



# **Southwest Wisconsin Technical College**

## **District Board Meeting**

**Regular Meeting**

**June 20, 2019**

Held at

Southwest Tech  
1800 Bronson Boulevard  
Fennimore, WI

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## **Annotated Agenda**



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

Thursday, June 20, 2019

5:30 p.m. – Tour of Facilities & Ag Power Storage Expansions / Dinner, Room 492

7:00 p.m. – Budget Hearing, Rooms 492-493

Immediately Following Budget Hearing – Regular Board Meeting  
Rooms 492-493

### **ANNOTATED AGENDA**

#### **OPEN MEETING**

The following statement will be read: "The June 20, 2019, 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 June 20, 2019, agenda is included with the electronic Board material.

##### **B. Minutes of the Regular Board Meeting of May 23, 2019**

Minutes of the May 23, 2019, 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 78 contracts totaling \$1,363,953.63 in May 2019 being presented for Board approval. The Contract Revenue Report is included with the electronic Board material.

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

One employment recommendation is being presented for approval in the Personnel Report. Information is included in the electronic Board packet.

**F. UMOS Lease**

UMOS, Inc. leases office space at the College's Richland Center outreach site at. Included in the Board material is the 24-month lease for 145 square feet located at 373 West Sixth Street, Richland Center, WI, in the amount of \$318.99 per month for the term of 7/1/19 – 6/30/20 and \$328.56 per month for the term of 7/1/20 – 6/30/21.

**G. Manpower Lease**

Manpower Group US, Inc. leases Room 468 (office space) from the College in the amount of \$210 per month. The 12-month lease with an option to renew for an additional year for the term of 7/1/19 – 6/30/20 is included with the electronic Board material.

**H. Southwest WI Department of Workforce Development Lease**

Included in the electronic Board material is a 12-month lease for Southwest Wisconsin Department of Workforce Development to lease 136 square feet of space from the college at the Richland Center outreach site located at 373 West Sixth Street, Richland Center, WI, in the amount of \$300 per month.

**I. Forward Service Lease**

Included in the electronic Board material is a 12-month lease for Forward Service Corporation to lease 100 square feet of space from the college at the Richland Center outreach site located at 373 West Sixth Street, Richland Center, WI, in the amount of \$300 per month.

**J. Clarity Clinic Lease**

Included in the electronic Board material is a lease for Clarity Clinic Platteville, Inc. to rent 821 square feet of office/retail space from the College in Building 200, Suite 236. The rental fee is \$50 per month.

**K. Cash Farm Lease**

The college rents out 2.8 acres of hay ground on the southwest corner of County Road F and Highway 18, Fennimore, WI. A five-month lease agreement in the amount of \$350 with Winch's Pine Grove Farms, LP, Fennimore, WI, is included in the electronic Board material.

**L. 2019-20 WTC District Boards Association Fee Assessment**

A copy of the letter from Layla Merrifield, as well as the Fee Assessment invoice in the amount of \$20,892.46, an increase of \$589.99, is available electronically with all other Board material.

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

**OTHER ITEMS REQUIRING BOARD ACTION**

**A. Compensation Increase for Staff**

Krista Weber, Chief Human Resources Officer, will present a proposal to increase wages by 2.44% for benefitted employees effective July 1, 2019.

**Recommendation:** *Approve the proposal, effective July 1, 2019, to increase wages for benefitted employees by 2.44%.*

**B. 2019-20 Budget**

Caleb White will present the 2019-20 budget document at the public hearing prior to the Board meeting. The budget document is available electronically with all other Board material.

**Recommendation:** *Approve the 2019-20 Budget as presented.*

**BOARD MONITORING OF COLLEGE EFFECTIVENESS**

**A. College Culture Monitoring Report**

Krista Weber will present a summary of the College Council Board Monitoring Report. The report is included with the electronic Board material.

**B. Staffing Update**

Krista Weber will provide an update on College staffing at the Board meeting. A summary is available with the other electronic Board material.

**INFORMATION AND CORRESPONDENCE**

**A. Enrollment Report**

The 2018-19 and 2019-20 Comparison FTE Reports are included in the electronic Board material.

**B. Chairperson's Report**

1. ACCT Leadership Congress: October 16-19, 2019 – San Francisco, CA

**C. College President's Report**

1. Enterprise Resource Planning (ERP) Update
2. College Happenings

**D. Other Information Items**

**ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING**

**A. Agenda**

1. Oath of Office
2. Designate Newspaper of Record
3. Designate Depository
4. Designate Legal Counsel
5. Election of Officers
6. Three-year Facilities Plan

**B. Time and Place**

The annual Board meeting will be Monday, July 8, 2019, at 5:00 p.m. in Rooms 492-493 (College Connection).

**ADJOURNMENT**

## **Open Meeting**

The following statement will be read: "The June 20, 2019, regular meeting of the Southwest Wisconsin Technical College Board is called to order. This meeting is open to the public and in compliance with State Statutes. Notice of the meeting has been sent to the press and posted on campus and in the City of Fennimore in an attempt to make the general public aware of the time, place and agenda of the meeting."

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

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

## **Consent Agenda**

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



## **BOARD MEETING NOTICE/AGENDA**

Thursday, June 20, 2019

5:30 p.m. – Tour of Facilities & Ag Power Storage Expansions / Dinner, Room 490

7:00 p.m. – Budget Hearing, Rooms 492-493

Immediately Following Budget Hearing – Regular Board Meeting  
Rooms 492-493

### **AGENDA**

#### **OPEN MEETING**

The following statement will be read: "The June 20, 2019, 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 Board Meeting of May 23, 2019
- C. Financial Reports
  - 1. Purchases Greater than \$2,500
  - 2. Treasurer's Cash Balance
  - 3. Budget Control
- D. Contract Revenue
- E. Personnel Items
- F. UMOs Lease
- G. Manpower Lease
- H. DWD Lease
- I. Forward Services Lease
- J. Clarity Clinic Lease
- K. Cash Farm Lease
- L. WTC District Boards Association 2019-20 Membership Fee

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

- A. Employee Compensation Increase
- B. 2019-20 Budget

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

- A. College Culture Monitoring Report
- B. Staffing Update

### **INFORMATION AND CORRESPONDENCE**

- A. Enrollment Report
- B. Chairperson's Report
  - 1. ACCT Leadership Congress: October 16-19, 2019 – San Francisco, CA
- 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 608-822-2632 or e-mail [disabilityservices@swtc.edu](mailto:disabilityservices@swtc.edu).}

## ***B. Minutes of the Regular Board Meeting of May 23, 2019***



### **MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF SOUTHWEST WISCONSIN TECHNICAL COLLEGE MAY 23, 2019**

The Board of Southwest Wisconsin Technical College met in open session of a regular Board meeting commencing at 7:21 p.m. on May 23, 2019, in the Library at Darlington High School located at 11838 Center Hill Road in the City of Darlington, Lafayette County, Wisconsin. The following members were present:

Charles Bolstad, Melissa Fitzsimons, Darlene Mickelson, Eileen Nickels, Chris Prange, Donald Tuescher

Absent: Russell Moyer, Jane Wonderling

Others present for all or a portion of the meeting included Dr. Jason S. Wood, College President; College Staff: Karen Campbell, Dennis Cooley, Katie Garrity, Katie Glass, CoraBeth Halverson, Kim Maier and Krista Weber. Public present included Layla Merrifield from the WTC District Boards Association.

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, May 23, 2019

6:00 p.m. – Dinner and Conversation with Darlington High School Hispanic Students

7:00 p.m. – Board Meeting

Darlington High School in the Library

11838 Center Hill Road

Darlington, WI

### **AGENDA**

#### **OPEN MEETING**

The following statement will be read: "The May 23, 2019, 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 and in the City of Darlington in an attempt to make the general public aware of the time, place and agenda of the meeting."

A. Roll Call

B. Reports/Forums/Public Input

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

## **CONSENT AGENDA**

- A. Approval of Agenda
- B. Minutes of the Regular Board Meeting of April 25, 2019
- C. Financial Reports
  - 1. Purchases Greater than \$2,500
  - 2. Treasurer's Cash Balance
  - 3. Budget Control
- D. Contract Revenue
- E. Personnel Items
- F. 2019-20 ACCT Membership Renewal

## **OTHER ITEMS REQUIRING BOARD ACTION**

- A. Concept Review: Non-Profit Leadership
- B. RFP: Program Gap Analysis/Research Consulting Services
- C. Property Purchase
- D. RFP: Platteville Lease
- E. Darlington Outreach Site Lease
- F. Prairie du Chien Outreach Site Lease
- G. 2019-20 Board Monitoring Schedule

## **BOARD MONITORING OF COLLEGE EFFECTIVENESS**

- A. FY2020 Budget Update
- B. Fiscal Sustainability Monitoring Report
- C. Update to Quality Teaching & Learning Monitoring Report
- D. Staffing Update

## **INFORMATION AND CORRESPONDENCE**

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

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

- A. Agenda
- B. Time and Place

## **ADJOURN TO CLOSED SESSION**

- A. Consideration of adjourning to closed session for the purpose of
  - 1. Discussing 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.}.
  - 2. Discussion of President's Contract per Wis. Stats. 19.85(1)(c) {Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.}

B. Approval of Closed Session Minutes of April 25, 2019

**RECONVENE TO OPEN SESSION**

- A. Action, if necessary, on Closed Session Items  
1. President's Contract

**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)}**

Layla Merrifield, Executive Director of the WI Technical College District Boards Association provided an update on the Wisconsin Technical College District Boards Association and legislative activities. Items included an update on the biennial budget and the progress the Joint Finance Committee has made. Ms. Merrifield shared an overview of the summer District Boards Association conference, which will have in-services on boardsmanship and K-12 partnerships.

After a review of the Consent Agenda including the May 23, 2019, agenda; April 25, 2019, Board minutes; financial reports; 16 contracts totaling \$35,197.43 in April 2019; employment recommendations for Tiffany Cote' – Associate Degree Nursing Instructor, Jonna Schutte – Farm Business & Production Management Instructor, and Eric Rohn – Bookstore Merchandising Coordinator; the promotion of Katie Glass to Executive Director of Marketing; the resignation of Kendrick Henkel – Evening Custodian; the retirement of Sue Crouch – Library Coordinator; and the 2019-20 ACCT membership renewal, Ms. Fitzsimons moved to approve the Consent Agenda. Mr. Bolstad seconded the motion; motion carried.

Kim Maier, Director of Innovative & Alternative Learning, and Dennis Cooley, Public Relations Manager, presented the Concept Review to develop an associate degree program in Non-Profit Leadership. This program will have an embedded technical diploma in Office Management in the first year with the non-profit leadership being the focus of the second year. Mr. Bolstad made a motion to approve the Concept Review for an associate degree in Non-Profit Leadership, 10-196-6, with Ms. Fitzsimons seconding the motion. The motion unanimously carried.

Dr. Wood presented a proposal to contract with Economic Modeling, LLC, (EMSI) for a program gap analysis and program development opportunities by outreach location. Last December a Request for Proposals (RFP) was issued for a company to provide an economic impact study and other research consulting services of a program gap analysis, program development opportunities by outreach location, economic impact data for potential property acquisition, and other research projects as requested. The Board awarded the contract to EMSI on February 22, 2019 to conduct the economic impact study. The proposal is to contract with EMSI for projects 2 and 3 of the initial RFP. Mr. Tuescher moved to award the Program Gap Analysis/Research Consulting Services contract for Projects #2 and #3 to Economic Modeling, LLC, Moscow, Idaho, for \$19,000 (discounted due to bundle pricing received). Ms. Mickelson seconded the motion; motion unanimously carried.

At the April 25, 2019, Closed Session Board meeting, the Board authorized the college to negotiate the price with the goal of purchasing the property located at 12805 County Road F, Fennimore, WI, adjacent to the Public Safety Complex. Dr. Wood presented a resolution authorizing the College to purchase the above property for \$225,000 and include the property

acquisition in the College's Three-Year Facilities Plan. Mr. Tuescher moved to approve the resolution contingent on a clean environmental assessment. Ms. Nickels seconded the motion; motion unanimously carried.

The College initiated a Request for Proposals to lease property in Platteville, WI, beginning January 1, 2020. One proposal was received for a 3,000 square foot property for \$1,500 per month for five years. Dr. Wood presented an overview of the property noting the property is an empty shell and we will finish it out to our preference. If the company that is renovating and adding on to the property would finish it out, it would be to their preference and the lease amount would be higher. Mr. Tuescher moved to approve the lease concept with the cost of the build out to be brought back to the Board before the lease is approved. Ms. Nickels seconded the motion; motion unanimously carried.

The next lease presented was a continuation of the lease agreement with the City of Darlington to lease 840 sq. feet of space at 627 Main Street, Darlington, WI. The agreement is for July 1, 2019, through June 30, 2020. Rent will be \$1,200 per year. Mr. Bolstad moved to approve the 2019-20 lease with the City of Darlington for 840 square feet at 627 Main Street, Darlington, WI, for an annual fee of \$1,200. Ms. Fitzsimons seconded the motion; motion unanimously carried.

A lease with Workforce Connections, Inc., to lease shared space located at 1304 S. Marquette Avenue, Prairie du Chien, WI, in the amount of \$3,600 annually for July 1, 2019 through June 30, 2020 was presented by Dr. Wood. Mr. Tuescher moved to approve the 2019-20 lease with Workforce Connections, Inc. for shared space located at 1304 S. Marquette Avenue, Prairie du Chien, WI, in the amount of \$3,600 annually. Ms. Mickelson seconded the motion; motion unanimously carried.

The 2019-20 Board Monitoring Schedule was reviewed with the Board. Mr. Tuescher moved to approve the 2019-20 Board Monitoring Schedule as presented. Ms. Fitzsimons seconded the motion, which was unanimously carried.

Jason Wood presented an update on the FY2020 budget. Dr. Wood noted there were new funds added for serving K-12 students and outreach, which includes a new student recruitment model. It was noted that borrowing for capital expenses would be in November or December as most of the capital expenses will be for a new Enterprise Resource Planning system.

Dr. Wood and CoraBeth Halverson, Student Financial Aid Manager, highlighted the Board Monitoring Report on the Operations Council – Fiscal Sustainability. Noted were the strategic initiatives. The Bookstore Redesign project has laid the groundwork for OER (Other Educational Resources) to help reduce the cost of educational resources for students. The Bookstore will be redesigned and moved with OER in mind. The process reimagine and redesign phase for the new Enterprise Resource Planning system is set to occur over the next two months. Also noted in the board monitoring report was the college's draft student loan default rate which will be finalized in September. It is at 4.5% and has decreased steadily each year for the last four years, where it was at 17.0%.

Dr. Wood provided an update on the Quality Teaching & Learning Monitoring Report presented at the March 23, 2019, Board Meeting. In the report the Technical Skill Attainment (TSA) data was incorrect regarding Phase II completion of TSA for the college programs. The corrected information is TSA March 2019...TSA Phase II = 52 programs (96%). Dr. Wood

also informed the Board the focused visit with the Higher Learning Commission went extremely well.

Krista Weber, Chief Human Resources Officer, provided an update on College staffing including positions in various stages of the hiring process. Those positions include a Building Trades-Carpentry Instructor, Café Food Service Worker, Evening Custodian, Maintenance – Carpenter, IT Support Specialist, Administrative Assistant – Facilities, Child Care Lab Assistant, and Graphic & Web Design Instructor/Marketing Specialist.

The Board reviewed the 2018-19 and 2019-20 Comparison Enrollment Reports. Enrollments are down and a recruitment plan is being developed to counter this trend.

Under the Chairperson's Report, Mr. Prange noted he and several other Board members had attended the Donor Appreciation and Alumni Recognition event. Dr. Wood shared in the President's Report that graduation was a great weekend and thanked the Board members who were able to attend.

Ms. Fitzsimons moved to adjourn to Closed Session for the purpose of discussing personnel issues per Wis. Stats. 19.85(1)(f) and discussing the President's contract per Wis. Stats. 19.85(1)(c). Ms. Mickelson seconded the motion. Upon a roll call vote with all members voting affirmatively, the Board meeting adjourned to closed session at 9:00 p.m. The Board reconvened to open session at 9:12 p.m.

Ms. Fitzsimons moved to increase President Wood's salary by \$15,000, which puts him at 50 percent of the WTCS presidents' salaries, and award President Wood with a one-time performance bonus of \$15,000. Mr. Bolstad seconded the motion; motion unanimously carried.

With no further business to come before the Board, Ms. Nickels moved to adjourn the meeting with Ms. Fitzsimons seconding the motion. The motion carried and the meeting adjourned at 9:17 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 05/01/2019 - 05/31/2019				
Invoices				
Vendor	Invoice #	Description	Amount	
ASSOCIATED BANK	5.30.19 INT845-101	5.30.19 interest payment	\$8,160,000.00	
DTC	JUNE 2019 INT/PRINC	June 2019 interest	\$2,800,000.00	
ASSOCIATED BANK	5.30.19 INT845-101	5.30.19 interest payment	\$1,155,000.00	
ASSOCIATED BANK	5.30.19 INT845-101	5.30.19 interest payment	\$454,771.26	
DTC	5.30.19 INT 845-102	5.30.19 interest payment	\$445,000.00	
DTC	JUNE 2019 INT	June 2019 interest	\$121,866.66	
ASSOCIATED BANK	5.30.19 INT 845-102	5.30.19 interest payment	\$68,500.00	
SWTC REAL ESTATE FOUNDATION	SPR 1819 HOUS	Spr 1819 housing	\$32,990.15	
DTC	JUNE 2019 INT/PRINC	June 2019 interest	\$20,533.33	
AMERICAN BANK AND TRUST	MAY 2019 BUYBACK	May 2019 Book Buyback	\$20,000.00	
INTERNATIONAL THOUGHT LEADER	SWTC 050119 M	Prof Dev-Orange Frog	\$17,935.88	
CHIPPEWA VALLEY TECHNICAL	4.30.19	Grant# 177 4.30 reimbursement	\$11,715.00	
COLUMBUS US	RI11554	Dynamics GP Maintenance	\$9,771.20	
WISCONSIN TECHNICAL COLLEGE	INV170245	WIDS Web software application	\$8,400.00	
HEARTLAND BUSINESS SYSTEMS	313224-H	Medium Duty Monitor Arm	\$6,620.08	
NATIONAL BUSINESS FURNITURE	ZK051562-TDQ	Chairs-RC outreach ste	\$6,596.47	
WOODWARD PRINTING SERVICES	1755011	motorist handbook shipping	\$5,652.97	
INTERNATIONAL THOUGHT LEADER	SWTC 050119 M	Prof Dev-Orange Frog	\$5,514.12	
BL MURRAY COMPANY, INC	1010381	iron stone	\$4,851.60	
RAVE MOBILE SAFETY	INV-09830	rave alert basic 6.1-5.31.20	\$4,173.00	
Analicia Henry	1641003	Opp Student Refund	\$4,084.00	
LAMAR COMPANIES	110184273	hired before graduation boards	\$4,025.00	
Lisa A Wolfe	1640999	Opp Student Refund	\$3,798.00	
HIGHER LEARNING COMMISSION	H11193	Focused Visit	\$3,400.00	
DIGITALBARN.US	SWTC-050319	SEM; site retargeting	\$3,162.00	
PRAIRIE DU CHIEN MEMORIAL CLINIC	OCT/NOV 2018	Flu Shots	\$3,045.00	
Adam N O'Brien	1642031	Opp Student Refund	\$2,854.50	
COMMUNICATIONS ENGINEERING	308099	fire alarm	\$2,687.24	
<b>Total Invoices</b>				<b>\$13,386,947.46</b>

Purchase Orders				
Vendor	PO #	Description	Amount	
CAMPUS WORKS INC	6750	ERP:Business Process Consulting	\$325,000.00	
HEARTLAND BUSINESS SYSTEMS	6746	IT: Cisco Hyperconverged System	\$266,578.14	
MILLER KIMBERLEY K	6752	Performance Assessment Tool Enhancement	\$9,010.00	
VANGUARD COMPUTERS INC	6744	IT: HP EliteBook 850 with 5 year warranty (4)	\$5,434.28	
JJ VONDRUM & SONS LLC	6749	Facilities: Bldg 700 Demo (splice fiber)	\$3,465.36	
<b>Total Purchase Orders</b>				<b>\$609,487.78</b>
Bank Withdrawals				
Vendor	Transaction #	Audit Trail	Amount	
WI Tech EE Benefits May 2019	CMTRX00002383	WDL000006365	\$307,938.09	
941 ER Fed Tax #81130296	CMTRX00002399	WDL000006407	\$181,995.10	
WI EE Trust Fund #210285	CMTRX00002407	WDL000006430	\$123,021.71	
941 ER Fed Tax #65189419	CMTRX00002407	WDL000006431	\$112,563.01	
941 EE Fed Tax #4744222	CMTRX00002387	WDL000006375	\$109,505.72	
WI DOR Tax #1-538-310-176	CMTRX00002399	WDL000006409	\$34,284.18	
WI DOR #1-682-095-136	CMTRX00002407	WDL000006435	\$22,215.46	
WI DOR Tax #1-272-175-648	CMTRX00002387	WDL000006379	\$21,545.32	
Symetra Life Ins #01-017869-	CMTRX00002406	WDL000006429	\$9,229.37	
Dental Dental #276934	CMTRX00002401	WDL000006416	\$9,180.63	
Dental Dental #271126	CMTRX00002383	WDL000006366	\$7,515.50	
Newport Trust #6486688	CMTRX00002400	WDL000006413	\$7,440.03	
Dental Dental #273374	CMTRX00002397	WDL000006395	\$6,659.91	
Well Fargo #764489761	CMTRX00002389	WDL000006385	\$6,397.00	
Wells Fargo #766409553	CMTRX00002400	WDL000006414	\$6,397.00	
Delta Dental #272251	CMTRX00002393	WDL000006391	\$6,180.92	
Delta Dental #278058	CMTRX00002405	WDL000006426	\$4,587.33	
<b>Total Bank Withdrawals</b>				<b>\$976,656.28</b>
Payroll				
Payroll Date	Transaction #	Audit Trail	Amount	
Direct Deposit 5/31/2019	UPRCC00000891	WDL000006420	\$294,566.68	
Direct Deposit 5/17/2019	UPRCC00000884	WDL000006397	\$280,397.26	
Direct Deposit 5/3/2019	UPRCC00000877	WDL000006359	\$278,768.60	
Direct Deposit 5/17/2019	UPRCC00000889	WDL000006402	\$145,226.41	
Direct Deposit 5/17/2019	UPRCC00000890	WDL000006403	\$44,023.39	
Direct Deposit 5/3/2019	UPRCC00000880	WDL000006362	\$34,969.84	
Direct Deposit 5/31/2019	UPRCC00000895	WDL000006424	\$25,135.28	
Direct Deposit 5/31/2019	UPRCC00000892	WDL000006421	\$10,729.35	
Direct Deposit 5/17/2019	UPRCC00000886	WDL000006399	\$10,154.16	
Direct Deposit 5/31/2019	UPRCC00000896	WDL000006425	\$9,066.35	
Direct Deposit 5/3/2019	UPRCC00000882	WDL000006364	\$8,064.62	
Direct Deposit 5/17/2019	UPRCC00000885	WDL000006398	\$7,722.45	
Direct Deposit 5/3/2019	UPRCC00000879	WDL000006361	\$5,862.13	
Direct Deposit 5/31/2019	UPRCC00000893	WDL000006422	\$5,425.70	
Direct Deposit 5/3/2019	UPRCC00000881	WDL000006363	\$3,511.64	
Direct Deposit 5/3/2019	UPRCC00000878	WDL000006360	\$3,356.09	
<b>Total Payroll</b>				<b>\$1,166,979.95</b>

Purchase Cards				
Vendor	Transaction #	Audit Trail	Amount	
US Bank ending 5.14.2019	CMTRX00002406	WDL000006427	\$62,775.23	
US Bank ending 4.16.2019	CMTRX00002385	WDL000006368	\$60,149.25	
US Bank ending 4.30.2019	CMTRX00002398	WDL000006404	\$39,291.68	
<b>Total Purchase Cards</b>				<b>\$162,216.16</b>
<b>Total Purchases &gt; \$2,500</b>				<b>\$16,302,287.63</b>

## 2. Treasurer's Cash Balance

Southwest Wisconsin Technical College			
Report of Treasurers Cash Balance 05/31/2019			
<b>Receipts</b>			
Fund			
1 General	684,213.75		
2 Special Revenue	-		
3 Capital Projects	11,325.16		
4 Debt Service	149,301.39		
5 Enterprise	77,411.63		
6 Internal Service	317,011.15		
7 Financial Aid/Activities	223,693.83		
<b>Total Receipts</b>		<b>1,462,956.91</b>	
<b>Expenses</b>			
Fund			
1 General	2,569,900.22		
2 Special Revenue			
3 Capital Projects	178,377.37		
4 Debt Service	5,065,671.25		
5 Enterprise	96,267.47		
6 Internal Service	353,057.06		
7 Financial Aid/Activities	85,208.13		
<b>Total Expenses</b>		<b>8,348,481.50</b>	
<b>Net cash change - month</b>			<b>(6,885,524.59)</b>
<b>EOM Cash Balances</b>			
-American Operating 0356	752,023.32		
-American Cash Deposit 062 (Fenn)	9,996.39		
-American Money Market 502 (acct closed)	-		
-American Investment 1324	13,967,497.56		
-Cash on Hand	2,940.00		
-Local Government Investment Pool	1,211,544.67		
<b>Ending Cash/Investment Balance</b>		<b>15,944,001.94</b>	

### 3. Budget Control

Southwest Wisconsin Technical College							
YTD Summary for Funds 1-7							
For 11 Months ended May 2019							
	<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	20,414,196.47	87.41	90.36	84.76	86.23	94.07
General Fund Expenditures	24,685,400.00	21,039,670.89	85.23	82.57	81.32	84.46	79.66
Capital Projects Fund Revenue	4,050,000.00	4,042,815.97	99.82	104.67	101.10	99.89	101.24
Capital Projects Fund Expenditures	3,775,000.00	2,118,881.28	56.13	52.26	44.10	48.68	70.51
Debt Service Fund Revenue	5,616,000.00	3,871,881.85	68.94	70.62	70.34	69.14	6.92
Debt Service Fund Expenditures	5,616,000.00	5,691,217.51	101.34	45.81	99.04	99.89	97.67
Enterprise Fund Revenue	1,900,000.00	1,420,038.43	74.74	69.55	72.84	95.14	90.62
Enterprise Fund Expenditure	1,800,000.00	1,314,517.83	73.03	70.75	69.36	84.09	80.25
Internal Service Fund Revenue	4,385,000.00	3,520,422.67	80.28	85.60	83.38	92.60	89.48
Internal Service Fund Expenditures	4,385,000.00	3,692,600.20	84.21	87.04	85.05	100.77	97.38
Trust & Agency Fund Revenue	8,000,000.00	5,778,174.64	72.23	80.96	85.83	81.09	83.60
Trust & Agency Fund Expenditures	8,030,000.00	6,065,334.69	75.53	81.11	87.00	80.98	84.60
Grand Total Revenue	47,306,000.00	39,047,530.03	82.54	85.79	83.50	85.08	82.41
Grand Total Expenditures	48,291,400.00	39,922,222.40	82.67	75.89	81.95	85.19	83.40

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

There were 78 contracts totaling \$1,363,953.63 in May 2019 being presented for Board approval. The Contract Revenue Report is included below.

