



Southwest Wisconsin Technical College

District Board Meeting

Regular Meeting

January 23, 2020

Held at

Southwest Tech
1800 Bronson Boulevard
Fennimore, WI

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Annotated Agenda



BOARD MEETING NOTICE/AGENDA

Thursday, January 23, 2020

6:00 – Special Populations Presentation and Dinner
7:00 p.m. – Board Meeting
Southwest Tech Campus, Room 365 – Lenz Center
1800 Bronson Boulevard
Fennimore, WI 53809

AMENDED ANNOTATED AGENDA

OPEN MEETING

The following statement will be read: "The January 23, 2020, regular Board meeting of the Southwest Wisconsin Technical College Board is called to order. This meeting is open to the public and in compliance with State Statutes. Notice of the meeting has been sent to the press and posted on campus, at the Fennimore City Clerk's Office, and at CESA 3 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

C. Oath of Office – Jeanne Jordie

Newly appointment Board Member, Jeanne Jordie, will read and sign the Oath of Office.

ADJOURN TO CLOSED SESSION

- A. Consideration of adjourning to closed session for the purpose of
 - 1. Discussing a contract per Wis. Statutes 19.85(1)(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.

RECONVENE TO OPEN SESSION

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

CONSENT AGENDA

A. Approval of Agenda

The January 23, 2020, agenda is included with the electronic Board material.

B. Minutes of the Regular Meeting of December 19, 2019

Minutes of the December 19, 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 two contracts totaling \$5,855.00 in December 2019 being presented for Board approval. The Contract Revenue Report is included with the electronic Board material.

E. Personnel Items

One employment recommendation, three promotions/transfers, one resignation, and two retirements are being presented for approval in the Personnel Report. The report is included with the electronic Board material.

Recommendation: Approve the Consent Agenda as presented.

OTHER ITEMS REQUIRING BOARD ACTION

A. Resolution Authorizing the Issuance of Not to Exceed \$4,000,000 General Obligation Promissory Notes; and Setting the Sale

Up to \$230,000 for the public purpose of paying the cost of the acquisition of a site and purchase of buildings consisting of a farmette at the Fennimore campus; up to the amount of \$1,024,000 for the public purpose of paying the cost of building remodeling and improvement projects; and up to the amount of \$2,746,000 for the public purpose of paying the cost of acquiring movable equipment are being requested. A copy of the resolution is available with the electronic Board material.

Recommendation: Approve the resolution authorizing the issuance of not to exceed \$4,000,000 and setting the sale.

B. FY2019 Financial Audit

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

Recommendation: Approve the 2018-19 Financial Audit as presented.

C. Designate College Legal Counsel for Labor & Employment, Immigration, Litigation, College Administration, Education, and Contract Law

Jon Anderson transferred his law practice to Husch Blackwell of Madison, WI recently. Due to the long history the college has had with Mr. Anderson, college administration recommends retaining Jon Anderson of Husch Blackwell for labor and employment, immigration, litigation, college administration, education, and contract law.

Recommendation: Retain Jon Anderson of Husch Blackwell, Madison, WI, for Labor & Employment, Immigration, Litigation, College Administration, Education Law, and Contract Law.

BOARD MONITORING OF COLLEGE EFFECTIVENESS

A. Foundation Quarterly Update

Holly Clendenen, Executive Director of the Foundation and Real Estate Foundation, will present a quarterly Foundation report to the Board highlighting the activities and results of fundraising efforts and other initiatives. The FY20 Second Quarter report is available with the electronic Board material.

B. Board Monitoring Report – Safety & Security

Included in the electronic Board material is the Safety & Security Board Monitoring Report. The focus of this report is on strategic initiatives related to physical and cyber safety and security. Dan Imhoff, Director of Facilities, Safety & Security, and Heath Ahnen, Director of Information Technology Services, will present the report.

C. Staffing Update

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

INFORMATION AND CORRESPONDENCE

A. Enrollment Report

- 1. FTE Comparison YOY Report**
- 2. Fall 2020 Application Report**
- 3. Recruitment Efforts**

The 2019-20 Comparison Enrollment Report and Fall 2020 Application Report are included in the electronic Board material. Also included are the PowerPoint slides showing the recruitment metrics.

B. Chairperson's Report

1. Reaction to the January 7 College In-service and HLC Celebration
2. District Boards Association Winter Meeting

C. College President's Report

1. Higher Learning Commission Presentation
2. President's Association Update
3. Board Retreat
4. College Happenings

D. Other Information Items

ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING

A. Agenda

1. Board Retreat
2. RFP for Enterprise Resource Planning System
3. Bid for Platteville Outreach Site Development
4. Budget Assumptions & Parameters

B. Time and Place

Friday and Saturday, February 21-22, 2020, beginning at 12:30 p.m. on Friday. The Retreat and Board Meeting will be held at the Dodgeville Outreach Site, located at Spring Gate Mall, 316 W. Spring Street, Dodgeville, WI.

ADJOURN TO CLOSED SESSION

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

1. Discussing Conflict of Interest policy per Wis. Statutes 19.85(1)(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.
2. Discussing personnel issues per Wis. Statutes 19.85(1)(f) {Considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations.}.

B. Approval of December 19, 2019, Closed Session Minutes

RECONVENE TO OPEN SESSION

A. Action, if necessary, on Closed Session Items

ADJOURNMENT

Open Meeting

The following statement will be read: "The January 23, 2020, regular Board meeting of the Southwest Wisconsin Technical College Board is called to order. This meeting is open to the public and in compliance with State Statutes. Notice of the meeting has been sent to the press and posted on campus, at the Fennimore City Clerk's Office, and at CESA 3 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

C. Oath of Office – Jeanne Jordie

Newly appointment Board Member, Jeanne Jordie, will read and sign the Oath of Office.

Adjourn to Closed Session

A. Adjourn to Closed Session

- A. Consideration of adjourning to closed session for the purpose of
 - 1. Discussing a contract per Wis. Statutes 19.85(1)(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.

Reconvene to Open Session

A. Action, if necessary, on Closed Session Items

Consent Agenda

A. Approval of Agenda



BOARD MEETING NOTICE/AGENDA

Thursday, January 23, 2020

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7:00 p.m. – Board Meeting
Southwest Tech Campus Room 365 – Lenz Center
1800 Bronson Boulevard
Fennimore, WI 53809

AMENDED AGENDA

OPEN MEETING

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- A. Roll Call
- B. Reports/Forums/Public Input
- C. Oath of Office – Jeanne Jordie

ADJOURN TO CLOSED SESSION

- A. Consideration of adjourning to closed session for the purpose of
 - 1. Discussing a contract per Wis. Statutes 19.85(1)(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.

RECONVENE TO OPEN SESSION

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

CONSENT AGENDA

- A. Approval of Agenda
- B. Minutes of the Regular Meeting of December 19, 2019
- C. Financial Reports
 - 1. Purchases Greater than \$2,500
 - 2. Treasurer's Cash Balance
 - 3. Budget Control

- D. Contract Revenue
- E. Personnel Items

OTHER ITEMS REQUIRING BOARD ACTION

- A. Resolution Authorizing the Issuance of Not to Exceed \$4,000,000 General Obligation Promissory Notes; and Setting the Sale
- B. FY2019 Financial Audit
- C. Designate College Legal Counsel for Labor & Employment, Immigration, Litigation, College Administration, Education Law, and Contract Law

BOARD MONITORING OF COLLEGE EFFECTIVENESS

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

INFORMATION AND CORRESPONDENCE

- A. Enrollment Report
 - 1. FTE Comparison YOY Report
 - 2. Fall 2020 Application Report
 - 3. Recruitment Efforts
- 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 Conflict of Interest policy per Wis. Statutes 19.85(1)(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.
 - 2. Discussing personnel issues per Wis. Statutes 19.85(1)(f) {Considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations.}.
- B. Approval of December 19, 2019, Closed Session Minutes

RECONVENE TO OPEN SESSION

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

ADJOURNMENT

{Facilities at Southwest Tech are handicap accessible. For all accommodations, call 608-822-2632 or e-mail disabilityservices@swtc.edu.}

B. Minutes of the Regular Meeting of December 19, 2019



MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF SOUTHWEST WISCONSIN TECHNICAL COLLEGE DECEMBER 19, 2019

The Board of Southwest Wisconsin Technical College met in open session of the regular Board meeting commencing at 7:04 p.m. on December 19, 2019, in Room 365 on the District Campus located at 1800 Bronson Boulevard in the City of Fennimore, Grant County, Wisconsin. The following members were present:

Charles Bolstad, Tracy Fillback, Melissa Fitzsimons, Russ Moyer, Eileen Nickels, Chris Prange, and Donald Tuescher

Absent: Jane Wonderling

Others present for all or a portion of the meeting included Dr. Jason S. Wood, College President; College Staff: Heath Ahnen, Matthew Baute, Kyle Bennett, Karen Campbell, Holly Clendenen, Katie Garrity, Cora Beth Halverson, Dan Imhoff, Katie Glass, Kelly Kelly, Krista Weber, Caleb White, and Jake Mootz.

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

BOARD MEETING NOTICE/AGENDA

Thursday, December 19, 2019

6:00 – Registration Experience / Dinner
7:00 p.m. – Board Meeting
Room 365 – Lenz Center

AGENDA

OPEN MEETING

The following statement will be read: "The December 19, 2019, regular Board meeting of the Southwest Wisconsin Technical College Board is called to order. This meeting is open to the public and in compliance with State Statutes. Notice of the meeting has been sent to the press and posted on campus, at the Fennimore City Clerk's Office, and CESA 3 in an attempt to make the general public aware of the time, place and agenda of the meeting."

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

CONSENT AGENDA

- A. Approval of Agenda
- B. Minutes of the Regular Meeting of November 14, 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. American Association of Community Colleges Membership

OTHER ITEMS REQUIRING BOARD ACTION

- A. Resolution Authorizing the Issuance of Not to Exceed \$4,000,000 General Obligation Promissory Notes and Setting the Sale
- B. Bid: Bookstore Remodel
- C. Bid: HP Proliant DL360 Servers
- D. Grant County Economic Development Lease
- E. Second Reading of Governance Policy 4.5: College Strategic Directions

BOARD MONITORING OF COLLEGE EFFECTIVENESS

- A. Platteville Outreach Site Update
- B. Enterprise Resource Planning (ERP) Update
- C. Staffing Update

INFORMATION AND CORRESPONDENCE

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

ESTABLISH BOARD AGENDA ITEMS FOR NEXT MEETING

- A. Agenda
- B. Time and Place

ADJOURN TO CLOSED SESSION

- A. Consideration of adjourning to closed session for the purpose of
 - 1. Discussing a contract per Wis. Statutes 19.85(1)(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.
 - 2. Discussing Conflict of Interest policy per Wis. Statutes 19.85(1)(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.
 - 3. Discussing a student 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 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.
- B. Approval of Closed Session Minutes of October 24, 2019.

RECONVENE TO OPEN SESSION

A. Action, if necessary, on Closed Session Items

ADJOURNMENT

{Facilities at Southwest Tech are handicap accessible. For all accommodations, call 608-822-2632 or e-mail disabilityservices@swtc.edu.}

After a review of the Consent Agenda, including the December 19, 2019, agenda; November 14, 2019, regular Board meeting minutes; financial reports; 18 contracts totaling \$85,503.25 in November 2019; the resignations of Jaime Klein, Leadership Development Instructor, and Linda Kious, Medical Lab Technician / Lab Science Instructor; and the 2020 membership renewal to the American Association of Community Colleges in the amount of \$3,538.00, Mr. Moyer moved to approve the Consent Agenda. Mr. Prange seconded the motion; motion unanimously carried.

Caleb White presented the resolution to borrow \$4,000,000 in General Obligation Promissory Notes as the annual 2019-2020 borrowing. Mr. Tuescher moved to award the resolution Authorizing the Issuance of Not to Exceed \$4,000,000 General Obligation Promissory Notes; and Setting the Sale. Ms. Fitzsimons seconded the motion. Upon a roll call vote where all Board members voted affirmatively, the motion carried.

A Request for Bids had been solicited from vendors to remodel and repurpose 5,205 square feet of general office and meeting room areas in the southeast portion of Building 400 into a Welcome Center and relocate the Bookstore to this area located just inside the College Main Entrance. Included with the bid specifications was an alternate bid to upgrade the Building 300 east vestibule. The bids were opened on December 3, 2019, with ten vendors submitting bids. Dan Imhoff, Director of Facilities, Safety & Security, presented the bid recommendation. Mr. Tuescher moved to award the low bid for the Bookstore Remodel Project, in the amount of \$446,266, to KSW Construction of Verona, Wisconsin. This bid amount falls under the project amount approved by the WTCS State Board in November 2019. Ms. Nickels seconded the motion. Upon a roll call vote with all Board members voting affirmatively, the motion carried.

The Board had approved awarding the bid for HP Proliant DL360 servers at the October 24, 2019, Board meeting. However, it was discovered the bids received were for remanufactured servers, not new servers. Therefore, a Request for Bids was resolicited from vendors. The bid opening was on December 6, 2019, with four bids received from vendors. Mr. Prange moved to award the bid for the HP Proliant DL360 Servers in the amount of \$52,107.00 to SHI International Corp. of Somerset, NJ. Ms. Nickels seconded the motion. Upon a roll call vote where all Board members voted affirmatively, the motion was carried.

The 2020 office space lease for Grant County Economic Development Corporation to rent two office spaces at the college was presented by Mr. White. The lease remains the same as the 2019 lease agreement and is for rental and furniture for two office spaces. Mr. Tuescher moved to approve the 2020 lease in the amount of \$370 per month for Grant County Economic Development Corporation. Ms. Fitzsimons seconded the motion; motion unanimously carried.

At the October 24, 2019, Board Retreat, the Board reviewed the College Ends in the Governance Policy Manual. A suggestion was made to change the Strategic Direction related to Economic Impact. The Board approved the first reading of the policy at its November 14, 2019, Board meeting. Dr. Wood presented the second reading of the change to Governance Policy 4.5. Mr.

Moyer moved to approve the second reading of the Governance Policy 4.5: College Strategic Directions, with Ms. Nickels seconding the motion. Motion unanimously carried.

The Board heard an update on the Platteville Outreach Site Development. Included in the report were a remodeling / repurposing timeline, a marketing plan, and an academic plan.

Matthew Baute, Director of Software Development, provided an update on the Enterprise Resource Planning (ERP) process. Two vendors had been brought back to campus for additional demonstrations the week of December 9. Mr. Baute outlined that the College is looking for a state-of-the-art system and is in Phase II of the ERP process. The next steps in the process are to finish reference calls, possibly do a site visit to colleges, and secure a best and final offer from the vendors. The ERP core team will provide another update at the January Board meeting.

Krista Weber, Chief Human Resources Officer, provided an update on College staffing noting interviews have been scheduled for a full-time Midwifery Instructor and a Day Maintenance Worker.

