours of the incident. A copy of the Incident Report form is enclosed as Exhibit A. Copies of the form should be duplicated and maintained in the division/department offices.
- **The Director of Marketing and Public Relations shall be the only source of information to the press.**
- The Core Emergency Response Team (CERT) will then convene within forty-eight (48) hours to review the circumstances of the event, evaluate the process used and recommend changes in process. CERT will determine whether the formal briefing of students and staff is needed.

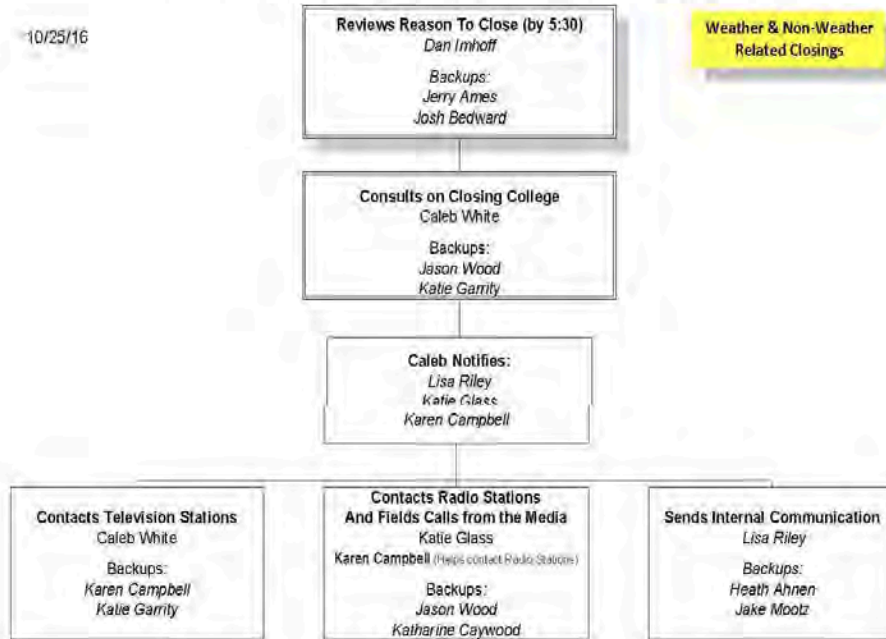
#### **Immediate Action – Chemical Agent Incident**

- Any staff person who observes a suspicious package or letter (as described in the introduction to this section) should notify their division/department manager immediately. Do not touch or handle the letter or package. If there is any concern about any letter or package, the item should be treated as suspect and notify appropriate authorities immediately.
- Staff will call Facilities at Ext. 2401 or 2400 or the President's Office at Ext. 2300 for emergency assistance immediately.
- The Incident Command will be established to deal with the incident, public relations, media requests, and law enforcement.
- Command Staff will contact emergency government and law enforcement officials and apprise them of the situation and request assistance.
- Secure the area so the letter or package is not disturbed.
- Emergency government and/or local law enforcement officials, when they arrive on site, will assess the situation and determine the most appropriate course of action. If evacuation is necessary it will be conducted under the leadership and direction of law-enforcement officials. **DO NOT use the elevator when evacuating the building. Remain calm - DO NOT panic.**
- Once the letter or package has been removed, the area will be thoroughly cleaned as recommended by emergency government officials.
- The staff member(s) directly involved in or having first hand information about the incident shall complete an Incident Report form and submit to the Human Resources office within twenty-four (24) hours of the incident. A copy of the Incident Report form is enclosed as Exhibit A. Copies of the form should be duplicated and maintained in the division/department offices.
- **The Director of Marketing and Public Relations shall be the only source of information to the press.**
- The Core Emergency Response Team (CERT) will then convene within forty-eight (48) hours to review the circumstances of the event, evaluate the process used and recommend changes in process. CERT will determine whether the formal briefing of students and staff is needed.

# Southwest Tech Emergency Closing Procedure

10/25/16

## SOUTHWEST TECH EMERGENCY CLOSING PROCEDURE



Weather & Non-Weather  
Related Closings

Internal Communication includes:

Staff and Student E-mail  
Text Message  
Voice Greeting  
Social Media  
PA System (D. Imhoff)  
Digital Sign  
Website - Mike Steffel

## **News affiliates contacted in case of a cancellation.**

### Television Stations

WISC-TV (Channel 3) Madison  
WMTV (Channel 15) Madison  
WKOW-TV (Channel 27) Madison  
WKBT-TV (Channel 8) LaCrosse

### Radio Stations

WDMP – Dodgeville  
KDTH, KAT-FM, KGRR, & WVRE  
WDBQ, KLYV, WJOD, KXGE  
WGLR-Lancaster & WPVL-Platteville  
WPRE – Prairie du Chien  
WRCO – Richland Center  
WVRQ – Viroqua  
WIZM, WKTY, WIZM-FM, WRQT, KQYB, KCLH FM – LaCrosse  
WEKZ, WQLF, WFPS, WFRL – Monroe



## Exhibit A – Incident Report Form

### ◆ Southwest Tech Incident Report Form - Confidential ◆

Name:		Male:	Female:
Address:		Phone:	
City:	State:	ZIP:	DOB:
Social Security #		Job Title:	Dept.
Location of Incident:		Area:	
Date of Incident:		Time of Incident:	
Designation: (circle one) Employee   Student Worker   Student   Day Care Child   Visitor			
Part of Body Affected:			
Have you ever injured this part of your body before?		YES	NO
Type of Injury/Exposure: (circle any that apply)			
Concussive (bruise/fracture)	Eye	Hand	Injection
Balance - Fall	Burn	Communicable disease exposure	Needle Stick   Allergic Reaction
Splash	Strain	Syncope (fainting)	Puncture   Repetitive motion
Other (please specify): _____			
Nature of Incident: (circle any that apply)			
Aggressive/threatening behavior	Blood or body fluid exposure	Building Damage	Illness
Injury	Near miss incident	Theft	Other (please specify): _____
How did the incident occur and what were you doing at the time?			
_____			
What do you believe caused the incident?			
_____			
What do you think could prevent this type of incident from occurring again?			
_____			
Do you plan to seek medical attention?   YES   NO			
TO: Employees only if you are seeking medical attention, please have your doctor complete the second page			
TO: Students please contact Gallagher Koster. See their information below			
Signature of injured:			
Date:			
<b>Student Section:</b>			
Southwest Tech students are covered by the Wisconsin Technical Colleges Mandatory Accident Only Insurance Plan. If the student has other primary coverage, claims must be first submitted to their primary carrier, and any out of pocket expenses will be paid by the Student Accident Insurance up to a maximum of \$50,000.			
Contact any Student Services representative or contact Gallagher Koster 1-877-349-9017 or email: <a href="mailto:Klaishclaims@klais.com">Klaishclaims@klais.com</a> website: <a href="http://www.gallagherkoster.com">www.gallagherkoster.com</a>			
Injured Student Signature:		Date:	
Faculty member signature:		Date:	

## Exhibit B – Refusal to Seek Medical Treatment

### Refusal to Seek Medical Treatment

I fully understand that it has been recommended that I seek immediate professional medical treatment for my injuries or illness. However, I decline to seek professional medical attention at this time. I hereby indemnify and save harmless the Southwest Wisconsin Technical College District, its directors and staff from any liabilities that may arise from further illness, injuries or complicating conditions caused by my decision to delay professional medical treatment.

\_\_\_\_\_  
(Signature of Injured/Ill Person)

\_\_\_\_\_  
(Signature of Witness)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature of Staff on Scene)

\_\_\_\_\_  
(Date)

## Exhibit C – Bomb Threat Checklist

### Bomb Threat Checklist

Exact time of call: \_\_\_\_\_

Exact words of caller: \_\_\_\_\_

#### QUESTIONS TO ASK (ask questions to keep caller on the line)

1. When is bomb going to explode?
2. Where is the bomb?
3. What does it look like?
4. What kind of bomb is it?
5. What will cause it to explode?
6. Did you place the bomb?
7. Why?
8. Where are you calling from?
9. What is your address?
10. What is your name?

#### CALLER'S VOICE (circle)

Calm	Disguised	Nasal	Angry	Broken
Stutter	Slow	Sincere	Lisp	Rapid
Giggling	Deep	Crying	Squeaky	Excited
Stressed	Accent	Loud	Slurred	Normal

If voice is familiar whom did it sound like \_\_\_\_\_

Were there any background noise? \_\_\_\_\_

Remarks: \_\_\_\_\_

Person receiving call: \_\_\_\_\_

Telephone number call received at: \_\_\_\_\_

Date: \_\_\_\_\_

Report call immediately to: \_\_\_\_\_

## Exhibit D – Public Address System

### SOUTHWEST WISCONSIN TECHNICAL COLLEGE PA (PUBLIC ADDRESS) UTILIZATION SYSTEM

Follow the procedure below for emergencies when utilizing the public address system for the Southwest Wisconsin Technical College campus.

Press the Direct Page button on your phone and dial the extension; after the beep, speak your message, then hang up.

**All call** – Dial 4899

**Individual Channel** – Building 100  
Dial 4801

Building 200  
Dial 4802

Building 300, 400  
Dial 4804

Building 500, 700  
Dial 4805

Building 600  
Dial 4806

Building 1100  
Dial 4811

Building 1200  
Dial 4812

Building 1500  
Dial 4815

Building 1600  
Dial 4816

Building 1700  
Dial 4817

Building 2000  
Dial 4820

**Storm warning** – use the all call extension of 4899 and make the following announcement. *This is a severe weather alarm. There is an approaching tornado. Seek shelter immediately* (repeat three times)

**Text messaging** – If a message needs to go out to alert everybody of a situation, please contact Dan Imhoff at Ext. 2401 or on his cell phone at (608) 778-0624 depending on the time of the day the text message needs to be sent. If Dan is not available, you may contact Heath Ahnen at Ext 2327.



# **2018 Annual Campus Security and Fire Safety Report**

**(Information for 2017-2018 Academic Year)**

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# **Southwest Wisconsin Technical College**

## **2018 Annual Security and Fire Safety Report**

Southwest Wisconsin Technical College (SWTC) has a proud history of providing a safe learning environment for its students. The safety of our students and staff is important to us. A wide variety of policies and procedures have been developed over the years to ensure the health and safety of students, employees, and visitors to the campus. In addition, numerous federal and state laws have been adopted in regards to student and employee safety. The Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act requires that specific policies, procedures, and information be provided to ensure the health and safety of persons concerned with campus life.

In addition, the Campus Sexual Violence Elimination Act (SaVE Act) was passed in March 2013 as part of the Violence Against Women Reauthorization Act (VAWA). SWTC is committed to complying with the amendments and additions encompassed under the Campus SaVE Act.

Southwest Tech's Director of Facilities prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act for the period from January 1, 2016 to December 31, 2016. This report is prepared in cooperation with the local law enforcement agencies within the jurisdictions of the Southwest Tech campus. Each entity provides updated information on their educational efforts and programs to comply with the Act.

Each year, a notification is emailed to all enrolled students and employees. The notification is accessible to all enrolled students and staff.

Questions regarding this report or a copy of this report may be obtained from the Director of Facilities located in room 421B or by calling (608) 822- 2401.

### **Annual Equal Opportunity/Affirmative Action Notice**

It is the Southwest Wisconsin Technical College District policy to maintain fair and impartial relations with employees and applicants for employment, and students and student applicants in any service, program, activity, course, or use of facilities on the basis of sex, age, race, color, creed, religion, national origin, disability, ancestry, political affiliation, marital status, pregnancy, sexual orientation, parental status, arrest record, conviction record, genetic testing, and the use and non-use of lawful products off the premises during nonworking hours, and membership in National Guard, State Defense Force, or other military forces of the United States. Lack of English reading/speaking skills, will not be a barrier to admission and participation in district programs.

### **About Southwest Wisconsin Technical College**

Southwest Wisconsin Technical College is one of 16 districts that operate within Wisconsin in a statewide plan for vocational, technical and adult education. The Southwest Tech District covers

a predominately rural area of 8,000 square miles in southwest Wisconsin, comprised of all of Grant, Crawford, Iowa, Lafayette, and Richland counties, and portions of Green, Sauk, Dane and Vernon counties. The District covers an estimated population base of over 125,000 people. Thirty (30) K-12 school districts are found within the Southwest Tech District borders.

### **Governance**

The Southwest Tech District is governed by a nine-member District Board representing the communities served by the District. Each year, three members are appointed by a committee consisting of the school board presidents of the 30 K-12 school districts belonging to the Southwest Tech District. The Board has nine members:

- 2 employers
- 2 employees
- 1 elected official
- 3 additional members
- 1 school district administrator from a public school district within the Southwest Wisconsin Technical College District

Any adult who is a resident of the District is legally qualified to become a member of the board. In the appointment process:

- Equal consideration is given to the general population distribution within the district.
- Equal consideration is given to the distribution of women and minorities.
- Consideration is also given to representatives of business and industry as required for the employer and employee member categories.
- No two members of the district board may be officials of the same governmental unit.
- No district board member may be a member of the school board that employs the school district administrator.
- All applicants are eligible to be considered for the additional member category

Regular meetings of the District Board are held on the fourth Thursday of each month, with the exception of the July Board meeting, which is held on the second Monday of the month. This meeting is the organizational meeting of the Board, at which time officers are elected.

### **Non-Campus Reporting**

Southwest Tech is unable to monitor or provide security services to students and staff while off-campus. Criminal activity and law enforcement services to student and staff off campus are provided by the local police departments when violations of federal, state, or local laws surface. This cooperative team approach addresses situations as they arise as well as future concerns to the students, staff and community.

SWTC does not have officially recognized student organizations that own or control housing facilities outside of the SWTC core campus. Therefore, local police is not used to monitor and record criminal activity since there are non-campus locations of student organizations.

### **College Access and Control**

During business hours, Southwest Tech is open to students, parents, employees, contractors, guests and invitees. During non-business hours, access to all college facilities is only given to those staff needing to be in the building after hours as part of their regular job requirements. Anyone needing access to Southwest Tech's campus during non-business hours who would not normally be granted after-hours access must contact the Southwest Tech Facilities Department.

Southwest Tech uses a card access locking system as well as key system comprised of on-line and off-line locks. This allows greater access control throughout the campus and allows a faster response when an access card is lost, misplaced or stolen. All access cards and keys are property of Southwest Tech and must be returned upon request of the proper authority.

During normal business hours, Southwest Tech will be open to students, parents, employees, contractors, and to the general public. During non-business hours, access to College facilities will only be given to those staff required to be present after-hours as part of their regularly scheduled job duties (i.e. Public Safety, Information Technology, Facilities, Athletics, College Sponsored Events, etc.). Anyone desiring access to the College during non-business hours who has not already been granted building access by the proper authority to do so should contact the Director of Facilities for further information and assistance.

Public Liaison Officers conduct routine security patrols of all Southwest Tech buildings and facilities located in Fennimore 24 hours a day, 7 days a week.

Buildings and facilities are checked for any potential security related issues such as malfunctioning locks or burned out lights, which are promptly reported to facilities management for repair. Public Safety staff also monitors a closed-circuit security camera system for things such as unauthorized access to campus buildings, personal safety of staff, faculty and students, and protection of property.

Southwest Wisconsin Technical College and the Southwest Wisconsin Technical College Real Estate Foundation (REF) have a memorandum of understanding authorizing the college to manage REF-owned student housing. Each housing unit is key code accessed and monitored by the campus liaison officer and student resident advisors.

### **Security of Campus**

Public Safety Officers conduct routine patrols of campus buildings to evaluate and monitor security related matters.

Public Liaison Officers regularly patrols campus grounds and buildings to assess safety and security issues.

Campus is utilizes a security camera system to monitor internal and external activity during business hours.

### **Maintenance of Campus Facilities**

The College maintains a commitment to campus security and safety. College personnel monitor the campus for irregularities and needed repairs or maintenance of facilities, grounds, and lighting. Safety and security are major factors in all landscaping and lighting designs.

Southwest Wisconsin Technical College campus facilities are maintained in a manner that minimizes hazardous conditions. Malfunctioning lights and other unsafe physical conditions are reported to Facilities Management for correction. The facilities department conducts quarterly inspections to assure upkeep and maintenance of buildings. Other members of the college community are helpful when they report equipment problems to Facilities Management through the campus intranet.

### **Behavioral Intervention Team (BIT)**

The Southwest Tech Behavioral Intervention Team (BIT) evaluates and addresses student behavior that may be inappropriate or concerning and coordinates college resources to intervene and provide necessary support.