# 2018-2019 CONTRACTS

5/1/2019 - 5/31/2019

<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>
Barneveld School District	03-2019-0003-I-11	Drivers Education Theory	Kris Wubben	23	\$ 2,438.00	No		X	
Barneveld School District	03-2019-0004-I-11	Drivers Education Behind The Wheel	Kris Wubben	32	\$ 10,240.00	No		X	
Benton School District	03-2019-0005-I-11	Drivers Education Theory	Kris Wubben	11	\$ 1,166.00	No		X	
Benton School District	03-2019-0006-I-11	Drivers Education Behind The Wheel	Kris Wubben	20	\$ 6,400.00	No		X	
Boscobel School District	03-2019-0008-I-11	Drivers Education Theory	Kris Wubben	42	\$ 4,452.00	No		X	
Boscobel School District	03-2019-0009-I-11	Driver Education Behind The Wheel	Kris Wubben	44	\$ 14,080.00	No		X	
Cassville School District	03-2019-0010-I-11	Driver Education Behind The Wheel	Kris Wubben	10	\$ 3,200.00	No		X	
Cuba City School District	03-2019-0011-I-11	Drivers Education Theory	Kris Wubben	43	\$ 4,558.00	No		X	
Cuba City School District	03-2019-0012-I-11	Driver Education Behind The Wheel	Kris Wubben	47	\$ 15,040.00	No		X	
Dodgeville School District	03-2019-0014-I-11	Drivers Education Theory	Kris Wubben	51	\$ 5,406.00	No		X	
Dodgeville School District	03-2019-0015-I-11	Drivers Education Behind The Wheel	Kris Wubben	76	\$ 24,320.00	No		X	
Fennimore School District	03-2019-0017-I-11	Drivers Education Theory	Kris Wubben	22	\$ 2,332.00	No		X	
Fennimore School District	03-2019-0018-I-11	Drivers Education Behind The Wheel	Kris Wubben	40	\$ 12,800.00	No		X	
Highland School District	03-2019-0020-I-11	Drivers Education Behind The Wheel	Kris Wubben	15	\$ 4,800.00	No		X	
Iowa Grant School District	03-2019-0022-I-11	Drivers Education Theory	Kris Wubben	26	\$ 2,756.00	No		X	
Iowa Grant School District	03-2019-0023-I-11	Drivers Education Behind The Wheel	Kris Wubben	38	\$ 12,160.00	No		X	
Lancaster School District	03-2019-0027-I-11	Drivers Education Theory	Kris Wubben	77	\$ 8,162.00	No		X	
Lancaster School District	03-2019-0028-I-11	Drivers Education Behind The Wheel	Kris Wubben	64	\$ 20,480.00	No		X	
Mineral Point School District	03-2019-0030-I-11	Drivers Education Theory	Kris Wubben	38	\$ 4,028.00	No		X	
Mineral Point School District	03-2019-0031-I-11	Drivers Education Behind The Wheel	Kris Wubben	51	\$ 16,320.00	No		X	
Platteville School District Southwest Wisconsin Technical College	03-2019-0037-I-11	Drivers Education Theory	Kris Wubben	90	\$ 9,540.00	No		X	

<u>Contract Holder</u>	<u>Contract #</u>	<u>Service Provided</u>	<u>Contact</u>	<u>Number Served</u>	<u>Price</u>	<u>Exchange of Services</u> (Instructional Fees Waived)	<u>On-Campus</u>	<u>Off-Campus</u>	<u>Waiver</u>
Platteville School District	03-2019-0038-I-11	Drivers Education Behind The Wheel	Kris Wubben	102	\$ 32,640.00	No		X	
Potosi School District	03-2019-0039-I-11	Drivers Education Behind The Wheel	Kris Wubben	19	\$ 6,080.00	No		X	
River Ridge School District	03-2019-0040-I-11	Drivers Education Theory	Kris Wubben	31	\$ 3,286.00	No		X	
River Ridge School District	03-2019-0041-I-11	Drivers Education Behind The Wheel	Kris Wubben	43	\$ 13,760.00	No		X	
Southwestern School District	03-2019-0043-I-11	Drivers Education Theory	Kris Wubben	30	\$ 3,180.00	No		X	
Southwestern School District	03-2019-0044-I-11	Drivers Education Behind The Wheel	Kris Wubben	39	\$ 12,480.00	No		X	
WI Dept of Corrections	03-2019-0056-I-32	PDC: (Sum 1819) Keyboarding	Katie Garrity	3	\$ 446.25	Yes		X	
WI Dept of Corrections	03-2019-0056-I-32	PDC: (Sum 1819) Windows 7	Katie Garrity	5	\$ 743.75	Yes		X	
WI Dept of Corrections	03-2019-0056-I-32	PDC: (Sum 1819) Microsoft Power Point	Katie Garrity	1	\$ 148.75	Yes		X	
WI Dept of Corrections	03-2019-0056-I-32	PDC: (Sum 1819) Beginning Microsoft Word	Katie Garrity	1	\$ 148.75	Yes		X	
WI Dept of Corrections	03-2019-0056-I-32	PDC: (Sum 1819) Beginning Microsoft Excel	Katie Garrity	3	\$ 446.25	Yes		X	
WI Dept of Corrections	03-2019-0056-I-32	PDC: (Sum 1819) Beginning Microsoft Access	Katie Garrity	4	\$ 595.00	Yes		X	
WI Dept of Corrections	03-2019-0056-I-32	PDC: (Sum 1819) Intermediate Microsoft Word	Katie Garrity	2	\$ 297.50	Yes		X	
WI Dept of Corrections	03-2019-0056-I-32	PDC: (Sum 1819) Intermediate Microsoft Excel	Katie Garrity	2	\$ 297.50	Yes		X	
WI Dept of Corrections	03-2019-0056-I-32	PDC: (Sum 1819) Intermediate Microsoft Access	Katie Garrity	2	\$ 297.50	Yes		X	
WI Dept of Corrections	03-2019-0056-I-32	PDC: (Sum 1819) Intro to Microsoft Publisher	Katie Garrity	1	\$ 148.75	Yes		X	
WI Dept of Corrections	03-2019-0056-I-32	PDC: (Sum 1819) Elementary Algebra	Katie Garrity	1	\$ 437.25	Yes		X	
WI Dept of Corrections	03-2019-0056-I-32	PDC: (Sum 1819) Applied Math	Katie Garrity	3	\$ 879.00	Yes		X	
WI Dept of Corrections	03-2019-0056-I-32	PDC: (Sum 1819) Blueprint Reading for Construction	Derek Dachelet	5	\$ 1,582.50	Yes		X	
WI Dept of Corrections	03-2019-0056-I-32	PDC: (Sum 1819) Basic Electrical	Derek Dachelet	4	\$ 1,899.00	Yes		X	
WI Dept of Corrections	03-2019-0056-I-32	PDC: (Sum 1819) Basic Plumbing	Derek Dachelet	4	\$ 1,899.00	Yes		X	
WI Dept of Corrections	03-2019-0056-I-32	PDC: (Sum 1819) Basic Carpentry	Derek Dachelet	5	\$ 2,373.75	Yes		X	
WI Dept of Corrections	03-2019-0056-I-32	PDC: (Sum 1819) Fundamentals of Bldg Trades Safety	Derek Dachelet	5	\$ 3,165.00	Yes		X	
WI Dept of Corrections	03-2019-0056-I-32	PDC: (Fall 1819) Applied Mathematics	Katie Garrity	18	\$ 5,274.00	Yes		X	
WI Dept of Corrections	03-2019-0056-I-32	PDC: (Fall 1819) Elementary Algebra	Katie Garrity	5	\$ 2,186.25	Yes		X	
WI Dept of Corrections	03-2019-0056-I-32	PDC: (Fall 1819) Workplace Communication	Katie Garrity	8	\$ 2,344.00	Yes		X	
WI Dept of Corrections	03-2019-0056-I-32	PDC: (Fall 1819) Professional Development Seminar	Katie Garrity	1	\$ 148.75	Yes		X	
WI Dept of Corrections	03-2019-0056-I-32	PDC: (Fall 1819) Beginning Microsoft Word	Katie Garrity	9	\$ 1,338.75	Yes		X	
WI Dept of Corrections	03-2019-0056-I-32	PDC: (Fall 1819) Beginning Microsoft Excel	Katie Garrity	8	\$ 1,190.00	Yes		X	
WI Dept of Corrections	03-2019-0056-I-32	PDC: (Fall 1819) Beginning Microsoft Access	Katie Garrity	9	\$ 1,338.75	Yes		X	
WI Dept of Corrections	03-2019-0056-I-32	PDC: (Fall 1819) Intermediate Microsoft Word	Katie Garrity	9	\$ 1,338.75	Yes		X	
WI Dept of Corrections	03-2019-0056-I-32	PDC: (Fall 1819) Intermediate Microsoft Excel	Katie Garrity	10	\$ 1,487.50	Yes		X	
WI Dept of Corrections	03-2019-0056-I-32	PDC: (Fall 1819) Intermediate Microsoft Access	Katie Garrity	8	\$ 1,190.00	Yes		X	
WI Dept of Corrections	03-2019-0056-I-32	PDC: (Fall 1819) Microsoft Power Point	Katie Garrity	9	\$ 1,338.75	Yes		X	
WI Dept of Corrections	03-2019-0056-I-32	PDC: (Fall 1819) Intro to Microsoft Publisher	Katie Garrity	9	\$ 1,338.75	Yes		X	
WI Dept of Corrections	03-2019-0056-I-32	PDC: (Fall 1819) Beginning Keyboarding Software	Katie Garrity	10	\$ 1,487.50	Yes		X	
WI Dept of Corrections	03-2019-0056-I-32	PDC: (Fall 1819) Windows 7	Katie Garrity	16	\$ 2,380.00	Yes		X	
WI Dept of Corrections	03-2019-0056-I-32	PDC: (Fall 1819) Bricklaying/Masonry I	Derek Dachelet	7	\$ 5,171.25	Yes		X	

Southwest Wisconsin Technical College

<u>Contract Holder</u>	<u>Contract #</u>	<u>Service Provided</u>	<u>Contact</u>	<u>Number Served</u>	<u>Price</u>	<u>Exchange of Services</u> (Instructional Fees Waived)	<u>On-Campus</u>	<u>Off-Campus</u>	<u>Waiver</u>
WI Dept of Corrections	03-2019-0056-I-32	PDC: (Fall 1819) Bricklaying/Masonry II	Derek Dachelet	7	\$ 5,171.25	Yes		X	
WI Dept of Corrections	03-2019-0056-I-32	PDC: (Fall 1819) Bricklaying/Masonry III	Derek Dachelet	2	\$ 1,477.50	Yes		X	
WI Dept of Corrections	03-2019-0056-I-32	PDC: (Fall 1819) Bricklaying/Masonry IV	Derek Dachelet	2	\$ 1,477.50	Yes		X	
WI Dept of Corrections	03-2019-0056-I-32	PDC: (Fall 1819) Sketching and Print Reading	Derek Dachelet	3	\$ 886.50	Yes		X	
WI Dept of Corrections	03-2019-0056-I-32	PDC: (Fall 1819) Estimating	Derek Dachelet	3	\$ 886.50	Yes		X	
WI Dept of Corrections	03-2019-0056-I-32	PDC: (Fall 1819) Construction Safety & Health	Derek Dachelet	7	\$ 1,041.25	Yes		X	
WI Dept of Corrections	03-2019-0056-I-32	PDC: (Fall 1819) Basic Electrical	Derek Dachelet	10	\$ 4,747.50	Yes		X	
WI Dept of Corrections	03-2019-0056-I-32	PDC: (Fall 1819) Basic Plumbing	Derek Dachelet	10	\$ 4,747.50	Yes		X	
WI Dept of Corrections	03-2019-0056-I-32	PDC: (Fall 1819) Fundamentals of Bldg Trades Safety	Derek Dachelet	21	\$ 13,293.00	Yes		X	
WI Dept of Corrections	03-2019-0056-I-32	PDC: (Fall 1819) Basic Carpentry	Derek Dachelet	20	\$ 9,495.00	Yes		X	
WI Dept of Corrections	03-2019-0056-I-32	PDC: (Fall 1819) Blueprint Reading for Construction	Derek Dachelet	19	\$ 6,013.50	Yes		X	
WI Dept of Corrections	03-2019-0056-I-32	Boscobel: (Spr 1819) Basic Hair Design	Katie Garrity	3	\$ 2,321.25	Yes		X	
WI Dept of Corrections	03-2019-0056-I-32	Boscobel: (Spr 1819) Salon/Spa Science	Katie Garrity	3	\$ 879.00	Yes		X	
WI Dept of Corrections	03-2019-0056-I-32	Boscobel: (Spr 1819) Chemical Restructuring	Katie Garrity	3	\$ 928.50	Yes		X	
WI Dept of Corrections	03-2019-0056-I-32	Boscobel: (Spr 1819) Haircoloring & Techniques	Katie Garrity	3	\$ 1,392.75	Yes		X	
WI Dept of Corrections	03-2019-0056-I-32	Boscobel: (Spr 1819) Nail Technology	Katie Garrity	3	\$ 1,392.75	Yes		X	
WI Dept of Corrections	03-2019-0056-I-32	Boscobel: (Spr 1819) Basic Facials	Katie Garrity	3	\$ 928.50	Yes		X	
WI Dept of Corrections	03-2019-0056-I-32	Boscobel: (Spr 1819) Salon/Spa Management	Katie Garrity	3	\$ 879.00	Yes		X	
WI Dept of Corrections	03-2019-0056-I-32	Boscobel: (Spr 1819) Salon Services I	Katie Garrity	3	\$ 1,392.75	Yes		X	
WI Dept of Corrections	03-2019-0056-I-32	Boscobel: (Spr 1819) Salon Services II	Katie Garrity	3	\$ 1,857.00	Yes		X	
WI Dept of Corrections	03-2019-0056-I-32	Boscobel: (Spr 1819) Salon Services III	Katie Garrity	3	\$ 1,857.00	Yes		X	
WI Dept of Corrections	03-2019-0056-I-32	Boscobel: (Spr 1819) Salon Services IV	Katie Garrity	3	\$ 1,857.00	Yes		X	
WI Dept of Corrections	03-2019-0056-I-32	Boscobel: (Spr 1819) Salon Services V	Katie Garrity	3	\$ 2,321.25	Yes		X	
WI Dept of Corrections	03-2019-0056-I-32	Boscobel: (Spr 1819) Salon Services VI	Katie Garrity	3	\$ 2,321.25	Yes		X	
WI Dept of Corrections	03-2019-0056-I-32	Boscobel: (Spr 1819) Professional Development Seminar	Katie Garrity	3	\$ 446.25	Yes		X	
WI Dept of Corrections	03-2019-0056-I-32	PDC: (Spr 1819) Fundamentals of Bldg Trades Safety	Derek Dachelet	9	\$ 5,697.00	Yes		X	
WI Dept of Corrections	03-2019-0056-I-32	PDC: (Spr 1819) Basic Carpentry	Derek Dachelet	9	\$ 4,272.75	Yes		X	
WI Dept of Corrections	03-2019-0056-I-32	PDC: (Spr 1819) Basic Electrical	Derek Dachelet	5	\$ 2,373.75	Yes		X	
WI Dept of Corrections	03-2019-0056-I-32	PDC: (Spr 1819) Blueprint Reading for Construction	Derek Dachelet	9	\$ 2,848.50	Yes		X	
WI Dept of Corrections	03-2019-0056-I-32	PDC: (Spr 1819) Basic Plumbing	Derek Dachelet	5	\$ 2,373.75	Yes		X	
WI Dept of Corrections	03-2019-0056-I-32	PDC: (Spr 1819) Bricklaying/Masonry I	Derek Dachelet	8	\$ 5,910.00	Yes		X	
WI Dept of Corrections	03-2019-0056-I-32	PDC: (Spr 1819) Bricklaying/Masonry II	Derek Dachelet	8	\$ 5,910.00	Yes		X	
WI Dept of Corrections	03-2019-0056-I-32	PDC: (Spr 1819) Bricklaying/Masonry III	Derek Dachelet	1	\$ 738.75	Yes		X	
WI Dept of Corrections	03-2019-0056-I-32	PDC: (Spr 1819) Bricklaying/Masonry IV	Derek Dachelet	1	\$ 738.75	Yes		X	
WI Dept of Corrections	03-2019-0056-I-32	PDC: (Spr 1819) Sketching and Print Reading	Derek Dachelet	1	\$ 295.50	Yes		X	
WI Dept of Corrections	03-2019-0056-I-32	PDC: (Spr 1819) Estimating	Derek Dachelet	1	\$ 295.50	Yes		X	
WI Dept of Corrections	03-2019-0056-I-32	PDC: (Spr 1819) Construction Safety and Health	Derek Dachelet	8	\$ 1,190.00	Yes		X	
WI Dept of Corrections	03-2019-0056-I-32	PDC: (Spr 1819) Workplace Communication	Katie Garrity	6	\$ 1,758.00	Yes		X	
WI Dept of Corrections	03-2019-0056-I-32	PDC: (Spr 1819) Applied Math	Katie Garrity	6	\$ 1,758.00	Yes		X	
WI Dept of Corrections	03-2019-0056-I-32	PDC: (Spr 1819) Related Welding Mod A	Derek Dachelet	2	\$ 400.50	Yes		X	
WI Dept of Corrections	03-2019-0056-I-32	PDC: (Spr 1819) Microsoft Power Point	Katie Garrity	2	\$ 297.50	Yes		X	
WI Dept of Corrections	03-2019-0056-I-32	PDC: (Spr 1819) Beginning Microsoft Word	Katie Garrity	6	\$ 892.50	Yes		X	
WI Dept of Corrections	03-2019-0056-I-32	PDC: (Spr 1819) Beginning Microsoft Excel	Katie Garrity	7	\$ 1,041.25	Yes		X	

Southwest Wisconsin Technical College

<u>Contract Holder</u>	<u>Contract #</u>	<u>Service Provided</u>	<u>Contact</u>	<u>Number Served</u>	<u>Price</u>	<u>Exchange of Services</u> (Instructional Fees Waived)	<u>On-Campus</u>	<u>Off-Campus</u>	<u>Waiver</u>
WI Dept of Corrections	03-2019-0056-I-32	PDC: (Spr 1819) Beginning Microsoft Access	Katie Garrity	6	\$ 892.50	Yes		X	
WI Dept of Corrections	03-2019-0056-I-32	PDC: (Spr 1819) Intermediate Microsoft Word	Katie Garrity	6	\$ 892.50	Yes		X	
WI Dept of Corrections	03-2019-0056-I-32	PDC: (Spr 1819) Intermediate Microsoft Excel	Katie Garrity	4	\$ 595.00	Yes		X	
WI Dept of Corrections	03-2019-0056-I-32	PDC: (Spr 1819) Intermediate Microsoft Access	Katie Garrity	3	\$ 446.25	Yes		X	
WI Dept of Corrections	03-2019-0056-I-32	PDC: (Spr 1819) Intro to Microsoft Publisher	Katie Garrity	2	\$ 297.50	Yes		X	
WI Dept of Corrections	03-2019-0056-I-32	PDC: (Spr 1819) Beginning Keyboarding Software	Katie Garrity	11	\$ 1,636.25	Yes		X	
WI Dept of Corrections	03-2019-0056-I-32	PDC: (Spr 1819) Windows 7	Katie Garrity	12	\$ 1,785.00	Yes		X	
Crawford County Sheriffs Dept	03-2019-0057-I-21	Adult Basic Education Instruction	Julie Pluemer	24	\$ 1,072.80	No		X	
Grant County Sheriffs Dept	03-2019-0058-I-21	Adult Basic Education Instruction	Julie Pluemer	74	\$ 5,107.49	No		X	
Iowa County Sherriffs Dept	03-2019-0059-I-21	Adult Basic Education Instruction	Julie Pluemer	36	\$ 2,867.83	No		X	
Richland County Sheriffs Dept	03-2019-0060-I-21	Adult Basic Education Instruction	Julie Pluemer	70	\$ 3,433.40	No		X	
USA High School Clay Target League	03-2019-0063-T-42	League Director Duties	Caleb White		\$ 500.00	No		X	
USA High School Clay Target League	03-2019-0063-T-42	League Director Duties	Caleb White		\$ 2,272.99	No		X	
Platteville High School	03-2019-0067-I-11	Baking 2	Amy Charles	6	\$ 6,900.19	No		X	
Platteville High School	03-2019-0067-I-11	Food Sanitation and Safety	Amy Charles	8	\$ 6,650.19	No		X	
Platteville High School	03-2019-0067-I-11	Child Development	Amy Charles	17	\$ 8,119.20	No			X
Boscobel High School	03-2019-0079-I-16	Transcribed Credits: Accounting I	Caleb White	13	\$ 7,683.00	Yes		X	
Boscobel High School	03-2019-0079-I-16	Transcribed Credits: Computer Applications	Caleb White	33	\$ 4,908.75	Yes		X	
Boscobel High School	03-2019-0079-I-16	Transcribed Credits: Marketing Principles	Caleb White	12	\$ 5,247.00	Yes		X	
Boscobel High School	03-2019-0079-I-16	Transcribed Credits: Oral/Interpersonal Comm.	Caleb White	24	\$ 10,494.00	Yes		X	
Boscobel High School	03-2019-0079-I-16	Transcribed Credits: Speech	Caleb White	19	\$ 8,307.75	Yes		X	
Boscobel High School	03-2019-0079-I-16	Transcribed Credits: Written Communication	Caleb White	22	\$ 9,619.50	Yes		X	
Boscobel High School	03-2019-0079-I-16	Transcribed Credits: English Composition I	Caleb White	25	\$ 10,931.25	Yes		X	
Cassville High School	03-2019-0080-I-16	Transcribed Credits: Speech	Caleb White	17	\$ 7,433.25	Yes		X	
Cassville High School	03-2019-0080-I-16	Transcribed Credits: Written Communication	Caleb White	15	\$ 6,558.75	Yes		X	
Cuba City High School	03-2019-0081-I-16	Transcribed Credits: Foundation of Early Childhood	Caleb White	5	\$ 2,186.25	Yes		X	
Cuba City High School	03-2019-0081-I-16	Transcribed Credits: Oral/Interpersonal Comm.	Caleb White	15	\$ 6,558.75	Yes		X	
Dodgeville High School	03-2019-0082-I-16	Transcribed Credits: Applied Math	Caleb White	8	\$ 2,344.00	Yes		X	
Dodgeville High School	03-2019-0082-I-16	Transcribed Credits: Intro to Psychology	Caleb White	64	\$ 27,984.00	Yes		X	
Dodgeville High School	03-2019-0082-I-16	Transcribed Credits: Business Law I	Caleb White	6	\$ 2,623.50	Yes		X	
Fennimore High School	03-2019-0083-I-16	Transcribed Credits: Accounting I	Caleb White	11	\$ 6,501.00	Yes		X	
Fennimore High School	03-2019-0083-I-16	Transcribed Credits: Applied Math	Caleb White	28	\$ 8,204.00	Yes		X	
Fennimore High School	03-2019-0083-I-16	Transcribed Credits: Oral/Interpersonal Comm.	Caleb White	16	\$ 6,996.00	Yes		X	
Fennimore High School	03-2019-0083-I-16	Transcribed Credits: Speech	Caleb White	28	\$ 12,243.00	Yes		X	
Southwest Wisconsin Technical College									