The 2019-20 FTE Comparison Enrollment Report reflected a slight decrease in FTEs this year as compared to last year at this time. The Fall 2020 Application Report showed similar findings in that the applications received for Fall 2020 are similar to the applications received at this same time last year. Katie Glass, Executive Director of Marketing, and Kyle Bennett, Recruitment Coordinator, provided an overview of recruitment activities taking place. Mr. Bennett has been working with homeschooled students from the Platteville area, and there will be a statistics course offered to the group. Work is just starting with homeschooled groups in the Richland Center area. Other recruitment activities included tour and lunch experiences, dual-credit events, veterans, and adult population recruitment. These activities have involved a lot of staff and faculty members.

Under the Chairperson's Report, Mr. Bolstad shared the powerful messages given by the students who spoke at graduation. At the next District Boards Association meeting, Mr. Bolstad will be presenting to the internal committee about the college's Board monitoring reports.

Dr. Wood congratulated and thanked the people who have worked on the Enterprise Resource Planning (ERP) process, noting all involved in the process have gone above and beyond, especially the core group who have done a tremendous amount of work. Dr. Wood also reiterated Mr. Bolstad's message about the graduation speeches and how the two speakers were grateful for all at Southwest Tech who have helped them get where they are. Dr. Wood shared what would be happening at upcoming meetings and asked to move the May Board meeting up one week.

Ms. Fitzsimons moved to adjourn to Closed Session for the purpose of discussing a contract per Wis. Stats. 19.85(1)(e); a conflict of interest policy per Wis. Stats. 19.85(1)(e); and a student per Wis. Stats. 19.85 (1)(f). Mr. Prange seconded the motion. Upon a roll call vote with all members voting affirmatively, the Board meeting adjourned to closed session at 8:03 p.m. The Board reconvened to open session at 8:42 p.m. with no action taken.

With no further business to come before the Board, Mr. Tuescher moved to adjourn the meeting. Ms. Fitzsimons seconded the motion. The motion carried and the meeting adjourned at 8:43 p.m.

C. Financial Reports

1. Purchases Greater than \$2,500

SOUTHWEST WISCONSIN TECHNICAL COLLEGE				
PURCHASES GREATER THAN \$2,500				
FOR THE PERIOD 12/01/2019 - 12/31/2019				
Invoices				
Vendor	Invoice #	Description	Amount	
GENERAL CAPITAL DEVELOPMENT LLC	SEC	Sec Depos/tenant contribution	\$50,000.00	
MIDWEST ONE BANK	DEC 2019 BOOK BUY	December 2019 Book Buyback	\$25,000.00	
GALLAGHER STUDENT HEALTH & RISK	25758	Students enrolled in fall 1920	\$6,840.00	
CAMPUS WORKS INC	7395	PO# 6750 travel	\$5,507.38	
ULINE	114440395	stools	\$5,444.11	
ELSEVIER	WEB00182806-1	teaching materials	\$4,905.68	
STATE OF WISCONSIN	RETURN GRANT	WI Grant to return	\$4,322.00	
COMMUNICATIONS ENGINEERING	326570	Fire Alarm inspection	\$4,320.00	
HSR ASSOCIATES INC	19024-05	Bookstore	\$3,891.90	
PRAIRIE DU CHIEN MEMORIAL CLINIC	2003838 11.24.19	Flu Shots	\$3,885.00	
LAMAR COMPANIES	110936174	billboards	\$3,804.00	
HARTJE LUMBER, INC	MN281963	countertops	\$3,695.57	
RECORD-A-HIT ENTERTAINMENT	192058	Iceless Skating Rink	\$3,500.00	
WPS HEALTH INSURANCE	120319031624	N Kies Medicare Prem	\$3,337.92	
ALLEMAN GREGORY	12.23.19	DWD Dual Grant Reimburse	\$3,212.80	
WPS HEALTH INSURANCE	120319013081	F Brechler Medicare Prem	\$3,069.45	
TRANE U.S. INC.	310440489	repairs	\$2,967.50	
Tyler A Wheeler	1712571	Opp Student Refund	\$2,919.00	
QUARTZ HEALTH BENEFIT PLANS	RONALD MEISSNER	R Meissner Medicare Prem	\$2,906.04	
Erin R Hemmer	1711994	Opp Student Refund	\$2,712.00	
LACOONA CONSULTING LLC	118	5 Behaviors assessment costs	\$2,565.00	
QUARTZ HEALTH BENEFIT PLANS	DIANN MEISSNER	D Meissner Medicare Prem	\$2,546.88	
Shane M West	1711058	Opp Student Refund	\$2,500.00	
Austin A Durst	1711061	Opp Student Refund	\$2,500.00	
Total Invoices				\$156,352.23

Purchase Orders				
Vendor	PO #	Description	Amount	
ANATOMAGE INC	6845	Health Occupations: Anatomage Table	\$79,048.00	
DEXON COMPUTERS INC	6843	ITS: Cisco Routers	\$25,875.00	
VAN METER INC	6851	Electromech: Fluke 179E SFP & 772 Milliamp	\$17,414.58	
HALDEMAN HOMME/ANDERSON LADD	6847	Graphic Web: Roland SG2540 Printer	\$16,995.00	
ACME ELECTRIC MOTOR INC	6848	CNC: Jet Manual Lathe	\$14,843.00	
VAN METER INC	6840	Electromech: Thermal Imager	\$10,499.98	
BADGER WELDING SUPPLIES, INC.	6850	Welding: Weld Table	\$8,874.00	
BADGER WELDING SUPPLIES, INC.	6846	Welding: Kalamazoo Cold Saw 14"/Vise	\$7,205.00	
AUTOMOTIVE ELECTRONICS	6841	Ag Power: PicoScope	\$6,660.00	
GLADWIN MACHINERY & SUPPLY CO	6842	Welding: Press Brake Tooling	\$6,153.05	
GENERAL CAPITAL DEVELOPMENT LLC	6853	PV Outreach: March 2020-June 2020 Rent	\$6,000.00	
TURNITIN LLC	6839	ITS: Turnitin FBS Software	\$5,731.20	
VAN METER INC	6840	Electromech: Used PB2000 Bendmax	\$5,500.00	
VANGUARD COMPUTERS INC	6837	ITS: Foundation Laptops with 5 year warranty	\$5,434.28	
JOHNSON PRECISION LLC	6854	Ag Business: Soil Scan/Sensor Kit	\$5,108.00	
PLATTEVILLE SCHOOLS	6844	PV OE Gray Rent	\$4,500.00	
Total Purchase Orders				\$225,841.09
Bank Withdrawals				
Vendor	Transaction #	Audit Trail	Amount	
WI Tech EE Benefit Dec 2019	CMTRX00002549	WDL000006842	\$283,790.64	
WI EE Trust Fundds #222003	CMTRX00002565	WDL000006893	\$181,729.91	
941 ER Fed Tax #10742682	CMTRX00002555	WDL000006863	\$160,616.98	
941 ER Fed Tax #91321194	CMTRX00002563	WDL000006887	\$109,109.15	
WI DOR #1-490-318-880	CMTRX00002555	WDL000006864	\$30,623.83	
WI DOR Tax #0-760557-088	CMTRX00002563	WDL000006888	\$21,403.37	
Wells Fargo #801889148	CMTRX00002556	WDL000006868	\$13,305.52	
Symetra Life Ins #01-017869-	CMTRX00002548	WDL000006841	\$10,052.75	
Wells Fargo #803323547	CMTRX00002564	WDL000006890	\$6,669.00	
Wells Fargo #798944117	CMTRX00002549	WDL000006847	\$6,537.00	
Delta Dental #329576	CMTRX00002562	WDL000006885	\$6,272.11	
Delta Dental #323490	CMTRX00002546	WDL000006832	\$4,787.92	
Dental Dental #324622	CMTRX00002552	WDL000006850	\$4,496.32	
Delta Dental #325769	CMTRX00002558	WDL000006873	\$4,118.24	
Wage Works #1808007	CMTRX00002559	WDL000006874	\$2,750.00	
Total Bank Withdrawals				\$846,262.74

Payroll				
Payroll Date	Transaction #	Audit Trail	Amount	
Direct Deposit 12/27/2019	UPRCC00001006	WDL000006882	\$290,240.31	
Direct Deposit 12/13/2019	UPRCC00000995	WDL000006855	\$288,879.45	
Direct Deposit 12/13/2019	UPRCC00000998	WDL000006858	\$107,313.44	
Direct Deposit 12/13/2019	UPRCC00000997	WDL000006857	\$26,283.78	
Direct Deposit 12/27/2019	UPRCC00001004	WDL000006879	\$13,752.57	
Direct Deposit 12/13/2019	UPRCC00000994	WDL000006852	\$8,425.63	
Direct Deposit 12/27/2019	UPRCC00001003	WDL000006878	\$8,193.16	
Direct Deposit 12/13/2019	UPRCC00000996	WDL000006856	\$4,232.75	
Direct Deposit 12/27/2019	UPRCC00001005	WDL000006880	\$3,743.19	
Total Payroll				\$751,064.28
Purchase Cards				
Vendor	Transaction #	Audit Trail	Amount	
US Bank ending 11.26.2019	CMTRX00002552	WDL000006851	\$87,204.73	
US Bank ending 12.10.2019	CMTRX00002562	WDL000006886	\$57,793.37	
Total Purchase Cards				\$144,998.10
Total Purchases >= \$2,500				\$2,124,518.44

2. Treasurer's Cash Balance

Southwest Wisconsin Technical College			
Report of Treasurers Cash Balance 12/31/2019			
Receipts			
1 General	116,910.02		
2 Special Revenue			
3 Capital Projects			
4 Debt Service			
5 Enterprise	58,178.13		
6 Internal Service	310,982.50		
7 Financial Aid/Activities	11,767.77		
Total Receipts		497,838.42	
Expenses			
Fund			
1 General	1,731,374.79		
2 Special Revenue			
3 Capital Projects	133,389.42		
4 Debt Service	475.00		
5 Enterprise	175,602.30		
6 Internal Service	342,451.94		
7 Financial Aid/Activities	96,178.83		
Total Expenses		2,479,472.28	
Net cash change - month			(1,981,633.86)
EOM Cash Balances			
-Midwest One Operating 0356	-		
-Midwest One Investment 1324	8,762,911.44		
-Midwest One Cash Account 5062	-		
-Cash on Hand	2,940.00		
-Local Government Investment Pool	1,226,256.58		
Ending Cash/Investment Balance		9,992,108.02	

3. Budget Control

Southwest Wisconsin Technical College							
YTD Summary for Funds 1-7							
For 6 Months ended December 2019							
	2019-20	2019-20	2019-20	2018-19	2017-18	2016-17	2015-16
	<u>Budget</u>	<u>YTD Actual</u>	<u>Percent</u>	<u>Percent</u>	<u>Percent</u>	<u>Percent</u>	<u>Percent</u>
General Fund Revenue	23,506,000.00	6,515,240.79	27.72	26.28	27.64	26.42	28.08
General Fund Expenditures	24,165,000.00	11,132,257.20	46.07	47.09	45.30	45.66	46.13
Capital Projects Fund Revenue	4,020,000.00	2,557.77	0.06	99.08	103.56	101.04	99.51
Capital Projects Fund Expenditures	5,100,000.00	743,754.13	14.58	31.52	38.42	36.00	24.50
Debt Service Fund Revenue	5,425,000.00	-	-	2.66	3.65	4.34	4.18
Debt Service Fund Expenditures	5,724,600.00	459,137.50	8.02	10.72	12.00	12.57	12.68
Enterprise Fund Revenue	1,768,000.00	881,645.36	49.87	44.75	41.71	41.91	49.08
Enterprise Fund Expenditure	1,636,000.00	966,748.80	59.09	45.09	43.95	45.27	45.90
Internal Service Fund Revenue	4,427,000.00	1,868,100.84	42.20	44.27	46.25	48.92	49.83
Internal Service Fund Expenditures	4,427,000.00	1,990,223.05	44.96	46.76	47.26	46.46	65.40
Trust & Agency Fund Revenue	8,020,000.00	2,502,689.46	31.21	38.11	42.38	44.80	41.39
Trust & Agency Fund Expenditures	8,075,000.00	3,090,237.18	38.27	40.44	41.96	44.89	41.63
Grand Total Revenue	47,166,000.00	11,770,234.22	24.95	34.12	34.12	34.01	29.24
Grand Total Expenditures	49,127,600.00	18,382,357.86	37.42	40.43	40.54	41.17	42.09

D. Contract Revenue

There were two contracts totaling \$5,855.00 in December 2019 being presented for Board approval. The Contract Revenue Report is included below.

2019 - 2020 CONTRACTS 12/1/2019 - 12/31/2019							INDIRECT COST FACTOR		
<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>
USA High School Clay Target League	03-2020-0062-T-42	League Director Duties - December	Caleb White		\$ 500.00	No		X	
Vernon Communication Cooperative	03-2020-0099-I-41	Leadership Academy	Amy Charles	11	\$ 5,355.00	No		X	
TOTAL of all Contracts				11	\$ 5,855.00				
Exchange of Services				-	\$ -				
For Pay Service				11	\$ 5,855.00				

E. Personnel Items

One employment recommendation, three promotions/transfers, one resignation, and two retirements are being presented for approval in the Personnel Report. The Personnel Report is included below.

PERSONNEL REPORT December 19 2019

Employment: NEW HIRES

Name:	Vicki Hedley
Title:	Midwifery Instructor/Program Director
How many applicants & interviewed	7 applicants, 5 interviewed
Start Date:	1/6/2020
Salary/Wages	\$64,000
Classification	Full-time
Education and/or Experience	Bachelors in Midwifery and Masters in Maternal Child Health Systems with over 23 years of combined experience in midwifery practice and training.

PROMOTIONS / TRANSFERS

Josh Bedward (Facilities Lead/Master Electrician)	Facilities Manager/Master Electrician
Ben Neuroth (Lead Evening Custodian)	Day Maintenance Worker
Tim Lyne (Evening Custodian)	Lead Evening Custodian

RETIREMENTS / RESIGNATIONS

Amy Loy (Retirement 1/3/2020)	Evaluation Coordinator
Jerry Ames (Retirement 12/31/2019)	Maintenance Worker
Vicki Headly (Resignation 1/12/2020)	Midwifery Instructor

Recommendation: Approve the Consent Agenda as presented.

Other Items Requiring Board Action

A. Resolution Authorizing the Issuance of Not to Exceed \$4,000,000 General Obligation Promissory Notes and Setting the Sale

Up to \$230,000 for the public purpose of paying the cost of the acquisition of a site and purchase of buildings consisting of a farmette at the Fennimore campus; up to the amount of \$1,024,000 for the public purpose of paying the cost of building remodeling and improvement projects; and up to the amount of \$2,746,000 for the public purpose of paying the cost of acquiring movable equipment are being requested. A copy of the resolution is available below.

Recommendation: Approve the resolution authorizing the issuance of not to exceed \$4,000,000 and setting the sale.