The Behavioral Intervention Team is a cross-functional group of Southwest Tech staff whose mission is to:

- Provide a structured positive method for addressing student behaviors that impact the college community and may involve mental health and/or safety issues.
- Meet regularly to support students by identifying patterns, trends and disturbances in the behavior of an individual or group.
- Evaluate the nature of a reported behavior or incident to assess the level of risk.
- Determine appropriate course of action to respond to behavioral concern and initiate intervention or response to prevent a situation from escalating.
- Coordinate resources to ensure a comprehensive assessment response.
- Balance the individual needs of the student and those of the greater campus community.

The team is composed of staff from Student Services, Counseling, Human Resources, Facilities and local law enforcement. Committee members have training in recognition and conflict management of student concerns. The committee addresses concerns using various methods and strategies such as a team approach, one-on-one, or a mandated referral to an outside professional agency. The result is a plan for success and a win-win for both the student and the college with the student's best interest in mind.

### **Weapons on Campus**

The use, concealment, creation, manufacturing, or possession of weapons, whether functional or not, in College facilities is strictly prohibited, except as expressly permitted hereafter.

#### **Sworn Law Enforcement and On-Duty Military Personnel**

A weapon or potentially dangerous device may be used or possessed, concealed or otherwise, on the campus, grounds, facilities or buildings at Southwest Tech by a certified sworn law

enforcement officer or on-duty military personnel to the extent they are legally permitted to carry weapons in the State of Wisconsin.

#### **Licensed Concealed Carry**

Weapons may be carried and stored in a person's own motor vehicle, even if the vehicle is driven or parked on College property. If weapons are kept in an unattended vehicle, the vehicle must be locked.

#### **Sex Offender Registry**

In accordance to the "Campus Sex Crimes Prevention Act" of 2000, which amends the Jacob Wetterling Crimes against Children and Sexually Violent Offenders Registration Act, the Jeanne Clery Act and the Family Educational Rights and Privacy Act of 1974, Southwest Wisconsin Technical College is providing a link to the Wisconsin Department of Corrections Sex Offender Registry.

This act requires that institutions of higher education issue a statement advising the campus community where law enforcement information provided by the state concerning registered sex offenders may be obtained. It also requires registered sex offenders in a state to provide notice to each institution of higher education in the state which the person is employed, carries a vocation, or is a student.

Registry information provided under this section shall be used for the purposes of the administration of criminal justice, screening of current or prospective employees, volunteers, or otherwise for the protection of the public in general and children in particular. Unlawful use of the information for purposes of intimidating or harassing another is prohibited and willful violation shall be punishable to the fullest extent of the law.

The Wisconsin Department of Corrections is responsible for maintaining this registry. Follow the link below to access the Wisconsin Department of Corrections Sex Offender Registry Website:

<http://offender.doc.state.wi.us/public/>

#### **Emergency Response and Evacuation**

Southwest Wisconsin Technical College maintains an Emergency Response Plan that outlines responsibilities of campus units during emergencies. This plan outlines incident priorities, campus organization and specific responsibilities of particular units or positions.

The Emergency Response Team is responsible for developing emergency response and continuity of operations plans for their areas and staff. Campus emergency management provides resources and guidance for the development of these plans.

In conjunction with other emergency agencies, the College conducts emergency response drills and exercises each year, such as table top exercises, field exercises, and tests of the emergency notification systems on campus. These tests, which may be announced or unannounced, are designed to assess and evaluate the emergency plans and capabilities of the institution.



Each test is documented and includes a description of the exercise, the date and time of the exercise, and whether it was announced or unannounced.

The campus publicizes a summary of the emergency response and evacuation procedures via Yammer and email at least once each year in conjunction with a test (exercise and drill) that meets all of the requirements of the Higher Education Opportunity Act.

Effective August 14, 2008, the HEOA Act requires each institution governed by the Jeanne Clery Act to immediately notify the campus community upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students and staff *on campus*. In the event of a serious threat or emergency situation, the college population will be notified as to their appropriate response through various means. Some or all of our systems may be used such as; electronic communication (such as email or text), television monitors, loud speakers, fire alarm, and emergency evacuation maps located throughout the individual sites. Once there is a confirmation of such an event, the Southwest Tech Emergency Response Plan will be implemented. This plan includes written emergency procedures to be followed for foreseeable emergency situations, designated Incident Commanders, procedures for timely notification to students and staff, and a process for accurately reporting incident details to both internal and external resources. The Southwest Tech Incident Commander will determine the appropriate means of message dissemination in the swiftest manner available. If in the professional judgment of the responsible authorities, activating the notification system may compromise any efforts to mitigate the event or assist victims, notification may be delayed or not issued. SWTC will, without delay and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the judgment of the first responders (including, but not limited to: Facilities Department, Local Police Department, and/or the Local Fire and Emergency Medical Services), compromise the efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

SWTC has developed a process to notify the campus community in cases of emergency. While it is impossible to predict every significant emergency or dangerous situation that may occur on campus, the following identified situations are examples which may warrant an emergency (immediate) notification after confirmation: armed/hostile intruder; bomb/explosives (threat); communicable disease outbreak; severe weather; terrorist incident; civil unrest; natural disaster; hazardous materials incident and structural fire.

In the event of an emergency, SWTC will initiate and provide, without delay, immediate notifications to the appropriate segment(s) of the College community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students, employee and visitors.

The Facilities staff is responsible for confirming an emergency in conjunction with campus administrators, local first responders and/or the national weather center.

If the Director of Facilities, or designee, in conjunction with other College administrators, local first responders and/or the National Weather Service, confirms that there is an emergency or dangerous situation that poses an immediate threat to the health or safety of some or all



members of the SWTC Community, the Core Emergency Response Team will collaborate to determine the content of the message and will use some or all of the systems described below to communicate the threat to the SWTC Community or to the appropriate segment of the community, if the threat is limited to a particular building or segment of the population.

System to Use	Primary Message Creator	Backup Message Creator	Authority for Approving & Sending Messages	Primary Message Sender/Distributor	Backup Message Sender/Distributor
<b>PRIMARY</b>					
<b>Rave</b>	Incident Commander	Public Information Officer	Public Information Officer	Incident Commander	
<b>SECONDARY</b>					
<b>Email</b>	Incident Commander Backup as determined by CERT chart	Public Relations Manager	Public Relations Manager	Director of Information Technology Services	

To opt-in for emergency text and voice messaging, students, faculty, and staff can do so through

<https://getrave.com/login/swtc>

The content of the message will vary depending on the situation. At a minimum, the messages will describe the emergency, provide basic instructions to the community and will direct them to where they can receive additional information.

Follow-up information will be distributed using the public address system and email notification.

The local news media may be utilized to disseminate emergency information to members of the larger community, including neighbors, parents and other interested parties. The larger community can also access emergency information via the SWTC homepage and/or social media.

The emergency evacuation procedures are tested at least twice each year. Students and employees learn the locations of the emergency exits in the buildings and are provided guidance about the direction they should travel when exiting each facility for a short-term building evacuation. The Facilities Department does not tell building occupants in advance about the designated locations for long-term evacuations because those decisions are affected by time of day, location of the building being evacuated, the availability of the various designated emergency gathering locations on campus, and other factors such as the location and nature of the threat. In both cases, Facilities Department staff on the scene will communicate information to students regarding the developing situation or any evacuation status changes.

As housing manager for the Southwest Tech Real Estate Foundation, Southwest Tech conducts two fire drill annually. The purpose of evacuation drills is to prepare building occupants for an organized evacuation in case of a fire or other emergency. Evacuation drills are used as a way to educate and train occupants on fire safety issues specific to their building. During the drill, occupants 'practice' drill procedures and familiarize themselves with the location of exits and the sound of the fire alarm.

### **General Evacuation Procedures**

At the sound of a fire alarm or if you are instructed to evacuate, leave your work area immediately and proceed to the nearest exit, and leave the building. If you are the first to recognize a fire situation, activate the alarm, evacuate to a safe location using the nearest exit, and notify Facilities Department (608-822-2401) Police Emergency or dial 911.

1. Remain Calm
2. Do NOT use Elevators, Use the Stairs.
3. Assist the physically impaired. If he/she unable to exit without using an elevator, secure a safe location near a stairwell, and immediately inform Facilities Department or the responding Fire Dept. of the individual's location.
4. Proceed to a clear area at least 500 feet from the building. Keep all walkways clear for emergency vehicles.
5. Make sure all individuals are out of the building.
6. Do not re-enter the building.

### **Shelter-in-Place Procedures –What it Means to “Shelter-in-Place”**

If an incident occurs and the buildings or areas around you become unstable, or if the air outdoors becomes dangerous due to toxic or irritating substances, it is usually safer to stay indoors, because leaving the area may expose you to that danger. Thus, to “shelter-in-place” means to make a shelter of the building that you are in, and with a few adjustments this location can be made even safer and more comfortable until it is safe to go outside.

### **Basic “Shelter-in-Place” Guidance**

If an incident occurs and the building you are in is not damaged, stay inside in an interior room until you are told it is safe to come out. If your building is damaged, take your personal belonging (purse, wallet, access card, etc.) and follow the evacuation procedures for your building (close your door, proceed to the nearest exit, and use the stairs instead of the elevators). Once you have evacuated, seek shelter at the nearest College building quickly. If police or fire department personnel are on the scene, follow their directions.

### **How You Will Know to “Shelter-in-Place”**

A shelter-in-place notification may come from several sources, Facilities Department, Housing Staff members, other College employees, local police department, or other authorities utilizing Rave.

### **How to “Shelter-in-Place”**

No matter where you are, the basic steps of shelter-in-place will generally remain the same. Should the need ever arise, follow these steps, unless instructed otherwise by local emergency personnel:

1. If you are inside, stay where you are. Collect any emergency shelter-in-place supplies and a telephone to be used in case of emergency. If you are outdoors, proceed into the closest building quickly or follow instructions from emergency personnel on the scene.
2. Locate a room to shelter inside. It should be:
  - -An interior room;
  - -Above ground level; and
  - -Without windows or with the least number of windows. If there is a large group of people inside a particular building, several rooms maybe necessary.
3. Shut and lock all windows (tighter seal) and close exterior doors.
4. Turn off air conditioners, heaters, and fans.
5. Close vents to ventilation systems as you are able. (College staff will turn off the ventilation as quickly as possible.)
6. Make a list of the people with you and ask someone (hall staff, faculty, or other staff) to call the list in to Facilities Department so they know where you are sheltering. If only students are present, one of the students should call in the list.
7. Turn on a radio or TV and listen for further instructions.
8. Make yourself comfortable.

### **Timely Warning**

In compliance with the Jeanne Clery Act, any incident that is ongoing or a continuing threat to the students, staff, or visitor population, a timely warning may be issued. This warning will be at the discretion of the Incident Commander, President of the College, or their designee, and will be distributed to students and employees as soon as possible after the incident is reported. The warning will provide information that will aid in the prevention of similar occurrences, while withholding the names of victims as confidential. Such reports will be limited as to not compromise an ongoing investigation or violate any HIPA or FERPA Laws.

Timely warnings are typically issued for the following Uniform Crime Reporting Program (UCR)/National Incident Based Reporting System (NIBRS) crime classifications:

- Murder/Non-Negligent Manslaughter
- Aggravated Assault (cases involving assaults among known parties, such as two roommates fighting which results in an aggravated injury, will be evaluated on a case-by-case basis to determine if the individual is believed to be an ongoing threat to the larger NTC community)
- Robbery involving force or violence (cases including pick pocketing and purse snatching will typically not result in the issuance of a Timely Warning Notice, but will be assessed on a case-by-case basis)
- Sexual Assault (considered on a case-by-case basis depending on the facts of the case, when and where the incident occurred, when it was reported, and the amount information known by the Title IX Director, or designee). In cases involving sexual assault, they are often reported long after the incident occurred, thus there is no ability

to distribute a “timely” warning notice to the community. All cases of sexual assault, including stranger and non-stranger/acquaintance cases, will be assessed for potential issuance of a Timely Warning Notice.

- Major incidents of arson
- Other Clery crimes as determined necessary by the Director of Facilities or his or her designee in his or her absence.

Timely warning notices may also be posted for other crime classifications and locations, even though that is not required by the law, at the sole discretion of SWTC.

Timely warning notices are typically written and distributed by the Director of Facilities or designee.

To reach as many people as possible, the timely warning will be distributed across many different media channels. Immediate issues will be dealt with via Rave alert and around the Southwest Wisconsin Technical College area. Follow-up warning may be shared using any or all of the following methods: posted on exterior doors of any affected Southwest Tech location, on the Southwest Tech website, electronically mailed, provided using text messages, posted on digital signage, and media reports released to local radio and TV stations for mass broadcast.

### **Reporting Criminal Actions or Other Emergencies**

All members of the SWTC community and all visitors are encouraged to accurately and promptly report potential criminal activity, suspicious behavior, and any emergencies on campus to Facilities Department by calling 608-822-2401 or by click on the concerns button on the website.

### **Reporting to Meet Disclosure Requirements**

Students and employees should report criminal offenses to Director of Facilities, Dean of Students or Title IX Coordinator for the purpose of assessing the crime for potential distribution of a timely warning notice and the annual statistical disclosure.

Members of the SWTC community are encouraged to accurately and promptly report crime and emergencies to the Facilities Department, including when the victim of a crime elects to, or is unable to, make such a report.

### **Response to a Report**

County dispatchers are available at these respective telephone numbers 24 hours a day to answer your calls. In response to a call, Facilities Department will take the required action, either dispatching an officer or asking the victim to report to Facilities Department to file an incident report. All reported crimes will be investigated by the College and may become a matter of public record. All Facilities Department incident reports are forwarded to the Dean of Students Office for potential action, as appropriate. Facilities Department Investigators will investigate a report when it is deemed appropriate. Additional information obtained via the investigation will also be forwarded to the Dean of Students. If assistance is required from the Fennimore Police Department or the Fennimore Fire Department, Facilities Department will contact the

appropriate unit. If a sexual assault or rape should occur, staff on the scene, including Facilities Department, will offer the victim a wide variety of services.

### **Voluntary Confidential Reporting**

If you are the victim of a crime and do not want to pursue action within the College system or the criminal justice system, you may still want to consider making a confidential report. With your permission, a Facilities Department officer can file a report on the details of the incident without revealing your identity (except to the Title IX Coordinator in the event of a reported sex offense or sexual harassment). The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to enhance the future safety of yourself and others. With such information, the SWTC can keep an accurate record of the number of incidents involving students, employees and visitors; determine where there is a pattern of crime with regard to a particular location, method, or assailant; and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crime statistics for the institution.

### **OR, IF YOU DO NOT ALLOW VOLUNTARY CONFIDENTIAL REPORTING**

Facilities Department reports are public records under state law, therefore, they cannot hold reports of crime in confidence, so SWTC does not allow voluntary confidential reporting to the Facilities Department.

The purpose of an anonymous report is to possibly take steps to promote safety. In addition, SWTC can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the institution.

### **Professional Counselors**

Campus “Professional Counselors,” when acting as such, are not considered to be a campus security authority for Clery Act purposes and are *not* required to report crimes for inclusion in the annual disclosure of crime statistics. As a matter of policy, the professional counselors at SWTC are encouraged, if and when they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary confidential basis to Facilities Department.

#### *Professional Counselor*

An employee of an institution whose official responsibilities include providing psychological counseling to members of the institution’s community, and who is functioning within the scope of his or her license or certification.

The Facilities Department encourages professional counselors, if and when they deem it appropriate, to inform the persons they are counseling to voluntarily report the incident to the Facilities Department on a confidential basis for inclusion of the annual disclosure of crime statistics.

Please note that reports of sexual violence and other violations that may be sex- or gender-based will be reported to the Title IX Coordinator and cannot be held in confidence.

The College encourages professional counselors to notify individuals they are counseling of the option to report crimes on an anonymous or confidential basis for inclusion in the annual statistical disclosure of crime statistics.

### **Campus Law Enforcement Policies**

The Facilities Department maintains a strong working relationship with state and local police agencies, including City of Fennimore and the Grant County Sheriff's Office.

### **Campus Liaison Officer**

Southwest Tech does not have a security staff but recognizes the need for a security presence on campus so the college has contracted with the City of Fennimore to have a liaison officer on campus. The liaison officer is a uniformed city officer that is assigned to Southwest Tech for 840 hours per year. Fennimore's Police Chief works with the Director of Facilities, Dan Imhoff, to determine the officer's schedule and duties. Each month the college receives a log detailing the Liaison Officer's activity for the month. Having a uniformed officer on campus gives both staff and students a sense of security.

### **Security Awareness & Crime Prevention Programming**

One of the essential ingredients of any successful crime prevention program is an informed public. It is the intent of the SWTC to inform students of good crime prevention and security awareness practices.

During the 2017-2018 academic year, SWTC offered approximately 12 Crime prevention and security awareness programs. Topics such as personal safety, residence hall security, drug and alcohol abuse awareness and sexual assault prevention are some examples of programs offered during the prior academic year.