<u>Contract Holder</u>	<u>Contract #</u>	<u>Service Provided</u>	<u>Contact</u>	<u>Number Served</u>	<u>Price</u>	<u>Exchange of Services</u> (Instructional Fees Waived)	<u>On-Campus</u>	<u>Off-Campus</u>	<u>Waiver</u>
Fennimore High School	03-2019-0083-I-16	Transcripted Credits: Consumer Equipment Maint.	Caleb White	4	\$ 1,941.00	Yes		X	
Fennimore High School	03-2019-0083-I-16	Transcripted Credits: Automotive Maintenance	Caleb White	6	\$ 2,911.50	Yes		X	
Fennimore High School	03-2019-0083-I-16	Transcripted Credits: Personal Finance	Caleb White	57	\$ 8,478.75	Yes		X	
Fennimore High School	03-2019-0083-I-16	Transcripted Credits: Beg. Microsoft Excel	Caleb White	29	\$ 4,313.75	Yes		X	
Fennimore High School	03-2019-0083-I-16	Transcripted Credits: Beg. Microsoft Access	Caleb White	28	\$ 4,165.00	Yes		X	
Fennimore High School	03-2019-0083-I-16	Transcripted Credits: Beg. Microsoft Word	Caleb White	28	\$ 4,165.00	Yes		X	
Fennimore High School	03-2019-0083-I-16	Transcripted Credits: Microsoft Power Point	Caleb White	28	\$ 4,165.00	Yes		X	
Fennimore High School	03-2019-0083-I-16	Transcripted Credits: Intermediate Word	Caleb White	22	\$ 3,272.50	Yes		X	
Fennimore High School	03-2019-0083-I-16	Transcripted Credits: Intermediate Excel	Caleb White	22	\$ 3,272.50	Yes		X	
Highland High School	03-2019-0084-I-16	Transcripted Credits: Accounting I	Caleb White	7	\$ 4,137.00	Yes		X	
Highland High School	03-2019-0084-I-16	Transcripted Credits: Applied Math	Caleb White	6	\$ 1,758.00	Yes		X	
Highland High School	03-2019-0084-I-16	Transcripted Credits: Introduction to Business	Caleb White	7	\$ 3,060.75	Yes		X	
Highland High School	03-2019-0084-I-16	Transcripted Credits: Beg. Microsoft Excel	Caleb White	26	\$ 3,867.50	Yes		X	
Highland High School	03-2019-0084-I-16	Transcripted Credits: Beg. Microsoft Word	Caleb White	28	\$ 4,165.00	Yes		X	
Iowa Grant High School	03-2019-0085-I-16	Transcripted Credits: Accounting I	Caleb White	7	\$ 4,137.00	Yes		X	
Iowa Grant High School	03-2019-0085-I-16	Transcripted Credits: Applied Math	Caleb White	14	\$ 4,102.00	Yes		X	
Iowa Grant High School	03-2019-0085-I-16	Transcripted Credits: Plant Science	Caleb White	13	\$ 5,898.75	Yes		X	
Iowa Grant High School	03-2019-0085-I-16	Transcripted Credits: Personal Finance	Caleb White	34	\$ 4,016.25	Yes		X	
Ithaca High School	03-2019-0086-I-16	Transcripted Credits: Accounting I	Caleb White	3	\$ 1,773.00	Yes		X	
Ithaca High School	03-2019-0086-I-16	Transcripted Credits: Computer Applications	Caleb White	7	\$ 1,041.25	Yes		X	
Ithaca High School	03-2019-0086-I-16	Transcripted Credits: Oral/Interpersonal Comm	Caleb White	14	\$ 6,121.50	Yes		X	
Ithaca High School	03-2019-0086-I-16	Transcripted Credits: Written Communication	Caleb White	17	\$ 7,433.25	Yes		X	
Ithaca High School	03-2019-0086-I-16	Transcripted Credits: Introduction to Business	Caleb White	8	\$ 3,498.00	Yes		X	
Ithaca High School	03-2019-0086-I-16	Transcripted Credits: Personal Finance	Caleb White	22	\$ 3,272.50	Yes		X	
Kickapoo High School	03-2019-0087-I-16	Transcripted Credits: Accounting I	Caleb White	7	\$ 4,137.00	Yes		X	
Kickapoo High School	03-2019-0087-I-16	Transcripted Credits: Applied Math	Caleb White	10	\$ 2,930.00	Yes		X	
Kickapoo High School	03-2019-0087-I-16	Transcripted Credits: Fundamentals of Chemistry	Caleb White	24	\$ 7,032.00	Yes		X	
Lancaster High School	03-2019-0088-I-16	Transcripted Credits: Accounting I	Caleb White	14	\$ 8,274.00	Yes		X	
Lancaster High School	03-2019-0088-I-16	Transcripted Credits: Computer Applications	Caleb White	57	\$ 8,478.75	Yes		X	
Lancaster High School	03-2019-0088-I-16	Transcripted Credits: Intro to Psychology	Caleb White	32	\$ 13,992.00	Yes		X	
Lancaster High School	03-2019-0088-I-16	Transcripted Credits: Speech	Caleb White	39	\$ 17,052.75	Yes		X	
Lancaster High School	03-2019-0088-I-16	Transcripted Credits: Written Communication	Caleb White	30	\$ 13,117.50	Yes		X	
Lancaster High School	03-2019-0088-I-16	Transcripted Credits: Consumer Equipment Maint	Caleb White	3	\$ 1,455.75	Yes		X	
Lancaster High School	03-2019-0088-I-16	Transcripted Credits: Economics	Caleb White	22	\$ 9,619.50	Yes		X	
Lancaster High School	03-2019-0088-I-16	Transcripted Credits: Intro to Sociology	Caleb White	24	\$ 10,494.00	Yes		X	
North Crawford High School	03-2019-0089-I-16	Transcripted Credits: Accounting I	Caleb White	11	\$ 6,501.00	Yes		X	
North Crawford High School	03-2019-0089-I-16	Transcripted Credits: Computer Applications	Caleb White	4	\$ 595.00	Yes		X	
North Crawford High School	03-2019-0089-I-16	Transcripted Credits: Oral/Interpersonal Comm	Caleb White	24	\$ 10,494.00	Yes		X	
North Crawford High School	03-2019-0089-I-16	Transcripted Credits: Speech	Caleb White	8	\$ 3,498.00	Yes		X	
Southwest Wisconsin Technical College									

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North Crawford High School	03-2019-0089-I-16	Transcribed Credits: Written Communication	Caleb White	25	\$ 10,931.25	Yes		X	
North Crawford High School	03-2019-0089-I-16	Transcribed Credits: Personal Finance	Caleb White	35	\$ 5,206.25	Yes		X	
Pardeeville High School	03-2019-0090-I-16	Transcribed Credits: Golf Course Design & Reno	Caleb White	11	\$ 3,558.50	Yes		X	
Pardeeville High School	03-2019-0090-I-16	Transcribed Credits: Plant Science	Caleb White	7	\$ 3,176.25	Yes		X	
Pecatonica High School	03-2019-0091-I-16	Transcribed Credits: Accounting I	Caleb White	19	\$ 11,229.00	Yes		X	
Pecatonica High School	03-2019-0091-I-16	Transcribed Credits: College Mathematics	Caleb White	15	\$ 6,558.75	Yes		X	
Pecatonica High School	03-2019-0091-I-16	Transcribed Credits: Personal Finance	Caleb White	47	\$ 6,991.25	Yes		X	
Platteville High School	03-2019-0092-I-16	Transcribed Credits: Accounting I	Caleb White	15	\$ 8,865.00	Yes		X	
Platteville High School	03-2019-0092-I-16	Transcribed Credits: Marketing Principles	Caleb White	16	\$ 6,996.00	Yes		X	
Platteville High School	03-2019-0092-I-16	Transcribed Credits: Business Law I	Caleb White	11	\$ 4,809.75	Yes		X	
Platteville High School	03-2019-0092-I-16	Transcribed Credits: SMAW-Equipment	Caleb White	3	\$ 600.75	Yes		X	
Platteville High School	03-2019-0092-I-16	Transcribed Credits: SMAW-Carbon Steel	Caleb White	3	\$ 600.75	Yes		X	
Platteville High School	03-2019-0092-I-16	Transcribed Credits: Intro to Digital Photography	Caleb White	2	\$ 886.50	Yes		X	
Potosi High School	03-2019-0093-I-16	Transcribed Credits: Accounting I, Part 1	Caleb White	6	\$ 1,773.00	Yes		X	
Potosi High School	03-2019-0093-I-16	Transcribed Credits: Accounting I, Part 2	Caleb White	6	\$ 1,773.00	Yes		X	
Prairie du Chien High School	03-2019-0094-I-16	Transcribed Credits: Personal Finance	Caleb White	55	\$ 8,181.25	Yes		X	
Prairie du Chien High School	03-2019-0094-I-16	Transcribed Credits: Accounting I	Caleb White	6	\$ 3,546.00	Yes		X	
Prairie du Chien High School	03-2019-0094-I-16	Transcribed Credits: Applied Math	Caleb White	27	\$ 7,911.00	Yes		X	
Prairie du Chien High School	03-2019-0094-I-16	Transcribed Credits: Computer Applications	Caleb White	13	\$ 1,933.75	Yes		X	
Prairie du Chien High School	03-2019-0094-I-16	Transcribed Credits: Marketing Principles	Caleb White	10	\$ 4,372.50	Yes		X	
Prairie du Chien High School	03-2019-0094-I-16	Transcribed Credits: Intro to Psychology	Caleb White	70	\$ 30,607.50	Yes		X	
Prairie du Chien High School	03-2019-0094-I-16	Transcribed Credits: Oral/Interpersonal Comm	Caleb White	14	\$ 6,121.50	Yes		X	
Prairie du Chien High School	03-2019-0094-I-16	Transcribed Credits: Speech	Caleb White	42	\$ 18,364.50	Yes		X	
Prairie du Chien High School	03-2019-0094-I-16	Transcribed Credits: Written Communication	Caleb White	41	\$ 17,927.25	Yes		X	
Prairie du Chien High School	03-2019-0094-I-16	Transcribed Credits: Plant Science	Caleb White	20	\$ 9,075.00	Yes		X	
Prairie du Chien High School	03-2019-0094-I-16	Transcribed Credits: Consumer Equipment Maint	Caleb White	6	\$ 2,911.50	Yes		X	
Prairie du Chien High School	03-2019-0094-I-16	Transcribed Credits: Introduction to Business	Caleb White	5	\$ 2,186.25	Yes		X	
Prairie du Chien High School	03-2019-0094-I-16	Transcribed Credits: Beg. Microsoft Excel	Caleb White	20	\$ 2,975.00	Yes		X	
Prairie du Chien High School	03-2019-0094-I-16	Transcribed Credits: Beg. Microsoft Access	Caleb White	13	\$ 1,933.75	Yes		X	
Prairie du Chien High School	03-2019-0094-I-16	Transcribed Credits: College Tech Math 1A	Caleb White	63	\$ 27,546.75	Yes		X	
Prairie du Chien High School	03-2019-0094-I-16	Transcribed Credits: College Tech Math 1B	Caleb White	25	\$ 7,325.00	Yes		X	
Prairie du Chien High School	03-2019-0094-I-16	Transcribed Credits: Introductory Statistics	Caleb White	6	\$ 2,623.50	Yes		X	
Prairie du Chien High School	03-2019-0094-I-16	Transcribed Credits: General Physics	Caleb White	6	\$ 3,630.00	Yes		X	
Prairie du Chien High School	03-2019-0094-I-16	Transcribed Credits: Intro to Sociology	Caleb White	35	\$ 15,303.75	Yes		X	
Prairie du Chien High School	03-2019-0094-I-16	Transcribed Credits: Gen. Anatomy & Physiology	Caleb White	17	\$ 10,285.00	Yes		X	
River Ridge High School	03-2019-0095-I-16	Transcribed Credits: Accounting I	Caleb White	15	\$ 8,865.00	Yes		X	
River Ridge High School	03-2019-0095-I-16	Transcribed Credits: Computer Applications	Caleb White	16	\$ 2,380.00	Yes		X	
River Ridge High School	03-2019-0095-I-16	Transcribed Credits: Marketing Principles	Caleb White	10	\$ 4,372.50	Yes		X	
River Ridge High School	03-2019-0095-I-16	Transcribed Credits: Oral/Interpersonal Comm	Caleb White	26	\$ 11,368.50	Yes		X	
Southwest Wisconsin Technical College									

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River Ridge High School	03-2019-0095-I-16	Transcribed Credits: Written Communication	Caleb White	9	\$ 3,935.25	Yes		X	
River Valley High School	03-2019-0096-I-16	Transcribed Credits: Animal Science	Caleb White	8	\$ 3,630.00	Yes		X	
River Valley High School	03-2019-0096-I-16	Transcribed Credits: Speech	Caleb White	46	\$ 20,113.50	Yes		X	
Riverdale High School	03-2019-0097-I-16	Transcribed Credits: Accounting I	Caleb White	4	\$ 2,364.00	Yes		X	
Riverdale High School	03-2019-0097-I-16	Transcribed Credits: Applied Math	Caleb White	7	\$ 2,051.00	Yes		X	
Riverdale High School	03-2019-0097-I-16	Transcribed Credits: Plant Science	Caleb White	10	\$ 4,537.50	Yes		X	
Southwestern High School	03-2019-0098-I-16	Transcribed Credits: Accounting I	Caleb White	7	\$ 4,137.00	Yes		X	
Southwestern High School	03-2019-0098-I-16	Transcribed Credits: College Mathematics	Caleb White	15	\$ 6,558.75	Yes		X	
Southwestern High School	03-2019-0098-I-16	Transcribed Credits: Personal Finance	Caleb White	41	\$ 6,098.75	Yes		X	
Weston High School	03-2019-0099-I-16	Transcribed Credits: Accounting I, Part 1	Caleb White	1	\$ 295.50	Yes		X	
Weston High School	03-2019-0099-I-16	Transcribed Credits: Applied Math	Caleb White	3	\$ 879.00	Yes		X	
Weston High School	03-2019-0099-I-16	Transcribed Credits: Animal Science	Caleb White	8	\$ 3,630.00	Yes		X	
Barneveld High School	03-2019-0105-I-16	Transcribed Credits: Accounting I, Part 1	Caleb White	6	\$ 1,773.00	Yes		X	
Barneveld High School	03-2019-0105-I-16	Transcribed Credits: Accounting I, Part 2	Caleb White	1	\$ 295.50	Yes		X	
Black Hawk High School	03-2019-0106-I-16	Transcribed Credits: Written Communication	Caleb White	18	\$ 7,870.50	Yes		X	
Black Hawk High School	03-2019-0106-I-16	Transcribed Credits: Oral/Interpersonal Comm	Caleb White	12	\$ 5,247.00	Yes		X	
Darlington High School	03-2019-0107-I-16	Transcribed Credits: Computer Applications	Caleb White	18	\$ 2,677.50	Yes		X	
Darlington High School	03-2019-0107-I-16	Transcribed Credits: Intro to Psychology	Caleb White	43	\$ 18,801.75	Yes		X	
Darlington High School	03-2019-0107-I-16	Transcribed Credits: Speech	Caleb White	52	\$ 22,737.00	Yes		X	
Darlington High School	03-2019-0107-I-16	Transcribed Credits: Intro to Business	Caleb White	7	\$ 3,060.75	Yes		X	
Darlington High School	03-2019-0107-I-16	Transcribed Credits: Personal Finance	Caleb White	8	\$ 1,190.00	Yes		X	
Richland Center High School	03-2019-0108-I-16	Transcribed Credits: Intro to Psychology	Caleb White	19	\$ 8,307.75	Yes		X	
Richland Center High School	03-2019-0108-I-16	Transcribed Credits: Speech	Caleb White	51	\$ 22,299.75	Yes		X	
Richland Center High School	03-2019-0108-I-16	Transcribed Credits: Written Communication	Caleb White	39	\$ 17,052.75	Yes		X	
WI DOC	03-2019-0132-I-32	Equipment Safety	Amy Charles	8	\$ 4,885.72	No		X	
WI DOC	03-2019-0132-I-32	Blueprint Reading	Amy Charles	8	\$ 4,885.71	No		X	
WI DOC	03-2019-0132-I-32	GMAW - Equipment	Amy Charles	8	\$ 4,885.71	No		X	
WI DOC	03-2019-0132-I-32	GMAW - Carbon Steel (S Process)	Amy Charles	8	\$ 4,885.71	No		X	
WI DOC	03-2019-0132-I-32	GMAW - Carbon Steel (Spray Transfer)	Amy Charles	8	\$ 4,885.71	No		X	
WI DOC	03-2019-0132-I-32	FCAW - Equipment	Amy Charles	8	\$ 4,885.72	No		X	
WI DOC	03-2019-0132-I-32	FCAW - Carbon Steel (Gas Shielded)	Amy Charles	8	\$ 4,885.72	No		X	
Wauzeka-Steuben High School	03-2019-0137-I-16	Transcribed Credits: Applied Math	Caleb White	16	\$ 4,688.00	Yes		X	
Unified Counseling	03-2019-0141-I-41	Crisis Intervention Training	Kris Wubben	10	\$ 3,459.70	No	X		

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Southwest Health EMS	03-2019-0143-I-41	EMS Cont Ed - Dialysis Patient Care	Kris Wubben	15	\$ 168.15	Yes		X	
Southwest Health EMS	03-2019-0143-I-41	EMS Cont Ed - Plain Clothes Community Forum	Kris Wubben	34	\$ 381.14	Yes		X	
Southwest Health EMS	03-2019-0143-I-41	EMS Cont Ed - Trauma w/ Dr. Abernethy	Kris Wubben	37	\$ 414.77	Yes		X	
3M	03-2019-0152-T-41	Communication Training	Amy Charles		\$ 1,550.00	No		X	
NICC	03-2019-0153-T-18	Supply Chain Training	Amy Charles		\$ 13,250.00	No		X	
Argyle EMS	03-2019-0162-I-42	BLS for Healthcare Provider - CPR Recert	Kris Wubben	22	\$ 990.00	No		X	
Dodgeville Area Ambulance	03-2019-0163-I-42	EMS Cont Ed - Medical Director Case Review	Kris Wubben	15	\$ 168.15	Yes		X	
Lafayette County Sheriff's Dept.	03-2019-0164-I-41	Pursuit Refresher	Kris Wubben	28	\$ 1,867.38	No	X		
Fennimore High School	03-2019-0408-I-13	WI Statute 118.15	Julie Pluemer	3	\$ 3,885.00	No	X		
Iowa Grant High School	03-2019-0410-I-13	WI Statute 118.15	Julie Pluemer	2	\$ 2,427.50	No	X		
Lancaster High School	03-2019-0412-I-13	WI Statute 118.15	Julie Pluemer	1	\$ 1,581.25	No	X		
Platteville High School	03-2019-0416-I-13	WI Statute 118.15	Julie Pluemer	6	\$ 12,854.75	No	X		
Weston High School	03-2019-0428-I-13	WI Statute 118.15	Julie Pluemer	2	\$ 5,278.75	No	X		
River Ridge High School	03-2019-0444-I-13	WI Statute 118.15	Julie Pluemer	1	\$ 493.75	No	X		
River Valley High School	03-2019-0456-I-13	WI Statute 118.15	Julie Pluemer	3	\$ 7,852.50	No	X		
<b>TOTAL of all Contracts</b>				<b>4,403</b>	<b>\$ 1,363,953.63</b>				
Exchange of Services				2,910	\$ 981,234.96				
For Pay Service				1,493	\$ 382,718.67				

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

One employment recommendation is being presented for Board approval. The Personnel Report is included below.

### **PERSONNEL REPORT June 20, 2019**

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

Name	Craig Peterson
Title	Building Trades Carpentry Instructor
Number of Applicants and Number Interviewed	11 applicants, 4 interviewed
Start Date	08/01/19
Salary/Wages	\$64,000
Classification	Full-Time
Education and/or Experience	Bachelors in Career Technical Education and Training and working on Masters in Instructional Design with over 15 years of experience as a Journeyman level carpenter and a total of 20+ years of carpentry/construction experience. Facility Management Certificate from Madison College. Also has 3 years of teaching experience with MATC.

#### **PROMOTIONS / TRANSFERS**

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#### **RETIREMENTS / RESIGNATIONS**

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***F. UMOS Lease***

UMOS, Inc. leases office space at the College's Richland Center outreach site at. Included below is the 24-month lease for 145 square feet located at 373 West Sixth Street, Richland Center, WI, in the amount of \$318.99 per month for the term of 7/1/19 – 6/30/20 and \$328.56 per month for the term of 7/1/20 – 6/30/21.

## LEASE AGREEMENT

THIS AGREEMENT OF LEASE is made as of this 1st day of July 2019 by and between Southwest Wisconsin Technical College, Lessor, and UMOS, Inc, Lessee:

### 1. PREMISES AND TERM.

#### 1.1 Demised Premises. Lessor leases to Lessee the following:

145 square feet of office floor space located at 373 West 6<sup>th</sup> Street, Richland Center, Wisconsin.

#### 1.2 Term. This lease is for a term of twenty-four (24) months commencing on July 1, 2019, and ending June 30, 2021.

1.3 Termination This lease shall continue until the date specified in paragraph 1.2 or an extension date agreed upon as specified in paragraph 1.4 or until terminated in accordance with this paragraph. This lease or any renewal thereof may be terminated by mutual written agreement of the parties before the end of the fixed term or the end of each and every renewal period hereafter upon such terms and conditions as the parties shall agree. The term of the lease is contingent upon federal funding and targeted population for services. Any reduction in funding and/or shift in the farmworker community as determined by the numbers served will require re-negotiation of the terms of this lease and if necessary termination of the lease. Lessee will notify Lessor in writing of any required action no later than 30 days.

1.4 Renewal. This lease may be renewed by mutual written agreement of the parties before the end of the fixed term or the end of each and every renewal period hereafter upon such terms and conditions as the parties shall agree.

### 2. RENT.

2.1 Payments. The Lessee shall yield and pay the sum of Three Hundred Eighteen Dollars and Ninety-nine Cents (\$318.99) per month as rent for the premises for the first twelve (12) months, and Three Hundred Twenty-eight Dollars and Fifty-six Cents (\$328.56) per month as rent for the premises for the final twelve (12) months of this Agreement, payable by mail or direct deposit on the 10th day of each month of this agreement. Mailed payments shall be sent to Southwest Tech, 1800 Bronson Blvd, Fennimore, Wisconsin 53809 or direct deposits shall be paid to Southwest Tech checking account (routing number available upon request).

### 3. USE AND SIGNS.

3.1 Use. Lessee shall use and occupy the demised premises solely for general office purposes. Lessee shall not use the demised premises in any way which, in the judgment of the Lessor, poses a hazard to the Lessor, the premises, other Lessees, if any, or the building in part or in whole; nor shall Lessee use the demised premises so as to cause damage to the building in part or in

whole; nor shall Lessee use the premises so as to cause damage, annoyance, nuisance or inconvenience to the building occupants or others.

3.2 Signs. Lessee shall have the privilege of placing in the demised premises such interior signs as Lessee deems necessary and proper in the conduct of Lessee's business, provided:

- (a) Lessee obtains the Lessor's consent to the placement of any sign in the building.

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

##### 4.1 Utilities.

- (a) Lessee shall be responsible for telephone and computer expenses.
- (b) Lessor is responsible for heat, electricity, gas, water and sewer costs.

##### 4.2 Maintenance.

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

4.2 Lessee property. All improvements made by Lessee to the demised premises which are or become so attached to the demised premises that they cannot be removed without material injury to the demised premises shall become the property of the Lessor. Not later than the last day on which Lessee has the right to possession of the premises, Lessee may, nevertheless, remove all

Lessee's personal property.

5. ALTERATIONS.

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

6. ASSIGNMENT AND SUBLETTING.

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

7. OTHER FACILITIES.

7.1 Lessee shall have nonexclusive access to all off street parking available on the premises, it being understood that parking is available to all tenants of the building.

8. INDEMNITY - LIABILITY INSURANCE

8.1 Liability insurance. The Lessee must obtain and maintain during the term of this lease, a liability insurance policy covering its operations on the demised premises.

8.2 Contents insurance. During the term of this lease, Lessee shall, at Lessee's expense, be responsible for insuring its personal property located on the demised premises against damage and destruction by fire, theft or other perils.

9. NOTICES.

9.1 Any notice, demand, request or other communication hereunder given or made by either party to the other shall be in writing and shall be deemed to be duly given only if personally served on the other party or mailed by first class, postage prepaid regular mail addressed as follows:

- (a) if to Lessor, to Vice President of Administrative Services, Southwest Tech, 1800 Bronson Blvd, Fennimore, WI 53809, and
- (b) if to Lessee, to Farmworker Programs Manager, UMOS, Inc., 2701 S. Chase Ave., Milwaukee, WI 53207

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

10. QUIET ENJOYMENT.

10.1 Quiet enjoyment. Lessor covenants that so long as Lessee pays rent and performs the terms, covenants and conditions on Lessee's part to be performed, Lessee shall peaceably and quietly have, hold and enjoy the demised premises for the term of this lease, subject to the provisions of this lease.

10.2 Title and use warranty. Lessor warrants and represents that Lessor has rights to sublease the demised premises and that Lessee is not prohibited by any law or ordinance from using the property as described in Paragraph 3.1.

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

11.1 Complete agreement. Both parties acknowledge that no representations, warranties, promises, covenants or undertakings of any kind have been made to either party as an inducement to enter into this lease agreement, other than those expressly set forth herein or in any attachment hereto. This lease is intended to be and is the complete agreement of the parties.

11.2 Paragraph headings. Paragraph headings are for convenience only. They are not part of this lease agreement of the parties and shall not be used in the construction or interpretation thereof.

11.3 Form of agreement. With respect to the form of the lease agreement, both parties assume joint responsibility for the form and composition of each paragraph, and they further agree that this lease agreement shall be interpreted as though each of the parties participated equally in the composition of each and every part thereof.

11.4 Construction. This lease agreement is not to be strictly construed for or against either of the parties. It shall be interpreted simply and fairly with regard to both parties.

11.5 Choice of law. The parties intend this lease agreement to be construed in accordance with the laws of the State of Wisconsin, irrespective of the residence of either party, or regardless of the forum where it may be construed later whether for enforcement, revision, modification or for any other purpose. In addition to the provisions of paragraph 1.3 pertaining to termination, in the event of a breach of this contract by either party, the parties specifically agree to be bound by the relevant provisions of Chapter 704 of the Wisconsin Statutes.

11.6 Severability. Both parties agree that in the event any court of competent jurisdiction at any time holds that a portion of this lease agreement is invalid, illegal, unenforceable, void or voidable, the remainder of the lease agreement, to the extent consistent with such holding, shall not be affected thereby and shall continue in full force and effect.

## 12. MISCELLANEOUS PROVISIONS.

12.1 Revision or modification Any future revision, modification, amendment or waiver of any of the provisions of this lease agreement shall be effective only if made in writing, dated, signed and executed with the same formality as this lease agreement. Any such revision, modification or

amendment shall specifically provide that it is intended to revise, modify, or amend this lease agreement. Failure of either party to insist upon strict performance of any of the provisions of this lease agreement shall not be construed as a waiver of any subsequent default of the same or similar nature.

12.2 Access to premises. Lessor may enter the demised premises at any reasonable time on reasonable notice to Lessee for any purpose related to the performance of Lessor's obligations thereunder.

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

13. BINDING EFFECT.

13.1 Binding effect. The provisions of this lease agreement shall apply to, bind and inure to the benefit of the parties hereto and their respective heirs, beneficiaries, personal or legal representatives and assigns.

IN WITNESS WHEREOF, the said Lessor has caused these presents to be signed this \_\_\_\_ day of \_\_\_\_\_ 2019.

SOUTHWEST WISCONSIN TECHNICAL COLLEGE

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

IN WITNESS WHEREOF, the said Lessee has caused these presents to be signed this \_\_\_\_ day of \_\_\_\_\_ 2019.