RESOLUTION NO. _____

RESOLUTION AUTHORIZING THE ISSUANCE OF NOT TO EXCEED
\$4,000,000 GENERAL OBLIGATION PROMISSORY NOTES;
AND SETTING THE SALE

WHEREAS, the Southwest Wisconsin Technical College District, Crawford, Grant, Iowa, Lafayette, Richland, Green, Dane, Sauk and Vernon Counties, Wisconsin (the "District") is presently in need of funds in the amount of \$230,000 for the public purpose of paying the cost of the acquisition of a site and purchase of buildings consisting of a farmette at the Fennimore campus; in the amount of \$1,024,000 for the public purpose of paying the cost of building remodeling and improvement projects; and in the amount of \$2,746,000 for the public purpose of paying the cost of acquiring movable equipment and there are insufficient funds on hand to pay said costs;

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

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

NOW, THEREFORE, BE IT:

RESOLVED, that the District shall issue general obligation promissory notes in an amount not to exceed \$230,000 for the public purpose of paying the cost of the acquisition of a site and purchase of buildings consisting of a farmette at the Fennimore campus; and be it further

Resolved, that the District shall issue general obligation promissory notes in an amount not to exceed \$1,024,000 for the public purpose of paying the cost of building remodeling and improvement projects; and be it further

Resolved, that the District shall issue general obligation promissory notes in an amount not to exceed \$2,746,000 for the public purpose of paying the cost of acquiring movable equipment; and be it further

RESOLVED, that

Section 1. Authorization and Sale of the Notes. For the purpose of paying the costs specified above in the amounts authorized for those purposes, there shall be borrowed pursuant to Section 67.12(12), Wisconsin Statutes, the principal sum of not to exceed FOUR MILLION DOLLARS (\$4,000,000) from a purchaser to be determined by subsequent resolution of the District Board (the "Purchaser"). To evidence such indebtedness, the Chairperson and Secretary are hereby authorized, empowered and directed to make, execute, issue and sell to the Purchaser for, on behalf of and in the name of the District, general obligation promissory notes aggregating the principal amount of not to exceed FOUR MILLION DOLLARS (\$4,000,000) (the "Notes"). There shall be levied on all the taxable property of the District a direct, annual, irrepealable tax

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sufficient to pay the interest on the Notes as it becomes due, and also to pay and discharge the principal thereof within ten years of the date of issuance of the Notes.

Section 2. Notice to Electors. Pursuant to Section 67.12(12)(e)5, Wisconsin Statutes, the Secretary shall, within ten (10) days of adoption of this Resolution, cause public notice of the adoption of this Resolution to be given to the electors of the District by publishing notices in the Dodgeville Chronicle, the official newspaper of the District. The notices to electors shall be in substantially the form attached hereto as Exhibits A, B and C (collectively, the "Notices") and incorporated herein by this reference.

Section 3. Sale of the Notes. The Notes shall be offered for public sale. At a subsequent meeting, the District Board shall consider such bids as may have been received, take action on the bids and specify the terms of and interest rates on the Notes.

Section 4. Official Statement. The Secretary shall cause an Official Statement to be prepared by Robert W. Baird & Co. Incorporated. The appropriate District officials shall determine when the Official Statement is final for purposes of Securities and Exchange Commission Rule 15c2-12 and shall certify said Statement, such certification to constitute full authorization of such Official Statement under this Resolution.

Section 5. Conflicting Resolutions; Severability; Effective Date. All prior resolutions, rules or other actions of the District Board or any parts thereof in conflict with the provisions hereof shall be, and the same are, hereby rescinded insofar as the same may so conflict. In the event that any one or more provisions hereof shall for any reason be held to be illegal or invalid, such illegality or invalidity shall not affect any other provisions hereof. The foregoing shall take effect immediately upon adoption and approval in the manner provided by law. If any of the Notes may be subject to a petition for referendum, any action with respect to the sale of the Notes shall be subject to the condition that no petition for referendum has been filed within thirty (30) days of publication of the Notices provided for under Section 2 of this Resolution or, if a petition is filed, that any required referendum approval is obtained.

Adopted, approved and recorded January 23, 2020.

Charles J. Bolstad
Chairperson

Attest:

Donald L. Tuescher
Secretary

(SEAL)

EXHIBIT A

NOTICE TO THE ELECTORS
OF THE
SOUTHWEST WISCONSIN TECHNICAL COLLEGE DISTRICT
CRAWFORD, GRANT, IOWA, LAFAYETTE, RICHLAND, GREEN, DANE, SAUK AND
VERNON COUNTIES, WISCONSIN

NOTICE IS HEREBY GIVEN that the District Board of the above-named District, at a meeting duly called, noticed, held and conducted on January 23, 2020, adopted a resolution pursuant to the provisions of Section 67.12(12), Wisconsin Statutes, to authorize a borrowing in an amount not to exceed \$230,000 by issuing general obligation promissory notes of the District for the public purpose of paying the cost of the acquisition of a site and purchase of buildings consisting of a farmette at the Fennimore campus.

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

Dated this 23rd day of January, 2020.

BY THE ORDER OF THE
DISTRICT BOARD

Donald L. Tuescher
Secretary

EXHIBIT B

NOTICE TO THE ELECTORS
OF THE
SOUTHWEST WISCONSIN TECHNICAL COLLEGE DISTRICT
CRAWFORD, GRANT, IOWA, LAFAYETTE, RICHLAND, GREEN, DANE, SAUK AND
VERNON COUNTIES, WISCONSIN

NOTICE IS HEREBY GIVEN that the District Board of the above-named District, at a meeting duly called, noticed, held and conducted on January 23, 2020, adopted a resolution pursuant to the provisions of Section 67.12(12), Wisconsin Statutes, to authorize a borrowing in an amount not to exceed \$1,024,000 by issuing general obligation promissory notes of the District for the public purpose of paying the cost of building remodeling and improvement projects.

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

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

Dated this 23rd day of January, 2020.

BY THE ORDER OF THE
DISTRICT BOARD

Donald L. Tuescher
Secretary

EXHIBIT C

NOTICE TO THE ELECTORS
OF THE

SOUTHWEST WISCONSIN TECHNICAL COLLEGE DISTRICT
CRAWFORD, GRANT, IOWA, LAFAYETTE, RICHLAND, GREEN, DANE, SAUK AND
VERNON COUNTIES, WISCONSIN

NOTICE IS HEREBY GIVEN that the District Board of the above-named District, at a meeting duly called, noticed, held and conducted on January 23, 2020, adopted a resolution pursuant to the provisions of Section 67.12(12), Wisconsin Statutes, to authorize a borrowing in an amount not to exceed \$2,746,000 by issuing general obligation promissory notes of the District for the public purpose of paying the cost of acquiring movable equipment.

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

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

Dated this 23rd day of January, 2020.

BY THE ORDER OF THE
DISTRICT BOARD

Donald L. Tuescher
Secretary

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B. FY2019 Financial Audit

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

Recommendation: Approve the 2018-19 Financial Audit as presented.

SOUTHWEST WISCONSIN TECHNICAL COLLEGE
Fennimore, Wisconsin

AUDITED FINANCIAL STATEMENTS

June 30, 2019 and 2018

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INDEPENDENT AUDITOR'S REPORT

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

Report on the Financial Statements

We have audited the accompanying financial statements of the business-type activities and the aggregate discretely presented component unit of the Southwest Wisconsin Technical College, as of and for the years ended June 30, 2019 and 2018, and the related notes to the financial statements, which collectively comprise Southwest Wisconsin Technical College's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

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

Auditor's Responsibility

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

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

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

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the business-type activities and the discretely presented component unit of the Southwest Wisconsin Technical College, as of June 30, 2019 and 2018, and the respective changes in financial position and, where applicable, cash flows thereof for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

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

Other Information

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

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated November 15, 2019 on our consideration of the Southwest Wisconsin Technical College's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Southwest Wisconsin Technical College's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Southwest Wisconsin Technical College's internal control over financial reporting and compliance.

Wegner CPAs LLP

Wegner CPAs, LLP
Madison, Wisconsin
November 15, 2019

SOUTHWEST WISCONSIN TECHNICAL COLLEGE
MANAGEMENT'S DISCUSSION AND ANALYSIS
As of and for the Years Ended June 30, 2019 and 2018

The discussion and analysis of the financial performance of Southwest Wisconsin Technical College (Southwest Tech) provides an overview of its financial activities, identifies changes in its financial position, and assists the reader of these financial statements in focusing on noteworthy financial issues for the fiscal year ended June 30, 2019.

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

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

FINANCIAL HIGHLIGHTS

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

- Received and managed 37 federal, state or local grants totaling \$2.44 million.
- Updated official statement for borrowing and maintained Southwest Tech's rating of Aa2 through Moody's.
- Issued \$4 million, 5-year promissory note at 5% interest rate.
- Refinanced \$7.775 million, 6-year bond at a 4% average interest rate.
- Continued participation in Districts Mutual Insurance (DMI), the insurance company formed by the colleges in the Wisconsin Technical College System to provide property and casualty coverage.
- Continued participation in the formation of Wisconsin Technical Colleges Employee Benefits Consortium (WTCEBC) with seven other Wisconsin technical colleges to provide employee benefits.
- Increase purchase card activity to over 7,200 annual transactions. As a result, the number of accounts payable checks being issued continues to decrease, saving time and money for Southwest Tech and increasing vendor satisfaction with payment timing.
- Disbursed student financial aid totaling \$3,118,845 in grants, \$2,621,395 in loans, \$63,221 in college work study earnings, and \$17,592 in college work study match.

STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET POSITION

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

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

SOUTHWEST WISCONSIN TECHNICAL COLLEGE
MANAGEMENT'S DISCUSSION AND ANALYSIS
As of and for the Years Ended June 30, 2019 and 2018

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

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

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

	2019	2018	Change	% Change
OPERATING REVENUE				
Student fees	\$ 5,570,432	\$ 5,663,164	\$ (92,732)	(1.64)
Federal grants	3,605,134	4,096,916	(491,782)	(12.00)
State grants	2,360,193	2,430,317	(70,124)	(2.89)
Contract revenues	1,959,274	2,121,807	(162,533)	(7.66)
Auxiliary revenues	1,534,927	1,544,884	(9,957)	(0.64)
Total operating revenues	15,029,960	15,857,088	(827,128)	(5.22)
OPERATING EXPENSES				
Instruction	12,135,789	14,888,945	(2,753,156)	(18.49)
Instructional resources	149,622	148,419	1,203	0.81
Student services	2,555,685	2,539,934	15,751	0.62
General institutional	4,868,989	4,274,973	593,996	13.89
Physical plant	2,023,329	1,989,195	34,134	1.72
Auxiliary enterprise services	1,073,586	1,223,795	(150,209)	(12.27)
Depreciation	2,846,212	2,699,998	146,214	5.42
Student aid	3,117,436	3,383,850	(266,414)	(7.87)
Total operating expenses	28,770,628	31,149,109	(2,378,481)	(7.64)
NON-OPERATING REVENUES (EXPENSES)				
Property taxes	10,761,844	10,342,513	419,331	4.05
State appropriations	8,223,892	8,431,463	(207,571)	(2.46)
Investment income	432,529	149,904	282,625	188.54
Loss on disposal of capital assets	(85,265)	(22,973)	(62,292)	-
Interest expense	(1,213,741)	(1,440,093)	226,352	(15.72)
Total non-operating revenues	18,119,259	17,460,814	658,445	3.77
Increase in net position	4,378,591	2,168,793	\$ 2,209,798	
Net position - beginning of year	28,586,491	31,848,468		
Prior period adjustment	-	(5,430,770)		
Net position - end of year	\$ 32,965,082	\$ 28,586,491		

SOUTHWEST WISCONSIN TECHNICAL COLLEGE
MANAGEMENT'S DISCUSSION AND ANALYSIS
As of and for the Years Ended June 30, 2019 and 2018

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

Operating revenues are the charges for services offered by Southwest Tech. Total operating revenues decreased \$827,128 or 5.22% for fiscal year 2019. The decrease is primarily due to the following:

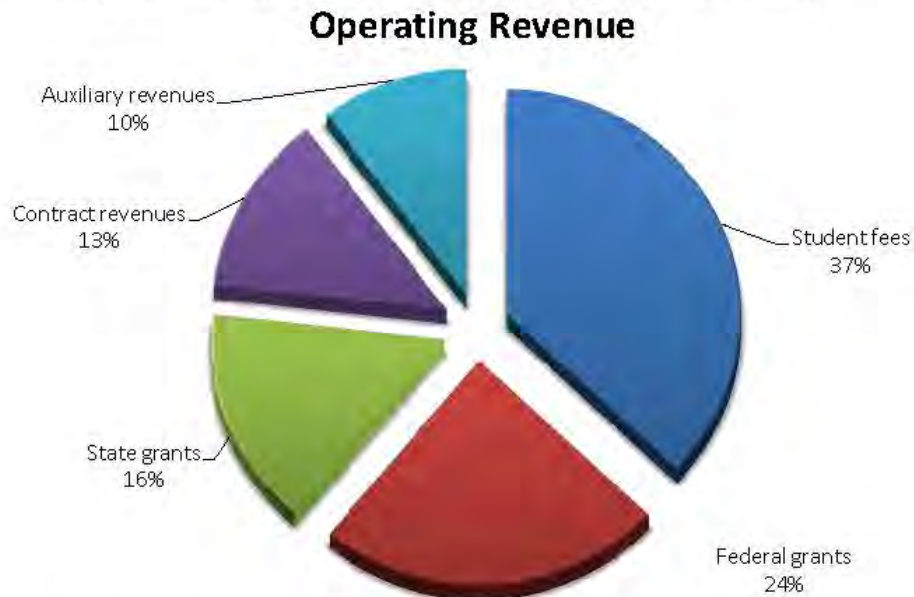
- During 2019 Southwest Tech generated \$5,570,432 for tuition and fees charged to students compared to \$5,663,164 in 2018. This was a decrease of \$92,732 or 1.64%.
- The state increased tuition rates 1.5% in 2019 and 1.4% in 2018.
- Southwest Tech receives funding from the federal and state governments for specific purposes, including financial aid payments to students. Southwest Tech received \$5,965,327 from the federal and state governments for 2019 compared to \$6,527,233 for 2018. This figure is indicative of the continued efforts of Southwest Tech to seek out new sources of revenue.
 - ✓ State revenue decreased \$70,124 or 2.89% in 2019 compared to 2018. State funding levels fluctuate between years based on the specific grants available each year as well as the amount of funding the state provides for financial aid.
 - ✓ Federal funding decreased \$491,782 or 12% in 2019 compared to 2018. The level of enrollment impacts the amount of federal financial aid that is awarded each year. Federal funding levels fluctuate between years based on the specific grants available each year as well as the amount of funding the state provides for financial aid.
- Revenue from industrial and technical assistance contracts with business and industry, local school districts, and the Department of Corrections was \$1,959,274 in 2019 and \$2,121,807 in 2018.
- Southwest Tech operates auxiliary enterprise operation such as the book store, food service, and childcare center. Southwest Tech had sales of \$1,534,927 for 2019 compared to \$1,544,844 in 2018 for these activities.

Operating expenses are costs incurred for providing education, training and services. Total operating expenses decreased \$2,378,481 or 7.64% compared to 2018. The majority of Southwest Tech's expenses, 42%, are for instructional related costs. Student financial aid and general institutional accounts for an additional 28%, while auxiliary services and other expenses account for the remaining 30% of total operating expenses.