All crime prevention and security awareness programs encourage students and employees are encouraged to be responsible for their own security and the security of others. Participants in these programs are asked to be alert, security-conscious and involved and advised to call Facilities Department to report suspicious behavior. For additional questions regarding crime prevention, contact the department directly at (608) 822-2401.

As part of the department's community-oriented policing philosophy, Facilities Department offers crime prevention presentations each semester to classrooms, campus clubs and student groups as requested. Topics of these presentations include personal safety awareness If you see something say something, Not Any More and property protection strategies. Anyone interested in having a Facilities Department Officer speak to his or her classroom or group should contact them at (608) 822-240.



### **Drug and Alcohol Policy**

SWTC prohibits the unlawful possession, use, and sale of alcoholic beverages on campus. The Facilities Department is responsible for the enforcement of state underage drinking laws.

SWTC prohibits the unlawful possession, use, and sale of illegal drugs on campus. The Facilities Department is responsible for the enforcement of Federal and state drug laws.

1. Alcohol consumption and penalties are governed by Wisconsin Statute Chapter 125.
2. Infractions will be reported to the local law enforcement agency.
3. Wisconsin Technical College System Board policy forbids the expenditure of student activity fees for alcoholic beverages.
4. Consumption of alcoholic beverages is prohibited during an educational field trip.
5. Alcohol is permissible as part of an educational plan that is dictated by curriculum needs and used under the direct supervision of faculty.
6. Southwest Tech may grant permission for serving beer and/or wine at District facilities to Southwest Tech affiliated groups or outside organizations. Written permission may be granted by the President or designee. Organizations sponsoring an event will assume responsibility for damages to the facility and indemnify Southwest Tech from any loss, damage or injury resulting from the serving of beer and/or wine.
7. Smoking and the use of tobacco products is permitted only in designated areas outside of campus buildings. All inside areas are tobacco-free.
8. The College has established a drug-free awareness program which includes distribution of its policies to all regular employees and students.
9. Students and staff have access to the College Alcohol, Tobacco and Other Drug Abuse (ATODA) Counselor for assessment and/or intervention referral.
10. Employees are encouraged to use the College Employee Assistance Program for assessment and/or intervention referral.
12. Appropriate disciplinary action will be taken against any violation by employees or students.
11. Copies of federal and state alcohol and drug laws are available in the Southwest Tech Affirmative Action Office (Human Resources)

### **Drug Free Schools and Communities Act**

In compliance with the Drug Free Schools and Communities Act, SWTC publishes information regarding the College's educational programs related to drug and alcohol abuse prevention; sanctions for violations of federal, state, and local laws and College policy; a description of health risks associated with alcohol and other drug use; and a description of available treatment programs for SWTC students and employees. A complete description of these topics, as provided in the College's annual notification to students and employees, is available online at:

<https://www.swtc.edu/uploadedpdfs/about/policies/Alcohol-Tobacco-and-Other-Drugs.pdf>.



### **Missing Student Notification**

In accordance with the Higher Education Opportunity Act, SWTC must develop and implement certain procedures to be followed when residential students are determined to be missing for 24 hours. Students residing in campus housing will be informed annually that each student has the option to identify a person designated as a confidential missing person contact to be notified by SWTC no later than 24 hours after the time the student is determined to be missing by the designated College officials authorized to make that determination (specifically, the Resident Life Manager) or the local law enforcement agency in which the student went missing. When students are informed of their option to provide a confidential contact, they are advised that their contact information will be registered confidentially, and that this information will be accessible only to authorized campus officials and law enforcement and that it may not be disclosed outside of a missing person investigation.

SWTC will notify any missing student's confidential contact(s), if provided, within 24 hours of the determination that the student is missing. In the event a student under 18 years of age and not emancipated, SWTC must notify a custodial parent or guardian within 24 hours of the determination that the student is missing, in addition to notifying any additional contact person designated by the student. For all missing students, SWTC will notify the local law enforcement agency within 24 hours of the determination that the student is missing, unless the local law enforcement agency was the entity that made the determination that the student is missing.

Suspected missing students should be reported immediately to the Resident Life Manager. If members of the SWTC community believe that a student has been missing for 24 hours, it is critical that they report that information to Resident Life by calling 608-822-2366. A student is determined to be missing when the Facilities Department have verified that reported information is credible and circumstances warrant declaring the person missing. Should the Resident Life Manager investigate and determine that a residential student is missing, contact will then be made to the missing person contact, if contact information has been provided, within twenty-four (24) hours of the determination that the student is missing by the Resident Life Manager. If the student is under the age of 18 and is not an emancipated individual, Resident Life Manager will notify the student's parent or guardian and any other designated contact person within 24 hours. Regardless of whether the student has identified a contact person, is above the age of 18, or is an emancipated minor, SWTC will inform the Fennimore PD (or the local law enforcement with jurisdiction) that the student is missing within 24 hours.

### **Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, as Amended by the Violence Against Women Act**

Southwest Tech issues this statement of policy to inform the campus community of our programs to address domestic violence, dating violence, sexual assault and stalking as well as the procedures for institutional disciplinary action in cases of alleged dating violence, domestic violence, sexual assault, or stalking, which will be followed regardless of whether the incident occurs on or off campus when it is reported to a College official.

### **Federal Clery Act Definitions of Domestic Violence, Dating Violence, Sexual Assault and Stalking**

Southwest Wisconsin Technical College strives to provide an educational environment that preserves the safety and dignity of each member of our community. In order to foster a climate of respect, and provide for the safety and security of our community, Southwest Tech prohibits acts of sex- and gender based discrimination, to include the crimes of Domestic Violence, Dating Violence, Sexual Assault and Stalking. Southwest Tech employees who become aware of instances or allegations of sexual misconduct by or against a Southwest Tech student or employee must report it.

The crimes of Domestic Violence, Dating Violence, Sexual Assault and Stalking, which are defined by the Clery Act as follows:

- **Domestic Violence:**
  - i. A Felony or misdemeanor crime of violence committed—
    - A) By a current or former spouse or intimate partner of the victim;
    - B) By a person with whom the victim shares a child in common;
    - C) By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
    - D) By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or
    - E) By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.
  - ii. For the purposes of complying with the requirements of this section and §668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.
- **Dating Violence:** Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.
  - i. The existence of such a relationship shall be based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
  - ii. For the purposes of this definition—
    - A) Dating Violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
    - B) Dating violence does not include acts covered under the definition of domestic violence.
  - iii. For the purposes of complying with the requirements of this section and §668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.
- **Sexual Assault** An offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's Uniform Crime Reporting (UCR) program. Per the National Incident-Based Reporting System User Manual from the FBI UCR Program,

a sex offense is “any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.”

- **Rape** is defined as the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
- **Fondling** is defined as the touching of the private parts of another person for the purposes of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
- **Incest** is defined as sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- **Statutory Rape** is defined as sexual intercourse with a person who is under the statutory age of consent.
- **Stalking:**
  - i. Engaging in a course of conduct directed at a specific person that would cause a reasonable person to—
    - A) Fear for the person’s safety or the safety of others; or
    - B) Suffer substantial emotional distress.
  - ii. For the purposes of this definition—
    - A) *Course of conduct* means two or more acts, including, but not limited to, acts which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person’s property.
    - B) *Reasonable person* means a reasonable person under similar circumstances and with similar identities to the victim.
    - C) *Substantial emotional distress* means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.
  - iii. For the purposes of complying with the requirements of this section and section 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

#### **Jurisdictional Definitions of Domestic Violence, Dating Violence, Sexual Assault and Stalking**

- **Domestic Violence:** The state of Wisconsin defines domestic violence as follows:  
Domestic Violence: “Domestic abuse” means any of the following engaged in by an adult family member or adult household member against another adult family member or adult household member, by an adult caregiver against an adult who is under the caregiver’s care, by an adult against his or her adult former spouse, by an adult against an adult with whom the individual has or had a dating relationship, or by an adult against an adult with whom the person has a child in common:

Intentional infliction of physical pain, physical injury or illness  
Intentional impairment of physical condition

Sexual assault [s. 940.225 (1), (2) or (3)]

Stalking (s. 940.32)

Damage to Property (s. 943.01), involving property that belongs to the individual

A threat to engage in the conduct under subd. 1., 2., 3., 4.,

- **Dating Violence:** The state of Wisconsin defines dating violence as follows: The state of Wisconsin does not have a definition of dating violence per se. However, it does allow for “Dating Relationships” to be included within its definition of “Domestic Abuse.” Wisconsin’s definition of a Dating Relationship is “a romantic or intimate social relationship between 2 adult individuals but “dating relationship” does not include a casual relationship or an ordinary fraternization between 2 individuals in a business or social context. A court shall determine if a dating relationship existed by considering the length of the relationship, the type of the relationship, and the frequency of the interaction between the adult individuals involved in the relationship.”
- **Sexual Assault:** The state of Wisconsin defines sexual assault as follows: Sexual Assault: The state of Wisconsin, which categorizes sexual assault into four degrees of severity, defines it as follows:

FIRST DEGREE—Whoever does any of the following is guilty of a Class B felony:

- Has sexual contact or sexual intercourse with another person without consent of that person and causes pregnancy or great bodily harm to that person.
- Has sexual contact or sexual intercourse with another person without consent of that person by use or threat of use of a dangerous weapon or any article used or fashioned in a manner to lead the victim reasonably to believe it to be a dangerous weapon.
- Is aided or abetted by one or more other persons and has sexual contact or sexual intercourse with another person without consent of that person by use or threat of force or violence.

SECOND DEGREE—Whoever does any of the following is guilty of a Class C felony:

- Has sexual contact or sexual intercourse with another person without consent of that person by use or threat of force or violence.
- Has sexual contact or sexual intercourse with another person without consent of that person and causes injury, illness, disease or impairment of a sexual or reproductive organ, or mental anguish requiring psychiatric care for the victim.
- Has sexual contact or sexual intercourse with a person who suffers from a mental illness or deficiency which renders that person temporarily or permanently incapable of appraising the person's conduct, and the defendant knows of such condition.

- (cm) Has sexual contact or sexual intercourse with a person who is under the influence of an intoxicant to a degree which renders that person incapable of giving consent if the defendant has actual knowledge that the person is incapable of giving consent and the defendant has the purpose to have sexual contact or sexual intercourse with the person while the person is incapable of giving consent.
- (d) Has sexual contact or sexual intercourse with a person who the defendant knows is unconscious.
- Is aided or abetted by one or more other persons and has sexual contact or sexual intercourse with another person without the consent of that person.
- Is an employee of a facility or program under s. 940.295 (2) (b), (c), (h) or (k) and has sexual contact or sexual intercourse with a person who is a patient or resident of the facility or program.
- Has sexual contact or sexual intercourse with an individual who is confined in a correctional institution if the actor is a correctional staff member. This paragraph does not apply if the individual with whom the actor has sexual contact or sexual intercourse is subject to prosecution for the sexual contact or sexual intercourse under this section.
- Has sexual contact or sexual intercourse with an individual who is on probation, parole, or extended supervision if the actor is a probation, parole, or extended supervision agent who supervises the individual, either directly or through a subordinate, in his or her capacity as a probation, parole, or extended supervision agent or
- who has influenced or has attempted to influence another probation, parole, or extended supervision agent's supervision of the individual. This paragraph does not apply if the individual with whom the actor has sexual contact or sexual intercourse is subject to prosecution for the sexual contact or sexual intercourse under this section.
- Is a licensee, employee, or nonclient resident of an entity, as defined in s. 48.685 (1) (b) or 50.065 (1) (c), and has sexual contact or sexual intercourse with a client of the entity.

THIRD DEGREE—Whoever has sexual intercourse with a person without the consent of that person is guilty of a Class G felony. Whoever has sexual contact in the manner described in sub. (5) (b) 2. or 3. with a person without the consent of that person is guilty of a Class G felony.

FOURTH DEGREE—Except as provided in sub. (3), whoever has sexual contact with a person without the consent of that person is guilty of a Class A misdemeanor.

\*\*\*For clarification and reference, "Sexual contact" means any of the following:

Any of the following types of intentional touching, whether direct or through clothing, if that intentional touching is either for the purpose of sexually degrading; or for the

purpose of sexually humiliating the complainant or sexually arousing or gratifying the defendant or if the touching contains the elements of actual or attempted battery under s. 940.19 (1):

- Intentional touching by the defendant or, upon the defendant's instruction, by another person, by the use of any body part or object, of the complainant's intimate parts.
- Intentional touching by the complainant, by the use of any body part or object, of the defendant's intimate parts or, if done upon the defendant's instructions, the intimate parts of another person.
- Intentional penile ejaculation of ejaculate or intentional emission of urine or feces by the defendant or, upon the defendant's instruction, by another person upon any part of the body clothed or unclothed of the complainant if that ejaculation or emission is either for the purpose of sexually degrading or sexually humiliating the complainant or for the purpose of sexually arousing or gratifying the defendant.
- For the purpose of sexually degrading or humiliating the complainant or sexually arousing or gratifying the defendant, intentionally causing the complainant to ejaculate or emit urine or feces on any part of the defendant's body, whether clothed or unclothed.

\*\*\*For clarification and reference, "Sexual intercourse" means vulvar penetration, as well as cunnilingus, fellatio or anal intercourse between persons or any other intrusion, however slight, of any part of a person's body or of any object into the genital or anal opening either by the defendant or upon the defendant's instruction. The emission of semen is not required.

The State of Wisconsin, per statute 944.06, defines the crime of Incest as follows:

- Whoever marries or has non-marital sexual intercourse...with a person he or she knows is a blood relative and such relative (closer than 2nd cousin) is in fact related in a degree within which the marriage of the parties is prohibited by the law of this state.

The state of Wisconsin terms "statutory rape," or sexual intercourse with a person under the age of consent, "Sexual Assault of a Child (s. 948.02), and is divided into 2 degrees of severity. It is defined by the state as follows:

FIRST DEGREE:

- (am) Whoever has sexual contact or sexual intercourse with a person who has not attained the age of 13 years and causes great bodily harm to the person is guilty of a Class A felony.
- (b) Whoever has sexual intercourse with a person who has not attained the age of 12 years is guilty of a Class B felony.
- (c) Whoever has sexual intercourse with a person who has not attained the age of 16 years by use or threat of force or violence is guilty of a Class B felony.

- (d) Whoever has sexual contact with a person who has not attained the age of 16 years by use or threat of force or violence is guilty of a Class B felony if the actor is at least 18 years of age when the sexual contact occurs.
- (e) Whoever has sexual contact or sexual intercourse with a person who has not attained the age of 13 years is guilty of a Class B felony.

SECOND DEGREE SEXUAL ASSAULT. Whoever has sexual contact or sexual intercourse with a person who has not attained the age of 16 years is guilty of a Class C felony.

- **Stalking:** The state of Wisconsin defines stalking as follows: per statute, as follows: an intentional and particular course of conduct engaged in by one person against another. This course of conduct means a series of 2 or more of the following acts carried out over time, however short or long, that show a continuity of purpose, including any of the following:
  - Maintaining a visual or physical proximity to the victim.
  - Approaching or confronting the victim.
  - Appearing at the victim's workplace or contacting coworkers or employers of the victim.
  - Appearing at the victim's home or school or contacting the victim's neighbors.
  - Contacting the victim by telephone or other means repeatedly, whether or not the contact is acknowledged.
  - Photographing, videotaping, audiotaping or, by other electronic means, monitoring or recording the victim's activities.
  - Sending material by any means to the victim or the victim's family, member of the victim's household, employer, coworker or friend in order to obtain information about, disseminate information about or communicate with the victim.
  - Placing an object on or delivering an object to property owned, leased or occupied by the victim.
  - Delivering objects to others with the intent of delivery to the victim, or placing objects on property owned, leased or occupied by certain others with intent that it be delivered to the victim.
- **Consent:** The state of Wisconsin defines consent, in relation to sexual activity, as follows: in relation to sexual activity, as follows: Words or overt actions by a person who is competent to give informed consent indicating a freely given agreement to have sexual intercourse or sexual contact.

Southwest Tech defines **Consent** as follows: the equal approval, given freely, willingly and knowingly of each participant to desired sexual involvement. Consent is an affirmative, conscious decision — indicated clearly by words or actions — to engage in mutually accepted sexual contact. A person compelled to engage in sexual contact by force, threat of force, or coercion has not consented to contact.