UMOS, INC.

BY: \_\_\_\_\_  
Jose Martinez, Vice-President of Farmworker & Community Based Svcs

### **G. Manpower Lease**

Manpower Group US, Inc. leases Room 468 (office space) from the College in the amount of \$210 per month. The 12-month lease with an option to renew for an additional year for the term of 7/1/19 – 6/30/20 is included below.

## **RENTAL/LEASE AGREEMENT**

**between**

**ManpowerGroup US Inc. (“Manpower”)**

**and Southwest Wisconsin Technical College**

***This agreement between Southwest Wisconsin Technical College (college) and Manpower covers the following:***

1. Room 468 office including existing furniture: \$210.00 monthly.
2. Manpower is responsible for establishing and paying for separate lines for telephone and internet service.
4. Copy machine costs to be billed at the current rate of .10 per copy black and white and .25 per copy color.
5. Fax machine usage billed at .50 per page.
6. Postage to be billed as used.
7. Additional fees to be agreed upon if additional services are to be provided.

***All of the above will be billed on or before the 23<sup>rd</sup> of the following month, commencing July 1, 2019. This rental/lease agreement covers the fiscal year through June 30, 2020 with an option to renew for an additional one year at that time. If either party chooses to cancel this agreement, at least thirty (30) days notice must be made in writing.***

s/ \_\_\_\_\_

ManpowerGroup US Inc.

s/ \_\_\_\_\_

Vice President for Administrative Services  
Southwest Wisconsin Technical College

#### ***H. Southwest WI Department of Workforce Development Lease***

Included below is a 12-month lease for Southwest Wisconsin Department of Workforce Development to lease 136 square feet of space from the college at the Richland Center outreach site located at 373 West Sixth Street, Richland Center, WI, in the amount of \$300 per month.

## LEASE AGREEMENT

THIS AGREEMENT OF LEASE is made as of this 1st day of July 2019 by and between Southwest Wisconsin Technical College, Lessor, and Southwest Wisconsin Workforce Development Board, Lessee:

### 1. PREMISES AND TERM.

#### 1.1 Demised Premises. Lessor leases to Lessee the following:

136 square feet of office floor space located at 373 West 6<sup>th</sup> Street, Richland Center, Wisconsin.

#### 1.2 Term. This lease is for a term of twelve (12) months commencing on July 1, 2019, and ending June 30, 2020.

1.3 Termination This lease shall continue until the date specified in paragraph 1.2 or an extension date agreed upon as specified in paragraph 1.4 or until terminated in accordance with this paragraph. This lease or any renewal thereof may be terminated by mutual written agreement of the parties before the end of the fixed term or the end of each and every renewal period hereafter upon such terms and conditions as the parties shall agree.

1.4 Renewal. This lease may be renewed by mutual written agreement of the parties before the end of the fixed term or the end of each and every renewal period hereafter upon such terms and conditions as the parties shall agree.

### 2. RENT.

2.1 Payments. The Lessee shall yield and pay the sum of Three Hundred Dollars (\$300.00) per month as rent for the premises for the term of this Agreement, payable by mail or direct deposit on the 10th day of each month of this agreement. Mailed payments shall be sent to Southwest Tech, 1800 Bronson Blvd, Fennimore, Wisconsin 53809 or direct deposits shall be paid to Southwest Tech checking account (routing number available upon request).

### 3. USE AND SIGNS.

3.1 Use. Lessee shall use and occupy the demised premises solely for general office purposes. Lessee shall not use the demised premises in any way which, in the judgment of the Lessor, poses a hazard to the Lessor, the premises, other Lessees, if any, or the building in part or in whole; nor shall Lessee use the demised premises so as to cause damage to the building in part or in whole; nor shall Lessee use the premises so as to cause damage, annoyance, nuisance or inconvenience to the building occupants or others.

3.2 Signs. Lessee shall have the privilege of placing in the demised premises such

interior signs as Lessee deems necessary and proper in the conduct of Lessee's business, provided:

- (a) Lessee obtains the Lessor's consent to the placement of any sign in the building.

4. CARE AND REPAIR OF DEMISED PREMISES; UTILITIES.

4.1 Utilities.

- (a) Lessee shall be responsible for telephone and computer expenses.
- (b) Lessor is responsible for heat, electricity, gas, water and sewer costs.

4.2 Maintenance.

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

4.2 Lessee property. All improvements made by Lessee to the demised premises which are or become so attached to the demised premises that they cannot be removed without material injury to the demised premises shall become the property of the Lessor. Not later than the last day on which Lessee has the right to possession of the premises, Lessee may, nevertheless, remove all Lessee's personal property.

5. ALTERATIONS.

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

6. ASSIGNMENT AND SUBLETTING.

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

7. OTHER FACILITIES.

7.1 Lessee shall have nonexclusive access to all off street parking available on the premises, it being understood that parking is available to all tenants of the building.

8. INDEMNITY - LIABILITY INSURANCE

8.1 Liability insurance. The Lessee must obtain and maintain during the term of this lease, a liability insurance policy covering its operations on the demised premises.

8.2 Contents insurance. During the term of this lease, Lessee shall, at Lessee's expense, be responsible for insuring its personal property located on the demised premises against damage and destruction by fire, theft or other perils.

9. NOTICES.

9.1 Any notice, demand, request or other communication hereunder given or made by either party to the other shall be in writing and shall be deemed to be duly given only if personally served on the other party or mailed by first class, postage prepaid regular mail addressed as follows:

- (a) if to Lessor, to Vice President of Administrative Services, Southwest Tech, 1800 Bronson Blvd, Fennimore, WI 53809, and
- (b) if to Lessee, to Chief Executive Officer, Southwest Wisconsin Workforce Development Board, 1370 N. Water Street, PO box 656, Platteville, WI 53818

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

10. QUIET ENJOYMENT.

10.1 Quiet enjoyment. Lessor covenants that so long as Lessee pays rent and performs the

terms, covenants and conditions on Lessee's part to be performed, Lessee shall peaceably and quietly have, hold and enjoy the demised premises for the term of this lease, subject to the provisions of this lease.

10.2 Title and use warranty. Lessor warrants and represents that Lessor has rights to sublease the demised premises and that Lessee is not prohibited by any law or ordinance from using the property as described in Paragraph 3.1.

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

11.1 Complete agreement. Both parties acknowledge that no representations, warranties, promises, covenants or undertakings of any kind have been made to either party as an inducement to enter into this lease agreement, other than those expressly set forth herein or in any attachment hereto. This lease is intended to be and is the complete agreement of the parties.

11.2 Paragraph headings. Paragraph headings are for convenience only. They are not part of this lease agreement of the parties and shall not be used in the construction or interpretation thereof.

11.3 Form of agreement. With respect to the form of the lease agreement, both parties assume joint responsibility for the form and composition of each paragraph, and they further agree that this lease agreement shall be interpreted as though each of the parties participated equally in the composition of each and every part thereof.

11.4 Construction. This lease agreement is not to be strictly construed for or against either of the parties. It shall be interpreted simply and fairly with regard to both parties.

11.5 Choice of law. The parties intend this lease agreement to be construed in accordance with the laws of the State of Wisconsin, irrespective of the residence of either party, or regardless of the forum where it may be construed later whether for enforcement, revision, modification or for any other purpose. In addition to the provisions of paragraph 1.3 pertaining to termination, in the event of a breach of this contract by either party, the parties specifically agree to be bound by the relevant provisions of Chapter 704 of the Wisconsin Statutes.

11.6 Severability. Both parties agree that in the event any court of competent jurisdiction at any time holds that a portion of this lease agreement is invalid, illegal, unenforceable, void or voidable, the remainder of the lease agreement, to the extent consistent with such holding, shall not be affected thereby and shall continue in full force and effect.

## 12. MISCELLANEOUS PROVISIONS.

12.1 Revision or modification Any future revision, modification, amendment or waiver of any of the provisions of this lease agreement shall be effective only if made in writing, dated, signed and executed with the same formality as this lease agreement. Any such revision, modification or

amendment shall specifically provide that it is intended to revise, modify, or amend this lease agreement. Failure of either party to insist upon strict performance of any of the provisions of this lease agreement shall not be construed as a waiver of any subsequent default of the same or similar nature.

12.2 Access to premises. Lessor may enter the demised premises at any reasonable time on reasonable notice to Lessee for any purpose related to the performance of Lessor's obligations thereunder.

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

13. BINDING EFFECT.

13.1 Binding effect. The provisions of this lease agreement shall apply to, bind and inure to the benefit of the parties hereto and their respective heirs, beneficiaries, personal or legal representatives and assigns.

IN WITNESS WHEREOF, the said Lessor has caused these presents to be signed this \_\_\_\_\_ day of June 2019.

SOUTHWEST WISCONSIN TECHNICAL COLLEGE

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

IN WITNESS WHEREOF, the said Lessee has caused these presents to be signed this \_\_\_\_\_ day of June 2019.

SOUTHEAST WISCONSIN WORKFORCE DEVELOPMENT BOARD

BY: \_\_\_\_\_  
Rhonda Suda, Chief Executive Officer

***I. Forward Service Lease***

Included below is a 12-month lease for Forward Service Corporation to lease 100 square feet of space from the college at the Richland Center outreach site located at 373 West Sixth Street, Richland Center, WI, in the amount of \$300 per month.

## LEASE AGREEMENT

THIS AGREEMENT OF LEASE is made as of this 1st day of July 2019 by and between Southwest Wisconsin Technical College, Lessor, and Forward Service Corporation, Lessee:

### 1. PREMISES AND TERM.

#### 1.1 Demised Premises. Lessor leases to Lessee the following:

100 square feet of office floor space plus nonexclusive use of common spaces in the Southwest Tech suite located at 373 West 6<sup>th</sup> Street, Richland Center, Wisconsin.

#### 1.2 Term. This lease is for a term of twelve (12) months commencing on July 1, 2019, and ending June 30, 2020.

1.3 Termination This lease shall continue until the date specified in paragraph 1.2 or an extension date agreed upon as specified in paragraph 1.4 or until terminated in accordance with this paragraph. This lease or any renewal thereof may be terminated by mutual written agreement of the parties before the end of the fixed term or the end of each and every renewal period hereafter upon such terms and conditions as the parties shall agree. If lessee loses their contract to provide W-2 services, lessee may terminate the lease at any time with a 60 day written notice following notification requirements of paragraph 9.1

1.4 Renewal. This lease may be renewed by mutual written agreement of the parties before the end of the fixed term or the end of each and every renewal period hereafter upon such terms and conditions as the parties shall agree.

### 2. RENT.

2.1 Payments. The Lessee shall yield and pay the sum of Three Hundred Dollars (\$300.00) per month as rent for the premises for the term of this Agreement, payable by mail or direct deposit on the 10th day of each month of this agreement. Mailed payments shall be sent to Southwest Tech, 1800 Bronson Blvd, Fennimore, Wisconsin 53809 or direct deposits shall be paid to Southwest Tech checking account (routing number available upon request).

### 3. USE AND SIGNS.

3.1 Use. Lessee shall use and occupy the demised premises solely for general office purposes. Lessee shall not use the demised premises in any way which, in the judgment of the Lessor, poses a hazard to the Lessor, the premises, other Lessees, if any, or the building in part or in whole; nor shall Lessee use the demised premises so as to cause damage to the building in part or in whole; nor shall Lessee use the premises so as to cause damage, annoyance, nuisance or inconvenience to the building occupants or others.

3.2 Signs. Lessee shall have the privilege of placing in the demised premises such interior signs as Lessee deems necessary and proper in the conduct of Lessee's business, provided:

- (a) Lessee obtains the Lessor's consent to the placement of any sign in the building.

4. CARE AND REPAIR OF DEMISED PREMISES; UTILITIES.

4.1 Utilities.

- (a) Lessee shall be responsible for telephone and computer expenses.
- (b) Lessor is responsible for heat, electricity, gas, water and sewer costs.

4.2 Maintenance.

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

4.2 Lessee property. All improvements made by Lessee to the demised premises which are or become so attached to the demised premises that they cannot be removed without material injury to the demised premises shall become the property of the Lessor. Not later than the last day on which Lessee has the right to possession of the premises, Lessee may, nevertheless, remove all Lessee's personal property.

5. ALTERATIONS.

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

6. ASSIGNMENT AND SUBLETTING.

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

7. OTHER FACILITIES.

7.1 Lessee shall have nonexclusive access to all off street parking available on the premises, it being understood that parking is available to all tenants of the building.

8. INDEMNITY - LIABILITY INSURANCE

8.1 Liability insurance. The Lessee must obtain and maintain during the term of this lease, a liability insurance policy covering its operations on the demised premises.

8.2 Contents insurance. During the term of this lease, Lessee shall, at Lessee's expense, be responsible for insuring its personal property located on the demised premises against damage and destruction by fire, theft or other perils.

9. NOTICES.

9.1 Any notice, demand, request or other communication hereunder given or made by either party to the other shall be in writing and shall be deemed to be duly given only if personally served on the other party or mailed by first class, postage prepaid regular mail addressed as follows:

- (a) if to Lessor, to Vice President of Administrative Services, Southwest Tech, 1800 Bronson Blvd, Fennimore, WI 53809, and
- (b) if to Lessee, to Chief Financial Officer, Forward Service Corporation, 4600 American Parkway, Suite 301, Madison, WI 53718

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

10. QUIET ENJOYMENT.

10.1 Quiet enjoyment. Lessor covenants that so long as Lessee pays rent and performs the

terms, covenants and conditions on Lessee's part to be performed, Lessee shall peaceably and quietly have, hold and enjoy the demised premises for the term of this lease, subject to the provisions of this lease.

10.2 Title and use warranty. Lessor warrants and represents that Lessor has rights to sublease the demised premises and that Lessee is not prohibited by any law or ordinance from using the property as described in Paragraph 3.1.

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

11.1 Complete agreement. Both parties acknowledge that no representations, warranties, promises, covenants or undertakings of any kind have been made to either party as an inducement to enter into this lease agreement, other than those expressly set forth herein or in any attachment hereto. This lease is intended to be and is the complete agreement of the parties.

11.2 Paragraph headings. Paragraph headings are for convenience only. They are not part of this lease agreement of the parties and shall not be used in the construction or interpretation thereof.

11.3 Form of agreement. With respect to the form of the lease agreement, both parties assume joint responsibility for the form and composition of each paragraph, and they further agree that this lease agreement shall be interpreted as though each of the parties participated equally in the composition of each and every part thereof.

11.4 Construction. This lease agreement is not to be strictly construed for or against either of the parties. It shall be interpreted simply and fairly with regard to both parties.

11.5 Choice of law. The parties intend this lease agreement to be construed in accordance with the laws of the State of Wisconsin, irrespective of the residence of either party, or regardless of the forum where it may be construed later whether for enforcement, revision, modification or for any other purpose. In addition to the provisions of paragraph 1.3 pertaining to termination, in the event of a breach of this contract by either party, the parties specifically agree to be bound by the relevant provisions of Chapter 704 of the Wisconsin Statutes.

11.6 Severability. Both parties agree that in the event any court of competent jurisdiction at any time holds that a portion of this lease agreement is invalid, illegal, unenforceable, void or voidable, the remainder of the lease agreement, to the extent consistent with such holding, shall not be affected thereby and shall continue in full force and effect.

## 12. MISCELLANEOUS PROVISIONS.

12.1 Revision or modification Any future revision, modification, amendment or waiver of any of the provisions of this lease agreement shall be effective only if made in writing, dated, signed and executed with the same formality as this lease agreement. Any such revision, modification or

amendment shall specifically provide that it is intended to revise, modify, or amend this lease agreement. Failure of either party to insist upon strict performance of any of the provisions of this lease agreement shall not be construed as a waiver of any subsequent default of the same or similar nature.

12.2 Access to premises. Lessor may enter the demised premises at any reasonable time on reasonable notice to Lessee for any purpose related to the performance of Lessor's obligations thereunder.

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

### 13. BINDING EFFECT.

13.1 Binding effect. The provisions of this lease agreement shall apply to, bind and inure to the benefit of the parties hereto and their respective heirs, beneficiaries, personal or legal representatives and assigns.

IN WITNESS WHEREOF, the said Lessor has caused these presents to be signed this \_\_\_\_\_ day of June 2019.

SOUTHWEST WISCONSIN TECHNICAL COLLEGE

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

IN WITNESS WHEREOF, the said Lessee has caused these presents to be signed this \_\_\_\_\_ day of June 2019.

SOUTHEAST WISCONSIN WORKFORCE DEVELOPMENT BOARD

BY: \_\_\_\_\_  
Michelle Szabrowicz, Chief Financial Officer

***J. Clarity Clinic Lease***

Included below is a lease for Clarity Clinic Platteville, Inc. to rent 821 square feet of office/retail space from the College in Building 200, Suite 236. The rental fee is \$50 per month.

## LEASE AGREEMENT

THIS AGREEMENT OF LEASE is made as of this 1st day of July 2019 by and between Southwest Wisconsin Technical College, Lessor, and Clarity Clinic of SW Wisconsin, LTD, Lessee:

### 1. PREMISES AND TERM.

#### 1.1 Demised Premises. Lessor leases to Lessee the following:

821 square feet of office floor space located at 1800 Bronson Blvd, Building 200, Suite 236, Fennimore, Wisconsin.

#### 1.2 Term. This lease is for a term of twelve (12) months commencing on July 1, 2019, and ending June 30, 2020.

1.3 Termination This lease shall continue until the date specified in paragraph 1.2 or an extension date agreed upon as specified in paragraph 1.4 or until terminated in accordance with this paragraph. This lease or any renewal thereof may be terminated by mutual written agreement of the parties before the end of the fixed term or the end of each and every renewal period hereafter upon such terms and conditions as the parties shall agree.

1.4 Renewal. This lease may be renewed by mutual written agreement of the parties before the end of the fixed term or the end of each and every renewal period hereafter upon such terms and conditions as the parties shall agree.

### 2. RENT.

2.1 Payments. The Lessee shall yield and pay the sum of fifty dollars (\$50.00) per month as rent for the premises for the term of this Agreement, payable by mail or direct deposit on the 10th day of each month of this agreement. Mailed payments shall be sent to Southwest Tech, 1800 Bronson Blvd, Fennimore, Wisconsin 53809 or direct deposits shall be paid to Southwest Tech checking account (routing number available upon request).

### 3. USE, HOURS AND SIGNS.

3.1 Use. Lessee shall use and occupy the demised premises solely for general office purposes, education and support meetings, and donation distribution and Lessor approves of such uses. Lessee shall not use the demised premises in any way which, in the judgment of the Lessor, poses a hazard to the Lessor, the premises, other Lessees, if any, or the building in part or in whole; nor shall Lessee use the demised premises so as to cause damage to the building in part or in whole; nor shall Lessee use the premises so as to cause damage, annoyance, nuisance or inconvenience to the building occupants or others.

3.2 Hours. Lessee shall have unlimited access and use of demised premises during regular school hours, however, no earlier than 7:00 a.m. and no later than 9:00 p.m. This use shall follow the

official college calendar with lessee premises remaining closed during winter/summer breaks, holidays and following a four day work week during designated summer period. A written schedule of hours of operation shall be sent to the Vice President for Administrative Services prior to the beginning of the lease agreement and upon any change to said hours thereafter.

3.3 Signs. Lessee shall have the privilege of placing in the demised premises such interior signs as Lessee deems necessary and proper in the conduct of Lessee's business, provided:

- (a) Lessee obtains the Lessor's consent, which Lessor will not reasonably withhold, to the placement of any sign in the building.

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

##### 4.1 Utilities.

- (a) Lessee shall be responsible for telephone, internet and computer expenses.
- (b) Lessor is responsible for heat, electricity, gas, water and sewer costs.

##### 4.2 Maintenance.

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

4.2 Lessee property. All improvements made by Lessee to the demised premises which are or become so attached to the demised premises that cannot be removed without material injury to

the demised premises shall become the property of the Lessor. Not later than the last day on which Lessee has the right to possession of the premises, Lessee may, nevertheless, remove all Lessee's personal property.

5. ALTERATIONS.

5.1 Lessee shall have the right, at Lessee's expense, from time to time, with Lessor's consent, which Lessor will not reasonably withhold, to redecorate the demised premises, and to make nonstructural alterations, changes, installations, additions or improvements (collectively "changes") in, on, to or about such parts thereof as deemed expedient or necessary for its purpose.

6. ASSIGNMENT AND SUBLETTING.

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

7. OTHER FACILITIES.

7.1 Lessee shall have nonexclusive access to all off street parking available on the premises, it being understood that parking is available to all tenants of the building.

8. INDEMNITY - LIABILITY INSURANCE

8.1 Liability insurance. The Lessee must obtain and maintain during the term of this lease, a liability insurance policy covering its operations on the demised premises. Lessor may, at its discretion, request a copy of this liability insurance policy.

8.2 Contents insurance. During the term of this lease, Lessee shall, at Lessee's expense, be responsible for insuring its personal property located on the demised premises against damage and destruction by fire, theft or other perils. Lessor may, at its discretion, request a copy of this contents insurance policy.

9. NOTICES.

9.1 Any notice, demand, request or other communication hereunder given or made by either party to the other shall be in writing and shall be deemed to be duly given only if personally served on the other party or mailed by first class, postage prepaid regular mail addressed as follows:

- (a) if to Lessor, to Vice President for Administrative Services, Southwest Tech, 1800 Bronson Blvd, Fennimore, WI 53809, and
- (b) if to Lessee, to Clarity Clinic of SW Wisconsin, LTD

or at such other addresses as Lessor or Lessee, respectively, may designate in writing by notice

pursuant to this paragraph.

#### 10. QUIET ENJOYMENT.

10.1 Quiet enjoyment. Lessor covenants that so long as Lessee pays rent and performs the terms, covenants and conditions on Lessee's part to be performed, Lessee shall peaceably and quietly have, hold and enjoy the demised premises for the term of this lease, subject to the provisions of this lease.

10.2 Title and use warranty. Lessor warrants and represents that Lessor has rights to sublease the demised premises and that Lessee is not prohibited by any law or ordinance from using the property as described in Paragraph 3.1.

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

11.1 Complete agreement. Both parties acknowledge that no representations, warranties, promises, covenants or undertakings of any kind have been made to either party as an inducement to enter into this lease agreement, other than those expressly set forth herein or in any attachment hereto. This lease is intended to be and is the complete agreement of the parties.

11.2 Paragraph headings. Paragraph headings are for convenience only. They are not part of this lease agreement of the parties and shall not be used in the construction or interpretation thereof.

11.3 Form of agreement. With respect to the form of the lease agreement, both parties assume joint responsibility for the form and composition of each paragraph, and they further agree that this lease agreement shall be interpreted as though each of the parties participated equally in the composition of each and every part thereof.

11.4 Construction. This lease agreement is not to be strictly construed for or against either of the parties. It shall be interpreted simply and fairly with regard to both parties.

11.5 Choice of law. The parties intend this lease agreement to be construed in accordance with the laws of the State of Wisconsin, irrespective of the residence of either party, or regardless of the forum where it may be construed later whether for enforcement, revision, modification or for any other purpose. In addition to the provisions of paragraph 1.3 pertaining to termination, in the event of a breach of this contract by either party, the parties specifically agree to be bound by the relevant provisions of Chapter 704 of the Wisconsin Statutes.

11.6 Severability. Both parties agree that in the event any court of competent jurisdiction at any time holds that a portion of this lease agreement is invalid, illegal, unenforceable, void or voidable, the remainder of the lease agreement, to the extent consistent with such holding, shall not be affected thereby and shall continue in full force and effect.

#### 12. MISCELLANEOUS PROVISIONS.

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

12.2 Access to premises. Lessor may enter the demised premises at any reasonable time on reasonable notice to Lessee for any purpose related to the performance of Lessor's obligations thereunder.

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

13. BINDING EFFECT.

13.1 Binding effect. The provisions of this lease agreement shall apply to, bind and inure to the benefit of the parties hereto and their respective heirs, beneficiaries, personal or legal representatives and assigns.

IN WITNESS WHEREOF, the said Lessor has caused these presents to be signed this \_\_\_\_\_ day of \_\_\_\_\_ 2019.

SOUTHWEST WISCONSIN TECHNICAL COLLEGE

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

IN WITNESS WHEREOF, the said Lessee has caused these presents to be signed this \_\_\_\_\_ day of \_\_\_\_\_ 2019.

CLARITY CLINIC OF SW WISCONSIN, LTD

BY: \_\_\_\_\_  
Megan Fechner, Executive Director

### ***K. Cash Farm Lease***

The college rents out 2.8 acres of hay ground on the southwest corner of County Road F and Highway 18, Fennimore, WI. A five-month lease agreement in the amount of \$350 with Winch's Pine Grove Farms, LP, Fennimore, WI, is included below.

Cash Farm Lease  
(RE)

Section 1 – Opening, Rent, Signatures, Etc.

BY THIS LEASE, in several Sections and in consideration of the rent to be paid and the mutual covenants and agreements hereinafter set forth, the Landlord, herein so called whether one or more, leases to the Tenant, herein so called whether one or more, the Premises hereinafter described.

2.8 acres known as the SW corner of County F and Hwy 18-Southwest Wisconsin Technical College

Acres to be measured based at \$125 per acre. Balance to be adjusted using GPS measurement.

LANDLORD: Southwest Wisconsin Technical College  
1800 Bronson Blvd.  
Fennimore, WI 53809  
Attn: Caleb White

TENANT:

Term Begins: 6/1/2019 Security Deposit: None

Term Ends: 11/1/2019

Use: Harvesting hay ground. All materials and services related to harvesting shall be acquired and paid for by the tenant.

LEASE CONDITIONS

The landlord assumes no risk from any crop grown on this parcel.

The tenant accepts all risk and liability associated with harvesting and removal of the crop.

Harvesting should be completed in a manner that does not damage the existing site or other property owned by the landlord.

The tenant must contact and coordinate access to the site with the landlord 12 hours prior to any work commencing.

Amendments and alterations to this lease shall be in writing and shall be signed by both the landlord and tenant.

No partnership intended. It is particularly understood and agreed that this lease shall not be deemed to be nor intended to give rise to a partnership relation.