SOUTHWEST WISCONSIN TECHNICAL COLLEGE
MANAGEMENT'S DISCUSSION AND ANALYSIS
As of and for the Years Ended June 30, 2019 and 2018

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

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



The graph below categorizes operating expenses by function:



SOUTHWEST WISCONSIN TECHNICAL COLLEGE
MANAGEMENT'S DISCUSSION AND ANALYSIS
As of and for the Years Ended June 30, 2019 and 2018

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

Non-operating revenues (expenses) are revenue and expense items not related directly to providing instruction. Net non-operating revenues increased \$658,445 or 3.77% in 2019.

- State operating appropriations decreased \$207,571 or 2.46% in 2019. Final state aid payments are not received until November following the fiscal year end. State aid is determined by a formula that takes into consideration actual expenditures, student FTE's, and equalized property valuations of each of the sixteen technical colleges in Wisconsin.
- Property tax revenue increased \$419,331 or 4.05% in 2019 compared to 2018. Property taxes are the biggest source of funding for Southwest Tech.

STATEMENT OF NET POSITION

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

Net position increased \$4,378,591 or 15.32% in 2019 compared to an increase of \$2,168,793 or 10.24% in 2018. Southwest Tech ended its fiscal year with net position of \$32,965,082 in 2019 of which \$19,444,195 was net investment in capital assets, \$460,232 was restricted for student financial aid, \$1,362,684 was restricted for capital projects, \$1,585,231 was restricted for debt service assistance, and \$10,112,740 was unrestricted net position. Unrestricted net position represents the amount of discretionary resources that can be used to fund general Southwest Tech operations.

Total assets decreased \$1,064,241 or 1.58% in 2019 and increased \$4,112,936 or 6.49% in 2018. Net capital assets increased \$364,784 or .81% in 2019 compared to an increase of \$463,059 or 1.04% in 2018.

Southwest tech's current liabilities increased \$340,865 or 5.16% in 2019 compared to a decrease of \$534,907 or 7.87% in 2018.

SOUTHWEST WISCONSIN TECHNICAL COLLEGE
MANAGEMENT'S DISCUSSION AND ANALYSIS
As of and for the Years Ended June 30, 2019 and 2018

STATEMENT OF NET POSITION (continued)

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

Table 2
Condensed Statements of Net Position

	2019	2018	Change	% Change
ASSETS				
Cash and cash equivalents	\$ 14,711,032	\$ 14,667,607	\$ 43,425	0.30
Net capital assets	45,261,458	44,896,674	364,784	0.81
Other assets	6,488,364	5,481,578	1,006,786	18.37
Total assets	66,460,854	67,525,095	(1,064,241)	(1.58)
DEFERRED OUTFLOWS OF RESOURCES				
Related to pension	7,296,841	6,703,996	592,845	8.84
Related to other postemployment benefits - health insurance	2,840,076	261,530	2,578,546	-
Total deferred outflows of resources	10,136,917	6,965,526	3,171,391	8.84
LIABILITIES				
Current liabilities	6,872,950	6,571,128	301,822	4.59
Long-term liabilities	32,167,143	31,787,135	380,008	1.20
Total liabilities	39,040,093	38,358,263	681,830	1.78
DEFERRED INFLOWS OF RESOURCES				
Related to pension	3,941,138	7,545,867	(3,604,729)	(47.77)
Related to other postemployment benefits - health insurance	651,458	-	651,458	-
Total deferred outflows of resources	4,592,596	7,545,867	(2,953,271)	(47.77)
NET POSITION				
Net invested in capital assets	19,444,195	18,797,545	646,650	3.44
Restricted for student financial aid	460,232	402,017	58,215	14.48
Restricted for capital projects	1,362,684	898,264	464,420	51.70
Restricted for debt service	1,585,231	1,372,901	212,330	15.47
Restricted for net pension asset	-	1,637,365	(1,637,365)	0.00
Unrestricted	10,112,740	5,478,399	4,634,341	84.59
Total net position	\$ 32,965,082	\$ 28,586,491	\$ 4,378,591	15.32

CAPITAL ASSET AND DEBT ADMINISTRATION

Capital Assets

At June 30, 2019, Southwest Tech had \$81,062,511 in capital assets, including land, construction in progress, land improvements, buildings and improvements, and moveable equipment. Total accumulated depreciation on these assets was \$37,787,301. Asset acquisitions totaled \$3,325,395. Southwest Tech recognized depreciation expense of \$2,846,212. Detailed information about capital assets can be found in Note 3 to the financial statements.

SOUTHWEST WISCONSIN TECHNICAL COLLEGE
MANAGEMENT'S DISCUSSION AND ANALYSIS
As of and for the Years Ended June 30, 2019 and 2018

CAPITAL ASSET AND DEBT ADMINISTRATION (continued)

Long-term Debt

As of June 30, 2019, Southwest Tech had \$25,035,000 in general obligation debt outstanding compared to \$25,820,000 in 2018. Southwest Tech maintained its Aa2 rating from Moody's Investor service on its current and outstanding long-term debt. Debt service requirements of Southwest Tech are current and are secured by a tax levy adopted by the District Board. Wisconsin statutes require that the first property tax receipts be segregated for annual debt service payments. All general obligation debt for equipment is repaid in five years, while debt related to building and major remodeling is repaid in 10-20 years. The current debt adequately replaces and expands the equipment and facility needs of Southwest Tech. Detailed information about Southwest Tech's long-term debt is presented in Note 4 to the financial statements.

FINANCIAL POSITION

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

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

- Large tax base with growing valuations
- Good economic indicators as measured by median household effective buying income (EBI)
- Very strong reserves supported by additional liquidity in enterprise funds
- Low overall net debt burden

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

ECONOMIC FACTORS

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

- Southwest Tech has articulation agreements with other institutions of higher learning that provide options for students to fulfill program requirements locally and finish with minimal time elsewhere.

SOUTHWEST WISCONSIN TECHNICAL COLLEGE
MANAGEMENT'S DISCUSSION AND ANALYSIS
As of and for the Years Ended June 30, 2019 and 2018

ECONOMIC FACTORS (continued)

- Unique programs such as Golf Course Management, Midwifery and online programs/courses draw students from outside of the district and state.
- Southwest Tech is 1 of 2 colleges in the state technical college system that provide student housing on campus. This benefits students that decide not to commute or reside further than reasonable daily travel distances.
- The level of our fund balances affords us time and flexibility to adjust to changing conditions.
- Capital financing through debt service allows us to keep pace with current technology.

Southwest Wisconsin Technical College faces challenges among which are:

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

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

CONTACTING SOUTHWEST WISCONSIN TECHNICAL COLLEGE'S FINANCIAL MANAGEMENT

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

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

SOUTHWEST WISCONSIN TECHNICAL COLLEGE
STATEMENTS OF NET POSITION
June 30, 2019 and 2018

	Primary Government		Component Unit	
	2019	2018	2019	2018
ASSETS				
CURRENT ASSETS				
Cash and investments	\$ 14,711,032	\$ 14,667,607	\$ 450,856	\$ 715,182
Taxes receivable	3,528,560	3,218,327	-	-
Accounts receivable, net	400,692	284,833	183,735	198,543
Student accounts receivable	585,969	567,611	-	-
Due from other governments	25,579	46,868	-	-
Accrued self-insurance	1,280,229	893,685	-	-
Inventories	349,317	309,434	-	-
Prepaid expenses	318,018	161,020	611	-
Total current assets	21,199,396	20,149,185	635,202	913,725
NONCURRENT ASSETS				
Net pension asset	-	2,479,236	-	-
Investments	-	-	4,215,548	3,346,393
Capital assets not being depreciated	1,986,248	842,579	208,000	236,539
Capital assets being depreciated, net	43,275,210	44,054,095	2,804,645	2,026,453
Deferred debt issuance costs	-	-	-	-
Total noncurrent assets	45,261,458	47,375,910	7,228,193	5,609,385
Total assets	66,460,854	67,525,095	7,863,395	6,523,110
DEFERRED OUTFLOWS OF RESOURCES				
Related to pension	7,296,841	6,703,996	-	-
Related to other postemployment benefits - health insurance	2,840,076	261,530	-	-
Total deferred outflows of resources	10,136,917	6,965,526	-	-
LIABILITIES				
CURRENT LIABILITIES				
Accounts payable and other current liabilities	1,051,364	1,144,102	114,000	108,409
Accrued salaries and benefits	400,293	447,579	-	-
Accrued interest	12,504	34,508	-	-
Compensated absences	931,746	781,996	-	-
Deferred revenue	557,043	562,943	-	-
Current portion of long-term debt	3,920,000	3,600,000	68,904	66,306
Total current liabilities	6,872,950	6,571,128	182,904	174,715
NONCURRENT LIABILITIES				
Net pension liability	2,858,425	-	-	-
Long-term debt	21,115,000	22,220,000	2,125,290	1,717,561
Unamortized debt premiums	782,263	279,129	-	-
Other postemployment benefits - health insurance	7,411,455	9,288,006	-	-
Total noncurrent liabilities	32,167,143	31,787,135	2,125,290	1,717,561
Total liabilities	39,040,093	38,358,263	2,308,194	1,892,276
DEFERRED INFLOWS OF RESOURCES				
Related to pension	3,941,138	7,545,867	-	-
Related to other postemployment benefits - health insurance	651,458	-	-	-
Total deferred inflows of resources	4,592,596	7,545,867	-	-
NET POSITION				
Net investment in capital assets	19,444,195	18,797,545	-	-
Net assets with donor restrictions	-	-	4,536,530	3,852,355
Restricted				
Student financial assistance	460,232	402,017	-	-
Capital projects	1,362,684	898,264	-	-
Debt service	1,585,231	1,372,901	-	-
Net pension asset	-	1,637,365	-	-
Net assets without donor restrictions	-	-	1,018,671	778,479
Unrestricted	10,112,740	5,478,399	-	-
Total net position	\$ 32,965,082	\$ 28,586,491	\$ 5,555,201	\$ 4,630,834

See accompanying notes to the financial statements.

SOUTHWEST WISCONSIN TECHNICAL COLLEGE
STATEMENTS OF REVENUES, EXPENSES AND CHANGES IN NET POSITION
Years Ended June 30, 2019 and 2018

	Primary Government		Component Unit	
	2019	2018	2019	2018
OPERATING REVENUES				
Tuition and fees				
Program fees (net of \$150,996 and \$138,123 scholarship allowances, respectively)	\$ 4,441,995	\$ 4,523,250	\$ -	\$ -
Material fees (net of \$9,437 and \$10,359 scholarship allowances, respectively)	289,212	314,906	-	-
Other student fees (net of \$28,312 and \$25,898 scholarship allowances, respectively)	839,225	825,008	-	-
Federal grants and contracts	3,605,134	4,096,916	-	-
State grants and contracts	2,360,193	2,430,317	-	-
Non-governmental grants and contracts	1,959,274	2,121,807	-	-
Auxiliary enterprise services	1,534,927	1,544,884	-	-
Contributions and other support	-	-	1,508,141	1,078,018
Rental income	-	-	515,251	486,962
Total operating revenues	15,029,960	15,857,088	2,023,392	1,564,980
OPERATING EXPENSES				
Instruction	12,135,789	14,888,945	-	-
Instructional resources	149,622	148,419	-	-
Student services	2,555,685	2,539,934	-	-
General institution	4,868,969	4,274,973	-	-
Physical plant	2,023,329	1,989,195	-	-
Auxiliary enterprise services	1,073,586	1,223,795	-	-
Depreciation	2,846,212	2,699,998	-	-
Student aid	3,117,436	3,383,850	-	-
Program activities and other	-	-	1,251,391	1,437,566
Total operating expenses	28,770,628	31,149,109	1,251,391	1,437,566
Operating loss	(13,740,668)	(15,292,021)	772,001	127,414
NONOPERATING REVENUES (EXPENSES)				
State appropriations	8,223,892	8,431,463	-	-
Local property taxes	10,761,844	10,342,513	-	-
Loss on disposal of capital assets	(85,265)	(22,973)	(45,101)	(54,264)
Investment income	432,529	149,904	197,467	265,875
Interest expense	(1,213,741)	(1,440,093)	-	-
Total non-operating revenues (expenses)	18,119,259	17,460,814	152,366	211,611
Change in net position	4,378,591	2,168,793	924,367	339,025
Net position at beginning of year	28,586,491	31,848,468	4,630,834	4,291,809
Prior period adjustment	-	(5,430,770)	-	-
Net position at end of year	\$ 32,965,082	\$ 28,586,491	\$ 5,555,201	\$ 4,630,834

See accompanying notes to the financial statements.

SOUTHWEST WISCONSIN TECHNICAL COLLEGE
STATEMENTS OF CASH FLOWS
Years Ended June 30, 2019 and 2018

	2019	2018
Cash flows from operating activities		
Tuition and fees received	\$ 5,546,174	\$ 5,650,541
Federal and state grants received	5,986,416	6,515,922
Business, industry and school district contract revenues received	1,843,415	2,418,707
Payments to employees for operating payroll	(23,548,969)	(20,793,963)
Payments to suppliers	(5,612,698)	(6,869,909)
Auxiliary enterprise revenues received	1,534,927	1,544,884
Net Cash Flows from Operating Activities	(14,250,735)	(11,533,818)
Cash flows from non-capital financing activities		
Local property taxes received	10,451,611	10,373,946
State appropriations received	8,223,892	8,431,463
Net Cash Flows from Non-Capital Financing Activities	18,675,503	18,805,409
Cash flows from capital and related financing activities		
Acquisition and construction of capital assets	(3,296,261)	(3,168,431)
Proceeds from issuance of debt	11,775,000	8,985,000
Premium on debt issue	503,134	-
Debt retired	(12,560,000)	(10,620,000)
Interest paid	(1,235,745)	(1,442,683)
Net Cash Flows from Capital and Related Financing Activities	(4,813,872)	(6,246,114)
Cash flows from investing activities		
Investment income received	432,529	149,904
Net Increase in Cash and Cash Equivalents	43,425	1,175,381
Cash and Cash Equivalents - Beginning of Year	14,667,607	13,492,226
Cash and Cash Equivalents - End of Year	\$ 14,711,032	\$ 14,667,607
Reconciliation of operating loss to net cash used in operating activities		
Operating loss	\$ (13,740,668)	\$ (15,292,021)
Adjustments to reconcile operating loss to net cash used in operating activities:		
Depreciation	2,846,212	2,699,998
Changes in assets and liabilities		
Accounts receivable, net	(115,859)	296,900
Student accounts receivable	(18,358)	(22,735)
Due from other governments	21,089	(11,311)
Inventories	(39,883)	122,823
Prepaid expenses	(156,998)	(5,144)
Net pension liability	1,140,087	371,839
Accounts payable and other current liabilities	(92,738)	202,844
Accrued salaries and benefits	(47,286)	(107,847)
Accrued self-insurance	(386,544)	(407,226)
Compensated absences	149,750	134,463
Unearned revenue	(5,900)	10,112
Post-employment benefits	(3,803,639)	473,487
Net cash used in operating activities	\$ (14,250,735)	\$ (11,533,818)

See accompanying notes to the financial statements.