### **How to Be an Active Bystander**

Bystanders play a critical role in the prevention of sexual and relationship violence. They are “individuals who observe violence or witness the conditions that perpetuate violence. They



are not directly involved but have the choice to intervene, speak up, or do something about it.”<sup>1</sup> We want to promote a culture of community accountability where bystanders are actively engaged in the prevention of violence without causing further harm. We may not always know what to do even if we want to help. Below is a list<sup>2</sup> of some ways to be an active bystander. Further information regarding bystander intervention may be found. If you or someone else is in immediate danger, dial 911. This could be when a person is yelling at or being physically abusive towards another and it is not safe for you to interrupt.

1. Watch out for your friends and fellow students/employees. If you see someone who looks like they could be in trouble or need help, ask if they are ok.
2. Confront people who seclude, hit on, try to make out with, or have sex with people who are incapacitated.
3. Speak up when someone discusses plans to take sexual advantage of another person.
4. Believe someone who discloses sexual assault, abusive behavior, or experience with stalking.
5. Refer people to on or off campus resources listed in this document for support in health, counseling, or with legal assistance.

### **Risk Reduction**

With no intent to victim blame and recognizing that only abusers are responsible for their abuse, the following are some strategies to reduce one’s risk of sexual assault or harassment (taken from Rape, Abuse, & Incest National Network, [www.rainn.org](http://www.rainn.org))

1. **Be aware** of your surroundings. Knowing where you are and who is around you may help you to find a way to get out of a bad situation.
2. Try to **avoid isolated areas**. It is more difficult to get help if no one is around.
3. **Walk with purpose**. Even if you don’t know where you are going, act like you do.
4. **Trust your instincts**. If a situation or location feels unsafe or uncomfortable, it probably isn’t the best place to be.
5. **Try not to load yourself down** with packages or bags as this can make you appear more vulnerable.
6. **Make sure your cell phone is with you** and charged and that you have cab money.
7. **Don’t allow yourself to be isolated** with someone you don’t trust or someone you don’t know.
8. **Avoid putting music headphones in both ears** so that you can be more aware of your surroundings, especially if you are walking alone.
9. **When you go to a social gathering, go with a group of friends**. Arrive together, check in with each other throughout the evening, and leave together. Knowing where you are and who is around you may help you to find a way out of a bad situation.
10. **Trust your instincts**. If you feel unsafe in any situation, go with your gut. If you see something suspicious, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.).

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<sup>1</sup> Burn, S.M. (2009). A situational model of sexual assault prevention through bystander intervention. *Sex Roles*, 60, 779-792.

<sup>2</sup> Bystander intervention strategies adapted from Stanford University’s Office of Sexual Assault & Relationship Abuse

11. **Don't leave your drink unattended** while talking, dancing, using the restroom, or making a phone call. If you've left your drink alone, just get a new one.
12. **Don't accept drinks from people you don't know or trust.** If you choose to accept a drink, go with the person to the bar to order it, watch it being poured, and carry it yourself. At parties, don't drink from the punch bowls or other large, common open containers.
13. **Watch out for your friends, and vice versa.** If a friend seems out of it, is way too intoxicated for the amount of alcohol they've had, or is acting out of character, get him or her to a safe place immediately.
14. **If you suspect you or a friend has been drugged, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.).** Be explicit with doctors so they can give you the correct tests (you will need a urine test and possibly others).
15. If you need to get out of an uncomfortable or scary situation here are some things that you can try:
  - a. **Remember that being in this situation is not your fault.** You did not do anything wrong, it is the person who is making you uncomfortable that is to blame.
  - b. **Be true to yourself.** Don't feel obligated to do anything you don't want to do. "I don't want to" is always a good enough reason. Do what feels right to you and what you are comfortable with.
  - c. **Have a code word with your friends or family** so that if you don't feel comfortable you can call them and communicate your discomfort without the person you are with knowing. Your friends or family can then come to get you or make up an excuse for you to leave.
  - d. **Lie.** If you don't want to hurt the person's feelings it is better to lie and make up a reason to leave than to stay and be uncomfortable, scared, or worse. Some excuses you could use are: needing to take care of a friend or family member, not feeling well, having somewhere else that you need to be, etc.
16. **Try to think of an escape route.** How would you try to get out of the room? Where are the doors? Windows? Are there people around who might be able to help you? Is there an emergency phone nearby?
17. **If you and/or the other person have been drinking,** you can say that you would rather wait until you both have your full judgment before doing anything you may regret later.

#### **Programs to Prevent Domestic Violence, Dating Violence, Sexual Assault and Stalking**

The College engages in comprehensive, intentional, and integrated programming, initiatives, strategies, and campaigns intended to end dating violence, domestic violence, sexual assault and stalking that:

- A. Are culturally relevant, inclusive of diverse communities and identities, sustainable, responsive to community needs, and informed by research, or assessed for value, effectiveness, or outcome; and
- B. Consider environmental risk and protective factors as they occur on the individual, relationship, institutional, community and societal levels.

Educational programming consists of primary prevention and awareness programs for all incoming students<sup>3</sup> and new employees and ongoing awareness and prevention campaigns for students and that:

- A. A statement that the institution prohibits the crimes of domestic violence, dating violence, sexual assault and stalking (as defined by the Clery Act);
- B. The definitions of domestic violence, dating violence, sexual assault and stalking according to any applicable jurisdictional definitions of these terms;
- C. What behavior and actions constitute consent, in reference to sexual activity, in the State of Wisconsin;
- D. The institution's definition (if one exists) of consent AND the purposes for which that definition is used.
- E. A description of safe and positive options for bystander intervention. Bystander intervention means safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault or stalking. Bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene;
- F. Information on risk reduction. Risk reduction means options designed to decrease perpetration and bystander inaction, and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence.
  - a. procedures victims should follow if a crime of domestic violence, dating violence, sexual assault and stalking occurs (as described in "Procedures Victims Should Follow if a Crime of Domestic Violence, Dating Violence, Sexual Assault and Stalking Occurs" elsewhere in this document)
  - b. how the institution will protect the confidentiality of victims and other necessary parties (as described in "Assistance for Victims: Rights and Options" elsewhere in this document);
  - c. existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available for victims, both within the institution and in the community (as described in "Assistance for Victims: Rights and Options" elsewhere in this document); and
  - d. options for, available assistance in, and how to request changes to academic, living, transportation, and working situations or protective measures (as described in "Assistance for Victims: Rights and Options" elsewhere in this document);

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<sup>3</sup> EDITORIAL NOTE – NOT TO BE INCLUDED IN THE ANNUAL SECURITY REPORT: Examples of "primary prevention programs" as they relate to incoming students may be found here: <http://www.ovw.usdoj.gov/docs/campus-minimum-standards-orientation.pdf>



- e. procedures for institutional disciplinary action in cases of alleged dating violence, domestic violence, sexual assault, or stalking (as described in “Adjudication of Violations” elsewhere in this document);

**Procedures Victims Should Follow if a Crime of Domestic Violence, Dating Violence, Sexual Assault and Stalking Occurs**

After an incident of sexual assault, dating violence or domestic violence, the victim should consider seeking medical attention as soon as possible at (Grant Regional Medical Center, Lancaster Wisconsin). In Wisconsin, evidence may be collected even if you chose not to make a report to law enforcement<sup>4</sup> It is important that a victim of sexual assault not bathe, douche, smoke, change clothing or clean the bed/linen/area where they were assaulted if the offense occurred within the past 96 hours so that evidence may be preserved that may assist in proving that the alleged criminal offense occurred/or is occurring or may be helpful in obtaining a protection order. In circumstances of sexual assault, if victims do not opt for forensic evidence collection, health care providers can still treat injuries and take steps to address concerns of pregnancy and/or sexually transmitted infections. Victims of sexual assault, domestic violence, stalking, and dating violence are encouraged to also preserve evidence by saving text messages, instant messages, social networking pages, other communications, and keeping pictures, logs or other copies of documents, if they have any, that would be useful to College adjudicators/investigators or police.

As time passes, evidence may dissipate or become lost or unavailable, thereby making investigation, possible prosecution, disciplinary proceedings, or obtaining protection from abuse orders related to the incident more difficult. If a victim chooses not to make a complaint regarding an incident, he or she nevertheless should consider speaking with Campus Public Safety or other law enforcement to preserve evidence in the event that the victim decides to report the incident to law enforcement or the College at a later date to assist in proving that the alleged criminal offense occurred or that may be helpful in obtaining a protection order.

***Involvement of Law Enforcement and Campus Authorities***

Although the College strongly encourages all members of its community to report violations of this policy to law enforcement, it is the victim’s choice whether or not to make such a report. Furthermore, victims have the right to decline to notify law enforcement. However, the College will assist any victim with notifying law enforcement if the victim so desires. Fennimore Police Department may also be reached directly by calling (608) 822-3215, in person at 860 Lincoln Ave, Fennimore WI. Additional information about the Fennimore Police department may be found online at: <https://www.fennimore.com/city-government/police-department/>

***Reporting Incidents of Domestic Violence, Dating Violence, Sexual Assault and Stalking***

If you have been the victim of domestic violence, dating violence, sexual assault, or stalking, you should report the incident promptly to the Title IX Coordinator, [Holly Miller](#) Chief Student Services Office [608.822.2352](tel:608.822.2352) [hmillier@swtc.edu](mailto:hmillier@swtc.edu) building 400 Room 480

Reports of all domestic violence, dating violence, sexual assault and stalking made to Concerns will automatically be referred to the Title IX Coordinator for investigation regardless of if the complainant chooses to pursue criminal charges.

**Procedures the College Will Follow When a Crime of Domestic Violence, Dating Violence, Sexual Assault and Stalking is Reported**

The College has procedures in place that serve to be sensitive to victims who report sexual assault, domestic violence, dating violence, and stalking, including informing individuals about their right to file criminal charges as well as the availability of counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance and other services on and/or off campus as well as additional remedies to prevent contact between a complainant<sup>5</sup> and an accused party, such as housing, academic, protective orders, transportation and working accommodations, if reasonably available. The College will make such accommodations, if the victim requests them and if they are reasonable available, regardless of whether the victim chooses to report the crime to the local law enforcement. Students and employees should contact the Facilities Department.

If a report of domestic violence, dating violence, sexual assault or stalking is reported to the College, below are the procedures that the College will follow:

Incident Being Reported	Procedure Institution Will Follow
Sexual Assault	<ol style="list-style-type: none"> <li>1. Depending on when reported (immediate vs delayed report), institution will provide complainant with access to medical care</li> <li>2. Institution will assess immediate safety needs of complainant</li> <li>3. Institution will assist complainant with contacting local police if complainant requests AND provide the complainant with contact information for local police department</li> <li>4. Institution will provide complainant with referrals to on and off campus mental health providers</li> <li>5. Institution will assess need to implement interim or long-term protective measures, if appropriate.</li> <li>6. Institution will provide the victim with a written explanation of the victim's rights and options</li> <li>7. Institution will provide a "No trespass" (PNG) directive to accused party if deemed appropriate</li> <li>8. Institution will provide written instructions on how to apply for Protective Order</li> <li>9. Institution will provide a copy of the policy applicable to Sexual Assault to the complainant and inform the complainant regarding timeframes for inquiry, investigation and resolution</li> </ol>



	<ul style="list-style-type: none"> <li>10. Institution will inform the complainant of the outcome of the investigation, whether or not the accused will be administratively charged and what the outcome of the hearing is</li> <li>11. Institution will enforce the anti-retaliation policy and take immediate and separate action against parties that retaliate against a person for complaining of sex-based discrimination or for assisting in the investigation</li> </ul>
<b>Stalking</b>	<ul style="list-style-type: none"> <li>1. Institution will assess immediate safety needs of complainant</li> <li>2. Institution will assist complainant with contacting local police if complainant requests AND provide the complainant with contact information for local police department</li> <li>3. Institution will provide written instructions on how to apply for Protective Order</li> <li>4. Institution will provide written information to complainant on how to preserve evidence</li> <li>5. Institution will assess need to implement interim or long-term protective measures to protect the complainant, if appropriate</li> <li>6. Institution will provide the victim with a written explanation of the victim's rights and options</li> <li>7. Institution will provide a "No trespass" (PNG) directive to accused party if deemed appropriate</li> </ul>
<b>Dating Violence</b>	<ul style="list-style-type: none"> <li>1. Institution will assess immediate safety needs of complainant</li> <li>2. Institution will assist complainant with contacting local police if complainant requests AND provide the complainant with contact information for local police department</li> <li>3. Institution will provide written instructions on how to apply for Protective Order</li> <li>4. Institution will provide written information to complainant on how to preserve evidence</li> <li>5. Institution will assess need to implement interim or long-term protective measures to protect the complainant, if appropriate</li> <li>6. Institution will provide the victim with a written explanation of the victim's rights and options</li> <li>7. Institution will provide a "No trespass" (PNG) directive to accused party if deemed appropriate</li> </ul>
<b>Domestic Violence</b>	<ul style="list-style-type: none"> <li>1. Institution will assess immediate safety needs of complainant</li> <li>2. Institution will assist complainant with contacting local police if complainant requests AND complainant provided with contact information for local police department</li> <li>3. Institution will provide written instructions on how to apply for Protective Order</li> <li>4. Institution will provide written information to complainant on how to preserve evidence</li> </ul>

	<ol style="list-style-type: none"> <li>5. Institution will assess need to implement interim or long-term protective measures to protect the complainant, if appropriate</li> <li>6. Institution will provide the victim with a written explanation of the victim's rights and options</li> <li>7. Institution will provide a "No trespass" (PNG) directive to accused party if deemed appropriate</li> </ol>
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#### **Assistance for Victims: Rights & Options**

Regardless of whether a victim elects to pursue a criminal complaint or whether the offense is alleged to have occurred on or off campus, the College will assist victims of sexual assault, domestic violence, dating violence, and stalking and will provide each victim with a written explanation of their rights and options. Such written information will include:

- the procedures victims should follow if a crime of dating violence, domestic violence, sexual assault or stalking has occurred;
- information about how the institution will protect the confidentiality of victims and other necessary parties;
- a statement that the institution will provide written notification to students and employees about victim services within the institution and in the community;
- a statement regarding the institution's provisions about options for, available assistance in, and how to request accommodations and protective measures; and
- an explanation of the procedures for institutional disciplinary action

#### **Rights of Victims and the Institution's Responsibilities for Orders of Protection, "No Contact" Orders, Restraining Orders, or Similar Lawful Orders Issued by a Criminal, Civil, or Tribal Court or by the Institution**

SWTC complies with Wisconsin law in recognizing orders of protection any person who obtains an order of protection from Wisconsin or any reciprocal state (list reciprocal states) should provide a copy to the Director of Facilities and the Office of the Title IX Coordinator. A complainant may then meet with the Director of Facilities to develop a Safety Action Plan, which is a plan for campus staff and the victim to reduce risk of harm while on campus or coming and going from campus. This plan may include, but is not limited to: escorts, special parking arrangements, providing a temporary cellphone, changing classroom location or allowing a student to complete assignments from home, etc.) The College cannot apply for a legal order of protection, no contact order or restraining order for a victim from the applicable jurisdiction(s).



Type of Order:	Who Can File For One:	Court:	Based On:
<b>Domestic Violence Civil Protection Order – up to 5 years, can be renewed**</b>	Family or household members including : <ul style="list-style-type: none"> <li>•Spouses, former spouses</li> <li>•Parent, child, foster parent</li> <li>•People who have kids together</li> <li>•Intimate partners who lived together in the last 5 years</li> <li>•Same sex couples are eligible</li> </ul>	Domestic Relations Court – where victim lives, where abuser lives or has a business, or where incident(s) occurred	Causing or trying to cause injury or placing someone in fear of imminent serious harm (Courts use different requirements for how recent the incident must be)
<b>Stalking Protection Order - up to 5 years, can be renewed**</b>	Any person who is a victim of stalking. No relationship with stalker is required.	Common Pleas Court – where victim lives (if family or household member, can be filed as DV Protection Order, see above)	Pattern of conduct (2 or more events), closely related in time, that cause distress or make a victim believe the stalker will cause harm
<b>Sexually Oriented Offense Protection Order - up to 5 years, can be renewed**</b>	Any person who was a victim of a sexually oriented offense (see ORC 2950.01). No relationship with offender is required. Case does not have to be criminally prosecuted.	Common Pleas Court – where victim lives	Sexual assault or unwanted sexual contact (see ORC 2950.01)
<b>Juvenile Protection Order – until abuser reaches age 19</b>	Victim of abuse by a person who is under age 18, or the victim's parent or other household member, or other parties the Court approves.	Juvenile Court – where victim lives	Assault, stalking, sexual offenses, threats of harm or aggravated trespass

The College may issue an institutional no contact order if deemed appropriate or at the request of the victim or accused. If the College receives a report that such an institutional no contact order has been violated, the College will initiate disciplinary proceedings appropriate to the status of the accused (student, employee, etc.) and will impose sanctions if the accused is found responsible for violating the no contact order.