Tenant shall provide Landlord with a certificate of insurance naming the Landlord as Certificate Holder no later than the date cash rent is due.

Tenant agrees at the expiration or termination of this lease to yield possession of the premises to the landlord without further demand or notice, in as good order and condition as when they were entered upon by the Tenant.

RENT

\$ 350 cash, payable on or before June 1, 2019

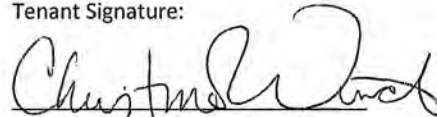
The Landlord and Tenant intend that this Lease and the covenants and agreements herein contained shall be binding upon them, their heirs, legal representatives, successors and assigns. Notwithstanding the foregoing, the Landlord does not convey to the Tenant the right to lease or sublease any part of the property or to assign the lease to any person or persons whomsoever without Landlord's written consent.

THIS LEASE EXECUTED this 1<sup>st</sup> day of June 2019.

Lease Holder Signature:

\_\_\_\_\_  
Caleb J. White, Vice President of Fiscal Services  
Southwest Wisconsin Technical College  
822-2446

Tenant Signature:

  
Winch's Pine Grove Farms, LP  
12742 Brown School Road  
Fennimore, WI 53809

***L. 2019-20 WTC District Boards Association Fee Assessment***

A copy of the letter from Layla Merrifield, as well as the Fee Assessment invoice in the amount of \$20,892.46, an increase of \$589.99, is available below.

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



WISCONSIN TECHNICAL COLLEGE  
DISTRICT BOARDS ASSOCIATION

June 13, 19

President Jason Wood  
Southwest Wisconsin Technical College  
1800 Bronson Boulevard  
Fennimore, WI 53809

**Attention: Invoice enclosed**

Dear President Wood:

The District Boards Association's Board of Directors has unanimously approved a 2019-20 operating budget for the year beginning July 1, 2019. We were pleased to once again limit our operating budget to a 2% increase compared to the current year.

Association membership dues are based on a formula, with 50% of the budget assessed as a flat fee, and 50% assessed *pro rata* according to FTE enrollment. Each college's dues vary, based on the relative change in college enrollments for last year. For 2019-20, 14 districts have dues increases, and two districts have decreases.

Your college's continuing support for this Association is greatly appreciated, and we look forward to another productive year of successful advocacy and trustee development for our members. Please feel free to contact me if you would like additional information about the Association budget, membership dues, or the Association.

Sincerely,

Layla Merrifield  
Executive Director

Enclosure    Invoice

cc:    Board of Directors Delegate  
      District Board Chairperson

Shared Documents:\Budget Documents\Fee Assessments\2019-20\feassessment201920coverletter.doc



June 10, 2019

## INVOICE

### **2019-2020 FEE ASSESSMENT**

(July 1, 2019 - June 30, 2020)

### **SOUTHWEST WISCONSIN TECHNICAL COLLEGE**

**\$20,892.46**

Payment due upon receipt and no later than August 1st, 2019.

Please make check payable to:  
Wisconsin Technical College District Boards Association

*We value your membership! Thank you.*

## **Other Items Requiring Board Action**

### ***A. Compensation Increase for Staff***

Krista Weber, Chief Human Resources Officer, will present a proposal to increase wages by 2.44% for benefitted employees effective July 1, 2019.

**Recommendation:** *Approve the proposal, effective July 1, 2019, to increase wages for benefitted employees by 2.44%.*

### ***B. 2019-20 Budget***

Caleb White will present the 2019-20 budget document at the public hearing prior to the Board meeting. The budget document is available below.

**Recommendation:** *Approve the 2019-20 Budget as presented.*



# BUDGET

JULY 1, 2019–JUNE 30, 2020

Southwest Wisconsin Technical College

1800 Bronson Blvd.  
Fennimore, WI 53809



## Southwest Wisconsin Technical College District 2019-2020 Budget

The Board is comprised of nine members (two employer members, two employee members, three additional members, one elected official member and one school district administrator). The Board is appointed by the K-12 School Board Chairpersons within the District and is confirmed by the Wisconsin Technical College System Board. The members are appointed for staggered three-year terms and elect a Chairperson, Vice Chairperson, Secretary and Treasurer for a one-year term.

The members of the Board and the expiration of their respective terms of office are as follows:

Board Members	Employer and Position	Expiration of Term
Chris Prange	Retired	June 2020
Melissa J. Fitzsimons	Dean Specialty Clinic, Registered Nurse	June 2021
Employee Member North	Vacant	
Charles Bolstad	Retired	June 2022
Jane Wonderling	Fennimore Community Schools, District Administrator	June 2021
Employer Member (North)	Vacant	
Russell R. Moyer	Moyer Dairy, Owner	June 2020
Eileen Nickels	Retired	June 2020
Donald L. Tiescher	Tiescher Electric & Refrigeration, President	June 2021

### Administration

The District Board is empowered to employ a President to conduct the District's day-to-day operations. Dr. Jason Wood became the President effective July 1, 2015. Dr. Wood previously served as the Executive Vice President for Student & Academic Services at Central Wyoming College in Riverton, WY for 3 years. The other Administrative team members are listed below:

Name	Title	Years of Service
Caleb White	Vice President for Administrative Services	15.0
Katie Garrity	Chief Academic Officer/Executive Dean	14.5
Krista Weber	Chief Human Resources Officer	4.5
Derek Dachelet	Executive Dean of Industry, Trade & Ag	13.0
Holly Clendenen	Executive Director of College Advancement, Foundation & Real Estate Foundation	4.0

**Budget prepared by:** Caleb White, Vice President for Administrative Services and Kelly Kelly, Controller.



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# BUDGET

INTRODUCTION





June 2019

Dear Friends:

Southwest Wisconsin Technical College is pleased to present its budget for 2019-2020. If you have questions as you review this document, please contact me (608.822.2300) or the Fiscal Services Department (608.822.2446).

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

Southwest Tech is in a sound fiscal position due to very difficult decisions reflecting our prioritization of resources. While continuing to prioritize operational excellence, we are also investing in strategic priorities including focusing on our high-quality learning experiences for students, emphasizing accountability for our achievements, and promoting our economic impact.

The most important effort for our immediate and long-term success will be to boost enrollments. Our graduates are in high demand with many students hired before graduation. In order to ensure a viable and agile workforce, our communities and businesses will play a key role in helping more students enter our classrooms. As in the past, we will continue to take advantage of grant and contracting opportunities, solicit additional donations, and otherwise seek increased revenues from sources alternative to taxes and tuition. Property taxes, state aid, and tuition account for approximately 85 percent of the College's budgeted revenues. If that portion of total revenue grows by less than inflationary cost increases, it is an open question if the College can increase alternative revenues fast enough and in sufficient amounts to keep up with costs and avoid reductions in its service to students, employers, and communities. I hope all stakeholders will watch what happens and, if this concern materializes, take proactive action to assist the College.

We are proud of our past achievements and excited for the future! Please visit the College whenever you can, and when you do, please bring along a prospective student or two!

Sincerely,

A handwritten signature in black ink that reads "Jason S. Wood".

Jason S. Wood, Ph.D.  
President

A handwritten signature in black ink that reads "Chris Prange".

Chris Prange  
District Chairperson

## College Mission

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

## College Vision

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

## College Purposes

1. Provide apprenticeship, certificate, technical diploma, and associate degree programs that respond to District workforce needs and prepare students for family-sustaining jobs and career advancement.
2. Provide customized training, retraining, and technical assistance to businesses, industries, and individuals that foster economic development and the expansion of employment opportunities.
3. Collaborate with schools to provide K-12 students opportunities to explore college and career options as well as to enhance their preparation for postsecondary education and employment.
4. Provide career pathways and collegiate transfer opportunities programs that enable graduates to continue their education.
5. Provide continuing education opportunities to enhance the occupational knowledge and skills of District workers and residents.
6. Provide Adult Basic Education, GED/HSED, bridge, and other programs that help unskilled or low-skilled individuals prepare for work, postsecondary education, or career advancement.
7. Provide education and services, which address barriers created by stereotyping and discriminating and assist minorities, women and the handicapped or disadvantaged to participate in the work force and the full range of technical college programs and activities.
8. Provide community services and avocational or self-enrichment activities.

## College Values

**Learning** - We make high-quality, affordable education accessible to our diverse population. We help students develop the knowledge, skills, and attitudes needed for workforce success.

**Integrity** - We promote a cohesive culture that is based on professionalism, fairness, trust, and respect. We work as a team to maintain a healthy environment of open communication, transparency, and dedication to the mission of Southwest Tech.

**Accountability** - We hold ourselves and our teams responsible for achieving academic and fiscal College goals as established by the District Board.

**Partnerships** - We work together to set and attain goals that support our strategic directions. We collaborate internally with students and staff and externally with businesses, donors, alumni, retirees, and the community to identify needs and provide services that impact lives.

**Innovation** - We foster creativity and student success while exceeding industry needs. We leverage our rural perspective and progressive entrepreneurial spirit by utilizing emerging technologies that incorporate trend-setting techniques and strategies.

**Continuous Improvement** - We attract forward-thinking team members. We support and promote their personal and professional development in order to produce high-quality, relevant programs and services, essential to our growth and sustainability as a college.

## Core Abilities

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

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

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

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

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

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

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

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

## **2019-2020 COLLEGE BUDGET PROCESS**

The Board shall oversee the development of the annual budget.

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

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

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

## CURRENT ENVIRONMENT

Southwest Wisconsin Technical College plans to finish 2018-19 at 1,320 full-time equivalent students (FTEs), a decrease of approximately 34 FTEs relative to 2017-18. Over the fifteen-year period from 2003-04 through 2018-19 the college total FTEs have declined only slightly. In the face of declining enrollment in the District's high schools and loss of significant partnership contracts and a prolonged period of near full employment in the region, the College's ability to pursue growth in alternative areas over the fifteen-year period is a significant accomplishment in service to regional students and employers. The budget for 2019-20 has incorporated a projected decrease of 1.5% or 1,300 FTEs.

Budget Priorities / Strategic Projects for 2019-20 include the following:

1. Engage Students in High Quality Learning
  - Student Jobs - Student Success - Phase 2
  - Remedial Teaching and Learning
  - Special Populations - Student Success
  - Bookstore Redesign - Phase 2
  - Facilities Master Plan - Year 2
2. Strengthen Accountability
  - Performance Management - Phase 2
  - Professional and Leadership Development
  - More Students Learning More - Student Recruitment
  - Enterprise Resource Planning - Replacement for CAMS
3. Understanding our Economic Impact
  - Economic Impact and Outreach Development Planning

The operational budget (general and special revenue funds) for 2019-20 is projected to generally maintain revenue levels in comparison to 2018-19. This is based on generating 1,300 FTEs and includes the associated student fees and state aids. The local tax levy is predicated on an estimated one percent valuation increase generating an operational mill rate of .6248 or \$0.62 per \$1,000 of property valuation. The \$520,000 General Fund budget decrease represents a 2.1 percent decrease from 2018-19. However, the 2017-18 budget included \$887,000 in one-time charges for Other Post Retirement Benefit buyouts. Discounting this one-time charge, gives an increase of \$367,000 or 1.5 percent for budgeted expenditures. Wage adjustments for 200 full-time staff and approximately 300 part-time staff require approximately \$320,000 in additional budget. Additional estimated increases in heat, electricity, general utilities, supplies, and advertising/printing accounts have also been accounted for. These increases coupled with costs of new initiatives including new positions required for expanded services and programming have been balanced with grant funding, reorganization savings and other adjustments to create the budget presented.

Serving 1,320 FTEs in 2018-19 is a credit to the College's ability to balance priorities with limited resources, outside enrollment pressures and an ever increasing drain on resources to meet compliance requirements. To sustain future growth in spite of decreasing high school graduation rates in the district, an increased focus has been placed on creating an increasingly positive environment/culture for both staff and students, enhancement of quality teaching and learning and offering unique and effective support services for students. Our challenge moving forward is how we garner the resources needed to meet the increased demand for technical college trained workers that are so vital to the health of our regional economy.

## Wisconsin Technical College Districts



**Southwest Wisconsin Technical College District** Barneveld School District, Belmont Community School District, School District of Benton, School District of Boscobel Area, School District of Cassville, School District of Cuba City, Darlington Community School District, Dodgeville School District, Fennimore Community School District, North Crawford School District, School District of Black Hawk, Southwestern Wisconsin Community School District, Highland School District, Iowa-Grant School District, School District of Ithaca, Lancaster Community School District, Mineral Point Unified School District, Pecatonica Area School District, School District of Platteville, School District of Potosi, Prairie du Chien Area School District, Kickapoo Area School District, Richland School District, Riverdale School District, School District of River Ridge, School District of Seneca, School District of Shullsburg, Joint School District, Villages of Wauzeka and Steuben, Towns of Wauzeka, Bridgeport, Eastman, Haney, Marietta and Prairie du Chien, School District of Weston, plus the portion of the School District of Argyle in Lafayette County.

# BUDGET

FINANCIAL DATA



Southwest Wisconsin Technical College  
Schedule of Full-Time Staff Positions  
2019-2020 Budget Year

<b>Function</b>	<b>2018-2019*</b>	<b>2019-2020*</b>
Instructional	130	132
Instructional Resources	1	1
Student Services	24	23
General Institutional	27	28
Physical Plant	14	15
Auxiliary Services	5	6
<b>Total</b>	<b>201</b>	<b>205</b>

\*Does not include 39 regular part-time positions or approximately 250 part-time outreach positions.

Position Summary - FTE Basis

<b>Category</b>	<b>2017-18 Actual</b>	<b>2018-19 Budget</b>	<b>General Fund</b>	<b>Enterprise Fund</b>	<b>Trust &amp; Agency Fund</b>	<b>Total 2019-20 Budget</b>
Administrators/Supervisors	18	18	20			20
Teachers	139	134	132			132
Other Staff	110	108	87	5	1	93
<b>TOTAL</b>	<b>267</b>	<b>260</b>	<b>239</b>	<b>5</b>	<b>1</b>	<b>245</b>

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

\*Approximately 16 FTEs are supported through grant funding.

## **BASIS OF ACCOUNTING**

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

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

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

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

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

## **BASIS OF BUDGETING**

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

## DESCRIPTION OF FUNCTIONAL UNITS

### Revenues

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

#### **Local Government**

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

#### **State Aids**

State Aids and any other revenue derived from State Government.

#### **Student Fees**

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

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

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

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

#### **Institutional Revenue**

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

#### **Federal/State**

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

## **Expenditures**

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

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

## DEFINITION OF FUNDS

### Fund

A fund is defined as a fiscal and accounting entity with a self-balancing set of accounts recording cash and other financial resources, together with all related liabilities and residual equities or balances and changes therein, which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with specific regulations, restrictions, or limitations.

### Governmental Fund Category

#### **General Fund (100)**

The general fund type is available for any legally authorized purpose and is therefore used to account for all revenues and expenditures for the current operations of the district that are not required to be accounted for in another fund.

#### **Special Revenue Fund (200)**

A special revenue fund type is used to account for the proceeds and related financial activity of specific revenue sources that are legally restricted for a specific purpose except for major capital projects and expendable trusts. Such a fund requires budgetary accounting and is created either by statute, charter, or board resolution to provide certain activities with definite and continuing revenues. After the fund is created, it usually continues year after year until discontinued or revised by proper legal action.

Generally speaking, activities which are project in nature and not considered to be part of the regular program of the district should be budgeted and controlled through the Special Revenue Fund. Typical inclusions are: Vocational Education Act, Adult Education Act, and Job Training Partnership Act projects. Excluded would be construction or remodeling projects, and trust/agency activities, including student loans.

#### **Capital Projects Fund (300)**

The capital projects fund type is used to account for all resources and related financial activity for all capital expenditure projects regarding the acquisition of sites, purchase or construction of buildings (including equipping), lease/purchase of buildings, or remodeling and improvement of buildings. Any acquisition, construction, equipping, remodeling or improvement financed through the proprietary or trust/agency funds must be budgeted and accounted for in the respective fund.

#### **Debt Service Fund (400)**

The debt service fund type is used to account for the accumulation of resources for, and the payment of general long term debt and long term lease purchase debt principal and interest.

### Proprietary Fund Category

#### **Enterprise Fund (500)**

The enterprise fund type is used to record revenues and expenses related to providing goods or services to students, district staff, faculty or the general public. These funds are intended to be self-supporting and are operated in a manner similar to private business. All costs are recovered primarily through user charges. These services complement the educational and general objectives of the District.

#### **Internal Service Fund (600)**

The internal service fund type is used to account for the financing and related financial activities of goods and services provided by one department of the district to other departments of the district, or to other governmental units on a cost reimbursement basis.

### Fiduciary Fund Category

#### **Trust and Agency Fund (700)**

The trust and agency fund is used to account for financial resources held in a fiduciary capacity by the District. These funds account for student financial assistance, student activities, clubs and other student related activities.

SWTC PRO FORMA BALANCE SHEET - June 30, 2019

	<u>Governmental Fund Category</u>				<u>Proprietary Fund Cat.</u>			<u>Account Groups</u>		Total Memorandum Only
	<u>General</u>	<u>Spec. Rev Operational</u>	<u>Spec. Rev Non-Aidable</u>	<u>Debt Service</u>	<u>Capital Projects</u>	<u>Enterprise</u>	<u>Internal Service</u>	<u>Fixed Assets</u>	<u>Long-term Debt</u>	
<b>Assets</b>										
Cash/Investments	5,847,904		388,017	1,407,409	1,735,264	3,033,176	1,155,711			13,567,481
Receivables:										
Property Taxes	3,486,000									3,486,000
Accounts	145,000						-			145,000
Due From Other Funds										
Inventory						625,000				625,000
Prepaid Expenses	100,000									100,000
Fixed Assets						66,000		46,228,700		46,294,700
Amount Available in Debt Service Fund(s)									1,407,409	1,407,409
Amount to be Provided for Long-term Debt									32,685,123	32,685,123
<b>Total Assets</b>	<u>9,578,904</u>	<u>-</u>	<u>388,017</u>	<u>1,407,409</u>	<u>1,735,264</u>	<u>3,724,176</u>	<u>1,155,711</u>	<u>46,228,700</u>	<u>34,092,532</u>	<u>98,310,713</u>
<b>Liabilities</b>										
Accounts Payable	250,000		1,000		250,000	50,000				551,000
Employee Related Payables	300,000		9,000			10,000				319,000
Due to Other Funds										
Deferred Revenues	500,000									500,000
Accrued Self-insurance										-
General Long-term Debt									29,292,850	29,292,850
Compensated Absences/ Unfunded Pension									4,799,682	4,799,682
<b>Total Liabilities</b>	<u>1,050,000</u>	<u>-</u>	<u>10,000</u>	<u>-</u>	<u>250,000</u>	<u>60,000</u>	<u>-</u>	<u>-</u>	<u>34,092,532</u>	<u>35,462,532</u>
<b>Fund Equity</b>										
Investment in Fixed Assets								46,228,700		46,228,700
Retained Earnings						3,664,176	1,155,711			4,819,887
Contributed Capital										
Fund Balance:										
Reserve for Debt Service				1,407,409						1,407,409
Reserve for Self-insurance										
Reserve for Student Organizations			378,017							378,017
Unreserved:										
Designated for Operations	8,528,904									8,528,904
Designated for Fund Balance for Subsequent Year					1,485,264					1,485,264
<b>Total Fund Equity</b>	<u>8,528,904</u>	<u>-</u>	<u>378,017</u>	<u>1,407,409</u>	<u>1,485,264</u>	<u>3,664,176</u>	<u>1,155,711</u>	<u>46,228,700</u>	<u>-</u>	<u>62,848,181</u>
<b>Total Liability &amp; Fund Equity</b>	<u>9,578,904</u>	<u>-</u>	<u>388,017</u>	<u>1,407,409</u>	<u>1,735,264</u>	<u>3,724,176</u>	<u>1,155,711</u>	<u>46,228,700</u>	<u>34,092,532</u>	<u>98,310,713</u>

Southwest Wisconsin Technical College  
General Fund  
2019-20 Budgetary Statement of  
Resources, Uses, and Changes in Fund Balance

	2017-18 <u>Actual*</u>	2018-19 <u>Budget</u>	2018-19 <u>Estimate**</u>	2019-20 <u>Budget</u>
<b>REVENUES</b>				
Local Government	5,392,513	5,140,000	5,189,000	5,343,000
State Aids	10,306,219	10,398,000	10,234,000	10,451,100
Program Fees	4,523,250	4,756,500	4,515,000	4,551,400
Material Fees	314,906	323,000	342,000	291,000
Other Student Fees	556,614	521,000	580,000	567,700
Institutional	1,913,756	1,591,000	2,146,000	1,654,600
Federal	<u>916,392</u>	<u>625,500</u>	<u>585,000</u>	<u>647,200</u>
Total Revenues	23,923,650	23,355,000	23,591,000	23,506,000
<b>EXPENDITURES</b>				
Instruction	14,691,817	15,276,000	15,000,000	14,907,000
Instructional Resources	148,419	210,000	179,000	173,000
Student Services	2,139,127	2,225,000	2,276,000	1,999,000
General Institutional	4,274,973	4,847,000	4,934,000	4,994,000
Physical Plant	<u>1,989,195</u>	<u>2,127,400</u>	<u>2,119,000</u>	<u>2,092,000</u>
Total Expenditures	23,243,531	24,685,400	24,508,000	24,165,000
Net Revenue (Expenditures)	680,119	(1,330,400)	(917,000)	(659,000)
<b>OTHER SOURCES (USES)</b>				
Operating Transfer In	180,181	470,000	47,000	310,000
Operating Transfer Out	<u>(39,937)</u>	<u>-</u>	<u>(30,000)</u>	<u>(45,000)</u>
Total Resources (Uses)	140,244	470,000	17,000	265,000
<b>TRANSFERS TO (FROM) FUND BALANCES</b>				
Reserve for Prepaids & Inventories	-	-	-	-
Reserve for Operations	820,363	(860,400)	(900,000)	(394,000)
Designated for Subsequent Years	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Transfers To (From) Fund Balance	820,363	(860,400)	(900,000)	(394,000)
Beginning Fund Balance	<u>8,608,541</u>	<u>9,620,540</u>	<u>9,428,904</u>	<u>8,528,904</u>
Ending Fund Balance	<u>9,428,904</u>	<u>8,760,140</u>	<u>8,528,904</u>	<u>8,134,904</u>

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

\*Actual is presented on a budgetary basis.

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

Southwest Wisconsin Technical College  
Special Revenue - Non-Aidable Fund  
2019-20 Budgetary Statement of  
Resources, Uses, and Changes in Fund Balance

	2017-18 <u>Actual*</u>	2018-19 <u>Budget</u>	2018-19 <u>Estimate**</u>	2019-20 <u>Budget</u>
<b>REVENUES</b>				
State Aids	535,999	500,000	536,000	600,000
Other Student Fees	5,537,433	250,000	265,000	260,000
Institutional	268,394	250,000	170,000	250,000
Federal	<u>234,978</u>	<u>7,000,000</u>	<u>5,100,000</u>	<u>6,910,000</u>
Total Revenues	6,576,804	8,000,000	6,071,000	8,020,000
<b>EXPENDITURES</b>				
Student Services	<u>6,522,654</u>	<u>8,030,000</u>	<u>6,125,000</u>	<u>8,075,000</u>
Total Expenditures	6,522,654	8,030,000	6,125,000	8,075,000
Net Revenue (Expenditures)	54,150	(30,000)	(54,000)	(55,000)
<b>OTHER SOURCES (USES)</b>				
Operating Transfer In (Out)	<u>39,937</u>	<u>30,000</u>	<u>30,000</u>	<u>45,000</u>
Total Resources (Uses)	39,937	30,000	30,000	45,000
<b>TRANSFERS TO (FROM) FUND BALANCES</b>				
Reserve for Student Organizations	<u>94,087</u>	-	<u>(24,000)</u>	<u>(10,000)</u>
Total Transfers To (From) Fund Balance	94,087	-	(24,000)	(10,000)
Beginning Fund Balance	<u>307,930</u>	<u>318,930</u>	<u>402,017</u>	<u>378,017</u>
Ending Fund Balance	<u>402,017</u>	<u>318,930</u>	<u>378,017</u>	<u>368,017</u>

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

\*Actual is presented on a budgetary basis.

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

Southwest Wisconsin Technical College  
Capital Projects Fund  
2019-20 Budgetary Statement of  
Resources, Uses, and Changes in Fund Balance

	2017-18 <u>Actual*</u>	2018-19 <u>Budget</u>	2018-19 <u>Estimate**</u>	2019-20 <u>Budget</u>
<b>REVENUES</b>				
Institutional	165,195	50,000	31,000	20,000
Total Revenues	165,195	50,000	31,000	20,000
<b>EXPENDITURES</b>				
Instruction	603,039	1,185,000	744,000	599,000
Instructional Resources	28,718	75,000	50,000	50,000
General Institutional	1,325,294	500,000	550,000	2,512,000
Physical Plant	753,433	2,015,000	2,053,000	1,939,000
Total Expenditures	2,710,484	3,775,000	3,397,000	5,100,000
Net Revenue (Expenditures)	(2,545,289)	(3,725,000)	(3,366,000)	(5,080,000)
<b>OTHER SOURCES (USES)</b>				
Proceeds from Debt	2,500,000	4,000,000	4,000,000	4,000,000
Operating Transfer In (Out)	(180,181)	(100,000)	(47,000)	(310,000)
Total Resources (Uses)	2,319,819	3,900,000	3,953,000	3,690,000
<b>TRANSFERS TO (FROM) FUND BALANCES</b>				
Reserve for Capital Projects	(225,470)	175,000	587,000	(1,390,000)
Total Transfers To (From) Fund Balance	(225,470)	175,000	587,000	(1,390,000)
Beginning Fund Balance	1,123,734	32,734	898,264	1,485,264
Ending Fund Balance	898,264	207,734	1,485,264	95,264

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

\*Actual is presented on a budgetary basis.

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

Southwest Wisconsin Technical College  
Capital Projects Fund  
Summary Borrowing Plan

Revenue for Capital Projects includes proceeds from debt of \$4,000,000. This amount is flat from the prior year borrowing level.