SOUTHWEST WISCONSIN TECHNICAL COLLEGE
NOTES TO THE FINANCIAL STATEMENTS
As of and for the Years Ended June 30, 2019 and 2018

NOTE 1—SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

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

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

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

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

Reporting Entity

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

SOUTHWEST WISCONSIN TECHNICAL COLLEGE
NOTES TO THE FINANCIAL STATEMENTS
As of and for the Years Ended June 30, 2019 and 2018

NOTE 1—SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

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

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

Basis of Accounting and Financial Statement Presentation

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

Use of Estimates

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

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

Cash and Cash Equivalents

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

The Wisconsin Local Government Investment Pool (LGIP) is part of the State Investment Fund (SIF) and is managed by the State of Wisconsin Investment Board. The SIF is not registered with the Securities and Exchange Commission, but operates under the statutory authority of Wisconsin Chapter 25. The SIF reports the fair value of its underlying assets annually. The SIF is not rated. Participants in the LGIP have the right to withdraw their funds in total on one day's notice. At June 30, 2019 and 2018, the fair value of Southwest Tech's share of the LGIP's assets was substantially equal to the amount reported in these statements.

SOUTHWEST WISCONSIN TECHNICAL COLLEGE
NOTES TO THE FINANCIAL STATEMENTS
As of and for the Years Ended June 30, 2019 and 2018

NOTE 1—SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

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

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

Inventories

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

Capital Assets

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

SOUTHWEST WISCONSIN TECHNICAL COLLEGE
NOTES TO THE FINANCIAL STATEMENTS
As of and for the Years Ended June 30, 2019 and 2018

NOTE 1—SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

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

Property Tax and Taxes Receivable

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

Southwest Tech's operational mill rate was .61086 and .61391 mills for fiscal years ending 2019 and 2018, respectively. The debt service mill rate was .63132 and .60434 for the fiscal years ending 2019 and 2018, respectively.

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

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

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

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

Compensated Absences

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

SOUTHWEST WISCONSIN TECHNICAL COLLEGE
NOTES TO THE FINANCIAL STATEMENTS
As of and for the Years Ended June 30, 2019 and 2018

NOTE 1—SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Pensions

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

Post-Employment Benefits

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

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

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

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

Deferred Outflows and Inflows of Resources

In addition to assets, the statement of net position will report a separate section for deferred outflows of resources. Deferred outflows of resources represent a consumption of net position that applies to a future period and will not be recognized as an outflow of resources (expense/expenditure) until then. Southwest Tech has deferred outflows as of June 30, 2019 and 2018 related to pension and OPEB activity.

In addition to liabilities, the statement of net position will report a separate section for deferred inflows of resources. Deferred inflows of resources represent an acquisition of net position that applies to a future period and so will not be recognized as an inflow of resources (revenue) until that time. Southwest Tech has deferred inflows as of June 30, 2019 and 2018 related to pension and OPEB activity.

SOUTHWEST WISCONSIN TECHNICAL COLLEGE
NOTES TO THE FINANCIAL STATEMENTS
As of and for the Years Ended June 30, 2019 and 2018

NOTE 1—SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Fees and Tuition

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

State and Federal Revenues

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

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

Scholarship Allowances and Student Aid

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

Classification of Revenue and Expense

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

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

SOUTHWEST WISCONSIN TECHNICAL COLLEGE
NOTES TO THE FINANCIAL STATEMENTS
As of and for the Years Ended June 30, 2019 and 2018

NOTE 1—SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

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

Self-Insurance

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

Net Position

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

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

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

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

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

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

SOUTHWEST WISCONSIN TECHNICAL COLLEGE
NOTES TO THE FINANCIAL STATEMENTS
As of and for the Years Ended June 30, 2019 and 2018

NOTE 2—CASH AND CASH EQUIVALENTS

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

	2019	2018	Risk
Cash and cash equivalents:			
Cash on hand	\$ 2,940	\$ 2,940	
Deposit accounts	13,494,135	13,478,272	Custodial credit
Local Government Investment Pool	1,213,957	1,186,395	Credit and interest rate
Total cash and cash equivalents	<u>\$ 14,711,032</u>	<u>\$ 14,667,607</u>	

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

Custodial Credit Risk

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

The bank balances were \$13,892,901 and \$13,806,969 at June 30, 2019 and 2018. Deposits in each local and area bank are insured by the FDIC in the amount of \$250,000. Bank accounts and the local government investment pool are also insured by the State Deposit Guarantee Fund in the amount of \$400,000. However, due to the relatively small size of the Guarantee Fund in relationship to the total deposits covered and other legal implications, recovery of material principal losses may be significant to individual organizations. As of June 30, 2019, all of the \$13,892,901 bank balance was secured by pledged securities.

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

Interest Rate Risk

As a means of limiting its exposure to fair value losses arising from rising interest rates, Southwest Tech's investment policy limits the maturity of any security to no more than five years from the date of purchase or in accordance with state and local statutes and ordinances, whichever is less. The policy indicates that the investment portfolio should be structured so that securities mature to meet the cash requirements for ongoing operations, thereby avoiding the need to sell securities on the open market prior to maturity. The policy sets a maximum duration range of two years with a target duration of one year. As of June 30, 2019, Wisconsin Local Government Investment Pool (LGIP) investments have a maturity of 12 months or less.

SOUTHWEST WISCONSIN TECHNICAL COLLEGE
NOTES TO THE FINANCIAL STATEMENTS
As of and for the Years Ended June 30, 2019 and 2018

NOTE 3—CAPITAL ASSETS

The following is a summary of changes in capital assets for the year ended June 30, 2019:

	Balance 7/1/2018	Additions	(Deletions)	Balance 6/30/2019
Capital assets not being depreciated				
Land	\$ 813,445	\$ -	\$ -	\$ 813,445
Construction in progress	29,134	1,172,803	(29,134)	1,172,803
Total capital assets not being depreciated	842,579	1,172,803	(29,134)	1,986,248
Capital assets being depreciated				
Land improvements	1,204,239	-	-	1,204,239
Buildings & improvements	48,142,756	619,619	-	48,762,375
Equipment	29,932,095	1,532,973	(369,171)	31,095,897
Total capital assets being depreciated	79,279,090	2,152,592	(369,171)	81,062,511
Less accumulated depreciation for				
Land improvements	671,824	48,495	-	720,319
Buildings & improvements	12,924,386	1,236,794	-	14,161,180
Equipment	21,628,785	1,560,923	(283,906)	22,905,802
Total accumulated depreciation	35,224,995	2,846,212	(283,906)	37,787,301
Total capital assets being depreciated-net	44,054,095	(693,620)	(85,265)	43,275,210
Net capital assets	44,896,674	\$ 479,183	\$ (114,399)	45,261,458
Less general obligation debt	(26,099,129)			(25,817,263)
Total net investment in capital assets	\$ 18,797,545			\$ 19,444,195

SOUTHWEST WISCONSIN TECHNICAL COLLEGE
NOTES TO THE FINANCIAL STATEMENTS
As of and for the Years Ended June 30, 2019 and 2018

NOTE 3—CAPITAL ASSETS (continued)

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

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

NOTE 4—LONG-TERM OBLIGATIONS

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

SOUTHWEST WISCONSIN TECHNICAL COLLEGE
NOTES TO THE FINANCIAL STATEMENTS
As of and for the Years Ended June 30, 2019 and 2018

NOTE 4—LONG-TERM OBLIGATIONS (continued)

Changes in long-term obligations for the years ended June 30, 2019 and 2018 was as follows:

	Balance 7/1/2018	Additions	Reductions	Balance 6/30/2019	Due Within One Year
Notes and bonds payable					
General obligation bonds	\$ 20,820,000	\$ 7,775,000	\$ 9,760,000	\$ 18,835,000	\$ 1,620,000
General obligation notes	5,000,000	4,000,000	2,800,000	6,200,000	2,300,000
Unamortized premiums	279,129	572,411	69,277	782,263	-
Total bonds and notes payable	26,099,129	12,347,411	12,629,277	25,817,263	3,920,000
Other Liabilities:					
Net pension liability	-	2,858,425	-	2,858,425	-
Net other postemployment liability benefits - health insurance	9,288,006	-	1,876,551	7,411,455	-
Accrued compensated absences	781,996	689,358	539,608	931,746	-
Total long-term liabilities	\$ 36,169,131	\$ 15,895,194	\$ 15,045,436	\$ 37,018,889	\$ 3,920,000
	Balance 7/1/2017	Additions	Reductions	Balance 6/30/2018	Due Within One Year
Notes and bonds payable					
General obligation bonds	\$ 22,455,000	\$ 6,485,000	\$ 8,120,000	\$ 20,820,000	\$ 1,600,000
General obligation notes	5,000,000	2,500,000	2,500,000	5,000,000	2,000,000
Unamortized premiums	-	298,737	19,608	279,129	-
Total bonds and notes payable	27,455,000	9,283,737	10,639,608	26,099,129	3,600,000
Other Liabilities:					
Net other postemployment liability benefits - health insurance	3,383,749	5,904,257	-	9,288,006	-
Accrued compensated absences	647,533	756,179	621,716	781,996	-
Total long-term liabilities	\$ 31,486,282	\$ 15,944,173	\$ 11,261,324	\$ 36,169,131	\$ 3,600,000

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

SOUTHWEST WISCONSIN TECHNICAL COLLEGE
NOTES TO THE FINANCIAL STATEMENTS
As of and for the Years Ended June 30, 2019 and 2018

NOTE 4—LONG-TERM OBLIGATIONS (continued)

Wisconsin State Statute 67.03 (1) limits total general obligation debt of Southwest Tech to 5% of the equalized value of taxable property located within the district. Wisconsin State Statute 67.03 (9) limits bonded indebtedness of Southwest Tech to 2% of the equalized value of taxable property, including tax incremental districts. The legal debt limit and the margin of indebtedness, as of June 30, 2019 is as follows:

	Bonds	Aggregate
Debt limit (2% for bonds, 5% for aggregate)	\$ 169,327,135	\$ 423,317,836
Debt outstanding at June 30, 2019 net of resources available to pay principal:	<u>18,835,000</u>	<u>25,035,000</u>
Margin of indebtedness:	<u>\$ 150,492,135</u>	<u>\$ 398,282,836</u>

General obligation debt at June 30, 2019 and 2018 are as follows.

	Buyer	2019	2018
2009 \$23,900,000 taxable general obligation Build America Bonds payable, authorized by the American Recovery and Reinvestment Act, with annual principal payments of \$600,000 - \$1,745,000 through June 1, 2029, interest at 1.65%-6.125%, payable semi-annually in June 1 and December 1. Interest payments are reduced by a 35% federal subsidy. Proceeds used to finance new construction and remodeling.	Robert W. Baird	-	9,315,000
2014 \$2,500,000 promissory notes payable with annual principal payments of \$500,000 through June 1, 2019, interest at 0.5-2.0%, payable semi-annually in June 1 and December 1. Proceeds used to finance remodeling, facility improvements, and equipment purchases.	Piper Jaffray	-	500,000
2014 \$5,215,000 general obligation refunding bonds payable with annual principal payments of \$30,000-\$575,000 through June 1, 2028, interest at 2.0-3.0%, payable semi-annually June 1 and December 1.	Robert W. Baird	4,575,000	5,020,000
2015 \$2,500,000 promissory notes payable with annual principal payments of \$500,000 through June 1, 2020, interest at 2.0%, payable semi-annually in June 1 and December 1. Proceeds used to finance remodeling, facility improvements, and equipment purchases.	Piper Jaffray	500,000	1,000,000
2016 \$2,500,000 promissory notes payable with annual principal payments of \$500,000 through June 1, 2021, interest at 2.0%, payable semi-annually on June 1 and December 1.	UMB Bank, NA	1,000,000	1,500,000

SOUTHWEST WISCONSIN TECHNICAL COLLEGE
NOTES TO THE FINANCIAL STATEMENTS
As of and for the Years Ended June 30, 2019 and 2018

NOTE 4—LONG-TERM OBLIGATIONS (continued)

	<u>Buyer</u>	<u>2019</u>	<u>2018</u>
2017 \$2,500,000 promissory notes payable with annual principal payments of \$500,000 through June 1, 2022, interest at 2.0%, payable semi-annually on June 1 and December 1.	Robert W. Baird	1,500,000	2,000,000
2017 \$6,485,000 general obligation refunding bonds payable with annual 3% interest only payments until June 2026. Then 1,555,000 to 1,690,000 of principal payments annually through 2029.	Robert W. Baird	6,485,000	6,485,000
2018 \$4,000,000 promissory notes payable with annual principal payments of \$814,000 - \$892,400 through June 1, 2023, interest at 5%, payable semi-annually in June 1 and December 1. Proceeds used to finance remodeling, facility improvements, and equipment purchases.	Robert W. Baird	3,200,000	-
2019 \$7,775,000 general obligation refunding bonds payable with annual principal payments of \$1,313,550 - \$1,460,625 through June 1, 2025, interest with an average of 4%, payable semi-annually in June 1 and December 1. Proceeds used to finance construction and remodeling.	Robert W. Baird	\$ 7,775,000	\$ -
Total General Obligation Debt		<u>\$ 25,035,000</u>	<u>\$ 25,820,000</u>

Future debt service requirements as of June 30, 2019 are as follows:

<u>Year Ended June 30</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2020	\$ 3,920,000	\$ 849,538	\$ 4,769,538
2021	3,505,000	669,950	4,174,950
2022	3,055,000	559,050	3,614,050
2023	2,595,000	483,200	3,078,200
2024	1,860,000	414,400	2,274,400
2025-2029	10,100,000	925,650	11,025,650
	<u>\$ 25,035,000</u>	<u>\$ 3,901,788</u>	<u>\$ 28,936,788</u>

NOTE 5—EMPLOYEE'S RETIREMENT SYSTEM

Plan description. The WRS is a cost-sharing multiple-employer defined benefit pension plan. WRS benefits and other plan provisions are established by Chapter 40 of the Wisconsin Statutes. Benefit terms may only be modified by the legislature. The retirement system is administered by the Wisconsin Department of Employee Trust Funds (ETF). The system provides coverage to all eligible State of Wisconsin, local government and other public employees. All employees, initially employed by a participating WRS employer on or after July 1, 2011, and expected to work at least 1,200 hours a year (880 hours for teachers and school district educational support employees) and expected to be employed for at least one year from employee's date of hire are eligible to participate in the WRS.

SOUTHWEST WISCONSIN TECHNICAL COLLEGE
NOTES TO THE FINANCIAL STATEMENTS
As of and for the Years Ended June 30, 2019 and 2018

NOTE 5—EMPLOYEE'S RETIREMENT SYSTEM

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

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

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

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

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

The WRS also provides death and disability benefits for employees.