**Accommodations and Protective Measures Available for Victims**

Upon receipt of a report of domestic violence, dating violence, sexual assault or stalking, Southwest Tech will provide written notification to students and employees about accommodations available to them, including academic, living, transportation, protective orders and working situations. The written notification will include information regarding the accommodation options, available assistance in requesting accommodations, and how to request accommodations and protective measures (i.e., the notification will include the name and contact information for the individual or office that should be contacted to request the accommodations).

At the victim's request, and to the extent of the victim's cooperation and consent, College offices will work cooperatively to assist the victim in obtaining accommodations. If reasonably available, a victim may be offered changes to academic, living, working, protective measures or transportation situations regardless of whether the victim chooses to report the crime to campus police or local law enforcement. Examples of options for a potential change to the academic situation may be to transfer to a different section of a class, withdraw and take a class at another time if there is no option for moving to a different section, etc. Potential changes to living situations may include moving to a different room or residence hall. Possible changes to work situations may include changing working hours. Possible changes in transportation may include having the student or employee park in a different location, assisting the student or employee with a safety escort, etc.

To request changes to academic, living, transportation and/or working situations or protective measures, a victim should contact [Holly Miller](#) Chief Student Services Officer 608.822.2352 [hmillers@swtc.edu](mailto:hmillers@swtc.edu) Building 400 Rm 480. If the victim wishes to receive assistance in requesting these accommodations, she or he should contact [Holly Miller](#) Chief Student Services Officer 608.822.2352 [hmillers@swtc.edu](mailto:hmillers@swtc.edu) Building 400 Rm 480.

**On and Off Campus Services for Victims**

Upon receipt of a report of domestic violence, dating violence, sexual assault or stalking, Southwest Tech will provide written notification to students and employees about existing assistance with and/or information about obtaining resources and services including counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid and assistance in notifying appropriate local law enforcement.

**Confidentiality**

Victims may request that directory information on file with the College be withheld by request Student Services. Regardless of whether a victim has opted-out of allowing the College to share "directory information," personally identifiable information about the victim and other necessary parties will be treated as confidential and only shared with persons who have a specific need-to-know, i.e., those who are investigating/adjudicating the report or those involved in providing support services to the victim, including accommodations and protective measures. By only sharing personally identifiable information with individuals on a need-to-know basis, the institution will maintain as confidential, any accommodations or protective measures provided to the victim to the extent that maintaining such confidentiality

would not impair the ability of the institution to provide the accommodations or protective measures.

The College does not publish the name of crime victims or other identifiable information regarding victims in the Daily Crime Log or in the annual crime statistics that are disclosed in compliance with the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act*. Furthermore, if a Timely Warning Notice is issued on the basis of a report of domestic violence, dating violence, sexual assault or stalking, the name of the victim and other personally identifiable information about the victim will be withheld.

### **Adjudication of Violations**

The college's disciplinary process includes a prompt, fair, and impartial investigation and resolution process. In all instances, the process will be conducted in a manner that is consistent with the institution's policy and that is transparent to the accuser and the accused. Usually, the resolution of domestic violence, dating violence, sexual assault and stalking complaints are completed within 60 days of the report. However, each proceeding allows for extensions of timeframes for good cause with written notice to the accuser and the accused of the delay and the reason for the delay. College officials involved in the investigation or adjudication of domestic violence, dating violence, sexual assault and stalking complaints are trained annually on the issues related to domestic violence, dating violence, sexual assault, and stalking as well as how to conduct an investigation and hearing process that protects the safety of the victim and promotes accountability. Furthermore, each policy provides that:

1. The accuser and the accused will have timely notice for meetings at which the accuser or accused, or both, may be present;
2. The accuser, the accused and appropriate officials will have timely and equal access to any information that will be used during formal and informal disciplinary meeting and hearings;
3. The institutional disciplinary procedures will not be conducted by officials who have a conflict of interest or bias for or against the accuser or the accused;
4. The accuser and the accused will have the same opportunities to have others present during any institutional disciplinary proceeding. The accuser and the accused each have the opportunity to be advised by an advisor of their choice at any stage of the process and to be accompanied by that advisor to any related meeting or proceeding. The College will not limit the choice of advisor or presence for either the accuser or the accused in any meeting or institutional disciplinary proceeding. However, the role of the advisor is limited to: "An advisor may only consult and advise his or her advisee, but not speak for the advisee at any point during the meeting or hearing.
5. The accuser and the accused will be notified simultaneously, in writing, of the any initial, interim and final decision of any disciplinary proceeding; and
6. Where an appeal is permitted under the applicable policy, the accuser and the accused will be notified simultaneously in writing, of the procedures for the accused and the victim to appeal the result of the institutional disciplinary proceeding. When an appeal is filed, the accuser and the accused will be notified simultaneously in writing of any



change to the result prior to the time that it becomes final as well as of the final result once the appeal is resolved.

Whether or not criminal charges are filed, the college<sup>6</sup> or a person may file a complaint under the following policies, depending upon the status of the accused (student or employee):

- Southwest Tech promotes a learning-centered environment dedicated to the advancement of personal growth and knowledge. The Southwest Tech District believes every student has the right to pursue an education free from disruption, harassment, illegal activities, threats or danger. The district further believes that academic honesty, integrity and civility are fundamental to the educational mission of the college. Every student is expected to be familiar with all the rules and regulations of Southwest Tech.
- The student conduct process at Southwest Tech is not intended to punish students; rather, it exists to protect the interests of the community and to address behavior not in accordance with our policies. Sanctions are intended to challenge students' moral and ethical decision making and to help them bring their behavior into accord with our community expectations. Procedures and rights in student conduct procedures are conducted with fairness to all. Due Process, defined within these procedures, assures an objective decision-maker and the option of an appeal. Sanctions are proportionate to the severity of the violation and the cumulative conduct history of the student.
- By the authority of the Southwest Wisconsin Technical College District Board, the president of Southwest Tech retains the ultimate authority for administration of the Student Code of Conduct. The dean of student services expressly acts with authority over the behavioral misconduct administration and enforcement. Students violating the behavioral standards of conduct may be subject to disciplinary action. The chief academic officer expressly acts with authority over academic misconduct, and may be assisted by the dean of Student Services in the execution of sanctions.

#### **Jurisdiction**

The code of conduct applies to behaviors at Southwest Tech, Foundation, Real Estate Foundation, owned or leased property, or at Southwest Tech sponsored activities and may also apply to off-campus locations when the dean of students determines the off-campus conduct affects a substantial Southwest Tech interest.

This may include:

- Any situation where it appears that the student's conduct may present a danger or threat to the health or safety of him/herself or others; and/or
- Any situation that significantly impinges upon the rights, property or achievements of self or others or significantly breaches the peace and/or causes social disorder; and/or
- Any situation that is detrimental to the educational mission and/or interests of Southwest Tech.

The Code of Conduct may be applied to behavior conducted online, via email or other electronic media. Students should be aware that online postings such as blogs, web postings, chats, and social networking sites are in the public sphere and are not private. These postings can subject a student to allegations of conduct violations if evidence of policy violations are posted online. Southwest Tech does not regularly search for this information but may take action if and when such information is brought to the attention of college officials.

The code of conduct applies to all students enrolled in credit and non-credit courses. The code of conduct applies to guests of college community members whose hosts may be accountable for the misconduct of their guests.

### **Behavioral Misconduct**

The following actions and behaviors shall constitute violations of the Student Code of Conduct and will subject any student or student organization committing such a violation to disciplinary action. Violations include, but are not limited to:

1. General misconduct - Violations of established and published or posted college policies, rules, and/or regulations.
2. Failure or refusal to comply with a college matter - This includes but is not limited to, knowingly furnishing false information to the college or a college official, or refusal to comply with a reasonable request on a college matter or individual acting in performance of their duties.
3. Forgery - Alteration or misuse of any college document, record, form or instrument of identification.
4. Trespassing - Unauthorized entry into or use of college-owned or -controlled locations. Possessing, duplicating or using keys/swipe cards/lock codes to any college, Foundation or Real Estate Foundation property without authorization.
5. Trademark - Unauthorized use (including misuse) of Southwest Tech names and images.
6. Misuse of Technology - Unethical, inappropriate, or illegal use of technology resources of the college. Students who connect their personal computers to the campus network will also be held responsible for any violation.
7. Use of Prohibited Items - The use of hover boards and drones is not permitted.
8. Invasions of Privacy
  - a. Using electronic or other means to make a video or photographic record of any person in a location where there is a reasonable expectation of privacy. This includes, but is not limited to, taking video or photographic images in shower/locker rooms, and restrooms. The storing, sharing, and/or distributing of such unauthorized records by any means is also prohibited.
  - b. Using electronic or other means to make a video or photographic record of any person in a location where there is a reasonable expectation of privacy without the subject's prior knowledge and consent. This includes, but is not limited to, taking video or photographic images in student housing. The storing, sharing, and/or distributing of such unauthorized records by any means is also prohibited.

9. Disruptive Behavior - Intentionally or recklessly taking action that disrupts Southwest Tech operations including the physical harm or endangerment of any person in the college community, as well as obstruction of teaching, administration, college activities, and/or other authorized non-college activities which occur on campus; acts that impair, interfere with, or obstruct the orderly conduct, processes and functions of the college. Classroom disruptions include behavior a reasonable person would view as substantially or repeatedly interfering with faculty's ability to teach or student's right to learn.
10. Disorderly conduct/fighting - Defined as acts which are inappropriately loud, or are lewd, indecent or obscene; acts not in compliance with posted signage requiring specific behavior in designated areas (e.g. Knox Learning Center, Testing Center, Charley's, housing, laboratory areas).
11. Abusive acts - Committing acts of verbal abuse or physical abuse, or engaging in actions which intimidate, harass, threaten, coerce, or otherwise endanger the health or safety of any person or create a hostile learning environment.
12. Hazing - Doing, requiring or encouraging any forced activity, whether or not the act is voluntarily agreed upon, in conjunction with initiation, admission into or continued membership or participation in any group that causes or creates a reasonable risk of causing mental or physical harm or humiliation. Such acts may include any brutality of a physical nature, such as whipping, beating, branding, forced consumption of any food, liquor, drug or other substance, forced confinement or any other forced activity which endangers the physical health or safety of the student.
13. Bullying and cyberbullying - Bullying and cyberbullying are repeated and/or severe aggressive behaviors that intimidate or intentionally harm or control another person physically or emotionally.
14. Committing acts of harassment - Harassing behavior includes, but is not limited to verbal, written or physical conduct that is sufficiently serious (i.e. severe, persistent or pervasive) as to limit or deny an individual's ability to participate in or benefit from the college's programs.
15. Sexual assault - Committing an act of sexual assault which, for administrative purposes, is defined as unwelcome or unwanted and forced or coerced sexual intercourse or sexual contact. (Victims include persons who are incapacitated – sleeping, unconscious, mentally ill, or deemed unable to give consent.)
16. Committing acts of sexual harassment - Making unwelcome sexual advances, unwelcome requests for sexual favors, unwelcome physical contact of a sexual nature, and/or unwelcome verbal or physical contact of a sexual nature.
17. Sexual exploitation - Sexual exploitation includes the sexual abuse of individuals through the exchange of sex or sexual acts for drugs, food, shelter, protection, other basics of life, and/or money.
18. Possessing weapons - Possessing, or engaging or participating in the use of explosives, fireworks, and/or firearms or other dangerous weapons while on college property, Foundation property, or Real Estate property, loaned or leased, or at Southwest Tech sponsored events. Also prohibited are knuckles; a nunchaku or any similar weapon; knives of any kind; a knife blade; baton of any type; explosive devices of any type; and "look-alike" instrument or weapon, (i.e. "b.b. gun," pellet gun, or any instrument



designed to look like a weapon); pepper spray or any other device or instrumentality used in a threatening and/or unlawful manner. Exemptions are as follows:

- a. Authorized law enforcement officers in uniform or plain clothes officers with a badge on display.
  - b. Individuals participating in authorized law enforcement training activities.
  - c. Individuals transporting firearms for authorized training classes.
  - d. The possession of handguns is permitted in parking and outdoor areas when in the possession of properly licensed persons to the extent required by law.
  - e. The possession of knives as eating utensils or for the purpose of food preparation or as tools when authorized by an instructor is permitted, such as a lab setting.
19. Brandishing objects - Displaying, showing, waving, or exhibiting any object in a manner which a reasonable person might find threatening.
  20. Substance abuse - Use, being under the influence of, possession, sale or distribution of narcotic or illegal drugs, alcoholic beverages, etc
  21. Retaliatory acts - Committing an act of retaliation toward an individual or group who initiated or who expresses the intent to initiate a complaint or who was called as or intended to be called as a witness in any complaint proceeding. Retaliation includes, but is not limited to, harming or threatening to harm any person or group and may include harassment, intimidation, bullying or similar conduct for the purpose of discouraging the filing of a complaint or acting as a witness in a complaint proceeding or for the purpose of reprisal against any person or group who initiated a complaint or any person who acted as witness in such a proceeding.
  22. Theft - Intentional and unauthorized taking of college property or property of any visitor or member of the Southwest Tech college community; or the personal property of another, including goods, services and other valuables.
  23. Damage to Property - Intentionally damaging the property of the college or any visitor to or member of the college community.
  24. False reports - Making false reports of a fire, bomb threat, or other dangerous condition.
  25. Endangering Safety - Failing to report a fire, interfering with the response of the college or public officials to emergency calls or engaging in similar conduct which demonstrates a disregard for safety or property. Endangering safety may occur due to action (e.g., making a bomb threat or threat of pulling a fire alarm) or inaction (e.g., failing to report or make reasonable efforts to stop a fight, an assault, etc.).
  26. Violation of public laws - Southwest Tech reserves the right to hold students responsible for violations of federal, state, or local laws, regulations or policies that adversely affect the college and/or the pursuit of its educational mission.

### **Behavioral Misconduct Procedure & Sanctions**

Wherever possible, upon receipt of a complaint or upon being notified of circumstances which might constitute a violation, the college will complete the misconduct review process within 60 days. If that is not possible, the college will give notice of a rationale for extending the process and resolve as expediently as possible.

The following procedure has been developed to address a student who allegedly has failed to comply with the Code of Conduct:

**Step 1 - Notification of Incident:** Dean of students determines if disciplinary action may be appropriate. An alleged violation will be reported to the dean of student services or designee, who will determine what, if any, investigation, or minor sanctions are appropriate.

**Step 2 - Notification & Investigation:** Temporary separation/restriction may be imposed. Students will be notified of an accusation of misconduct. If the dean of students or designee determines that a full investigation is necessary, he/she will notify the student verbally or in writing and begin an impartial investigation. The student will be provided with a description of alleged incidences constituting prohibited conduct and given an opportunity to respond, including the ability to provide any documents or witnesses to determine whether a violation of conduct occurred. Any person the dean of Student Services or designee believes may have information relevant to an investigation may also be contacted to provide information regarding the investigation.

NOTE: Southwest Tech reserves the right to exercise its authority to limit and/or restrict access to the college upon notification a student is facing a criminal investigation and/or as a result of a behavioral misconduct allegation whereby the student's continued presence might endanger the student or others. Southwest Tech may take action to stop harassment, prevent recurrence of harassment and provide immediate and ongoing remediation for reporting parties – as well as any others harmed by harassment. The dean of students, the president, director of facilities, director of human resources, deans, and housing officials may temporarily remove or restrict students from college-controlled locations (including student housing) or activities.

**Step 3 - Findings & Sanctions:** Investigation determines if accusation is founded or unfounded. Students are updated within five (5) business days of the decision either by mail (including email) or in person. The dean of students or designee, based on a preponderance of evidence, will make a finding whether a violation is more likely than not. The student will be notified in writing of the finding and what –if any- sanctions will occur (see below for the list of possible sanctions). Notification will be sent by mail or delivered in person. The dean of student services is given broad authority to use objective evaluation of the disciplinary action necessary and what action will be in the best interest of the student, College and others. One or more of the disciplinary sanctions listed below may be imposed. Sanctions may warrant notation on an academic transcript, imposed at the discretion of the dean of student services.

**Behavioral Misconduct Sanctions:** The range of outcomes, consequences, and sanctions include, but are not limited to:

- Oral reprimand - Notice to the student that his/her actions are inappropriate and the individual must act more responsibly in the future.