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

Equipment/Software Budget by Department

Agriculture and Industry	421,000	
Health and Service	<u>178,000</u>	
Subtotal Instruction		599,000

Library/Media/Distance Education	<u>50,000</u>	
Subtotal Instructional Resources		50,000

College-wide Computing/Network/Telecommunications	562,000	
Enterprise Planning Resource Project	<u>1,950,000</u>	
Subtotal General Institutional		2,512,000

Custodial/Physical Plant/Fleet Vehicles and Grounds	78,000	
Property Acquisition	240,000	
Remodeling/Maintenance Projects	1,280,000	
Engineering/Architect Fees	100,000	
Classroom/Office Furniture	<u>241,000</u>	
Subtotal for Physical Plant		<u>1,939,000</u>

<b>TOTAL CAPITAL PROJECTS</b>	<b><u>\$ 5,100,000</u></b>
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Southwest Wisconsin Technical College  
Debt Service Fund  
2019-20 Budgetary Statement of  
Resources, Uses, and Changes in Fund Balance

	2017-18 <u>Actual*</u>	2018-19 <u>Budget</u>	2018-19 <u>Estimate**</u>	2019-20 <u>Budget</u>
<b>REVENUES</b>				
Local Government	4,950,000	5,345,000	5,494,000	5,345,000
State Aids	19,562	19,000	20,000	20,000
Institutional	23,921	30,000	35,000	60,000
Federal Aids	314,949	222,000	150,000	-
Total Revenues	5,308,432	5,616,000	5,699,000	5,425,000
<b>EXPENDITURES</b>				
Physical Plant	12,082,291	5,616,000	5,699,000	5,724,600
Total Expenditures	12,082,291	5,616,000	5,699,000	5,724,600
Net Revenue (Expenditures)	(6,773,859)	-	-	(299,600)
<b>OTHER SOURCES (USES)</b>				
Refunding Debt Issued	6,485,000			
Operating Transfer In (Out)	298,737	-	-	-
Total Resources (Uses)	6,783,737	-	-	-
<b>TRANSFERS TO (FROM) FUND BALANCES</b>				
Reserve for Debt Service	9,878	-	-	(299,600)
Total Transfers To (From) Fund Balance	9,878	-	-	(299,600)
Beginning Fund Balance	1,397,531	1,371,531	1,407,409	1,407,409
Ending Fund Balance	1,407,409	1,371,531	1,407,409	1,107,809

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

\*Actual is presented on a budgetary basis.

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

Southwest Wisconsin Technical College  
Enterprise Fund  
2019-20 Budgetary Statement of  
Resources, Uses, and Changes in Fund Balance

	2017-18 <u>Actual*</u>	2018-19 <u>Budget</u>	2018-19 <u>Estimate**</u>	2019-20 <u>Budget</u>
REVENUES				
Institutional	<u>1,544,884</u>	<u>1,900,000</u>	<u>1,528,000</u>	<u>1,768,000</u>
Total Revenues	1,544,884	1,900,000	1,528,000	1,768,000
EXPENDITURES				
Auxiliary Services	<u>1,564,046</u>	<u>1,800,000</u>	<u>1,426,000</u>	<u>1,636,000</u>
Total Expenditures	1,564,046	1,800,000	1,426,000	1,636,000
Net Revenue (Expenditures)	(19,162)	100,000	102,000	132,000
OTHER SOURCES (USES)				
Operating Transfer In (Out)	<u>-</u>	<u>(400,000)</u>	<u>-</u>	<u>-</u>
Total Resources (Uses)	-	(400,000)	-	-
TRANSFERS TO (FROM) FUND BALANCES				
Retained Earnings	<u>(19,162)</u>	<u>(300,000)</u>	<u>102,000</u>	<u>132,000</u>
Total Transfers To (From) Fund Balance	(19,162)	(300,000)	102,000	132,000
Beginning Fund Balance	<u>3,581,338</u>	<u>3,651,237</u>	<u>3,562,176</u>	<u>3,664,176</u>
Ending Fund Balance	<u>3,562,176</u>	<u>3,351,237</u>	<u>3,664,176</u>	<u>3,796,176</u>

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

\*Actual is presented on a budgetary basis.

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

Southwest Wisconsin Technical College  
Internal Service Fund\*\*\*  
2019-20 Budgetary Statement of  
Resources, Uses, and Changes in Fund Balance

	2017-18 <u>Actual*</u>	2018-19 <u>Budget</u>	2018-19 <u>Estimate**</u>	2019-20 <u>Budget</u>
REVENUES				
Institutional	<u>4,057,063</u>	<u>4,385,000</u>	<u>4,000,000</u>	<u>4,427,000</u>
Total Revenues	4,057,063	4,385,000	4,000,000	4,427,000
EXPENDITURES				
Auxiliary Services	<u>3,722,962</u>	<u>4,385,000</u>	<u>4,150,000</u>	<u>4,427,000</u>
Total Expenditures	3,722,962	4,385,000	4,150,000	4,427,000
Net Revenue (Expenditures)	334,101	-	(150,000)	-
OTHER SOURCES (USES)				
Operating Transfer In (Out)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Resources (Uses)	-	-	-	-
TRANSFERS TO (FROM) FUND BALANCES				
Retained Earnings	<u>334,101</u>	<u>-</u>	<u>(150,000)</u>	<u>-</u>
Total Transfers To (From) Fund Balance	334,101	-	(150,000)	-
Beginning Fund Balance	<u>971,610</u>	<u>1,171,610</u>	<u>1,305,711</u>	<u>1,155,711</u>
Ending Fund Balance	<u>1,305,711</u>	<u>1,171,610</u>	<u>1,155,711</u>	<u>1,155,711</u>

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

\*Actual is presented on a budgetary basis.

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

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

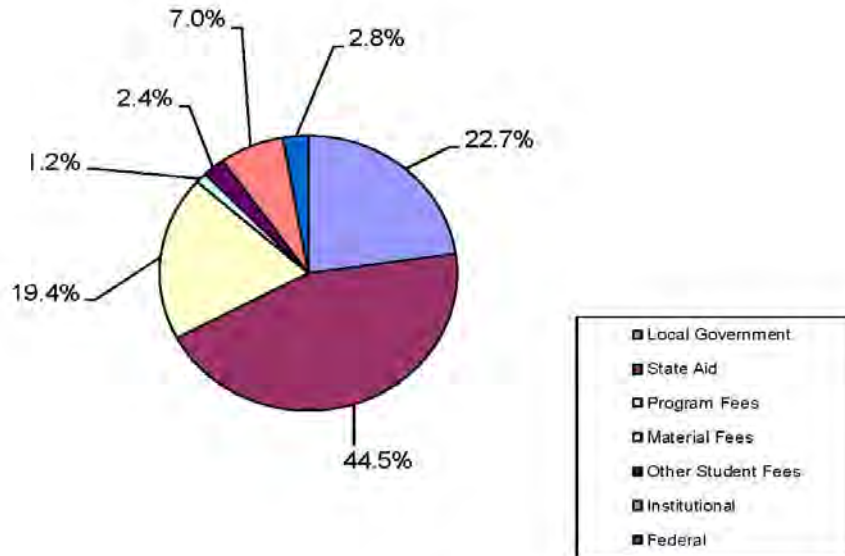
Southwest Wisconsin Technical College  
Classification Breakdown by Fund  
19-20 Fiscal Year

	General	Spec. Rev. Operational	Spec. Rev. Non-Aidable	Capital Projects	Debt Service	Enterprise	Internal Service	Total
Personnel Services	18,572,863		121,900			554,000		19,248,763
<i>Salaries</i>	13,321,683		86,100			388,500		13,796,283
<i>Fringe</i>	5,251,180		35,800			165,500		5,452,480
Current Expense	5,592,137					139,550	4,382,000	10,113,687
Resale Merchandise			7,953,100			942,450	45,000	8,940,550
Capital				5,100,000				5,100,000
Debt Service					5,724,600			5,724,600
Total Expenditures	24,165,000	-	8,075,000	5,100,000	5,724,600	1,636,000	4,427,000	49,127,600

**2019-20 Expenditures  
General - Operational**



Southwest Wisconsin Technical College  
2019-20 Revenue Sources  
General – Operational



	2019-20	
Revenues	Budget	Percent
Local Government	5,343,000	22.7
State Aid	10,451,100	44.5
Program Fees	4,551,400	19.4
Material Fees	291,000	1.2
Other Student Fees	567,700	2.4
Institutional	1,654,600	7.0
Federal	647,200	2.8
<b>Total Revenues</b>	<b>23,506,000</b>	<b>100.0</b>

Southwest Wisconsin Technical College  
Schedule of Long-term Obligations  
2019-20 Budget Year

	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
Advanced refinancing of (20 years) issued 10/15/08 to Sterne, Agee & Leach, Inc.			
2019-2020	450,000	128,100	578,100
2020-2021	465,000	119,100	584,100
2021-2022	475,000	109,800	584,800
2022-2023	490,000	95,550	585,550
2023-2024	505,000	80,850	585,850
2024-2025	525,000	65,700	590,700
2025-2026	540,000	49,950	589,950
2026-2027	550,000	33,750	583,750
2027-2028	<u>575,000</u>	<u>17,250</u>	<u>592,250</u>
Total Payments Due	4,575,000	700,050	5,275,050
G.O. Refunding Bond (12 years) issued 12/20/17 to Robert W. Baird & Co. Inc. in the amount of \$6,485,000			
2019-2020	-	194,550	194,550
2020-2021	-	194,550	194,550
2021-2022	-	194,550	194,550
2022-2023	-	194,550	194,550
2023-2024	-	194,550	194,550
2024-2025	-	194,550	194,550
2025-2026	1,555,000	194,550	1,749,550
2026-2027	1,595,000	147,900	1,742,900
2027-2028	1,645,000	100,050	1,745,050
2028-2029	<u>1,690,000</u>	<u>50,700</u>	<u>1,740,700</u>
Total Payments Due	6,485,000	1,660,500	8,145,500
Promissory note (5 years) issued 8/5/15 to Piper Jaffray in the amount of \$2,500,000 to finance construction, facility improvements, remodeling, and equipment purchases.			
2019-2020	<u>500,000</u>	<u>10,000</u>	<u>510,000</u>
Total Payments Due	500,000	10,000	510,000
Promissory note (5 years) issued 8/5/16 to UMB Bank, NA in the amount of \$2,500,000 to finance construction, facility improvements, remodeling, and equipment purchases.			
2019-2020	500,000	20,000	520,000
2020-2021	<u>500,000</u>	<u>10,000</u>	<u>510,000</u>
Total Payments Due	1,000,000	30,000	1,030,000

Southwest Wisconsin Technical College  
Schedule of Long-term Obligations  
2019-20 Budget Year

Promissory note (5 years) issued 8/5/17 to  
Banker's Bank of \$2,500,000  
to finance construction, facility improvements,  
remodeling, and equipment purchases.

2019-2020	500,000	30,000	530,000
2020-2021	500,000	20,000	520,000
2021-2022	<u>500,000</u>	<u>10,000</u>	<u>510,000</u>
Total Payments Due	1,500,000	60,000	1,560,000

Promissory note (5 years) issued 10/10/18 to  
Hutchinson, Shockey, Erley & Co. in the amount of  
\$4,000,000 to finance construction, facility  
improvements,  
remodeling, and equipment purchases.

2019-2020	800,000	112,000	912,000
2020-2021	800,000	84,000	884,000
2021-2022	800,000	56,000	856,000
2022-2023	<u>800,000</u>	<u>28,000</u>	<u>828,000</u>
Total Payments Due	3,200,000	280,000	3,480,000

G.O. Refunding Bond issued to 12/20/17 to Robert W.  
Baird & Co. Inc. in the amount of \$6,485,000

2019-2020	1,170,000	354,888	1,524,888
2020-2021	1,240,000	240,300	1,480,300
2021-2022	1,280,000	190,700	1,470,700
2022-2023	1,305,000	165,100	1,470,100
2023-2024	1,355,000	139,000	1,494,000
2024-2025	<u>1,425,000</u>	<u>71,250</u>	<u>1,496,250</u>
Total Payments Due	7,775,000	1,161,238	8,936,238

Promissory note (5 years) to be issued in 2019 to  
the successful bidder in the amount of \$4,000,000  
to finance construction, facility improvements,  
remodeling, and equipment purchases.

2019-2020	800,000	100,062	900,062
2020-2021	800,000	112,000	912,000
2021-2022	800,000	80,000	880,000
2022-2023	800,000	48,000	848,000
2023-2024	<u>800,000</u>	<u>16,000</u>	<u>816,000</u>
Total Payments Due	4,000,000	356,062	4,356,062

Southwest Wisconsin Technical College  
Combined Schedule of Long-term Obligations  
Summary of Fiscal Year  
2019-20 Budget

<b>Fiscal Year(s)</b>	<b><u>Principal</u></b>	<b><u>Interest</u></b>	<b><u>Total</u></b>
2019-2020	4,720,000	949,600	5,669,600
2020-2021	4,305,000	779,950	5,084,950
2021-2022	3,855,000	641,050	4,496,050
2022-2023	3,395,000	531,200	3,926,200
2023-2024	2,660,000	430,400	3,090,400
2024-2029	<u>10,100,000</u>	<u>925,650</u>	<u>11,025,650</u>
Total Payments Due	\$ 29,035,000	\$ 4,257,850	\$ 33,292,850

**Southwest Wisconsin Technical College**  
**Debt Limit**  
**2019-20 Budget Year**

State statutes impose two debt limitations on WTCS districts' debt. The following computations are based on the aggregate debt outstanding as of June 30, 2019, net of resources available to fund principal and interest payments.

The aggregate indebtedness of the District may not exceed five (5) percent of the equalized value of the taxable property located in the District per s.67.03 (1) Wisconsin Statutes. This limitation applies to indebtedness for all purposes - bonds, promissory notes and capital leases, including taxable and nontaxable borrowings. The maximum aggregate indebtedness of the District budgeted for FY 2019-20 budget is \$29,035,000. The five (5) percent limit is \$423,317,836.

The bonded indebtedness of the District may not exceed two (2) percent of the equalized value of the property located in the District per s.67.03 (9) Wisconsin Statutes. This limitation applies to bonded indebtedness for the purchase of district sites, the construction and remodeling of district facilities and the equipping of district facilities. The key word is "bonded;" only include bonded indebtedness issued under s.67.05, Wisconsin Statutes. The maximum bonded indebtedness of the District budgeted for FY 2019-20 budget is \$11,060,000. The two (2) percent limit is \$169,327,135.

Southwest Wisconsin Technical College  
Combined Budget Summary  
2019-20 Budgetary Statement of  
Resources, Uses, and Changes in Fund Balance

	2017-18 <u>Actual*</u>	2018-19 <u>Budget</u>	2018-19 <u>Estimate**</u>	2019-20 <u>Budget</u>
<b>REVENUES</b>				
Local Government	10,342,513	10,485,000	10,683,000	10,688,000
State Aids	10,861,780	10,917,000	10,790,000	11,071,100
Program Fees	4,523,250	4,756,500	4,515,000	4,551,400
Material Fees	314,906	323,000	342,000	291,000
Other Student Fees	6,094,047	771,000	845,000	827,700
Institutional	8,264,241	8,206,000	8,025,000	8,119,600
Federal	1,175,291	7,847,500	5,720,000	7,617,200
Total Revenues	41,576,028	43,306,000	40,920,000	43,166,000
<b>EXPENDITURES</b>				
Instruction	15,294,856	16,461,000	15,744,000	15,506,000
Instructional Resources	177,137	285,000	229,000	223,000
Student Services	8,661,781	10,255,000	8,401,000	10,074,000
General Institutional	5,600,267	5,347,000	5,484,000	7,506,000
Physical Plant	14,824,919	9,758,400	9,871,000	9,755,600
Auxiliary Services	5,287,008	6,185,000	5,576,000	6,063,000
Total Expenditures	49,845,968	48,291,400	45,305,000	49,127,600
Net Revenue (Expenditures)	(8,269,940)	(4,985,400)	(4,385,000)	(5,961,600)
<b>OTHER SOURCES (USES)</b>				
Proceeds from Debt	2,500,000	4,000,000	4,000,000	4,000,000
Refunding/Premium	6,783,737	-	-	-
Operating Transfer In (Out)	-	-	-	-
Total Resources (Uses)	1,013,797	(985,400)	(385,000)	(1,961,600)
<b>TRANSFERS TO (FROM) FUND BALANCES</b>				
Reserve for Prepaids & Inventories	-	-	-	-
Reserve for Capital Projects	(225,470)	175,000	587,000	(1,390,000)
Reserve for Debt Service	9,878	-	-	(299,600)
Retained Earnings	314,939	(300,000)	(48,000)	132,000
Reserve for Student Organizations	94,087	-	(24,000)	(10,000)
Reserve for Operations	820,363	(860,400)	(900,000)	(394,000)
Designated for Subsequent Years	-	-	-	-
Total Transfers To (From) Fund Balance	1,013,797	(985,400)	(385,000)	(1,961,600)
Beginning Fund Balance	15,990,684	16,166,582	17,004,481	16,619,481
Ending Fund Balance	17,004,481	15,181,182	16,619,481	14,657,881

\*Actual is presented on a budgetary basis.

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

Southwest Wisconsin Technical College  
Combined Budget Summary  
2019-20 Budgetary Statement of  
Resources, Uses, and Changes in Fund Balance

	2017-18 <u>Actual*</u>	2018-19 <u>Budget</u>	2018-19 <u>Estimate**</u>	2019-20 <u>Budget</u>
<b>REVENUES BY FUND</b>				
General Fund	23,923,650	23,355,000	23,591,000	23,506,000
Special Revenue-Non-Aidable Fund	6,576,804	8,000,000	6,071,000	8,020,000
Capital Projects Fund	165,195	50,000	31,000	20,000
Debt Service Fund	5,308,432	5,616,000	5,699,000	5,425,000
Enterprise Fund	1,544,884	1,900,000	1,528,000	1,768,000
Internal Service Fund	<u>4,057,063</u>	<u>4,385,000</u>	<u>4,000,000</u>	<u>4,427,000</u>
Total Revenue by Fund	<u>41,576,028</u>	<u>43,306,000</u>	<u>40,920,000</u>	<u>43,166,000</u>
<b>EXPENDITURES BY FUND</b>				
General Fund	23,243,531	24,685,400	24,508,000	24,165,000
Special Revenue-Non-Aidable Fund	6,522,654	8,030,000	6,125,000	8,075,000
Capital Projects Fund	2,710,484	3,775,000	3,397,000	5,100,000
Debt Service Fund	12,082,291	5,616,000	5,699,000	5,724,600
Enterprise Fund	1,564,046	1,800,000	1,426,000	1,636,000
Internal Service Fund	<u>3,722,962</u>	<u>4,385,000</u>	<u>4,150,000</u>	<u>4,427,000</u>
Total Expenditures by Fund	<u>49,845,968</u>	<u>48,291,400</u>	<u>45,305,000</u>	<u>49,127,600</u>

\*Actual is presented on a budgetary basis.

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

# BUDGET

SUPPLEMENTAL DATA



## DISTRICT PROFILE

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

### PROGRAMS OFFERED

#### Associate Degree

Accounting  
Agribusiness Science & Technology - AgBus Mgmt  
Agribusiness Science & Technology - Agronomy  
Agribusiness Science & Technology - Animal Science  
Business Management  
Cancer Information Management  
Criminal Justice Studies  
Culinary Arts  
Culinary Management  
Direct Entry Midwife  
Early Childhood Education  
Electromechanical Technology  
Golf Course Management  
Graphic And Web Design  
Health Information Technology  
Human Services Associate  
Individualized Technical Studies  
Instrumentation and Controls Technology  
IT-Network Specialist  
Leadership Development  
Liberal Arts - Associate Of Arts  
Liberal Arts - Associate Of Science  
Medical Laboratory Technician  
Nursing - Associate Degree  
Physical Therapist Assistant  
Respiratory Therapist-collaborative w/ Western Tech  
Supply Chain Management  
Technical Studies-Journey Worker

#### Short-Term Technical Diploma

Advanced EMT  
Building Maintenance & Construction-WI Secure Program Facility  
Criminal Justice-Law Enforcement 720 Academy  
Dental Assistant-Short Term  
Driver and Safety Education Certification  
Emergency Medical Technician  
Farm Business & Production Management  
Food Production Assistant  
Nursing Assistant

#### One Year Technical Diploma

Accounting Assistant  
Agribusiness Science & Technology-Agronomy Technician  
Auto Collision Repair & Refinishing Technician  
Bricklaying & Masonry - WI Secure Program Facility  
Building Trades-Carpentry  
Child Care Services  
CNC Machine Operator/Programmer (Precision Machining)  
Cosmetology  
Culinary Specialist  
Electrical Power Distribution  
Farm Operations & Management-Crop Operations  
Farm Operations & Management-Dairy Technician  
Farm Operations & Management-Farm Ag Maintenance  
Farm Operations & Management-Livestock Tech  
Industrial Mechanic  
IT-Computer Support Technician  
Laboratory Science Technician  
Medical Assistant  
Medical Coding Specialist  
Pharmacy Technician-collaborative w/ Lakeshore Tech  
Practical Nursing  
Security Operations  
Supply Chain Assistant  
Welding

## PROGRAMS OFFERED, continued

### Two-Year Technical Diploma

Agricultural Power & Equipment Technician  
Automotive Technician  
Farm Operations & Management - Ag Mechanics  
Farm Operations & Management - Dairy

### Apprentice

Electricity (Construction) Apprentice  
Industrial Electrician Apprentice  
Mechatronics Technician Apprentice  
Plumbing Apprentice

### PathWay Certificates

Applicator Technician  
Emergency Telecommunications  
Logistics  
Payroll Assistant  
Production Planner  
Purchasing Agent/Buyer  
Reproduction Technician Certificate  
Tax Preparer Assistant

### Internal Certificates

Dairy Goat Herd Management  
Human Resources  
Leadership  
Nail Technician  
Quality Management

## SPECIAL OFFERINGS

3-Wheel Basic Rider Course  
Basic Rider Course  
Basic Rider 2 Course  
Beginning Microsoft Excel  
Birth Doula Labor Support  
Computer Applications  
Concealed Carry Training  
CPR/AED/First Aid Training  
Driver Education(Theory, Behind-the-Wheel, and for Adults Over 18)  
Emergency Medical Services/First Responder Courses  
Farm Training Workshops/Seminars/Conferences  
Fire Safety Courses  
Golf Technique Training  
Human Resources Certificate  
IV Therapy

Jail Academy  
Law Enforcement Training  
Leadership Certificate  
Logistics Certificate  
Preschool Credential  
Quality Management Certificate  
QuickBooks  
Nail Technician Certificate  
OSHA Training  
Responsible Beverage Server  
Traffic Safety-Group Dynamics  
Traffic Safety-Multiple Offender  
Traffic Safety-Point Reduction  
Tractor Safety

### Online Learning Courses

5S and TPM	Dairy Goat-Business Promotion and Marketing
Abstracting Principles and Practice I	Dairy Goat-Farm Records & Financial Management
Abstracting Principles and Practice II	Dairy Goat-Genetics and Selection
Accounting 1	Dairy Goat-Herd Health
Accounting 1, Part 1	Dairy Goat-Introduction to the Industry
Accounting 2	Dairy Goat-Kid Management
Accounting 4	Dairy Goat-Milking Facilities and Housing
Accounting Systems and Procedure	Dairy Goat-Nutrition
Adv Anatomy & Physiology	Dairy Goat-Production Records and Analysis
Advanced Accounting Spreadsheets	Dairy Goat-Reproduction and Breeding Program
AEMT Refresher Course	Dairy Goat-Writing a Business Plan for your Operation
Applied Mathematics	Developing a Business Plan
Applied Pharmacology	Developmental Psychology
Applied Problem Solving	Digital Literacy for Healthcare
Basic Anatomy	Diversity
Beginning Microsoft Excel	Driver Education AODA-Accident Prevention
Beginning Microsoft Word	Driver Education Behavioral Psychology
Benefits and Challenges of an ERP System	Driver Education Classroom Instruction
Blueprint Reading-Welding 1	Driver Education In-Car Instruction
Body Structure and Function	Driver Education Safety
Budget Analysis	Driver Education Theory - Online
Business Analytics	ECE: Admin an ECE Program
Business Law 2	ECE: Child Development
Business Law I	ECE: Children w Diff Abilities
Business Management Strategies	ECE: Curriculum Planning
Cancer Disease Management	ECE: Early Language and Literacy
Cancer Patient Follow-Up	ECE: Family & Community Rel
Cancer Statistics and Epidemiology	ECE: Foundations of ECE
Career Planning in Business	ECE: Guiding Child Behavior
Change Management	ECE: Infant & Toddler Dev
Change Process	ECE: Intermediate Practicum
College Algebra with Applications	ECE: Introductory Practicum
College Mathematics	ECE: Math Science & Soc St
Communication 1	ECE: Practicum 3
Communication Basics	ECE: Practicum 4
Comp TIA A+ Essentials	Economics
Comp TIA A+ Practical Applications	Elementary Algebra
Concepts of Problem Solving	Emergency Medical Technician (EMT)-Refresher
Conflict Resolution	Employee Discipline
CPT Coding	Employee Performance
Creating Work Teams	Employee Training and Certification
CTR Prep	Employment Law
Customer Service	English Composition 1