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

SOUTHWEST WISCONSIN TECHNICAL COLLEGE
NOTES TO THE FINANCIAL STATEMENTS
As of and for the Years Ended June 30, 2019 and 2018

NOTE 5—EMPLOYEE'S RETIREMENT SYSTEM (continued)

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

Year	Core Fund Adjustment	Variable Fund Adjustment
2008	6.6%	0%
2009	(2.1)	(42)
2010	(1.3)	22
2011	(1.2)	11
2012	(7.0)	(7)
2013	(9.6)	9
2014	4.7	25
2015	2.9	2
2016	0.5	(5)
2017	2.0	4
2018	2.4	17

Contributions. Required contributions are determined by an annual actuarial valuation in accordance with Chapter 40 of the Wisconsin Statutes. The employee required contribution is one-half of the actuarially determined contribution rate for General category employees, including Teachers, Executives and Elected Officials. Starting on January 1, 2016, the Executives and Elected Officials category was merged into the General Employee Category. Required contributions for protective employees are the same rate as general employees. Employers are required to contribute the remainder of the actuarially determined contribution rate. The employer may not pay the employee required contribution unless provided for by an existing collective bargaining agreement.

During the reporting period, the WRS recognized \$796,212 contributions from the employer which equaled required contributions.

Contribution rates as of December 31, 2018 are as follows.

Employee Category	Employee	Employer
General (including teachers, executives, and elected officials)	6.7%	6.7%
Protective with Social Security	6.7%	10.7%
Protective without Social Security	6.7%	14.9%

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

At June 30, 2019, the District reported a liability of \$2,858,425 for its proportionate share of the net pension liability. The net pension liability was measured as of December 31, 2018, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of December 31, 2017 rolled forward to December 31, 2018. No Material changes in assumptions or benefit terms occurred between the actuarial valuation date and the measurement

SOUTHWEST WISCONSIN TECHNICAL COLLEGE
NOTES TO THE FINANCIAL STATEMENTS
As of and for the Years Ended June 30, 2019 and 2018

NOTE 5—EMPLOYEE'S RETIREMENT SYSTEM (continued)

date. The District's proportion of the net pension liability was based on the District's share of contributions to the pension plan relative to the contributions of all participating employers. At December 31, 2018, the District's proportion was 0.08034506% which was a decrease of 0.00315568% from its proportion measured as of December 31, 2017.

For the year ended June 30, 2019, the District recognized pension expense of \$1,140,086.

At June 30, 2019, the District reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	\$ 2,226,279	\$ 3,935,262
Changes in assumptions	481,825	-
Net differences between projected and actual earnings on pension plan investments	4,174,534	-
Changes in proportion and differences between employer contributions and proportionate share of contributions	18,779	5,876
Employer contributions subsequent to the measurement date	395,424	-
Total	<u>\$ 7,296,841</u>	<u>\$ 3,941,138</u>

\$395,424 reported as deferred outflows related to pension resulting from the District's contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ended June 30, 2020. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pension will be recognized in pension expense as follows:

Year ended June 30:

2020	\$ 1,067,457
2021	274,329
2022	471,472
2023	<u>1,147,021</u>
	<u>\$ 2,960,279</u>

SOUTHWEST WISCONSIN TECHNICAL COLLEGE
NOTES TO THE FINANCIAL STATEMENTS
As of and for the Years Ended June 30, 2019 and 2018

NOTE 5—EMPLOYEE'S RETIREMENT SYSTEM (continued)

Actuarial assumptions. The total pension liability in the December 31, 2018, actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement:

Actuarial Valuation Date:	December 31, 2017
Measurement Date of Net Pension Liability (Asset)	December 31, 2018
Actuarial Cost Method:	Entry age
Asset Valuation Method:	Fair Market Value
Long-Term Expected Rate of Return:	7.0%
Discount Rate:	7.0%
Salary Increases:	
Inflation	3.0%
Seniority/Merit	0.1% - 5.6%
Mortality:	Wisconsin 2018 Mortality Table
Post-retirement Adjustments*	1.9%

**No post-retirement adjustment is guaranteed. Actual adjustments are based on recognized investment return, actuarial experience and other factors. 1.9% is the assumed annual adjustment based on the investment return assumption and the post-retirement discount rate.*

Actuarial assumptions are based upon an experience study conducted in 2018 that covered a three-year period from January 1, 2015 to December 31, 2017. Based on this experience study, actuarial assumptions used to measure the total pension liability changed from prior year, including the discount rate, long-term expected rate of return, post-retirement adjustment, wage inflation rate, mortality, and separation rates. The total pension liability for December 31, 2018 is based upon a roll-forward of the liability calculated from the December 31, 2017 actuarial valuation.

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

SOUTHWEST WISCONSIN TECHNICAL COLLEGE
NOTES TO THE FINANCIAL STATEMENTS
As of and for the Years Ended June 30, 2019 and 2018

NOTE 5—EMPLOYEE'S RETIREMENT SYSTEM (continued)

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

<u>Core Fund Asset Class</u>	<u>Current Asset Allocation</u>	<u>Long-Term Expected Nominal Rate of Return</u>	<u>Long-Term Expected Real Rate of Return</u>
Global equities	49%	8.1%	5.5%
Fixed income	24.5	4.0	1.5
Inflation sensitive assets	15.5	3.8	1.3
Real estate	8	6.5	3.9
Private equity/debt	8	9.4	6.7
Multi-asset	4	6.7	4.1
Total core fund	110%	7.3%	4.7%
<u>Variable Fund Asset Class</u>			
U.S. equities	70%	7.6%	5.0%
International equities	30	8.5	5.9
Total variable fund	100%	8.0%	5.4%

Single discount rate. A single discount rate of 7.00% was used to measure the total pension liability, as opposed to a discount rate of 7.20% for the prior year. This single discount rate was based on the expected rate of return on pension plan investments of 7.00% and a municipal bond rate of 3.71%. Because of the unique structure of WRS, the 7.00% expected rate of return implies that a dividend of approximately 1.9% will always be paid. For purposes of the single discount rate, it was assumed that the dividend would always be paid. The projection of cash flows used to determine this single discount rate assumed that plan member contributions will be made at the current contribution rate and that employer contributions will be made at rates equal to the difference between actuarially determined contribution rates and the member rate. Based on these assumptions, the pension plan's fiduciary net position was projected to be available to make all projected future benefit payments (including expected dividends) of current plan members. Therefore, the municipal bond rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

Sensitivity of the District's proportionate share of the net pension liability to changes in the discount rate. The following presents the District's proportionate share of the net pension liability calculated using the discount rate of 7.00 percent, as well as what the District's proportionate share of the net pension liability would be if it were calculated using a discount rate that is 1-percentage-point lower (6.00 percent) or 1-percentage-point higher (8.00 percent) than the current rate.

	<u>1% Decrease to Discount Rate (6.00%)</u>	<u>Current Discount Rate (7.00%)</u>	<u>1% Increase to Discount Rate (8.00%)</u>
The District's proportionate share of net pension liability	\$ 11,359,681	\$ 2,858,425	\$ (3,462,918)

SOUTHWEST WISCONSIN TECHNICAL COLLEGE
NOTES TO THE FINANCIAL STATEMENTS
As of and for the Years Ended June 30, 2019 and 2018

NOTE 5—EMPLOYEE'S RETIREMENT SYSTEM (continued)

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

NOTE 6—OTHER POST-EMPLOYMENT BENEFITS

Plan Description

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

Plan Membership. At June 30, 2018, the date of the latest actuarial valuation, there were 177 active and 109 retired members in the plan.

Administrative staff and faculty hired prior to July 1, 2000 with a minimum of 13 years of service with the college as of June 30, 2013 are eligible. Eligible retirees will be provided with a credit/bank from which their premiums may be paid until exhaustion of funds. The benefit amount is based upon the family medical premium amount (annualized) times a factor, ranging from 3 to 5, as determined by years of service as of June 30, 2013.

Support staff hired prior to July 1, 2000 with a minimum of 13 years of service with the college as of June 30, 2013 are eligible. Eligible retirees will be provided with a credit/bank from which their premiums may be paid until exhaustion of funds. The benefit amount is based upon the family medical premium amount (annualized) times a factor, ranging from 1 to 3, as determined by years of service as of June 30, 2013.

Funding Policy: Payments under the plan are made on a pay-as-you-go basis. There are no invested plan assets accumulated for payments of future benefits as of June 30, 2019. The general fund is used for funding all postretirement healthcare benefits.

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

Net OPEB Liability

Southwest Tech's net OPEB liability was measured as of June 30, 2018, and the total OPEB liability used to calculate the net OPEB liability was determined by an actuarial valuation as of that date.

SOUTHWEST WISCONSIN TECHNICAL COLLEGE
NOTES TO THE FINANCIAL STATEMENTS
As of and for the Years Ended June 30, 2019 and 2018

NOTE 6—OTHER POST-EMPLOYMENT BENEFITS (continued)

Actuarial assumptions. The total OPEB liability was determined by an actuarial valuation as of June 30, 2018, using the following actuarial assumptions, applied to all periods included in the measurement, unless otherwise specified:

Inflation:	2.50%
Investment rate of return:	3.75% based upon all years of projected payments discounted at a municipal bond rate of 3.75%
Healthcare cost trend rates:	7.50% decreasing by 0.50% per year down to 6.50%, then by 0.10% per year down to 5.0%, and level thereafter.

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

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

Discount rate. The discount rate of 3.75% was used in calculating Southwest Tech's OPEB liabilities (based upon all projected payments discounted at a long-term expected rate of return of 3.75%).

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

SOUTHWEST WISCONSIN TECHNICAL COLLEGE
NOTES TO THE FINANCIAL STATEMENTS
As of and for the Years Ended June 30, 2019 and 2018

NOTE 6—OTHER POST-EMPLOYMENT BENEFITS (continued)

Changes in the Net OPEB Liability

	Increases (Decreases) in Net OPEB Liability
Balances at 6/30/2018	\$ 6,543,944
Changes for the year:	
Service Cost	93,739
Interest	226,102
Changes of benefit terms	(1,262,091)
Differences between expected and actual experience	(683,532)
Changes of assumptions or other input	(185,079)
Benefit payments	(261,530)
Net changes	<u>(2,072,391)</u>
Balances at 6/30/2019	<u>\$ 4,471,553</u>

Sensitivity of the net OPEB liability to changes in the discount rate. The following presents the net OPEB liability of Southwest Tech, as well as what Southwest Tech's net OPEB liability would be if it were calculated using a discount rate that is 1-percentage point lower (2.75 percent) or 1-percentage-point higher (4.75 percent) than the current discount rate:

	1% Decrease to Discount Rate (2.75%)	Current Discount Rate (3.75%)	1% Increase to Discount Rate (4.75%)
Total OPEB Liability	\$ 4,703,420	\$ 4,471,553	\$ 4,264,959

SOUTHWEST WISCONSIN TECHNICAL COLLEGE
NOTES TO THE FINANCIAL STATEMENTS
As of and for the Years Ended June 30, 2019 and 2018

NOTE 6—OTHER POST-EMPLOYMENT BENEFITS (continued)

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

	1% Decrease (6.5% decreasing to 4.0%)	Healthcare Cost Trend Rates (7.5% decreasing to 5.0%)	1% Increase (8.5% decreasing to 6.0%)
Total OPEB Liability	\$ 4,443,620	\$ 4,471,553	\$ 4,498,343

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

For the year ended June 30, 2019, Southwest Tech recognized OPEB expense of \$1,159,403. At June 30, 2019, Southwest Tech reported deferred outflows of resources and deferred inflows of resources related to OPEB from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	\$ -	\$ 512,649
Changes in assumptions or other inputs	-	138,809
Employer contributions subsequent to the measurement date	2,840,076	-
Total	\$ 2,840,076	\$ 651,458

\$2,840,076 reported as deferred outflows related to OPEB resulting from Southwest Tech's contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ended June 30, 2020. Other amounts reported as deferred outflows and deferred inflows of resources related to OPEB will be recognized in OPEB expense as follows:

Year ended June 30:

2020	\$ 217,153
2021	217,153
2022	217,152
	<u>\$ 651,458</u>

SOUTHWEST WISCONSIN TECHNICAL COLLEGE
NOTES TO THE FINANCIAL STATEMENTS
As of and for the Years Ended June 30, 2019 and 2018

NOTE 6 – OTHER POST-EMPLOYMENT BENEFITS (continued)

In addition to Southwest Tech's OPEB plan, the employee fringe benefit program included a provision for employees hired prior to July 1, 2006, which allowed academic, administrative, and support staff to be carried with the group insurance plan or plans at their own expense after retirement or layoff. However, Southwest Tech would continue to pay health insurance premiums based on the type of employee and years of service or number of accumulated hours of sick leave. These benefits are financed on a pay-as-you-go basis. Southwest Tech's accrual for retiree sick leave was \$2,939,902 and \$2,744,062 at June 30, 2019 and 2018.

NOTE 7—COMMITMENTS AND CONTINGENCIES

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

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

Operating Leases

Southwest Tech leases various facilities as outreach center to offer Adult Basic Education, GED/HSED and other course options. Current facilities are located in Richland Center, Fennimore, Dodgeville, Platteville and Darlington. Future minimum lease payments for the year ending June 30, 2020 are \$63,000. Rent expenses under all operating leases for the years ended June 30, 2019 and 2018 \$59,642 and \$54,882.

NOTE 8—RISK MANAGEMENT

Districts Mutual Insurance Company (DMI)

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

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

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

SOUTHWEST WISCONSIN TECHNICAL COLLEGE

NOTES TO THE FINANCIAL STATEMENTS

As of and for the Years Ended June 30, 2019 and 2018

NOTE 8 – RISK MANAGEMENT (continued)

Each member college is assessed an annual premium. Future premiums will be based on relevant rating exposure bases as well as the historical loss experience by members. DMI's ongoing operational expenses, other than loss adjustment expenses, are apportioned pro rata to each participant based on equity interest in the company. Since DMI is fully capitalized, member districts have not been assessed a capitalization amount for fiscal years 2019 and 2018.

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

Supplemental Insurance

In July 1997, WTCS technical colleges formed the WTCS Insurance Trust to jointly purchase commercial insurance to provide coverage for losses from theft of, damages to, or destruction of assets. The trust is organized under Wisconsin Statutes 66.0301 and is governed by a board of trustees consisting of one trustee from each member college. Member entities include all sixteen Wisconsin Technical College System districts.

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

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

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

Health Insurance

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

SOUTHWEST WISCONSIN TECHNICAL COLLEGE
NOTES TO THE FINANCIAL STATEMENTS
As of and for the Years Ended June 30, 2019 and 2018

NOTE 8 – RISK MANAGEMENT (continued)

The claims asset (liability) of \$1,280,229 and \$893,685 reported at June 30, 2019 and 2018 is based on the requirements of Governmental Accounting Standards Board Statement No. 10, which requires that an asset (liability) for claims be reported if information prior to the issuance of the financial statements indicates that it is probable that an asset (liability) has been incurred at the date of the financial statements and the amount of the loss can be reasonably estimated. Changes in the fund's claims asset (liability) amount were:

Estimated claims outstanding					
	Beginning Balance	Premiums	Claim Payments	Ending Balance	
2019	\$ 893,685	\$ 3,716,669	\$ (3,330,125)	\$ 1,280,229	
2018	486,459	3,685,230	(3,278,004)	893,685	

NOTE 9—DISCRETELY PRESENTED COMPONENT UNIT

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

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

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

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

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

SOUTHWEST WISCONSIN TECHNICAL COLLEGE
NOTES TO THE FINANCIAL STATEMENTS
As of and for the Years Ended June 30, 2019 and 2018

NOTE 9—DISCRETELY PRESENTED COMPONENT UNIT (continued)

NOTE A—SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Principles of Consolidation

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

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

Promises to Give

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

Investments

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

Property and Equipment

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

Income Tax Status

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

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

Contributions

Contributions received are recorded as increases in net assets without donor restrictions, or net assets with donor restrictions, depending on the existence and/or nature of any donor restrictions. When a restriction expires (that is, when a stipulated time restriction ends or purpose restriction is accomplished), net assets with donor restrictions are reclassified to net assets without donor restrictions and reported in the consolidated statements of activities as net assets released from restrictions.