- Written reprimand - Written notice to the student that his/her actions are inappropriate and the individual must act more responsibly in the future.
- Behavior requirement - This includes required activities including, but not limited to, seeking academic counseling or substance abuse screening, writing a letter of apology, etc.
- Educational program - Attending a workshop, in person or online, addressing the related issues. Referral to an off-campus education program may be recommended.
- Loss of privileges/access - Denial of specified privileges for a designated period of time such as a restriction from hosting visitors and/or guests in housing; prohibitions on entering a specified housing facility; restriction from college-sponsored extracurricular activities or work positions on campus; other restrictions, as approved by the dean of students or designee.
- Restitution/Compensation for loss, damage or injury.
- No contact directive.
- Mandated Housing Reassignment - A notice that the behavior merits immediate relocation of the student to another housing residence.
- Probation - Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to be violating any policies during the probationary period.
- Housing Probation - Housing probation is for a designated period of time and includes the probability of more severe housing disciplinary sanctions if the student is found to violate any policies during the probationary period.
- Disciplinary Suspension - Suspension results in separation from the college for a specific minimum period of time, after which the student is eligible to return. During the suspension period, the student is banned from college property and student housing. The sanction may be enforced with a trespass action as necessary. Students suspended for disciplinary reasons are not entitled to any refund of tuition or housing fees.
- Housing Suspension - Separation from the student housing area for a specific period of time, after which the student may be eligible to return. During the suspension period, the student is banned from college housing. The sanction may be enforced with a trespass action as necessary. Students suspended for disciplinary reasons are not entitled to any refund of housing fees.
- Expulsion - A permanent separation from the college. The student is banned from college property and student housing and this sanction may be enforced with a trespass action as necessary. Students who are expelled for disciplinary reasons are not entitled to any refund of tuition or housing fees.
- Housing Expulsion - Permanent removal of the student from student housing. The sanction will most likely result in a permanent ban from all housing properties. Students dismissed from housing for disciplinary reasons are not entitled to any refund of housing fees.
- Academic Removal - Removal of student from course ("W" grade shown on transcript).

**Step 4 - Due Process:** Students have five (5) business days to request an appeal due to procedural errors, to consider new evidence, or to weigh if the sanctions are outside the guidelines set by Southwest Tech. The sanctioned student may request an appeal within five (5) business days of notification. If appropriate under the law, the reporting student(s) may also request an appeal within the same time period. Appeal requests are limited to the following grounds:

- To consider new evidence, unavailable during the original investigation, that could substantially impact the original finding or sanction. A summary of this new evidence and its potential impact must be included.
- A procedural or substantive error occurred that significantly impacted the outcome of the decision. The specific error(s) alleged to have occurred must be identified in the appeal request.
- The sanctions imposed are substantially outside the guidelines set by Southwest Tech for this type of offense or the cumulative conduct record of the responding student. The dean of students will share appeal requests with a reporting or responding party (parties) when appropriate under law. The dean of students or designee reviews cases with new evidence. Requests for appeals as a result of procedural errors and sanctions outside the guidelines are reviewed by the Chief Academic Officer (CAO). If the appeal has standing, the CAO gathers an Appeals Panel with instructions for reconsideration only in light of the granted appeal grounds.

**Step 5 - Optional Appeal:** If approved, a review commences five to fifteen (5-15) business days after the student(s) requests appeal. \*See Appeals Panel Guiding Principles for further details. If the appeal is not timely or substantively eligible, the original finding and sanction will stand and the decision is final. The dean of students or designee will notify the student(s), in writing, whether the appeal request will be granted or denied and the basis for that decision. If the appeal request is granted, the dean of students and/or Appeals Panel decides solely based on the physical documentation provided by the College, the responding student and – if appropriate- the reporting student(s). Procedural or substantive errors should be corrected, new evidence should be considered, and sanctions should be proportionate to the severity of the violation and the student's cumulative conduct record. Appeals decisions are to be deferential to the original decision-maker, making changes to the finding only where there is clear error and to the sanction only if there is a compelling justification to do so. The Appeals Panel or dean of students may affirm or change the findings and/or sanctions of the prior decision according to permissible grounds. Said appeal shall be held no less than five (5) business days nor more than fifteen (15) business days from the date the student requests the appeal. See Appeals Panel Processes and Guiding Principles for further details

**Step 6 - Notification of Appeal:** The decision of the Appeals panel or dean of students is final. The dean of students or Appeals Panel chair will prepare a written report detailing the finding, the information cited in support of its finding, and why. The report should not exceed two pages in length, and, if submitted by the panel chair, must be submitted to the

dean of students within two (2) business days after the end of deliberations. The decision is final. The dean of students implements the final determination. This determination will be sent, in writing, to the reporting and (if appropriate) responding student within two (2) business days after the appeal panel meets.

Note: The outcome of a campus appeal is part of the education record and is protected from release under the Federal Education Rights and Privacy Act (FERPA), except under certain conditions. When a student is accused of a policy violation that would constitute a “crime of violence” or forcible or non-forcible sex offense, Southwest Tech will inform the reporting party bringing the complaint in writing of the final results of the Appeal Panel of whether Southwest Tech concludes the responding party was responsible or not responsible. If the responding party is found responsible, the college can share the information with anyone at the discretion of the college. Such release of information may include the alleged student’s/responding student’s name, the violation committed, and the sanctions assigned. In cases of sexual misconduct and other offenses covered by Title IX, only, the rationale for the outcome will also be shared with all parties to the complaint in addition the findings and sanctions. Crimes of Violence include: ☐ Arson ☐ Assault offenses (including stalking) ☐ Burglary ☐ Criminal homicide ☐ Destruction/damage/vandalism of property ☐ Kidnapping/abduction ☐ Robbery ☐ Forcible sex offenses ☐ Non-forcible sex offenses

#### **Notification to Victims of Crimes of Violence**

The College will, upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by such institution against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as the result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this paragraph.

#### **Sex Offender Registration**

The federal Campus Sex Crimes Prevention Act, enacted on October 28, 2000, requires institutions of higher education to issue a statement advising the campus community where law enforcement agency information provided by a State concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a State to provide notice, as required under State law, of each institution of higher education in that State at which the person is employed, carries on a vocation, volunteers services or is a student.

In Wisconsin, convicted sex offenders must register with the **Office of Victim Services and Programs**. You can link to this information, which appears on Wisconsin Department of Corrections website, by accessing website at <https://www.wivictimvoice.org/.../sex-offender-registry-program1>.

## **Reportable Crimes under the Clery Act - 34 CFR 668.46(c)**

### **Criminal Offenses**

- **Murder/Non-Negligent Manslaughter:** The willful (non-negligent) killing of one human being by another. Deaths caused by negligence, attempts to kill, assaults to kill, suicides, accidental deaths, and justifiable homicides are excluded.
- **Manslaughter by Negligence:** The killing of another person through gross negligence.
- **Rape:** The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
- **Fondling:** The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
- **Incest:** Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- **Statutory Rape:** Sexual intercourse with a person who is under the statutory age of consent.
- **Robbery:** the taking or attempting to take anything from value of the care, custody or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.
- **Aggravated Assault:** An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. It is not necessary that injury result from an aggravated assault when a gun, knife or other weapon is used which could or probably would result in a serious potential injury if the crime were successfully completed.
- **Burglary:** The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or a felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.
- **Motor Vehicle Theft:** The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access, even though the vehicles are later abandoned - including joy riding)
- **Arson:** The willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, or personal property of another kind.

### **Arrests and Referrals for Disciplinary Action**

- **Weapon Law Violations:** The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; all attempts to commit any of the aforementioned.



- **Drug Abuse Violations:** Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadones); and dangerous non-narcotic drugs (barbiturates, Benzedrine).
- **Liquor Law Violations:** The violation of laws or ordinance prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; all attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are not included in this definition.)

**Hate Crimes:** We are required to report statistics for bias-related (hate) crimes by the type of bias as defined below for the following classifications: murder, sex offenses (forcible or non-forcible), robbery, aggravated assault, burglary, motor vehicle theft, manslaughter, arson and larceny-theft, simple assault, intimidation, and destruction, damage, or vandalism of property, and of other crimes involving bodily injury to any person, in which the victim is intentionally selected because of the actual or perceived race, gender, religion, national origin, sexual orientation, gender identity, ethnicity, or disability of the victim.

- **Larceny-Theft:** The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.
- **Simple Assault:** An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration or loss of consciousness.
- **Intimidation:** To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.
- **Destruction, Damage or Vandalism:** To willfully or maliciously destroy, injure, disfigure, or deface any public or private property, real or personal, without the consent of the owner or person having custody or control by cutting, tearing, breaking, marking, painting, drawing, covering with filth, or any other such means as may be specified by local law.

If a hate crime occurs where there is an incident involving larceny-theft, simple assault, intimidation, and destruction, damage or vandalism of property, and other bodily injury, the law requires that the statistic be reported as a hate crime even though there is no requirement to report the crime classification in any other area of the compliance document. A bias-related (hate) crime is not a separate, distinct crime, but is the commission of a criminal offense which was motivated by the offender's bias. For example, a subject assaults a victim, which is a crime. If the facts of the case indicate that the offender was motivated to commit the offense because of their bias against the victim's race, sexual orientation, etc., the assault is then also classified as a hate crime.

### Sex Offenses

- **Sex Offenses-Forcible:** Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent.
- **Forcible Rape:** The carnal knowledge of a person, forcibly and/or against the person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).
- **Forcible Sodomy:** Oral or anal sexual intercourse with another person, forcibly and/or against that person's will; or not forcibly against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.
- **Sexual Assault With An Object:** The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.
- **Forcible Fondling:** The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or, not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity.
- **Sex Offenses-Non-forcible:** Unlawful, non-forcible sexual intercourse.
- **Incest** - Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- **Statutory Rape** - Non-forcible sexual intercourse with a person who is under the statutory age of consent.

### **Violence Against Women Reauthorization Act of 2013 (VAWA)**

- **Dating Violence:** Violence committed by a person (A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (B) where the existence of such a relationship shall be determined based on a consideration of the following factors: length of the relationship, type of relationship, and frequency of interaction between the persons involved in the relationship.
- **Domestic Violence:** Felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.
- **Stalking:** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to (A) Fear for his or her safety or the safety of other; or (B) Suffer substantial emotional distress. *Course of conduct* means two or more

acts, including, but not limited to, acts which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person's property.

- D) *Reasonable person* means a reasonable person under similar circumstances and with similar identities to the victim.
- E) *Substantial emotional distress* means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.
- iv. For the purposes of complying with the requirements of this section and section 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

### **Clery Geography**

The Clery Act requires colleges to disclose statistics for reported Clery crimes that occur: 1) on campus, (2) on public property within or immediately adjacent to the campus, and (3) in or on non-campus buildings or property that the institution owns or controls. These categories define Southwest Tech's Clery geography. The geographic categories are further defined in the Handbook for Campus Safety and Security Reporting as follows:

- 1) *On campus* – Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and Any building or property that is within or reasonably contiguous to paragraph (1) of this definition, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor).
- 2) *Public property* – All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.
- 3) *Non-campus buildings or property* - Any building or property owned or controlled by a student organization that is officially recognized by the institution; or Any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

Incident Being Reported	Procedure Southwest Tech Will Follow
<b>Sexual Assault</b>	<ol style="list-style-type: none"> <li>1. Depending on when reported (immediate vs delayed report), Southwest Tech will provide complainant with access to medical care</li> <li>2. Southwest Tech will assess immediate safety needs of complainant</li> <li>3. Southwest Tech will assist complainant with contacting local police if complainant requests AND provide the complainant with contact information for local police department</li> <li>4. Southwest Tech will provide complainant with referrals to on and off campus mental health providers</li> <li>5. Southwest Tech will assess need to implement interim or long-term protective measures, if appropriate.</li> <li>6. Southwest Tech will provide the complainant with a written explanation of the complainant's rights and options</li> <li>7. Southwest Tech will provide a "No trespass" directive to respondent if deemed appropriate</li> <li>8. Southwest Tech will provide written instructions on how to apply for Protective Order</li> <li>9. Southwest Tech will provide a copy of the policy applicable to Sexual Assault to the complainant and inform the complainant regarding timeframes for inquiry, investigation and resolution</li> <li>10. Southwest Tech will inform the complainant of the outcome of the investigation, whether or not the respondent will be administratively charged and what the outcome of the hearing is</li> <li>11. Southwest Tech will enforce the anti-retaliation policy and take immediate and separate action against parties that retaliate against a person for complaining of sex based discrimination or for assisting in the investigation</li> </ol>
<b>Stalking</b>	<ol style="list-style-type: none"> <li>1. Southwest Tech will assess immediate safety needs of complainant</li> <li>2. Southwest Tech will assist complainant with contacting local police if complainant requests AND provide the complainant with contact information for local police department</li> <li>3. Southwest Tech will provide written instructions on how to apply for Protective Order</li> <li>4. Southwest Tech will provide written information to complainant on how to preserve evidence</li> <li>5. Southwest Tech will assess need to implement interim or long-term protective measures to protect the complainant, if appropriate</li> <li>6. Southwest Tech will provide the complainant with a written explanation of the complainant's rights and options</li> <li>7. Southwest Tech will provide a "No trespass" directive to respondent if deemed appropriate</li> </ol>



<b>Dating Violence</b>	<ol style="list-style-type: none"> <li>1. Southwest Tech will assess immediate safety needs of complainant</li> <li>2. Southwest Tech will assist complainant with contacting local police if complainant requests AND provide the complainant with contact information for local police department</li> <li>3. Southwest Tech will provide written instructions on how to apply for Protective Order</li> <li>4. Southwest Tech will provide written information to complainant on how to preserve evidence</li> <li>5. Southwest Tech will assess need to implement interim or long-term protective measures to protect the complainant, if appropriate</li> <li>6. Southwest Tech will provide the complainant with a written explanation of the complainant's rights and options</li> <li>7. Southwest Tech will provide a "No trespass" directive to respondent if deemed appropriate</li> </ol>
<b>Domestic Violence</b>	<ol style="list-style-type: none"> <li>1. Southwest Tech will assess immediate safety needs of complainant</li> <li>2. Southwest Tech will assist complainant with contacting local police if complainant requests AND complainant provided with contact information for local police department</li> <li>3. Southwest Tech will provide written instructions on how to apply for Protective Order</li> <li>4. Southwest Tech will provide written information to complainant on how to preserve evidence</li> <li>5. Southwest Tech will assess need to implement interim or long-term protective measures to protect the complainant, if appropriate</li> <li>6. Southwest Tech will provide the complainant with a written explanation of the complainant's rights and options</li> <li>7. Southwest Tech will provide a "No trespass" directive to respondent if deemed appropriate</li> </ol>

### **Assistance for Victims: Rights & Options**

Regardless of whether a victim elects to pursue a criminal complaint or whether the offense is alleged to have occurred on or off campus, Southwest Tech will assist victims of sexual assault, domestic violence, dating violence, and stalking and will provide each victim with a written explanation of their rights and options.

Such written information will include:

- the procedures victims should follow if a crime of dating violence, domestic violence, sexual assault or stalking has occurred;
- information about how Southwest Tech will protect the confidentiality of victims and other necessary parties;
- a statement that institution will provide written notification to students and employees about victim services within Southwest Tech and in the community;
- a statement regarding Southwest Tech's provisions about options for, available assistance in, and how to request accommodations and protective measures; and an explanation of the procedures for institutional disciplinary action

### **Key Concepts and Definitions Central to All Forms of Sexual Misconduct**

Southwest Tech does not presume a student, employee or faculty member is in violation of college policy. A conduct hearing or investigation will be held to take into account the totality of information available, from all relevant sources. The college will determine whether the Student Code of Conduct or the Employee Handbook Conduct Guidelines have been violated.

COMPLAINANT:	Complainant refers to the individual who reported the incident of alleged sexual misconduct.
RESPONDENT:	Respondent refers to the student, employee or faculty member who allegedly violated the sexual misconduct policy and/or has been charged with a violation of the policy.
CONSENT:	<p>A central concept to understanding the offenses that constitute sexual misconduct under this policy is consent. Consent is the equal approval, given freely, willingly and knowingly of each participant to desired sexual involvement. Consent is an affirmative, conscious decision — indicated clearly by words or actions — to engage in mutually accepted sexual contact. A person compelled to engage in sexual contact by force, threat of force, or coercion has not consented to contact. Lack of mutual consent is the crucial factor in any sexual assault. Consent CANNOT be given if a person's ability to resist or consent is impaired because of a mental or physical condition or is there is incapacitation due to drugs or alcohol or if there is a significant age or perceived power differential. Providing alcohol or drugs to facilitate sexual activity is a violation of this policy. Use of alcohol or other drugs will never function to excuse behavior that violates this policy.</p> <p>A person may not consent if s/he is:</p> <ul style="list-style-type: none"> <li>• unconscious</li> <li>• frightened</li> </ul>



	<ul style="list-style-type: none"> <li>• physically or psychologically pressured or forced</li> <li>• intimidated</li> <li>• impaired because of a psychological condition</li> <li>• intoxicated by use of drugs or alcohol</li> </ul> <p>Consent to one form of sexual activity does not imply consent to other forms of sexual activity. Similarly, previous relationships or consent does not imply consent to future sexual activity.</p> <p>The requirements of this policy apply regardless of the sexual orientation of individuals engaging in sexual activity.</p>
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Sexual misconduct includes, but is not limited to, conduct prohibited in Wisconsin Statutes 940.225 (see [legis.wisconsin.gov/lrb/pubs/ib/01ib1.pdf](https://legis.wisconsin.gov/lrb/pubs/ib/01ib1.pdf))

**1. Non-Consensual Sexual Intercourse**

The State of Wisconsin Statutes referenced above provide a comprehensive list of the behaviors that are considered non-consensual sexual intercourse.