### Online Learning Courses, Continued

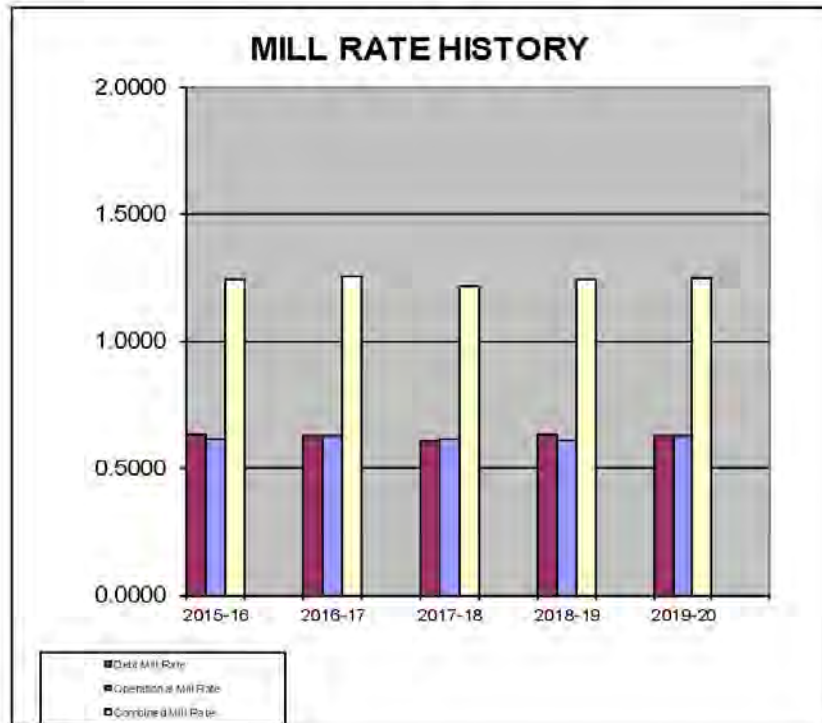
Ethics	Introduction to Homebirth
Evaluating the Purchasing Process	Introduction to Service Operations
Financial Management	Introductory Statistics
Financial Statements	Labor Force Issues
First Responder Refresher	Leadership
Forecasting and Scheduling	Lean Principles
Foundations and NonProfits	Lean Six Sigma(1): Select/Define a Project
Foundations of HIM	Lean Six Sigma(2): Measure/Analyze
Foundations of Inventory	Lean Six Sigma(3): Improve/Control
Fundamentals of Chemistry	Management of HIM Resources
Fundamentals of Language	Management Principles
General Anatomy & Physiology	Managing Bias
Global Business	Managing Communication
Global Logistics	Managing Inventory Levels
Global Sourcing	Managing Work Teams
Global Supply Chain Management	Manufacturing Practices for Food Industry
Health Care Reimbursement	Marketing Principles
Health Quality Management	Marriage & Family
Healthcare Law & Ethics	Math Review Online
Healthcare Stats and Analytics	Math with Business Applications
HeartCode BLS	Medical Terminology
HIT Capstone	Microbiology
Homebirth Practice Essentials	Microeconomics
Human Diseases for the Health Professions	NSG: Mental Health Comm Con
Human Resources	Nursing Assistant
Human Resources & the Bargaining Unit	Nutrition
Human Resources Management	OB/Medication Management
ICD Diagnosis Coding	Oncology Coding and Staging
ICD Procedure Coding	Operations Management
Intermediate Algebra	Oral/Interpersonal Communication
Intermediate Algebra with Applications	Organizational Development
Intermediate Coding	Organizational Structure
Intermediate Microsoft Excel	Orientation and Onboarding
Intermediate Microsoft Word	Orientation and Training
Intro to Amer Government	Payroll Applications
Intro to Ethics: Theory & App	Peachtree
Intro to Health Informatics	Personal Finance
Intro to Psychology	Planning and Control
Intro to Sociology	Policies and Procedures
Introduction to Business	Principles of Finance
Introduction to Cancer Registry Management	Principles of Negotiations
Introduction to Criminal Justice Studies	Problem Solving Using A-3 Format
Introduction to Diversity Studies	Process Management

### Online Learning Courses, Continued

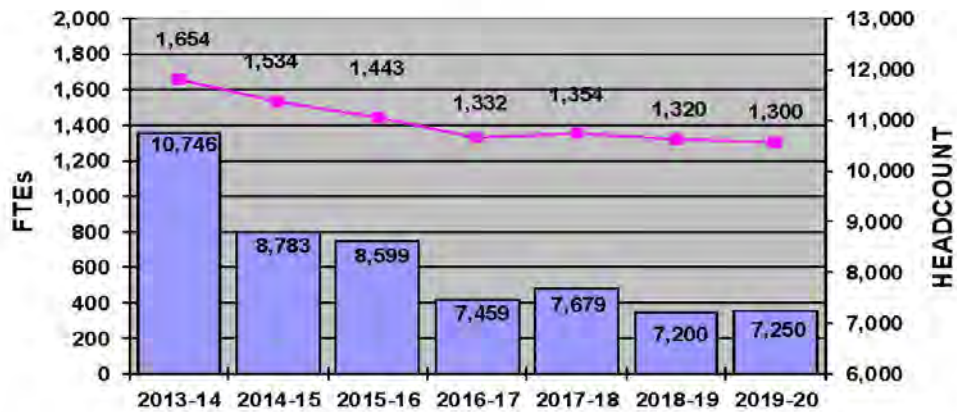
Process Mapping	Trigonometry with Applications
Production Management	Warehousing
Professional Development Seminar	Well Woman Gynecology
Professional Networking and Development	Workplace Communication
Professional Practice	Workplace Safety
Project Management 1	Workplace Social Responsibility
Project Management 2	Written Communication
Psychology of Human Relations	
Purchasing Process	
Quality Management	
QuickBooks	
Recruitment and Hiring	
Responsible Beverage Service	
Risk Management	
Safety Application	
Safety Management	
Sales and Marketing	
Salon/Spa Management	
Salon/Spa Science	
Selling Principles	
Service Delivery Systems	
Shop Floor Control	
Speech	
Standard Work and Mistake Proofing	
Stress Management	
Supervisor Roles	
Supply Chain Management Internship	
Supply Chain Process Modeling	
Taxes 1	
Taxes 2	
Technical Reporting	
Technology in the Supply Chain	
The Role of Logistics	
Time Management	
Transportation Management	

### Southwest Wisconsin Technical College Equalized Valuations and Mill Rates

Year	Equalized Valuation	Operational Mill Rate	Debt Mill Rate	Combined Mill Rate
2015-16 Actual	7,682,130,623	0.6154	0.6300	1.2454
2016-17 Actual	7,917,220,710	0.6270	0.6252	1.2522
2017-18 Actual	8,190,692,493	0.6139	0.6043	1.2182
2018-19 Actual	8,466,356,725	0.6109	0.6313	1.2422
2019-20 Projected	8,551,020,292	0.6248	0.6251	1.2499



### Southwest Wisconsin Technical College Student FTE and Head Count



Program Type	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	Budget 2019-20
Post-Secondary <sup>(1)</sup>	1,379	1,322	1,186	1,132	1,169	1,160	1,139
Vocational Adult <sup>(2)</sup>	115	89	86	70	76	75	75
Non-Postsecondary <sup>(3)</sup>	159	122	170	129	108	85	85
Community Services <sup>(4)</sup>	1	1	1	1	1	0	1
<b>Total FTE</b>	<b>1,654</b>	<b>1,534</b>	<b>1,443</b>	<b>1,332</b>	<b>1,354</b>	<b>1,320</b>	<b>1,300</b>
<b>Headcount</b>	<b>10,746</b>	<b>8,783</b>	<b>8,599</b>	<b>7,459</b>	<b>7,679</b>	<b>7,200</b>	<b>7,250</b>

(1) Post-Secondary: Students enrolled in courses at the associate degree, technical diploma, apprenticeship and certificate levels.

(2) Vocational Adult: Students enrolled in courses for personal development in increasing their job skills or learning new skills.

(3) Non-Postsecondary: Students enrolled in remedial and basic education courses.

(4) Community Services: Students enrolled in self-enrichment activities

Southwest Wisconsin Technical College  
Notice of Public Hearing  
July 1, 2019 - June 30, 2020

A public hearing on the proposed 2019-2020 budget for Southwest Wisconsin Technical College will be held on June 20th at 7:00 p.m. in room 493 at Southwest Wisconsin Technical College, Fennimore, WI. The detailed budget is available for public inspection at the District Business Office.

**EXPENDITURE HISTORY**

<u>Fiscal Year</u>	<u>Equalized Valuation</u>	<u>Mill Rates Operational <sup>(2)</sup></u>	<u>Debt Service</u>	<u>Total Mill Rate</u>	<u>Percent Inc./Dec.</u>
2015-16	7,682,130,623	0.6154	0.6300	1.2454	(42.09)
2016-17	7,917,220,710	0.6270	0.6252	1.2522	0.55
2017-18	8,190,692,493	0.6139	0.6043	1.2182	(2.72)
2018-19	8,466,356,725	0.6109	0.6313	1.2422	1.97
2019-20 <sup>(1)</sup>	8,551,020,292	0.6248	0.6251	1.2499	0.62

<u>Fiscal Year <sup>(2)</sup></u>	<u>Total Expenditures All Funds</u>	<u>Percent Inc./Dec.</u>	<u>Property Tax Levy</u>	<u>Percent Inc./Dec.</u>	<u>Tax on a \$100,000 House</u>
2015-16	43,546,053	(0.10)	9,567,729	2.39	124.54
2016-17	41,620,323	(4.42)	9,913,940	3.62	125.22
2017-18	49,845,968	19.76	9,978,321	0.65	121.82
2018-19	45,305,000	(9.11)	10,516,722	5.40	124.22
2019-20	49,127,600	8.44	10,688,000	1.63	124.99

<sup>(1)</sup> Fiscal year 2020 equalized valuation is projected to increase 1% from fiscal year 2019.

<sup>(2)</sup> Fiscal years 2016 through 2018 represent actual amounts; 2019 is estimated; 2020 is the proposed budget.

**Budget/Fund Summary – All Funds**

	<u>General</u>	<u>Special Revenue Operational</u>	<u>Special Revenue Non-Aidable</u>	<u>Capital Projects</u>	<u>Debt Service</u>	<u>Enterprise</u>	<u>Internal Service</u>	<u>Total</u>
Tax Levy	5,343,000	-	-	-	5,345,000	-	-	10,688,000
Other Budgeted Revenues	18,163,000	-	8,020,000	20,000	80,000	1,768,000	4,427,000	32,478,000
Total Budgeted Revenues	23,506,000	-	8,020,000	20,000	5,425,000	1,768,000	4,427,000	43,166,000
Budgeted Expenditures	24,165,000	-	8,075,000	5,100,000	5,724,600	1,636,000	4,427,000	49,127,600
Excess of Revenues								
Over Expenditures	(659,000)	-	(55,000)	(5,080,000)	(299,600)	132,000	-	(5,961,600)
Operations Transfers	265,000	-	45,000	(310,000)	-	-	-	-
Proceeds from Debt	-	-	-	4,000,000	-	-	-	4,000,000
Est. Fund Balance 07/01/18	8,528,904	-	378,017	1,485,264	1,407,409	3,664,176	1,155,711	16,619,481
Est. Fund Balance 06/30/19	8,134,904	-	368,017	95,264	1,107,809	3,796,176	1,155,711	14,657,881

Southwest Wisconsin Technical College  
Notice of Public Hearing  
Budget Summary - General Fund  
Fiscal Year 2019-2020

	2017-18 <u>Actual</u> <sup>(3)</sup>	2018-19 <u>Budget</u>	2018-19 <u>Estimate</u> <sup>(4)</sup>	2019-20 <u>Budget</u>	
<b>REVENUES</b>					
Local Government	5,392,513	5,140,000	5,189,000	5,343,000	
State Aids	10,306,219	10,398,000	10,234,000	10,451,100	
Program Fees	4,523,250	4,756,500	4,515,000	4,551,400	
Material Fees	314,906	323,000	342,000	291,000	
Other Student Fees	556,614	521,000	580,000	567,700	
Institutional	1,913,756	1,591,000	2,146,000	1,654,600	
Federal	916,392	625,500	585,000	647,200	
Total Revenues	23,923,650	23,355,000	23,591,000	23,506,000	
<b>EXPENDITURES</b>					
Instruction	14,691,817	15,276,000	15,000,000	14,907,000	
Instructional Resources	148,419	210,000	179,000	173,000	
Student Services	2,139,127	2,225,000	2,276,000	1,999,000	
General Institutional	4,274,973	4,847,000	4,934,000	4,994,000	
Physical Plant	1,989,195	2,127,400	2,119,000	2,092,000	
Total Expenditures	23,243,531	24,685,400	24,508,000	24,165,000	
Net Revenue (Expenditures)	680,119	(1,330,400)	(917,000)	(659,000)	
<b>OTHER SOURCES (USES)</b>					
Operating Transfer In (Out)	140,244	470,000	17,000	265,000	
Total Resources (Uses)	140,244	470,000	17,000	265,000	
<b>TRANSFERS TO (FROM) FUND BALANCES</b>					
Reserve for Prepaids & Inventories	-	-	-	-	
Reserve for Operations	820,363	(860,400)	(900,000)	(394,000)	
Designated for Subsequent Years	-	-	-	-	
Total Transfers To (From) Fund Balance	820,363	(860,400)	(900,000)	(394,000)	
Beginning Fund Balance	8,608,541	9,620,540	9,428,904	8,528,904	
Ending Fund Balance	9,428,904	8,760,140	8,528,904	8,134,904	
<b>EXPENDITURES BY FUND</b>					
					%Change <sup>(5)</sup>
General Fund	23,243,531	24,685,400	24,508,000	24,165,000	(2.11)
Special Revenue-Operational Fund	-	-	-	-	-
Special Revenue-Non-Aidable Fund	6,522,654	8,030,000	6,125,000	8,075,000	0.56
Capital Projects Fund	2,710,484	3,775,000	3,397,000	5,100,000	35.10
Debt Service Fund	12,082,291	5,616,000	5,699,000	5,724,600	1.93
Enterprise Fund	1,564,046	1,800,000	1,426,000	1,636,000	(9.11)
Internal Service Fund	3,722,962	4,385,000	4,150,000	4,427,000	0.96
Total Expenditures by Fund	49,845,968	48,291,400	45,305,000	49,127,600	1.73
<b>REVENUES BY FUND</b>					
General Fund	23,923,650	23,355,000	23,591,000	23,506,000	0.65
Special Revenue-Operational Fund	-	-	-	-	-
Special Revenue-Non-Aidable Fund	6,576,804	8,000,000	6,071,000	8,020,000	0.25
Capital Projects Fund	165,195	50,000	31,000	20,000	(60.00)
Debt Service Fund	5,308,432	5,616,000	5,699,000	5,425,000	(3.40)
Enterprise Fund	1,544,884	1,900,000	1,528,000	1,768,000	(6.95)
Internal Service Fund	4,057,063	4,385,000	4,000,000	4,427,000	0.96
Total Revenue by Fund	41,576,028	43,306,000	40,920,000	43,166,000	(0.32)

<sup>(3)</sup> Actual is presented on a budgetary basis.

<sup>(4)</sup> Estimate is based upon 10 months of actual and 2 months of estimate

<sup>(5)</sup> (2019-20 Budget - 2018-19 Budget)/2018-19 Budget

## **Board Monitoring of College Effectiveness**

### ***A. College Culture Monitoring Report***

Krista Weber will present a summary of the College Council Board Monitoring Report. The report is included with the electronic Board material.

## Board Monitoring Report

College Council: Culture of Integrity – June 2019

### EXECUTIVE SUMMARY

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

- It is the College Council's responsibility to enhance a culture of integrity at the college. We value our employees and want to provide support and resources that can help them do their best work. Our employees put students first and provide them with opportunities for success. By working collaboratively throughout the college, we have developed workgroups and project teams that drive culture efforts. The culture workgroup specifically works on how we can incorporate our values into everything we do at the college.

#### Alignment with Strategic Directions

- The College Council 2018-2019 health indicators of investing in employee health and wellness improvement, creating a performance management procedure, and developing our internal leaders directly align with our strategic directions of achieving fiscal sustainability, increasing student access and success, and enhancing our culture of integrity. The College Council selects projects based on issues identified in our employee survey results, which we also collect data for measuring our progress toward the strategic directions.

### RECOGNIZING AND VALUING PEOPLE

#### College Council Team Members:

Krista Weber (18/19 chair), Chantel Hampton, Mandy Henkel, Doris Pulvermacher, Katie Glass, Mike Steffel, Lisa P. Riley, Ken Bartz, Marnie Easler, Kim Schmelz, Jenna Taylor, Dave Birkelo, Linda Kiou, Melissa Klinkhammer

- Exiting College Council Members –Mandy Henkel, Chantel Hampton, Marnie Easler  
Thanks to Mandy, Chantel and Marnie for their service!
- New College Council Members for 19/20 – Heather Swatek, Sherri Seitz, Darnell Wiegman

#### Human Resource and Process Improvement Department Members:

Annetta Smith, Connie Haberkorn, Doris Pulvermacher

### STRATEGIC INITIATIVES DESIGNED TO IMPROVE OUR PERFORMANCE

The College Council 2018-2019 roadmap projects of *Invest in Improving Employee Health and Wellness*, *Create a Performance Management Procedure*, and *Develop Internal Leaders* were implemented with the goals of creating a healthier and happier Southwest Tech; providing opportunities for supervisors to address competence and character formally; and developing a strategic plan to develop leaders within our campus community.

#### College Council Workgroups:

Diversity, Internal Communication, Wellness, Professional Development, Culture

## Board Monitoring Report

College Council: Culture of Integrity – June 2019

### STRATEGIC INITIATIVES DESIGNED TO IMPROVE OUR PERFORMANCE, CONTINUED

#### College Council Roadmap Projects:

##### ***Investing in Improving Employee Health and Wellness***

Leads: Connie Haberkorn and Amy Campbell

We will maintain health insurance costs for employees and the college, while increasing employee health awareness with a proactive approach to wellness. The Wellness Initiative Project Team created a program with the goal of creating a healthier and happier Southwest Tech family. This program has four available incentives each year that an employee can earn – physical well-being, emotional well-being, financial well-being, and social/environmental. Employees are eligible for \$50 incentives, deposited into their Health Savings Accounts on a quarterly basis.

Project Deliverable – Develop wellness incentive and tool for tracking

- Team Members: Sara Bahl, Kim Govier, Sheila Marten, Barb McCormick, Stacey Place, Jake Wienkes, Gin Reynolds and Annetta Smith.

##### Goal:

Increase EE Satisfaction Survey benefit question from 3.99 to 4.1 (out of 5)

2019 Result: The benefit question will be addressed in the April 2020 Employee Satisfaction Survey. Progress Update: As of April 2019, 25% of our eligible employees (39 of 152) received reimbursements in at least one of the wellness categories. Total payout amount was \$2,950 for the first quarter. The project team continues to be actively promoting this initiative through Lunch & Learns and Yammer posts on the Charger Hub. The group is working with College Effectiveness to track metrics for a report out to the Board.

##### ***Create a Performance Management Procedure***

Leads: Krista Weber and Josh Bedward

Performance management will allow supervisors to address competence or character formally. There is currently no opportunity to increase compensation through performance. Compensation tied to merit will reward employees that perform well and live our values.

Project Deliverable – Build Performance Management Tool and Process

Team Members: Haylee Freymiller, Denise Janssen, John Troxel, Linda Kiou, Betsy Tollefson, Chantel Hampton, Jordyn Poad, Jennifer Lame, Joe Randall

##### Goals:

Increase Employee Satisfaction Survey results on the following questions by 5%:

- This institution consistently follows clear processes for recognizing employee achievements 3.80 to 3.99 (out of 5)
- I am paid fairly for the work I do. 3.53 to 3.7 (out of 5)
- I am comfortable giving honest feedback to my peers, colleagues, and supervisor 3.58 to 3.76 (out of 5)
- My supervisor helps me improve my job performance 3.92 to 4.1 (out of 5)

## Board Monitoring Report

College Council: Culture of Integrity – June 2019

### STRATEGIC INITIATIVES DESIGNED TO IMPROVE OUR PERFORMANCE, CONTINUED

#### 2019 Results:

The team finalized a Performance Evaluation Form based on the Core Abilities and College Values for all employees. Our current Human Resource Information System, Great Plains Dynamics along with Greenshades, will be used to implement the evaluation. We are currently piloting the tool and will have adjustments to make when we start phase two of the project in September.

The Employee Satisfaction results are listed below. Because implementation has recently started, we will monitor goal progress again on the April 2020 Employee Satisfaction Survey.

This institution consistently follows clear processes for recognizing employee achievements.

- 3.80 to ? (The goal is 3.99 and it will be measured in April 2020.)

I am paid fairly for the work I do.

- 3.53 to 3.83 (The goal was 3.7, increase of 8%)

I am comfortable giving honest feedback to my peers, colleagues, and supervisor.

- 3.58 to 3.77 (The goal was 3.76, increase of 5%)

My supervisor helps me improve my job performance.

- 3.92 to 3.95 (The goal was 4.1, increase of 1%)

#### ***Develop Leaders***

Leads: Cynde Larsen, Mandy Henkel and Melinda Nicely

We will work on a strategic plan to develop leaders within our campus community. The process will contain 3 sub-projects:

1. Increase accessibility to leadership training to employees
2. Increase project management training to project leaders
3. Formalize paths to leadership growth

#### Goals:

Increase 'I have adequate opportunities for training to improve my skills' to 3.85/5

1A. Create a leadership training map with requisite skills/trainings.

1B. Over 50 employees have access to identified leadership training by January 1, 2019

1C. At least 25 employees have completed an identified leadership training by June 1, 2019

2A. Create a project management training map with requisite skills/trainings.

2B. Thirty project managers begin that training by February 1, 2019.

#### 2019 Results:

The team created a project management and leadership map with requisite trainings. They also offered project management and leadership training that took place between January and May 2019 and met their goals to serve a total of 41 employees that took advantage of one or more trainings. This project team will have a second phase in 2019-2020.

## Board Monitoring Report

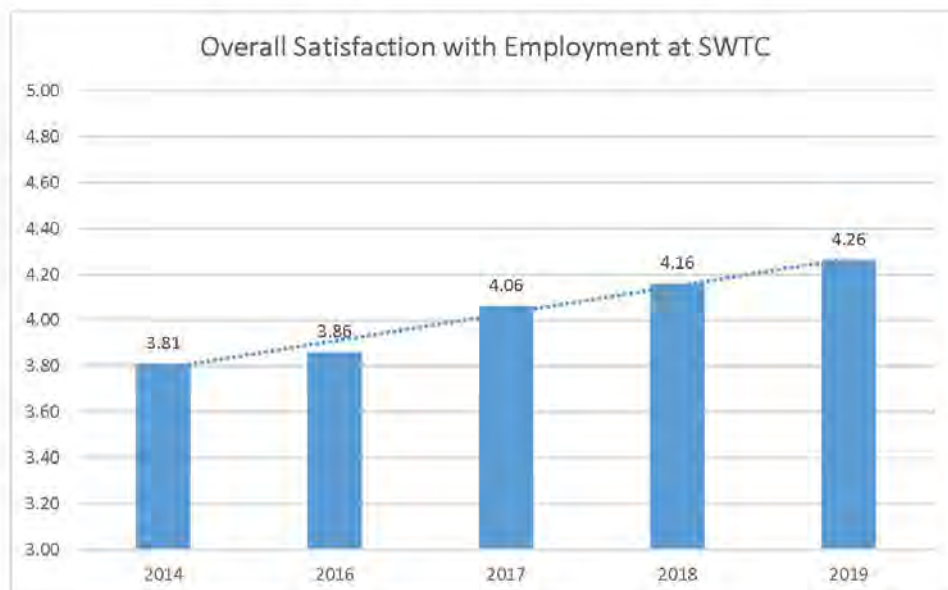
College Council: Culture of Integrity – June 2019

### PRESENTATION OF THE DATA

#### Employee Satisfaction Survey Results 2018-2019

We engage Ruffalo Noel Levitz to conduct an Employee Satisfaction Survey on a bi-annual basis. In the “off” years, we conduct an Employee Satisfaction Mini-Survey to check on our progress in meeting our strategic initiatives. The message comes from Human Resources; however, the effort is led by Mandy Henkel. Our mini-survey was sent out in April 2019 and the overall results are below:

College Council Employee Satisfaction Survey Goals & Results			
Develop Leaders	Apr-18	Goal	Apr-19
I have adequate opportunities for training to improve my skills	3.81	3.85	4.04
Performance Management	Apr-18	Goal	Apr-19
I am paid fairly for the work I do.	3.53	3.70	3.83
I am comfortable giving honest feedback to my peers, colleagues, and supervisor.	3.58	3.76	3.77
My supervisor helps me improve my job performance.	3.92	4.10	3.95
Employee Health and Wellness	Apr-18	Goal	TBD Apr-20
Benefit question	3.99	4.10	



## Board Monitoring Report

College Council: Culture of Integrity – June 2019

### Employee Data 2018-2019

The Retention Rate for 2019-2018 was 94.7% with a target goal of 95% for 2018-2019. We achieved that target with a 95% Retention Rate (5% Turnover Rate).

<b>Total All Employees</b>	177
Full Time Regular	170
Part Time Regular	7
Faculty Masters	37
Faculty BS	25
Faculty Advanced Salary	13
Exempt Staff	50
Support Staff	52
<b>W2's</b>	
W-2 Forms Sent Out	590

### NEW HIRES

New Hires	22
New Hires - Part-Time	4
<b>Total New Hires</b>	26

### TERMINATIONS

#Terms due to Resignation/Termination	9
#Terms due to Layoffs	0
# Terms due to Retirement	13
#Total Terms (including all)	22
Turnover Rate (including all)	12.42%
Turnover Rate (not including Layoffs or Retirements)	5.00%
<b>Retention Rate</b>	<b>95%<sup>1</sup></b>

### Grants 2018-2019

It is important for the College to recognize grant opportunities to initiate, support and expand programs and training. HR currently manages two grants:

- Department of Workforce Development (DWD) Grant
- Professional Development Grant

## Board Monitoring Report

College Council: Culture of Integrity – June 2019

### Professional Development Offerings 2018-2019

We utilize the WTCS Professional Development Grant and our own instructors as much as possible to keep costs low and our topics are timely and relevant.