SOUTHWEST WISCONSIN TECHNICAL COLLEGE
NOTES TO THE FINANCIAL STATEMENTS
As of and for the Years Ended June 30, 2019 and 2018

NOTE 9—DISCRETELY PRESENTED COMPONENT UNIT (continued)

NOTE A—SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Adoption of New Accounting Pronouncement

Southwest Wisconsin Technical College Foundation, Inc. and SWTC Real Estate Foundation adopted the Financial Accounting Standards Board's Accounting Standards Update No. 2016-14, *Not-for-Profit Entities (Topic 958): Presentation of Financial Statements of Not-for-Profit Entities*, as of and for the year ended June 30, 2019. This update addresses the complexity and understandability of net asset classification, deficiencies in information about liquidity and availability of resources, and the lack of consistency in the type of information provided about expenses and investment return. The changes required by the update have been applied retrospectively to all periods presented. A key change required by the update are the net asset classes used in these financial statements. Amounts previously reported as unrestricted net assets are now reported as net assets without donor restrictions and amounts previously reported as temporarily restricted net assets and permanently restricted net assets, if applicable, are now reported as net assets with donor restrictions.

Expense Allocation

The financial statements report certain categories of expenses that are attributable to more than one program service or supporting activity. Therefore, these expenses require allocation on a reasonable basis that is consistently applied. Accordingly, personnel expenses are allocated on the basis of time and effort.

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

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

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

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

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

Estimates

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

Date of Management's Review

Management has evaluated subsequent events through December 6, 2019, the date which the consolidated financial statements were available to be issued.

SOUTHWEST WISCONSIN TECHNICAL COLLEGE
NOTES TO THE FINANCIAL STATEMENTS
As of and for the Years Ended June 30, 2019 and 2018

NOTE 9—DISCRETELY PRESENTED COMPONENT UNIT (continued)

NOTE B—CONCENTRATIONS OF CREDIT RISK

The Foundation maintains cash balances at one financial institution located in Dubuque, Iowa. Accounts at the institution are insured by the Federal Deposit Insurance Corporation up to \$250,000. The Foundation's uninsured cash balances at June 30, 2019 and 2018 total approximately \$200,000 and \$350,000.

NOTE C—PROMISES TO GIVE

Unconditional promises to give at June 30, 2019 and 2018 are as follows:

	2019	2018
Receivable in less than one year	\$ 96,751	\$ 43,769
Receivable in one to five years	14,000	93,600
Unconditional promises to give	<u>\$ 110,751</u>	<u>\$ 137,369</u>

NOTE D—INVESTMENTS

Investments at June 30, 2019 and 2018 are comprised of the following:

	2019	2018
Money market fund	\$ 12,542	\$ 10,775
U.S. government and agency obligations	1,255,398	1,015,431
Mutual funds	<u>2,947,608</u>	<u>2,320,187</u>
Investments	<u>\$ 4,215,548</u>	<u>\$ 3,346,393</u>

Investments at June 30, 2019 and 2018 include \$3,684,124 and \$3,017,756 of investments held for endowment purposes.

SOUTHWEST WISCONSIN TECHNICAL COLLEGE
NOTES TO THE FINANCIAL STATEMENTS
As of and for the Years Ended June 30, 2019 and 2018

NOTE 9—DISCRETELY PRESENTED COMPONENT UNIT (continued)

NOTE E—FAIR VALUE MEASUREMENTS

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

	Fair Value	Quoted Prices in Active Markets for Identical Assets (Level 1)	Significant Other Observable Inputs (Level 2)
Money market fund	\$ 12,542	\$ 12,542	\$ -
U.S. government and agency obligations	1,255,398	-	1,255,398
Mutual funds	2,947,608	2,947,608	-
June 30, 2019	<u>\$ 4,215,548</u>	<u>\$ 2,960,150</u>	<u>\$ 1,255,398</u>
Money market fund	\$ 10,775	\$ 10,775	\$ -
U.S. government and agency obligations	1,015,431	-	1,015,431
Mutual funds	2,320,187	2,320,187	-
June 30, 2018	<u>\$ 3,346,393</u>	<u>\$ 2,330,962</u>	<u>\$ 1,015,431</u>

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

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

SOUTHWEST WISCONSIN TECHNICAL COLLEGE
NOTES TO THE FINANCIAL STATEMENTS
As of and for the Years Ended June 30, 2019 and 2018

NOTE 9—DISCRETELY PRESENTED COMPONENT UNIT (continued)

NOTE F—PROPERTY AND EQUIPMENT

Property and equipment consist of the following:

	2019	2018
Land	\$ 80,000	\$ 80,000
Construction in progress	803,185	128,009
Buildings and improvements	2,842,267	2,758,719
Equipment	54,045	46,980
Property and equipment	3,779,497	3,013,708
Accumulated depreciation	(766,852)	(750,716)
Property and equipment - net	<u>\$ 3,012,645</u>	<u>\$ 2,262,992</u>

NOTE G—MORTGAGE PAYABLE

The REF has two mortgages payable to a local financial institution in monthly installments of \$9,210 and \$2,155, including interest of 3.85%, through September 27, 2023. The mortgages are secured by the REF's student housing units and assignments of its leases and rents. The REF also has a construction loan payable to a local financial institution in monthly interest-only payments until construction is completed. The loan has a fixed interest rate of 4.1%.

The future scheduled maturities of the mortgages and construction loan are as follows for the years ending June 30.

2020	\$ 71,427
2021	74,404
2022	77,319
2023	80,349
2024	1,411,463
Thereafter	479,232
	<u>\$ 2,194,194</u>

NOTE H—LEASING ARRANGEMENTS

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

SOUTHWEST WISCONSIN TECHNICAL COLLEGE
NOTES TO THE FINANCIAL STATEMENTS
As of and for the Years Ended June 30, 2019 and 2018

NOTE 9—DISCRETELY PRESENTED COMPONENT UNIT (continued)

NOTE I—NET ASSETS

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

	2019	2018
Property and equipment held for leasing (net of accumulated depreciation and related debt)	\$ 813,280	\$ 437,797
Undesignated	<u>205,391</u>	<u>340,682</u>
Net assets without donor restrictions	<u>\$ 1,018,671</u>	<u>\$ 778,479</u>

Net assets with donor restrictions are available for the following purposes:

	2019	2018
Professional staff development - perpetual	\$ 49,215	\$ 44,090
Special projects and events - perpetual	110,803	95,807
Scholarships - perpetual	3,209,837	2,576,341
Professional staff development - spendable	7,125	26,452
Special projects and events - spendable	361,497	343,348
Scholarships - spendable	<u>798,053</u>	<u>766,317</u>
Net assets with donor restrictions	<u>\$ 4,536,530</u>	<u>\$ 3,852,355</u>

The Foundation has endowment agreements with various donors. Under certain agreements, the donor contributes to an endowment fund periodically. Once the balance of the individual's endowment fund reaches \$12,500, the donor's contributions become permanently endowed and the Foundation may not expend the corpus of the fund below the specified amount.

NOTE J—ENDOWMENT FUNDS

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

The Foundation is subject to Wisconsin's Uniform Prudent Management of Institutional Funds Act (UPMIFA) and thus, classifies amounts in the donor-restricted endowment funds as net assets with donor restrictions because those net assets are time restricted until the board of directors appropriates such amounts for expenditure. Most of those net assets also are subject to purpose restrictions that must be met before reclassifying those net assets to net assets without donor restrictions. The boards of directors of the Foundation have interpreted UPMIFA as not requiring the maintenance of purchasing power of the original gift amount contributed to an endowment fund, unless a donor stipulates the contrary. As a result of this interpretation, when reviewing its donor-restricted endowment funds, the Foundation considers a fund to be underwater when the fair value of the fund is less than the sum of (a) the original value of initial and subsequent gift amounts

SOUTHWEST WISCONSIN TECHNICAL COLLEGE
NOTES TO THE FINANCIAL STATEMENTS
As of and for the Years Ended June 30, 2019 and 2018

NOTE 9—DISCRETELY PRESENTED COMPONENT UNIT (continued)

NOTE J—ENDOWMENT FUNDS (continued)

donated to the fund and (b) any accumulations to the fund that are required to be maintained in perpetuity in accordance with the direction of the applicable donor gift instrument.

The Foundation has interpreted UPMIFA to permit spending from underwater funds in accordance with the prudent measures required under the law. Additionally, in accordance with UPMIFA, the Foundation considers the following factors in making a determination to appropriate or accumulate donor-restricted endowment funds: (1) the duration and preservation of the funds, (2) the purposes of the Foundation and the donor-restricted endowment funds, (3) general economic conditions, (4) the possible effect of inflation and deflation, (5) the expected total return from income and the appreciation of investments, (6) other resources of the Foundation, and (7) the investment policies of the Foundation.

To achieve its objectives, the Foundation has adopted an investment policy that attempts to maximize total return consistent with an acceptable level of risk. Endowment assets are invested in a well-diversified asset mix, which includes equity and debt securities, that is intended to result in a consistent inflation-protected rate of return that has sufficient liquidity to make an annual distribution, while growing the fund if possible. The Foundation relies on a total return strategy in which investment returns are achieved through both capital appreciation (realized and unrealized) and current yield (interest and dividends). Investment risk is measured in terms of the total endowment fund. Investment assets and allocation between asset classes and strategies are managed to not expose the fund to unacceptable levels of risk. Asset classes may include common and preferred stocks, closed-end and open-end mutual funds, real estate investment trusts, American Depository Receipts (ADRs) of foreign companies, U.S. Treasury securities and government agency obligations, mortgage-backed securities, and domestic corporate bonds typically of investment grade. All investment assets have sufficient liquidity for reasonable price stability and ease of trading. No individual equity-based investment may exceed 5% of the total fair value of all equity-based investments at the time of purchase or 5% of the total fair value of all investment assets at any given time. With the exception of U.S. Treasury securities and government agency obligations, no fixed income investment of any single issuer may in the aggregate exceed 5% of the total fair value of all investment assets at any given time.

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

Endowment net asset composition by type of fund is as follows:

	2019	2018
Donor-restricted endowment funds:		
Original donor-restricted gift amount	\$ 2,737,208	\$ 2,619,538
Accumulated investment gains	946,916	398,218
Total funds	<u>\$ 3,684,124</u>	<u>\$ 3,017,756</u>

SOUTHWEST WISCONSIN TECHNICAL COLLEGE
NOTES TO THE FINANCIAL STATEMENTS
As of and for the Years Ended June 30, 2019 and 2018

NOTE 9—DISCRETELY PRESENTED COMPONENT UNIT (continued)

NOTE J—ENDOWMENT FUNDS (continued)

Changes in endowment net assets are as follows:

Endowment net assets, 7/1/2017	\$ 2,974,944
Investment return	
Investment income	2,221
Net appreciation (realized and unrealized)	<u>263,318</u>
Total investment return	265,539
Contributions	261,394
Appropriation of endowment assets for expenditure	(488,643)
Transfers to create donor-restricted endowment funds	<u>4,522</u>
Endowment net assets, 6/30/2018	3,017,756
Investment return	
Investment income	30,601
Net appreciation (realized and unrealized)	<u>128,479</u>
Total investment return	159,080
Contributions	642,790
Appropriation of endowment assets for expenditure	<u>(135,502)</u>
Endowment net assets, 6/30/2019	<u>\$ 3,684,124</u>

The Foundation and the REF have an agreement with the College for services and facilities. The College employed all of the Foundation and REF's employees. During the years ended June 30, 2019 and 2018, the Foundation recorded donated services of \$270,664 and \$246,823, and the REF recorded donated services of \$48,183 and \$42,263 for the personnel-related costs. The College also provided payroll, human resources, and maintenance services, internet and mailing services, office space, and office equipment without charge. Services received from the College are measured at the College's estimate of the costs it incurred in providing those services. Facilities and office equipment are measured at the fair value rental for similar facilities. During the years ended June 30, 2019 and 2018, the Foundation paid \$378,645 and \$436,141 and the REF paid \$44,304 and \$46,191 for expenses incurred by the College.

The Foundation disburses scholarships, professional development awards, project grants and emergency grants to and on behalf of the College. During the years ended June 30, 2019 and 2018, the Foundation disbursed \$540,104 and \$809,252.

REQUIRED SUPPLEMENTARY INFORMATION

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

Plan Fiscal Year Ending	Proportion of the Net Pension (Asset) Liability	Proportionate Share of the Net Pension (Asset) Liability	Covered Payroll	Proportionate Share of the Net Pension (Asset) Liability as a Percentage of Covered Payroll	Plan Fiduciary Net Position as a Percentage of Total Pension Liability
12/31/2014	0.086672%	\$ (2,128,893)	\$ 12,149,964	-17.52%	102.74%
12/31/2015	0.087056%	1,414,636	12,311,841	11.49%	98.20%
12/31/2016	0.086366%	711,859	12,373,045	5.75%	99.12%
12/31/2017	0.083501%	(2,479,236)	11,758,708	-21.08%	102.93%
12/31/2018	0.080345%	2,858,425	11,883,773	24.05%	96.45%

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

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

District Fiscal Year Ending	Contractually Required Contributions	Contributions in Relation to the Contractually Required Contributions	Contribution Deficiency (Excess)	Covered Payroll	Contributions as a Percentage of Covered Payroll
6/30/2015	\$ 850,618	\$ 850,618	\$ -	\$ 12,010,404	7.08%
6/30/2016	837,279	837,279	-	12,352,788	6.78%
6/30/2017	816,621	816,621	-	11,955,189	6.83%
6/30/2018	792,663	792,663	-	11,915,580	6.65%
6/30/2019	796,212	796,212	-	11,910,676	6.68%

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

See accompanying notes to the required supplementary information.

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

	2018	2017
Total OPEB Liability		
Service cost	\$ 93,739	\$ 93,739
Interest	226,102	232,922
Changes of benefit terms	(1,262,091)	-
Differences between expected and actual experience	(683,532)	-
Changes in assumptions or other input	(185,079)	-
Benefit payments	(261,530)	(781,544)
Net Change in OPEB Liability	(2,072,391)	(454,883)
Total OPEB liability at beginning	6,543,944	6,998,827
Total OPEB liability at ending (a)	<u>\$ 4,471,553</u>	<u>\$ 6,543,944</u>
Covered payroll	\$ 11,191,670	\$ 2,561,028
OPEB liability as a percentage of covered payroll	39.95%	255.52%

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

See accompanying notes to the required supplementary information.