**2. Non-Consensual Sexual Conduct**

The State of Wisconsin Statutes referenced above provide a comprehensive list of the behaviors that are considered non-consensual sexual contact.

**3. Sexual Exploitation**

Sexual exploitation as defined by this policy occurs when an individual takes non-consensual or abusive sexual advantage of another individual for his/her own advantage or benefit, or to benefit or advantage anyone other than the person being exploited. Examples of sexual exploitation may include, but are not limited to:

- video or audio of a person engaged in sexually explicit conduct without the consent of that individual;
- engaging in "Peeping Tommary," or viewing other persons engaged in intimate behavior without their consent or
- knowingly transmitting a sexually transmitted disease.

**4. Non-Consensual Sexual Intercourse**

Sexual harassment is defined as any unwelcome sexual advances, demands, requests for sexual favors, innuendoes or any other verbal or physical conduct of a sexual nature when:

- a) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's educational or residential experience or employment; or
- b) Submission to or rejection of such conduct by an individual is used as the basis for educational, residential or employment decisions affecting such individual; or

- Such conduct is sufficiently severe and pervasive so as to alter the conditions of, or have the purpose or effect of substantially prostituting another individual;
  - recording, displaying or distributing in any way photos,
- c) interfering with, an individual's academic performance or work by creating an intimidating, hostile, or offensive educational, residential or working environment.

Primary Crimes	Year	On Campus	Non-campus	Public Property	Total	Residential Facilities*	Unfounded Crimes
Murder/Non Negligent Manslaughter	2017	0	0	0	0	0	0
	2016	0	0	0	0	0	0
	2015	0	0	0	0	0	0
Manslaughter by Negligence	2017	0	0	0	0	0	0
	2016	0	0	0	0	0	0
	2015	0	0	0	0	0	0
Rape	2017	0	0	0	0	0	0
	2016	0	0	0	0	0	0
	2015	0	0	0	0	0	0
Fondling	2017	0	0	0	0	0	0
	2016	0	0	0	0	0	0
	2015	0	0	0	0	0	0
Incest	2017	0	0	0	0	0	0
	2016	0	0	0	0	0	0
	2015	0	0	0	0	0	0
Statutory Rape	2017	0	0	0	0	0	0
	2016	0	0	0	0	0	0
	2015	0	0	0	0	0	0
Robbery	2017	0	0	0	0	0	0
	2016	0	0	0	0	0	0
	2015	0	0	0	0	0	0
Aggravated Assault	2017	0	0	0	0	0	0
	2016	0	0	0	0	0	0
	2015	0	0	0	0	0	0
Burglary	2017	0	0	0	0	0	0
	2016	0	0	0	0	0	0
	2015	3	2	0	5	2	0
Motor Vehicle Theft	2017	0	0	0	0	0	0
	2016	0	0	0	0	0	0
	2015	0	0	0	0	0	0
Arson	2017	0	0	0	0	0	0
	2016	0	0	0	0	0	0
	2015	0	0	0	0	0	0

<b>Arrests and Referrals for Disciplinary Action</b>	<b>Year</b>	<b>On Campus</b>	<b>Non-campus</b>	<b>Public Property</b>	<b>Total</b>	<b>Residential Facilities*</b>
Liquor Law Violation Arrests	2017	1	0	0	1	1
	2016	1	0	0	1	1
	2015	2	0	0	2	2
Drug Law Violation Arrests	2017	0	0	0	0	0
	2016	1	0	0	1	1
	2015	2	0	0	2	2
Weapons Law Violation Arrests	2017	0	0	0	0	0
	2016	0	0	0	0	0
	2015	0	0	0	0	0
Liquor Law Violation Referrals for Disciplinary Action	2017	1	0	0	1	1
	2016	1	0	0	1	1
	2015	2	0	0	2	2
Drug Law Violation Referrals for Disciplinary Action	2017	0	0	0	0	0
	2016	1	0	0	1	1
	2015	2	0	0	2	2
Weapons Law Violation Referrals for Disciplinary Action	2017	0	0	0	0	0
	2016	0	0	0	0	0
	2015	0	0	0	0	0

<b>VAWA Offenses</b>	<b>Year</b>	<b>On Campus</b>	<b>Non-campus</b>	<b>Public Property</b>	<b>Total</b>	<b>Residential Facilities*</b>	<b>Unfounded Crimes</b>
Domestic Violence	2017	0	0	0	0	0	0
	2016	0	0	0	0	0	0
	2015	0	0	0	0	0	0
Dating Violence	2017	0	0	0	0	0	0
	2016	0	0	0	0	0	0
	2015	0	0	0	0	0	0
Stalking	2017	0	0	0	0	0	0
	2016	0	0	0	0	0	0
	2015	0	0	0	0	0	0

*\*Residential Facility crime statistics are a subset of the On Campus category, i.e., they are counted in both categories.*

### **Unfounded Crimes**

If a crime is reported as occurring On Campus, in On-campus Residential Facilities, in or on Non-campus buildings or property, or on Public Property, and the reported crime is investigated by sworn or commissioned law enforcement authorities and found to be false or baseless, the crime is considered to be "unfounded."

Institutions must report the total number of: criminal offenses; hate crimes; and domestic violence, dating violence, or stalking incidents that have been unfounded.

There were no unfounded crimes in 2015, 2016, or 2017.

**Hate Crime Reporting:**

There were no hate crimes reported in 2015, 2016 or 2017.

**Fire Safety Systems**

Residential Facilities	Fire Alarm Monitoring Done On Site	Partial <sup>7</sup> Sprinkler System	Full <sup>8</sup> Sprinkler System	Smoke Detection	Fire Extinguisher Devices	Evacuation Plans/Placards	Number of Evacuation (fire) drills each calendar year
1533	No	No	No	Yes	Yes	Yes	2
1535	No	No	No	Yes	Yes	Yes	2
1537	No	No	No	Yes	Yes	Yes	2
1539	No	No	No	Yes	Yes	Yes	2
1543	No	No	No	Yes	Yes	Yes	2
1545	No	No	No	Yes	Yes	Yes	2
1547	No	No	No	Yes	Yes	Yes	2
1549	No	No	No	Yes	Yes	Yes	2
1557	No	No	No	Yes	Yes	Yes	2
1559	No	No	No	Yes	Yes	Yes	2
1935 Apt 1	No	No	No	Yes	Yes	Yes	2
1935 Apt 2	No	No	No	Yes	Yes	Yes	2
1935 Apt 3	No	No	No	Yes	Yes	Yes	2
1935 Apt 4	No	No	No	Yes	Yes	Yes	2
1940 Apt 1	No	No	No	Yes	Yes	Yes	2
1940 Apt 2	No	No	No	Yes	Yes	Yes	2
1940 APT 3	No	No	No	Yes	Yes	Yes	2
1940 Apt 4	No	No	No	Yes	Yes	Yes	2
1955 Apt 1	No	No	No	Yes	Yes	Yes	2
1955 Apt 2	No	No	No	Yes	Yes	Yes	2
1955 Apt 3	No	No	No	Yes	Yes	Yes	2
1955 Apt 4	No	No	No	Yes	Yes	Yes	2
1960 Apt 1	No	No	No	Yes	Yes	Yes	2
1960 Apt 2	No	No	No	Yes	Yes	Yes	2
1960 Apt 3	No	No	No	Yes	Yes	Yes	2
1960 Apt 4	No	No	No	Yes	Yes	Yes	2
1960 Apt 5	No	No	No	Yes	Yes	Yes	2
1960 Apt 6	No	No	No	Yes	Yes	Yes	2
1960 Apt 7	No	No	No	Yes	Yes	Yes	2
1960 Apt 8	No	No	No	Yes	Yes	Yes	2
1975	No	No	No	Yes	Yes	Yes	2
1985	No	No	No	Yes	Yes	Yes	2

<sup>7</sup> Partial Sprinkler System is defined as having sprinklers in the common areas only.

<sup>8</sup> Full Sprinkler system is defined as having sprinklers in both the common areas and individual rooms.

### Policies or Rules on Portable Electrical Appliances, Smoking and Open Flames

The following are prohibited items (e.g., sources of open flames, such as candles; non-surge protected extension cords; halogen lamps; portable cooking appliances in non-kitchen areas; etc.) or prohibited activities (e.g., smoking in the room; tampering with life safety equipment; possession of pets; etc.).

### Fire Statistics

Statistics and Related Information Regarding Fires in Residential Facilities for CY 2014

Residential Facilities (Name and Address)	Total Number of Fires in Each Building	Fire Number	Cause of Fire	Number of Injuries That Required Treatment at a Medical Facility	Number of Deaths Related to a Fire	Value of Property Damage Caused by Fire (in USD)
1533	0	0	0	0	0	0
1535	0	0	0	0	0	0
1537	0	0	0	0	0	0
1539	0	0	0	0	0	0
1543	0	0	0	0	0	0
1545	0	0	0	0	0	0
1547	0	0	0	0	0	0
1549	0	0	0	0	0	0
1557	0	0	0	0	0	0
1559	0	0	0	0	0	0
1935 Apt 1	0	0	0	0	0	0
1935 Apt 2	0	0	0	0	0	0
1935 Apt 3	0	0	0	0	0	0
1935 Apt 4	0	0	0	0	0	0
1940 Apt 1	0	0	0	0	0	0
1940 Apt 2	0	0	0	0	0	0
1940 APT 3	0	0	0	0	0	0
1940 Apt 4	0	0	0	0	0	0
1955 Apt 1	0	0	0	0	0	0
1955 Apt 2	0	0	0	0	0	0
1955 Apt 3	0	0	0	0	0	0
1955 Apt 4	0	0	0	0	0	0
1960 Apt 1	0	0	0	0	0	0
1960 Apt 2	0	0	0	0	0	0
1960 Apt 3	0	0	0	0	0	0
1960 Apt 4	0	0	0	0	0	0
1960 Apt 5	0	0	0	0	0	0
1960 Apt 6	0	0	0	0	0	0
1960 Apt 7	0	0	0	0	0	0
1960 Apt 8	0	0	0	0	0	0
1975	0	0	0	0	0	0
1985	0	0	0	0	0	0

**Procedures for Student Housing Evacuation in Case of a Fire**

In the event of a fire, the College expects that all campus community members will evacuate by the nearest exit, closing doors and activating the fire alarm system (if one is present) as they leave. Once safely outside a building, it is appropriate to contact 911 and the Facilities Department. Students and/or staff are informed where to relocate to by staff if circumstance warrants at the time of the alarm. In the event fire alarms sound, College policy is that all occupants must evacuate from the building, closing doors as they leave. No training is provided to students or employees in firefighting or suppression activity as this is inherently dangerous and each community member's only duty is to exit safely and quickly, shutting doors along the exit path as they go to contain the spread of flames and smoke, and to activate the alarm as they exit. At no time should the closing of doors or the activation of the alarm delay the exit from the building.

**Fire Safety Education and Training Programs**

Fire safety education programs for all students living in on-campus student housing and all employees that have any association with on-campus student housing are held at the beginning of each semester. These programs are designed to: familiarize everyone with the fire safety system in each housing facility, train everyone on the procedures to be followed in case there is a fire and distribute information on the University's fire safety policies. Everyone is also provided with maps of each on-campus student housing facility that illustrate evacuation routes and fire alarm equipment locations. During these programs, trainers emphasize that participating in fire drills is mandatory. Students with disabilities are given the option to have a "buddy" assigned to them. Fire safety education and training programs are taught by local fire authorities

**OR**

Faculty and staff are provided education on fire safety and information on how to report a fire, or evidence of a fire, to whom, and procedures to be followed for non-residential buildings on campus when a fire alarm signals.

Each SWTC building has fire evacuation plans posted in common areas. All employees are encouraged to become familiar with the escape routes for all buildings and floors and the locations of fire extinguishers, hoses and alarms. In the event of a fire or evacuation, every employee should follow the fire safety evacuation route and vacate the premises until the officials in charge declare the premises safe to enter. Exits and areas around fire extinguishers must be kept clear at all times. Periodic fire safety inspections and drills are held to test equipment and procedures.

**Procedures Students and Employees Should Follow in Case of a Fire**

In these programs, procedures that students and employees should follow in case of a fire are reviewed and include the following:



### **Student Housing Evacuation Procedures In Case of a Fire**

- If you hear the fire alarm immediately evacuate the building using the nearest available exit. **Do not attempt to fight a fire unless you have been trained to do so.**
- Awaken any sleeping roommate or suitemates. Prepare to evacuate by putting on shoes and coat if necessary. Feel the doorknob and the door. If they are hot, do not open the door. If they are cool, open slowly, if heat or heavy smoke rushes in, close the door immediately and remain inside.
- When leaving your room, be sure to take your key in case it is necessary to return to the room should conditions in the corridor deteriorate. Make sure to close the door tightly when evacuating.
- Resident life staff members who are present on their floors should facilitate the evacuation of their floor/section if possible. When the alarm sounds shout (Example: there is an emergency in the building leave by the nearest exit) and knock on doors as they make their way to the nearest exit and out the building.
- When exiting in smoky conditions keep your hand on the wall and crawl to the nearest exit. Always know more than one path out of your location and the number of doors between your room and the exit.
- **DO NOT USE ELEVATORS.** Elevator shafts may fill with smoke or the power may fail, leaving you trapped. Elevators have features that recall and deactivate the elevator during an alarm. Standing and waiting for an elevator wastes valuable time.
- Each resident should report to their assigned assembly area. Resident life staff should report to their assigned assembly area and make sure that students have cleared the building. Conduct a head count and do not allow re-entry into the building until directed to do so by emergency personnel.

### **Reporting Fires**

Per federal law, SWTC is required to annually disclose statistical data on all fires that occur in on-campus student housing facilities. Therefore, if you encounter a live fire in one of these facilities, you should immediately get to a safe place, then dial 911. Once the emergency has passed, you should notify Facilities Department at PHONE to investigate and document the incident for disclosure in the University's annual fire statistics.

If a member of the SWTC community finds evidence of a fire that has been extinguished, and the person is not sure whether Facilities Department has already responded, the community member should immediately notify Facilities Department at PHONE to investigate and document the incident for disclosure in the University's annual fire statistics.

### **Plans for Improvement to Fire Safety**

The College does or does not have any planned improvements in fire safety at this time.