Name of Event	Date of Event	Audience	Delivered by
<b>January 2018 Learning Academy</b>			
Instructional Vitality	01/08/18	All Staff	Cynde Larsen & Amy Loy
FQAS Student Success	01/09/18	All Staff	Melissa Klinkhammer
Schoolology Journey	01/09/18	Instructors	
Ally Training	01/09/18	All Staff	Molly Muenster
Bridges Out of Poverty	01/09/18	All Staff	Craig Woodhouse
Quality Matters	01/11/18	Instructors	
Speed of Trust	01/11/18	All Staff	Christina Winch & Dan Imhoff
WIDS	01/11/18	Instructors	Terri Johnson
Culture Change	03/26/18	Leadership	Caryn Stanley
6 Critical Practices for Leading a Team	04/23/18	Leadership	Jean White
Breaking Down Organizational Silos	04/27/18	Support Staff & Administration – Instructors were encouraged to attend	Pam Cox
<b>May 2018 Learning Academy</b>			
WIDS	05/21/19	Instructors	Cynde Larsen & Amy Loy
FQAS Behavioral Management	05/22/18	Instructors	Lisa P Riley
WIDS	05/22/18	Instructors	Val Bielinski
Schoolology Journey Continued	05/22/18	Instructors	Kim Maier
Mandatory Online Training	05/23/18	All Staff	Darnell Wiegman, Kelly Kelly, & Jake Mootz
Mandatory Sexual Harassment Training	05/23/18	All Staff	Jim Jelinske, MS & Attorney Arthur Gilloon
Schoolology Café	05/24/18	Instructors	
FQAS Data & Evidence	05/24/18	Instructors	Amy Loy & Mandy Henkel
FQAS Embracing Diversity	05/24/18	Instructors	Shelia Marten & Chantel Hampton
Speed of Trust	05/24/18	All Staff	Dan Imhoff & Christina Winch
Refresher Speed of Trust Workshop	05/25/18	All Staff	Melissa Klinkhammer
457 Deferred Comp Plan	05/25/18	All Staff	Stephanie Rautio, Retirement Plan Advisor
Mid America 403(b)	05/25/18	All Staff	Melissa King, Account Manager
Prof. Development Plan Workshop	05/25/18	Instructors	Connie Haberkorn
<b>August 2018 Learning Academy</b>			
Instruction Vitality	08/13/18	Instructors	Cynde Larsen & Amy Loy
In-service	08/14/18	All Staff	Jason Wood
Team Approach to Core Abilities	08/14/18	Instructors & Leadership	Nicole Cooksey & Josh Miller
Transcripted Credit Summit	8/15/18	All Staff	Mary Johannesen
Quality Matters & Schoolology	08/15/18	Instructors	Alternative Delivery Staff
FQAS Course Design	08/15/18	Instructors	Annette Biggin
HUB Training Workshop	08/15/18	All Staff	Doris Pulvermacher

## Board Monitoring Report

College Council: Culture of Integrity – June 2019

FQAS Teaching Methods	08/16/18	Instructors	Karyl Nicholson
Schoolology Café	08/16/18	Instructors	Alternative Delivery Staff
Emotional Intelligence	08/16/18	All Staff	Caryn Stanley
ZOOM 101	08/16/18	All Staff	Beth Cummins & Jake Wienkes
Speed of Trust	08/16/18	All Staff	Dan Imhoff & Cynde Larsen
Sexual Harassment Training	08/17/18	All Staff	Jim Jelinske & Art Gilloon
Online Time Tracking	08/17/18	All Staff	Darnell Wiegman
457 Deferred Comp Plan	08/17/18	All Staff	Stephanie Rautio
5 Choices to Extraordinary Productivity	10/05/18	All Staff	Jean White
<b>January 2019 Learning Academy</b>			
Assessment Support Day	01/07/19	Instructors	Cynde Larsen, Lisa Riley, & Amy Loy
In-service	01/08/19	All Staff	
FQAS Behavioral Management	01/09/19	Instructors	Lisa P Riley
Schoolology Tools	01/09/19	All Staff	Beth Cummins
The Who, What, When, Where, and Why of Syllabi	01/09/19	Instructors	Denise Janssen & Lisa Riley
Ask the WIDzards	01/09/19	Instructors	Denise Janssen & Lisa Riley
Career Connections	01/09/19	All Staff	Heather Fifrick
FQAS Data & Evidence	01/10/19	Instructors	Amy Loy & Mandy Henkel
Speed of Trust	01/10/19	All Staff	Christina Winch & Cynde Larsen
Schoolology & WIDS	01/10/19	Instructors	IAL & SWTC WIDS Staff
Speed of Trust Roundtable	01/10/19	All Staff	Melissa Klinkhammer
ZOOM 101	01/10/19	All Staff	Beth Cummins & Jake Wienkes
Project Management Essentials	01/11/19	Develop Leaders	Jean White (Franklin Covey)
5 Choices of Extraordinary Productivity	02/01/19	Support Staff & Administration – Instructors were encouraged to attend	Jean White
6 Critical Practices	03/08/19	Develop Leaders	Jean White
7 Habits of Highly Effective People	04/01/19	Develop Leaders	Jean White
Professional Development	04/26/19	Support Staff & Administration – Instructors were encouraged to attend	Kim Schmelz, Craig Woodhouse, Melissa Klinkhammer, & Katie Glass
<b>May 2019 Learning Academy</b>			
Course Assessment	05/20/19	All Staff	Amy Loy & Lisa Riley
New Faculty WIDS & Assessment Overview	05/20/19	All Staff	Lisa Riley
Curriculum Projects	05/20/19	All Staff	Denise Janssen
Strengths Finder Building Extraordinarily Successful Teams!	05/21/19	All Staff	Dennis Cooley
Excel Course	05/21/19	All Staff	Lisa Riley
FQAS Embracing Diversity	05/21/19	Instructors	Chantel Hampton
Schoolology Tools	05/22/19	All Staff	Alternative Delivery Staff
Faculty CPL Training	05/22/19	All Staff	Louise Bradley
FQAS Assessment	05/22/19	Instructors	John Pluemer
Speed of Trust	05/23/19	All Staff	Dan Imhoff & Christina Winch
Virtual Trapshooting	05/24/19	All Staff	Dan Imhoff & Matt Schneider
Grip it and Rip it Golf	05/24/19	All Staff	Scott Kennedy

## Board Monitoring Report

College Council: Culture of Integrity – June 2019

### STRENGTHS

- Strong collaboration across the college
- Clear ways to identify new project stream
- WTCS professional development grant can support training efforts
- Strong current employee satisfaction and retention numbers, building on a strong base for the future
- Faculty Quality Assurance System leader, presenting best practices for adjunct onboarding and tracking at the WTCS Adjunct Summit in June 2019
- Project flow and completion has been strong
- Identify and track HR Metrics

### WEAKNESSES/OPPORTUNITIES

- Many changes can be hard for some employees to make the transition – performance management will be an adjustment
- Communication is and will remain a continuous improvement item (ex. report-outs)
- We need to find more ways for employees to give and receive honest feedback
- Next year we will transition from a focus on integrity to the value of accountability
- We will need to identify a co-lead for the College Council.

### 19-20 STRATEGIC INITIATIVES

#### ***Performance Management – Phase 2***

Now that the tool has been created, this team will create a path for employees to advance their compensation through performance.

#### ***Develop Leaders/Succession Planning***

Making leadership development at the college a systematic process

#### ***Affirmative Action Planning***

We are working on completion of an Affirmative Action Plan for the next 5 years (2019-2024). Initiatives are based on identified problem areas and plans for improvement. It will align with current initiatives and expand on grant activities and new programs. The plan will be presented to the Board of Directors in August. A few highlighted initiatives include:

- 1) Hispanic Recruiting and Retention Efforts
- 2) Cultural Awareness/Diversity Inclusion will include Employee and Student Efforts
- 3) College Readiness Expanded Options
- 4) Disability Initiatives will include Employee and Student Efforts
- 5) Charge Forward Program

## ***B. 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	Craig 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 Kitelinger	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	Kyle McCorkle	3/18/2019	BS: \$48,304 - \$76,805 AS: \$50,810 - \$80,787 MS: \$53,314 - \$84,768 Hired at \$73,000
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	Replacement - Emily Vogt	Associate Degree Nursing Instructor	Tiffany Cote'	5/13/2019	MS \$53,314 - \$84,768 Hired at \$64,000
23	Replacement -Dan Kliebenstein	Evening Custodian	Kendrick Henkel	1/3/2019	Hourly Band A12 \$15.61 - \$18.73 Hired at \$15.61
24	Replacement -Pete Hoffman	Ag Power & Equipment Tech Instructor	Justin Rounds	4/18/2019	BS \$48,304 - \$76,805 Hired at \$57,000

### Staffing Update 2018-19 Fiscal Year

	Name	Title	Status and/or Additional Info	Effective Date	Funding Source &/or Estimated Wage Range/Hired Salary
25	Replacement - Ed Ruff	Farm Business & Production Management Instructor	Jonna Schutte	5/20/2019	BS \$48,304 - \$76,805 Hired at \$56,000
26	Replacement - Nancy Devlin	Bookstore Mechandising Coordinator	Eric Rohn	6/10/2019	Hourly Band B22 \$18.26 - \$23.74 Hired at \$19.00/hour
27	Replacement - Jim Broihahn	Building Trades Carpentry Instrutor	Craig Peterson	5/29/2019	BS: \$48,304 - \$76,805 AS: \$50,810 - \$80,787 MS: \$53,314 - \$84,768 Hired at \$64,000
28	Replacement - Tim Evans	Café Food Service Worker	Interviews Scheduled	5/9/2019	Hourly Band A12 \$15.61 - \$18.73
29	Replacement - Kendrick Henkel	Evening Custodian	Interviews Scheduled	5/9/2019	Hourly Band A12 \$15.61 - \$18.73
30	Replacement - Dave Markin	Maintenance - Carpenter	Offer Pending	5/9/2019	Hourly Band A13 \$16.42 - \$19.70

### Staffing Update 2018-19 Fiscal Year

	Name	Title	Status and/or Additional Info	Effective Date	Funding Source &/or Estimated Wage Range/Hired Salary
31	Replacement - Charles Herbers	IT Support Specialist	Offer Pending	5/9/2019	Hourly Band C42 \$23.46 - \$32.84
32	Replacement - Mary Schmitz	Administrative Assistant - Facilities	Interviews Scheduled	5/16/2019	Hourly Band B22 \$18.26 - \$23.74
33	Replacement - JoEllen Taylor	Child Care Lab Assistant	Interviews Scheduled	5/16/2019	Hourly Band B21 \$17.15 - \$22.30
34	New Position	Graphic & Web Design Instructor/Marketing Specialist	Posted	5/16/2019	BS \$48,304 - \$76,805 (\$23.22 - \$36.93)
35	New Position	Agriculture Instructor	Posted	7/15/2019	BS: \$48,304 - \$76,805 AS: \$50,810 - \$80,787 MS: \$53,314 - \$84,768
36	Replacement/New Position - Brian Kitelinger/Asst with added section	Eletrical Power Distribution Lab Assistant	Posted	7/8/2019	Hourly Band B21 \$17.51 - \$22.30


### Staffing Update 2018-19 Fiscal Year

	Name	Title	Status and/or Additional Info	Effective Date	Funding Source &/or Estimated Wage Range/Hired Salary
38	New Position	Tech Hire IMPACT Grant Assistant - Part-time	Posted	7/31/2019	Hourly Band B24 \$20.75 - \$26.98

## Information and Correspondence

### A. Enrollment Report

The 2018-19 and 2019-20 Comparison FTE Reports are available below.

		2017-2018 and 2018-2019 FTE Comparison					
Program Code	Program Title	06-11-18 Students	06-10-19 Students	Student Change	06-11-18 FTE	06-10-19 FTE	FTE Change
10-101-1	Accounting	37	25	(12)	27.87	17.33	(10.53)
10-106-6	Administrative Professional	5		(5)	4.47		(4.47)
10-006-2	Agri-Business/Science Technology	7	1	(6)	2.20	0.10	(2.10)
10-006-7	Agribusiness Science & Technology - AgBus Mgmt	16	19	3	13.80	18.87	5.07
10-006-5	Agribusiness Science & Technology - Agronomy	24	13	(11)	25.80	12.63	(13.17)
10-006-6	Agribusiness Science & Technology - Animal Science	25	30	5	25.10	27.27	2.17
10-102-3	Business Management	113	135	22	84.77	88.27	3.50
10-530-5	Cancer Information Management	72	97	25	40.03	50.87	10.83
10-504-X	Criminal Justice Studies	61	54	(7)	46.93	42.23	(4.70)
10-316-1	Culinary Arts	14	11	(3)	11.70	7.13	(4.57)
10-317-1	Culinary Management	9	7	(2)	7.43	5.63	(1.80)
10-510-6	Direct Entry Midwife	48	60	12	25.47	23.60	(1.87)
10-307-1	Early Childhood Education	48	57	9	35.93	42.27	6.33
10-620-1	Electro-Mechanical Technology	40	36	(4)	35.53	32.83	(2.70)
10-325-1	Golf Course Management	17	24	7	16.83	20.47	3.63
10-201-2	Graphic And Web Design	36	31	(5)	31.73	25.50	(6.23)
10-530-1	Health Information Technology	61	45	(16)	34.60	24.87	(9.73)
10-520-3	Human Services Associate	40	38	(2)	30.33	27.70	(2.63)
10-825-1	Individualized Technical Studies	17	2	(15)	14.90	1.13	(13.77)
10-620-3	Instrumentation and Controls Technology	4	7	3	1.73	5.70	3.97
10-150-X	IT-Network Specialist	34	45	11	23.33	30.40	7.07

Program Code	Program Title	06-11-18 Students	06-10-19 Students	Student Change	06-11-18 FTE	06-10-19 FTE	FTE Change
10-513-1	Medical Laboratory Technician	17	19	2	13.37	13.30	(0.07)
10-543-1	Nursing-Associate Degree	207	202	(5)	104.83	106.90	2.07
10-531-1	Paramedic Technician	2		(2)	0.70		(0.70)
10-524-1	Physical Therapist Assistant	48	44	(4)	30.17	28.67	(1.50)
10-196-1	Leadership Development	42	34	(8)	19.67	16.20	(3.47)
10-182-1	Supply Chain Management	38	41	3	17.23	22.03	4.80
10-499-5	Technical Studies-Journeyworker	1		(1)	0.27		(0.27)
	<b>Total Associate Degree</b>	<b>1,083</b>	<b>1,077</b>	<b>(6)</b>	<b>726.73</b>	<b>691.90</b>	<b>(34.83)</b>
31-101-1	Accounting Assistant	7	8	1	3.30	4.10	0.80
30-531-6	Advanced EMT	9	8	(1)	1.93	2.27	0.33
32-070-1	Agricultural Power & Equipment Technician	33	33	-	28.80	31.07	2.27
31-405-1	Auto Collision Repair & Refinish Technician	17	14	(3)	9.07	9.97	0.90
32-404-2	Automotive Technician	32	33	1	26.47	26.43	(0.03)
31-408-1	Bricklaying & Masonry	1		(1)	0.87		(0.87)
30-443-1	Building Maintenance & Construction		6	6		2.30	2.30
31-475-1	Building Trades-Carpentry	9	7	(2)	7.27	5.93	(1.33)
31-307-1	Child Care Services	2	10	8	1.60	6.30	4.70
31-444-1	CNC Machine Operator/Programmer	8	6	(2)	8.00	4.97	(3.03)
31-502-1	Cosmetology	23	26	3	19.60	21.90	2.30
30-504-2	Criminal Justice-Law Enforcement 720 Academy	9	13	4	3.43	8.73	5.30
31-317-1	Culinary Specialist	3	3	-	0.77	2.00	1.23
31-091-1	Dairy Herd Management	2		(2)	1.30		(1.30)
30-508-2	Dental Assistant	14	17	3	7.80	8.97	1.17
30-812-1	Driver and Safety Education Certification	20	14	(6)	5.40	3.40	(2.00)
31-413-2	Electrical Power Distribution	29	24	(5)	26.33	24.47	(1.87)
50-413-2	Electricity (Construction) Apprentice	22	22	-	2.87	2.93	0.07
30-531-3	Emergency Medical Technician	66	37	(29)	15.60	9.07	(6.53)
32-080-4	Farm Operations & Management - Ag Mechanics	1	3	2	0.33	3.10	2.77
31-080-6	Farm Operations & Management - Crop Operations		3	3		1.07	1.07
32-080-3	Farm Operations & Management - Dairy	4	13	9	3.20	13.33	10.13
31-080-3	Farm Operations & Management - Dairy Technician	3	7	4	1.73	4.93	3.20
31-080-2	Farm Operations & Management - Farm Ag Maintenance		10	10		8.17	8.17
31-080-7	Farm Operations & Management - Livestock Tech	1	3	2	0.93	2.90	1.97

Program Code	Program Title	06-11-18 Students	06-10-19 Students	Student Change	06-11-18 FTE	06-10-19 FTE	FTE Change
30-317-1	Food Production Assistant		1	1		1.03	1.03
50-413-1	Industrial Electrician Apprentice	7	5	(2)	1.10	0.67	(0.43)
31-620-1	Industrial Mechanic	6	2	(4)	4.20	1.83	(2.37)
31-154-6	IT-Computer Support Technician	20	11	(9)	11.23	6.07	(5.17)
31-513-1	Laboratory Science Technician	4	4	-	2.40	2.30	(0.10)
50-620-1	Mechatronics Technician Apprentice		8	8		1.93	1.93
31-509-1	Medical Assistant	36	38	2	28.20	28.57	0.37
31-530-2	Medical Coding Specialist	56	64	8	27.93	29.00	1.07
30-543-1	Nursing Assistant	222	243	21	26.00	34.90	8.90
31-106-8	Office Support Specialist	2		(2)	0.70		(0.70)
50-427-5	Plumbing Apprentice	18	26	8	3.40	3.28	(0.12)
31-504-5	Security Operations	2	1	(1)	1.20	1.00	(0.20)
31-182-1	Supply Chain Assistant	6	5	(1)	2.33	2.87	0.53
31-442-1	Welding	64	50	(14)	51.20	35.00	(16.20)
	<b>Total Technical Diploma</b>	<b>758</b>	<b>778</b>	<b>20</b>	<b>336.50</b>	<b>356.75</b>	<b>20.25</b>
20-800-1	Liberal Arts - Associate of Arts	17	23	6	5.30	8.57	3.27
20-800-2	Liberal Arts - Associate of Science	26	13	(13)	10.17	4.87	(5.30)
	Undeclared Majors	524	487	(37)	90.67	97.40	6.73
	<b>Total</b>	<b>2,408</b>	<b>2,378</b>	<b>(30)</b>	<b>1,169.37</b>	<b>1,159.48</b>	<b>(9.88)</b>
	<b>Percent of Change</b>						<b>-0.85%</b>
	Vocational Adult (Aid Codes 42-47)	3,817	3,138	(679)	76.21	65.17	(11.04)
	Community Services (Aid Code 60)	42	28	(14)	0.19	0.41	0.21
	Basic Skills (Aid Codes 73,74,75,76)	347	320	(27)	46.93	47.33	0.40
	Basic Skills (Aid Codes 77 & 78)	934	740	(194)	60.87	33.60	(27.27)
	<b>Grand Total</b>	<b>7,548</b>	<b>6,604</b>	<b>(944)</b>	<b>1,353.57</b>	<b>1,305.99</b>	<b>(47.58)</b>
	<b>Total Percent of Change</b>						<b>-3.52%</b>

### 2018-2019 and 2019-2020 FTE Comparison

Program Code	Program Title	06-11-18 Students	06-10-19 Students	Student Change	06-11-18 FTE	06-10-19 FTE	FTE Change
10-101-1	Accounting	21	37	16	9.63	15.83	6.20
10-006-7	Agribusiness Science & Technology - AgBus Mgmt	17	15	(2)	8.87	8.30	(0.57)
10-006-5	Agribusiness Science & Technology - Agronomy	11	14	3	6.73	7.37	0.63
10-006-6	Agribusiness Science & Technology - Animal Science	25	27	2	14.70	16.30	1.60
10-102-3	Business Management	81	90	9	34.53	38.77	4.23
10-530-5	Cancer Information Management	71	81	10	28.17	26.90	(1.27)
10-504-5	Criminal Justice Studies	54	44	(10)	26.27	19.83	(6.43)
10-316-1	Culinary Arts	10	3	(7)	5.20	0.83	(4.37)
10-317-1	Culinary Management	6	6	-	3.20	2.87	(0.33)
10-510-6	Direct Entry Midwife	30	33	3	9.67	10.33	0.67
10-307-1	Early Childhood Education	47	38	(9)	22.60	17.10	(5.50)
10-620-1	Electro-Mechanical Technology	31	21	(10)	16.80	10.70	(6.10)
10-325-1	Golf Course Management	19	16	(3)	9.77	7.80	(1.97)
10-201-2	Graphic And Web Design	33	18	(15)	15.97	7.70	(8.27)
10-530-1	Health Information Technology	46	49	3	18.33	17.70	(0.63)
10-520-3	Human Services Associate	28	31	3	13.43	14.87	1.43
10-825-1	Individualized Technical Studies	7		(7)	3.10		(3.10)
10-620-3	Instrumentation and Controls Technology	3	8	5	1.70	2.63	0.93
10-150-X	IT-Network Specialist	36	20	(16)	15.27	9.00	(6.27)
10-513-1	Medical Laboratory Technician	12	16	4	4.77	7.00	2.23
10-543-1	Nursing-Associate Degree	175	164	(11)	55.23	45.70	(9.53)
10-524-1	Physical Therapist Assistant	36	19	(17)	13.43	6.97	(6.47)
10-196-1	Leadership Development	21	17	(4)	6.07	4.10	(1.97)
10-182-1	Supply Chain Management	26	25	(1)	9.33	8.07	(1.27)
	<b>Total Associate Degree</b>	<b>846</b>	<b>792</b>	<b>(54)</b>	<b>352.77</b>	<b>306.67</b>	<b>(46.10)</b>
31-101-1	Accounting Assistant	4	4	-	1.30	1.50	0.20
30-531-6	Advanced EMT	1		(1)	0.13		(0.13)
32-070-1	Agricultural Power & Equipment Technician	31	40	9	15.97	19.60	3.63
31-405-1	Auto Collision Repair & Refinish Technician	13	11	(2)	5.27	4.30	(0.97)
32-404-2	Automotive Technician	32	22	(10)	16.30	10.50	(5.80)
31-475-1	Building Trades-Carpentry	8	9	1	4.13	4.60	0.47
31-307-1	Child Care Services	6	5	(1)	2.60	2.00	(0.60)
30-420-2	CNC Machine Operator/Programmer	4	5	1	2.00	2.37	0.37

Program Code	Program Title	06-11-18 Students	06-10-19 Students	Student Change	06-11-18 FTE	06-10-19 FTE	FTE Change
31-502-1	Cosmetology	20	25	5	10.00	12.50	2.50
30-504-2	Criminal Justice-Law Enforcement 720 Academy	12	17	5	7.07	12.47	5.40
31-317-1	Culinary Specialist		1	1		0.50	0.50
30-508-2	Dental Assistant	18	15	(3)	9.60	7.57	(2.03)
30-812-1	Driver and Safety Education Certification	5	7	2	0.60	0.80	0.20
31-413-2	Electrical Power Distribution	32	40	8	16.10	19.27	3.17
50-413-2	Electricity (Construction) Apprentice	9		(9)	0.60		(0.60)
30-531-3	Emergency Medical Technician	9	12	3	1.50	2.00	0.50
32-080-4	Farm Operations & Management - Ag Mechanics	6	1	(5)	2.63	0.20	(2.43)
31-080-6	Farm Operations & Management - Crop Operations	1	1	-	0.57	0.10	(0.47)
32-080-3	Farm Operations & Management - Dairy	15	16	1	7.97	10.33	2.37
31-080-3	Farm Operations & Management - Dairy Technician	5	4	(1)	2.03	1.00	(1.03)
31-080-2	Farm Operations & Management - Farm Ag Maintenance	3	10	7	1.20	2.23	1.03
31-080-7	Farm Operations & Management - Livestock Tech	1	2	1	0.53	1.00	0.47
30-317-1	Food Production Assistant	1		(1)	0.53		(0.53)
50-413-1	Industrial Electrician Apprentice	2	2	-	0.13	0.13	-
31-620-1	Industrial Mechanic	1	1	-	0.20	0.57	0.37
31-154-6	IT-Computer Support Technician	11	7	(4)	4.63	3.27	(1.37)
31-513-1	Laboratory Science Technician	6	3	(3)	2.70	0.80	(1.90)
31-509-1	Medical Assistant	33	28	(5)	16.90	15.00	(1.90)
31-530-2	Medical Coding Specialist	31	34	3	11.70	12.93	1.23
30-543-1	Nursing Assistant	71	53	(18)	7.17	6.67	(0.50)
31-504-5	Security Operations		2	2		0.77	0.77
31-182-1	Supply Chain Assistant	1	3	2	0.27	0.53	0.27
31-442-1	Welding	35	35	-	17.57	16.50	(1.07)
	<b>Total Technical Diploma</b>	<b>427</b>	<b>415</b>	<b>(12)</b>	<b>169.90</b>	<b>172.00</b>	<b>2.10</b>

Program Code	Program Title	06-11-18 Students	06-10-19 Students	Student Change	06-11-18 FTE	06-10-19 FTE	FTE Change
20-800-1	Liberal Arts - Associate of Arts	12	13	1	2.10	2.90	0.80
20-800-2	Liberal Arts - Associate of Science	10	8	(2)	1.97	2.40	0.43
	Undeclared Majors	92	141	49	12.23	19.30	7.07
	<b>Total</b>	<b>1,387</b>	<b>1,369</b>	<b>(18)</b>	<b>538.97</b>	<b>503.27</b>	<b>(35.70)</b>
	<b>Percent of Change</b>						<b>-6.62%</b>
	Vocational Adult (Aid Codes 42-47)	686	809	123	16.03	17.06	1.03
	Basic Skills (Aid Codes 73,74,75,76)	14	28	14	0.07	0.87	0.80
	Basic Skills (Aid Codes 77 & 78)	90	101	11	-	-	-
	<b>Grand Total</b>	<b>2,177</b>	<b>2,307</b>	<b>130</b>	<b>555.06</b>	<b>521.19</b>	<b>(33.87)</b>
	<b>Total Percent of Change</b>						<b>-6.10%</b>

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

1. ACCT Leadership Congress: October 16-19, 2019 – San Francisco, CA

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

1. Enterprise Resource Planning (ERP) Update
2. College Happenings

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

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

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

1. Oath of Office
2. Designate Newspaper of Record
3. Designate Depository
4. Designate Legal Counsel
5. Election of Officers
6. Three-year Facilities Plan

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

The annual Board meeting will be Monday, July 8, 2019, at 5:00 p.m. in Rooms 492-493 (College Connection).

## **Adjournment**