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

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

### Staffing Update 2018-19 Fiscal Year

	Name	Title	Status and/or Additional Info	Effective Date	Funding Source &/or Estimated Wage Range/Hired Salary
1	Replacement - Dan Schildgen	Automotive Technician Instructor	Brian Waldner	7/31/2018	BS \$47,297-\$75,203 AS \$49,750 - \$79,102 MS \$52,202-\$83,000 Hired at \$59,000
2	Replacement - Steve McCauley	Electromechanical Technician Instructor	Jobert Bermudo	7/31/2018	BS \$47,297-\$75,203 AS \$49,750 - \$79,102 MS \$52,202-\$83,000 Hired at \$60,000
3	Replacement - Nancy Devlin	Bookstore Assistant - 2 positions, Part-time, LTE (ending 6/30/2019)	Lori Wiest & Jennifer Rice	6/25/2018	Hourly Band A13 \$16.42 - \$19.70 Lori- Hired at \$17.00; Jen- Hired at \$16.42
4	Replacement - Snehal Shirke	Communications Instructor Lead	Connor Zingarelli	1/3/2019	MS \$53,314-\$84,768 Hired at \$55,000
5	Replacement - Jeff Domink	Animal Science Instructor	Ryan Weigel	8/6/2018	BS \$47,297-\$75,203 AS \$49,750 - \$79,102 MS \$52,202-\$83,000 Hired at \$62,000
6	Replacement - Chyme Stimart	Student Services Records Specialist	Heather Day	8/6/2018	Hourly Band A13 \$16.42 - \$19.70 Hired at \$17.00

### Staffing Update 2018-19 Fiscal Year

	Name	Title	Status and/or Additional Info	Effective Date	Funding Source &/or Estimated Wage Range/Hired Salary
7	New Position	Automotive Mechanics Instructor - Part-Time	George Whiteaker	9/1/2018	BS \$47,297-\$75,203 AS \$49,750 - \$79,102 MS \$52,202-\$83,000 Hired at \$60,000 (base)
8	New Position	Public Relations Manager	Dennis Cooley	8/13/2018	Salary Band C44 \$53,671 - \$75,139 Hired at \$75,139
9	Replacement - Patricia Greenwood	Academic Success Coach - (75%, LTE)	Katie Snitker	7/1/2018	Houly Band B24 \$20.32 - \$26.4 Hired at \$25.32
10	Replacement - Brooke Mitchell	Health/Science Academic Success Coach - (75%, LTE)	Brian Molini	7/1/2018	Houly Band B24 \$20.32 - \$26.41 Hired at \$25.32
11	Replacement -Penny Demert-Neal	Associate Degree Nursing Instrucor	Maria Kindrai	12/3/2018	MS \$52,202-\$83,000 Hired at \$58,000
12	New Position	Disability Services Associates	Heather Swatek	9/11/2018	Salary Band C42 \$47,777-\$66,888 Hired at \$20.00/hour

### Staffing Update 2018-19 Fiscal Year

	Name	Title	Status and/or Additional Info	Effective Date	Funding Source &/or Estimated Wage Range/Hired Salary
13	Replacement -Pam Johnson-Loy	Administrative Support Assistant - Public Safety. Part-time-30 hr)	Ken Straka	9/24/2018	Hourly Band B21 \$16.79 - \$21.83 Hired at \$17.50/hour
14	New Position	Regional Engagement Coordinator - Richland Center Outreach	Criag Woodhouse	8/13/2018	Salary Band C43 \$50,394-\$70,552 Hired at \$60,500
15	New Position	Regional Engagement Coordinator - Darlington Outreach	Hold	8/1/2018	Salary Band C43 \$50,394-\$70,552
16	Replacement - Breanna Callahan	Student Services Admission Specialist	Sherri Seitz	8/13/2018	Hourly Band A13 \$16.42 - \$19.70 Hired at \$16.50
17	New Position	Safety Coordinator	Brian Kitchinger	9/15/2018	Salary Band C42 \$48,795-\$68,313 Hired at \$53,000
18	New Position	Help Desk Technology Support	Jamish Patel	9/20/2018	Hourly Band B23 \$19.36 - \$25.17 Hired at \$19.50/hour

### Staffing Update 2018-19 Fiscal Year

	Name	Title	Status and/or Additional Info	Effective Date	Funding Source &/or Estimated Wage Range/Hired Salary
19	Replacement - Prior position for Cora Halverson	Finacial Aid Asst/Accounting Bursar	Camille Chappell	10/8/2018	Hourly Band B22 \$18.26 - \$23.74 Hired at \$18.26
20	New Position	Electrical Power Distribution Instructor	Reposted	Spring 2019	BS \$48,304-\$76,805 AS \$50,810 - \$80,787 MS \$53,314-\$84,768
21	Replacement - Robin Lenz	Student Life Coordinator & Athletic Director	Robin Hamel	1/16/2019	Salary Band C42 \$48,795 -\$68,313 Hired at \$55,500
22	Replacements - 2 positions	Associate Degree Nursing Instructor	Reposted	Spring 2019	MS \$53,314-\$84,768
23	Replacement -Dan Kliebenstein	Evening Custodian	Kendrick Henkel	1/3/2019	Hourly Band A12 \$15.61 - \$18.73 Hired at \$15.61



## **Information and Correspondence**

### ***A. Enrollment Report***

The 2018-19 Comparison FTE Report and the Fall 2019 Application report are available below.

## 2017-2018 and 2018-2019 FTE Comparison

Program Code	Program Title	01-16-18 Students	01-14-19 Students	Student Change	01-16-18 FTE	01-14-19 FTE	FTE Change
10-101-1	Accounting	38	27	(11)	27.97	18.13	(9.83)
10-106-6	Administrative Professional	5		(5)	4.43		(4.43)
10-006-2	Agri-Business/Science Technology	7	1	(6)	2.20	0.10	(2.10)
10-006-7	Agribusiness Science & Technology - AgBus Mgmt	15	19	4	12.83	18.77	5.93
10-006-5	Agribusiness Science & Technology - Agronomy	24	14	(10)	25.80	13.73	(12.07)
10-006-6	Agribusiness Science & Technology - Animal Science	25	31	6	25.07	28.00	2.93
10-102-3	Business Management	109	135	26	81.63	88.23	6.60
10-530-5	Cancer Information Management	73	99	26	40.70	51.17	10.47
10-504-5	Criminal Justice Studies	61	54	(7)	47.83	42.17	(5.67)
10-316-1	Culinary Arts	15	12	(3)	12.83	7.30	(5.53)
10-317-1	Culinary Management	7	9	2	5.20	7.53	2.33
10-510-6	Direct Entry Midwife	48	58	10	25.70	22.50	(3.20)
10-307-1	Early Childhood Education	46	58	12	34.20	42.57	8.37
10-620-1	Electro-Mechanical Technology	38	36	(2)	33.60	33.77	0.17
10-325-1	Golf Course Management	17	24	7	16.10	20.40	4.30
10-201-2	Graphic And Web Design	37	30	(7)	32.03	25.10	(6.93)
10-530-1	Health Information Technology	64	60	(4)	37.50	33.73	(3.77)
10-520-3	Human Services Associate	40	37	(3)	30.43	27.30	(3.13)
10-825-1	Individualized Technical Studies	15	6	(9)	13.73	5.10	(8.63)
10-620-3	Instrumentation and Controls Technology	4	6	2	2.30	4.47	2.17
10-150-X	IT-Network Specialist	35	41	6	25.33	27.27	1.93
10-513-1	Medical Laboratory Technician	16	17	1	13.20	11.87	(1.33)
10-543-1	Nursing-Associate Degree	208	202	(6)	106.93	108.00	1.07
10-531-1	Paramedic Technician	6		(6)	4.17		(4.17)
10-524-1	Physical Therapist Assistant	48	44	(4)	30.07	29.73	(0.33)
10-196-1	Leadership Development	41	32	(9)	19.13	15.53	(3.60)
10-182-1	Supply Chain Management	33	40	7	17.17	22.47	5.30
10-499-5	Technical Studies-Journeyworker	1		(1)	0.27		(0.27)
	<b>Total Associate Degree</b>	<b>1,076</b>	<b>1,092</b>	<b>16</b>	<b>728.37</b>	<b>704.93</b>	<b>(23.43)</b>

Program Code	Program Title	01-16-18 Students	01-14-19 Students	Student Change	01-16-18 FTE	01-14-19 FTE	FTE Change
31-101-1	Accounting Assistant	8	8	-	4.23	3.33	(0.90)
30-531-6	Advanced EMT	8	9	1	1.17	2.97	1.80
32-070-1	Agricultural Power & Equipment Technician	36	33	(3)	31.43	30.67	(0.77)
31-405-1	Auto Collision Repair & Refinish Technician	17	14	(3)	9.67	10.17	0.50
32-404-2	Automotive Technician	32	31	(1)	27.10	25.50	(1.60)
31-408-1	Bricklaying & Masonry	1		(1)	0.87		(0.87)
30-443-1	Building Maintenance & Construction	-	1	1	-	0.33	0.33
31-475-1	Building Trades-Carpentry	9	7	(2)	7.73	5.93	(1.80)
31-307-1	Child Care Services	3	10	7	2.80	6.60	3.80
31-444-1	CNC Machine Operator/Programmer	8	6	(2)	7.87	4.97	(2.90)
31-502-1	Cosmetology	22	23	1	18.13	17.53	(0.60)
30-504-2	Criminal Justice-Law Enforcement 720 Academy	9	14	5	4.30	10.23	5.93
31-317-1	Culinary Specialist	4	1	(3)	1.53	0.40	(1.13)
30-508-2	Dental Assistant	14	17	3	7.80	8.97	1.17
30-812-1	Driver and Safety Education Certification	19	14	(5)	4.80	3.50	(1.30)
31-413-2	Electrical Power Distribution	28	24	(4)	26.57	24.73	(1.83)
50-413-2	Electricity (Construction) Apprentice	21	22	1	2.53	2.67	0.13
30-531-3	Emergency Medical Technician	56	33	(23)	10.00	5.40	(4.60)
32-080-4	Farm Operations & Management - Ag Mechanics	1	6	5	0.33	5.37	5.03
31-080-6	Farm Operations & Management - Crop Operations	1	3	2	0.73	1.07	0.33
32-080-3	Farm Operations & Management - Dairy	8	13	5	5.07	13.33	8.27
31-080-3	Farm Operations & Management - Dairy Technician	2	6	4	0.73	4.23	3.50
31-080-2	Farm Operations & Management - Farm Ag Maintenance		4	4		2.80	2.80
31-080-7	Farm Operations & Management - Livestock Tech	1	4	3	0.93	3.93	3.00
50-413-1	Industrial Electrician Apprentice	8	5	(3)	1.77	0.33	(1.43)
31-620-1	Industrial Mechanic	7	2	(5)	4.90	1.83	(3.07)
31-154-6	IT-Computer Support Technician	17	14	(3)	9.23	7.93	(1.30)
31-513-1	Laboratory Science Technician	4	4	-	2.47	2.30	(0.17)
50-620-1	Mechatronics Technician Apprentice		8	8		1.73	1.73
31-509-1	Medical Assistant	35	39	4	28.47	29.10	0.63
31-530-2	Medical Coding Specialist	55	50	(5)	25.90	20.37	(5.53)
30-543-1	Nursing Assistant	188	192	4	23.03	28.43	5.40

Program Code	Program Title	01-16-18 Students	01-14-19 Students	Student Change	01-16-18 FTE	01-14-19 FTE	FTE Change
31-106-8	Office Support Specialist	2		(2)	0.70		(0.70)
50-427-5	Plumbing Apprentice	18	25	7	2.97	2.47	(0.50)
31-504-5	Security Operations	2	1	(1)	1.07	1.00	(0.07)
31-182-1	Supply Chain Assistant	5	4	(1)	2.47	2.20	(0.27)
31-442-1	Welding	61	50	(11)	46.87	34.20	(12.67)
	<b>Total Technical Diploma</b>	<b>710</b>	<b>697</b>	<b>(13)</b>	<b>326.17</b>	<b>326.53</b>	<b>0.37</b>
20-800-1	Liberal Arts - Associate of Arts	17	22	5	5.37	8.10	2.73
20-800-2	Liberal Arts - Associate of Science	26	11	(15)	9.87	3.93	(5.93)
	Undeclared Majors	467	409	(58)	79.13	74.77	(4.37)
	<b>Total</b>	<b>2,296</b>	<b>2,231</b>	<b>(65)</b>	<b>1,148.90</b>	<b>1,118.27</b>	<b>(30.63)</b>
	<b>Percent of Change</b>						<b>-2.67%</b>
	Vocational Adult (Aid Codes 42-47)	2,662	2,321	(341)	56.03	47.26	(8.77)
	Community Services (Aid Code 60)	29	5	(24)	0.12	0.02	(0.10)
	Basic Skills (Aid Codes 73,74,75,76)	256	227	(29)	25.70	26.70	1.00
	Basic Skills (Aid Codes 77 & 78)	741	793	52	46.37	33.60	(12.77)
	<b>Grand Total</b>	<b>5,984</b>	<b>5,577</b>	<b>(407)</b>	<b>1,277.11</b>	<b>1,225.85</b>	<b>(51.26)</b>
	<b>Total Percent of Change</b>						<b>-4.01%</b>
	(ETD= Embedded Technical Diploma)						

## Fall 2019 Application Report

Program Application Comparison 2018/19 vs. 2019/20									
PROGRAM	CAP	01/12/18			01/14/19			YOY	
		IP	ACCEPT	TOTAL	IP	ACCEPT	TOTAL		
Accounting			14	14		15	15	1	
Accounting Assistant			3	3		2	2	-1	
Agribusiness Science & Technology - Agbus Mgmt	20		16	16		7	7	-9	
Agribusiness Science & Technology - Agronomy	20		6	6		3	3	-3	
Agribusiness Science & Technology - Agronomy Tech	20		0	0		1	1	1	
Agribusiness Science & Technology - Animal Science	20		10	10		18	18	8	
Agricultural Power & Equipment Technician	22		23	23		41	41	18	
Auto Collision Repair & Refinish Technician	22		12	12		5	5	-7	
Automotive Technician	22		18	18		26	26	8	
Building Trades-Carpentry	20		5	5		7	7	2	
Business Management			17	17		15	15	-2	
Cancer Information Management		7	35	42	8	47	55	13	
Child Care Services	13		7	7		8	8	1	
CNC Machine Operator/Programmer	15					1	1	1	
Cosmetology	24		12	12		9	9	-3	
Criminal Justice Studies	48		38	38		28	28	-10	
Culinary Arts			13	13		2	2	-11	
Culinary Management			0	0		4	4	4	
Culinary Specialist			0	0		0	0	0	
Dental Assistant	18		16	16		22	22	6	
Early Childhood Education	28		25	25		15	15	-10	
Electrical Power Distribution	44		62	62		64	64	2	
Electro-Mechanical Technology	24		9	9		23	23	14	
Farm Operations & Management - Ag Mechanics	20		4	4		2	2	-2	
Farm Operations & Management - Crops	20		0	0		1	1	1	
Farm Operations & Management - Crop Operations	20		3	3		2	2	-1	
Farm Operations & Management - Dairy	20		11	11		6	6	-5	
Farm Operations & Management - Dairy Technician	20		1	1		3	3	2	
Farm Operations & Management - Farm Ag Maintenance	20		2	2		2	2	0	
Farm Operations & Management - Livestock	20		1	1		0	0	-1	
Farm Operations & Management - Livestock Tech	20		4	4		2	2	-2	
Golf Course Management			8	8		6	6	-2	
Graphic and Web Design	25		19	19		10	10	-9	
Health Information Technology	22	1	15	16	2	13	15	-1	
Human Services Associate	31		14	14		20	20	6	
Industrial Mechanic	12		1	1		1	1	0	
Instrumentation and Controls Technology	0		1	1		1	1	0	
IT-Computer Support Technician			12	12		7	7	-5	
IT-Network Specialist			21	21		10	10	-11	
Laboratory Science Technician	15		4	4		1	1	-3	
Leadership Development			0	0		2	2	2	

		01/12/18			01/14/19			
PROGRAM	CAP	IP	ACCEPT	TOTAL	IP	ACCEPT	TOTAL	YOY
Liberal Arts - Associate of Arts		13	1	14	13	0	13	-1
Liberal Arts - Associate of Science		6	1	7	5	0	5	-2
Medical Assistant	32		49	49		23	23	-26
Medical Coding Specialist	23	8	27	35	4	27	31	-4
Medical Laboratory Technician	16	3	0	3	8	4	12	9
Nursing-Associate Degree	54	92	69	161	93	62	155	-6
Nursing-Associate Degree-Part-time	28	1	26	27	1	14	15	-12
Paramedic Technician			5	5				-5
Physical Therapist Assistant	18	11	5	16	12	4	16	0
Precision Machining Technology	15		4	4				-4
Security Operations			1	1		1	1	0
Supply Chain Assistant			0	0		0	0	0
Supply Chain Management			0	0		3	3	3
Undecided		32	0	32	33	0	33	1
Welding	40		29	29		23	23	-6
<b>TOTAL</b>		<b>43286</b>	<b>679</b>	<b>853</b>	<b>43658</b>	<b>613</b>	<b>792</b>	<b>-61</b>
PROGRAM	CAP	IP	ACCEPT	TOTAL	IP	ACCEPT	TOTAL	YOY
Direct Entry Midwife		18	31	49	25	40	65	16
Welding (January Start)	20		14	14		13	13	-1
<b>TOTAL</b>		<b>18</b>	<b>45</b>	<b>63</b>	<b>25</b>	<b>53</b>	<b>78</b>	<b>15</b>



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

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

1. College Happenings
2. Legislative Update
3. Board Retreat
4. RFP: Economic Impact Study/Research Consulting Services

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

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

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

1. Budget Assumptions & Parameters
2. Board Retreat

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

The next regularly scheduled meeting will be held on Friday, February 22, and Saturday, February 23, 2019. The Board retreat/meeting will begin at 12:00 p.m. on February 22 in Dodgeville, WI.

## **Adjourn to Closed Session**

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

1. **Discussing property acquisition** per Wis. Statutes 19.85(1)(e) {Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.}.
2. **Discussing personnel issues** 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.}.
3. **Approval of November 15, 2018, Closed Session Minutes**

## **Reconvene to Open Session**

### ***A. Action of RFP: Property Acquisition***

### ***B. Action, if necessary, on Closed Session Items***

## **Adjournment**