SOUTHWEST WISCONSIN TECHNICAL COLLEGE
NOTES TO REQUIRED SUPPLEMENTARY INFORMATION
June 30, 2019

NOTE 1—BUDGETS AND BUDGETARY ACCOUNTING

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

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

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

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

NOTE 2—FUNDING PROGRESS DATA

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

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

NOTE 3—WISCONSIN RETIREMENT SYSTEM

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

Changes of assumptions. Actuarial assumptions are based upon an experience study conducted in 2018 using experience from 2015-2017. Based on the experience study conducted in 2018, actuarial assumptions used to develop total pension liability changed, including the discount rate, long-term expected rate of return, post-retirement adjustment, wage inflation rate, mortality, and separation rates.

SOUTHWEST WISCONSIN TECHNICAL COLLEGE
NOTES TO REQUIRED SUPPLEMENTARY INFORMATION
June 30, 2019

NOTE 4—NET OPEB LIABILITY AND RELATED RATINGS ASSUMPTIONS

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

Actuarial Valuation Date:	June 30, 2018
Measurement Date:	June 30, 2018
Reporting Date:	June 30, 2019
Actuarial Cost Method:	Entry age normal (level percent of salary)
Medical Care Trend:	7.50% decreasing by 0.50% per year down to 6.50%, then by 0.10% per year down to 5.0%, and level thereafter.
Discount Rate:	3.75% based upon all years of projected payments discounted at a municipal bond rate of 3.75%
Actuarial Assumptions:	Based on an experience study conducted in 2015 using Wisconsin Retirement System (WRS) experience from 2012-14.
Mortality Assumptions:	Wisconsin 2012 Mortality Table adjusted for future mortality improvements using the MP-2015 fully generated improvement scale (multiplied 50%)

OTHER SUPPLEMENTARY INFORMATION

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

SOUTHWEST WISCONSIN TECHNICAL COLLEGE
GENERAL FUND
SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES
IN FUND BALANCE - BUDGET AND ACTUAL (NON-GAAP BUDGETARY BASIS)
Year Ended June 30, 2019 with Comparative Totals for the Year Ended 2018

	2019				2018
	Original Budget	Final Budget	Actual on a Budgetary Basis	Variance with Final Budget	Actual (Budgetary Basis)
REVENUES					
Local government - tax levy	\$ 5,140,000	\$ 5,140,000	\$ 5,416,844	\$ 276,844	\$ 5,392,513
Intergovernmental revenue					
State	10,398,000	10,398,000	10,014,879	(383,121)	10,306,219
Federal	625,500	625,500	715,192	89,692	916,392
Tuition and fees					
Statutory program fees	4,756,500	4,756,500	4,441,995	(314,505)	4,523,250
Materials fees	323,000	323,000	289,212	(33,788)	314,906
Other student fees	521,000	521,000	575,649	54,649	556,614
Institutional	1,591,000	1,591,000	2,145,015	554,015	1,913,756
Total revenues	23,355,000	23,355,000	23,598,786	243,786	23,923,650
EXPENDITURES					
Current:					
Instruction	15,276,000	15,176,000	15,020,315	155,685	14,691,817
Instructional resources	210,000	210,000	149,622	60,378	148,419
Student services	2,225,000	2,225,000	2,162,174	62,826	2,139,127
General institutional	4,847,000	4,947,000	4,868,969	78,031	4,274,973
Physical plant	2,127,400	2,127,400	2,023,329	104,071	1,989,195
Total expenditures	24,685,400	24,685,400	24,224,409	460,991	23,243,531
Excess (deficiency) of revenues over (under) expenditures	(1,330,400)	(1,330,400)	(625,623)	704,777	680,119
OTHER FINANCING SOURCES (USES)					
Transfers in	470,000	470,000	172,292	(297,708)	180,181
Transfers out	-	-	(44,436)	(44,436)	(39,937)
Total other financing sources (uses)	470,000	470,000	127,856	(342,144)	140,244
Net change in fund balance	(860,400)	(860,400)	(497,767)	362,633	820,363
Fund balance—beginning of year	9,620,540	9,620,540	9,428,904	(191,636)	8,608,541
Fund balance—end of year	<u>\$ 8,760,140</u>	<u>\$ 8,760,140</u>	<u>\$ 8,931,137</u>	<u>\$ 170,997</u>	<u>\$ 9,428,904</u>
FUND BALANCE					
Nonspendable - prepaid expenses			318,018		
Assigned for state aid fluctuations			200,000		
Assigned for post employment benefits			3,625,304		
Unassigned			4,787,815		
Total fund balance			<u>\$ 8,931,137</u>		

SOUTHWEST WISCONSIN TECHNICAL COLLEGE
SPECIAL REVENUE NON-AIDABLE FUND
SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES
IN FUND BALANCE - BUDGET AND ACTUAL (NON-GAAP BUDGETARY BASIS)
Year Ended June 30, 2019 with Comparative Totals for the Year Ended 2018

	2019				2018
	Original Budget	Final Budget	Actual on a Budgetary Basis	Variance with Final Budget	Actual (Budgetary Basis)
REVENUES					
Intergovernmental revenue					
State	\$ 500,000	\$ 500,000	\$ 548,676	\$ 48,676	\$ 535,999
Federal	7,000,000	7,000,000	5,129,130	(1,870,870)	5,537,433
Student fees	250,000	250,000	263,576	13,576	268,394
Institutional	250,000	250,000	189,739	(60,261)	234,978
Total revenues	8,000,000	8,000,000	6,131,121	(1,868,879)	6,576,804
EXPENDITURES					
Student services	8,030,000	8,030,000	6,117,342	1,912,658	6,522,654
Excess (deficiency) of revenues over (under) expenditures	(30,000)	(30,000)	13,779	43,779	54,150
OTHER FINANCING SOURCES					
Transfers in	-	-	44,436	44,436	39,937
Transfers out	30,000	30,000	-	(30,000)	-
Total other financing sources	30,000	30,000	44,436	14,436	39,937
Net change in fund balance	-	-	58,215	58,215	94,087
Fund balance—beginning of year	318,930	318,930	402,017	83,087	307,930
Fund balance—end of year	\$ 318,930	\$ 318,930	\$ 460,232	\$ 141,302	\$ 402,017

SOUTHWEST WISCONSIN TECHNICAL COLLEGE
CAPITAL PROJECTS FUND
SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES
IN FUND BALANCE - BUDGET AND ACTUAL (NON-GAAP BUDGETARY BASIS)
Year Ended June 30, 2019 with Comparative Totals for the Year Ended 2018

	2019				2018
	Original Budget	Final Budget	Actual on a Budgetary Basis	Variance with Final Budget	Actual (Budgetary Basis)
REVENUES					
Institutional	\$ 50,000	\$ 50,000	\$ 81,849	\$ 31,849	\$ 165,195
EXPENDITURES					
Current:					
Instruction	1,185,000	885,000	728,336	156,664	603,039
Instructional resources	75,000	75,000	29,526	45,474	28,718
General institutional	500,000	1,100,000	1,092,640	7,360	1,325,294
Physical plant	2,015,000	1,715,000	1,594,635	120,365	753,433
Total expenditures	3,775,000	3,775,000	3,445,137	329,863	2,710,484
Excess (deficiency) of revenues over (under) expenditures	(3,725,000)	(3,725,000)	(3,363,288)	361,712	(2,545,289)
OTHER FINANCING SOURCES (USES)					
Proceeds from debt	4,000,000	4,000,000	4,000,000	-	2,500,000
Transfers out	(100,000)	(100,000)	(172,292)	(72,292)	(180,181)
Total other financing sources (uses)	3,900,000	3,900,000	3,827,708	(72,292)	2,319,819
Net change in fund balance	175,000	175,000	464,420	289,420	(225,470)
Fund balance—beginning of year	32,734	32,734	898,264	865,530	1,123,734
Fund balance—end of year	<u>\$ 207,734</u>	<u>\$ 207,734</u>	<u>\$ 1,362,684</u>	<u>\$ 1,154,950</u>	<u>\$ 898,264</u>

SOUTHWEST WISCONSIN TECHNICAL COLLEGE
DEBT SERVICE FUND
SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES
IN FUND BALANCE - BUDGET AND ACTUAL (NON-GAAP BUDGETARY BASIS)
Year Ended June 30, 2019 with Comparative Totals for the Year Ended 2018

	2019				2018 Actual (Budgetary Basis)
	Original Budget	Final Budget	Actual on a Budgetary Basis	Variance with Final Budget	
REVENUES					
Local government - tax levy	\$ 5,345,000	\$ 5,345,000	\$ 5,345,000	\$ -	\$ 4,950,000
Intergovernmental revenue					
Federal	222,000	222,000	298,603	76,603	314,949
State	19,000	19,000	20,530	1,530	19,562
Institutional	30,000	430,000	43,804	(386,196)	23,921
Total revenues	5,616,000	6,016,000	5,707,937	(308,063)	5,308,432
EXPENDITURES					
Debt service	5,616,000	13,916,000	13,865,022	50,978	12,082,291
Excess (deficiency) of revenues over (under) expenditures	-	(7,900,000)	(8,157,085)	(257,085)	(6,773,859)
OTHER FINANCING SOURCES (USES)					
Refunding debt issued	-	7,900,000	7,775,000	(125,000)	6,485,000
Premium on issuance of debt	-	-	572,411	572,411	298,737
Total other financing sources (uses)	-	7,900,000	8,347,411	447,411	6,783,737
Net change in fund balance	-	-	190,326	190,326	9,878
Fund balance—beginning of year	1,371,531	1,371,531	1,407,409	35,878	1,397,531
Fund balance—end of year	\$ 1,371,531	\$ 1,371,531	\$ 1,597,735	\$ 226,204	\$ 1,407,409

SOUTHWEST WISCONSIN TECHNICAL COLLEGE
PROPRIETARY FUNDS - ENTERPRISE FUNDS
SCHEDULE OF REVENUES, EXPENSES, AND CHANGES
IN NET POSITION - BUDGET AND ACTUAL (NON-GAAP BUDGETARY BASIS)
Year Ended June 30, 2019 with Comparative Totals for the Year Ended 2018

	2019				2018
	Original Budget	Final Budget	Actual on a Budgetary Basis	Variance with Final Budget	Actual (Budgetary Basis)
OPERATING REVENUES					
Institutional	\$ 1,900,000	\$ 1,900,000	\$ 1,534,927	\$ (365,073)	\$ 1,544,884
OPERATING EXPENSES					
Auxiliary services	1,800,000	1,800,000	1,273,412	526,588	1,564,046
Excess of operating revenues over operating expenses	100,000	100,000	261,515	161,515	(19,162)
NON-OPERATING EXPENSES					
Transfers out	(400,000)	(400,000)	-	400,000	-
Net change in net position	(300,000)	(300,000)	261,515	561,515	(19,162)
Net Position—beginning of year	3,651,237	3,651,237	3,562,176	(89,061)	3,581,338
Net Position—end of year	<u>\$ 3,351,237</u>	<u>\$ 3,351,237</u>	<u>\$ 3,823,691</u>	<u>\$ 472,454</u>	<u>\$ 3,562,176</u>

SOUTHWEST WISCONSIN TECHNICAL COLLEGE
PROPRIETARY FUNDS - INTERNAL SERVICE FUNDS
SCHEDULE OF REVENUES, EXPENSES, AND CHANGES
IN NET POSITION - BUDGET AND ACTUAL (NON-GAAP BUDGETARY BASIS)
Year Ended June 30, 2019 with Comparative Totals for the Year Ended 2018

	2019				2018
	Original Budget	Final Budget	Actual on a Budgetary Basis	Variance with Final Budget	Actual (Budgetary Basis)
OPERATING REVENUES					
Institutional	\$ 4,385,000	\$ 4,385,000	\$ 3,833,084	\$ (551,916)	\$ 4,057,063
OPERATING EXPENSES					
Auxiliary services	4,385,000	4,385,000	3,639,408	745,592	3,722,962
Excess (deficiency) of revenues over (under) expenditures	-	-	193,676	193,676	334,101
Net change in net position	-	-	193,676	193,676	334,101
Net Position—beginning of year	1,171,610	1,171,610	1,305,711	134,101	971,610
Net Position—end of year	\$ 1,171,610	\$ 1,171,610	\$ 1,499,387	\$ 327,777	\$ 1,305,711

SOUTHWEST WISCONSIN TECHNICAL COLLEGE
SCHEDULE TO RECONCILE BUDGET (NON-GAAP BUDGETARY) BASIS FINANCIAL STATEMENTS
TO STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET POSITION
For the Year Ended June 30, 2019

	Governmental Funds				Proprietary Funds				Statement of
	General	Special Revenue	Capital Projects	Debt Service	Enterprise Funds	Internal Service	Total	Reconciling Items	Revenues, Expenses and Changes in Net Position
REVENUES									
Local government - tax levy	\$ 5,416,844	\$ -	\$ -	\$ 5,345,000	\$ -	-	\$ 10,761,844	\$ -	\$ 10,761,844
Intergovernmental revenue									
State	10,014,879	548,676	-	20,530	-	-	10,584,085	-	10,584,085
Federal	715,192	5,129,130	-	298,603	-	-	6,142,925	(2,537,791)	3,605,134
Tuition and fees									
Statutory program fees	4,441,995	-	-	-	-	-	4,441,995	-	4,441,995
Materials fees	289,212	-	-	-	-	-	289,212	-	289,212
Other student fees	575,649	263,576	-	-	-	-	839,225	-	839,225
Institutional	2,145,015	189,739	81,849	43,804	1,534,927	3,833,084	7,828,418	(3,901,688)	3,926,730
Total revenues	23,588,786	6,131,121	81,849	5,707,937	1,534,927	3,833,084	40,887,704	(6,439,479)	34,448,225
EXPENDITURES									
Current:									
Instruction	15,020,315	-	-	-	-	-	15,020,315	(2,884,526)	12,135,789
Instructional resources	149,622	-	-	-	-	-	149,622	-	149,622
Student services	2,162,174	6,117,342	-	-	-	-	8,279,516	(5,723,831)	2,555,685
General institutional	4,868,969	-	-	-	-	-	4,868,969	-	4,868,969
Physical plant	2,023,329	-	148,876	-	-	-	2,172,205	(148,876)	2,023,329
Auxiliary services	-	-	-	-	1,273,412	3,639,408	4,912,820	(3,839,234)	1,073,586
Capital outlay	-	-	3,296,261	-	-	-	3,296,261	(3,296,261)	-
Depreciation	-	-	-	-	-	-	-	2,846,212	2,846,212
Student aid	-	-	-	-	-	-	-	3,117,436	3,117,436
Debt service:									
Principal	-	-	-	12,560,000	-	-	12,560,000	(12,560,000)	-
Interest	-	-	-	1,305,022	-	-	1,305,022	(91,281)	1,213,741
Total expenditures	24,224,409	6,117,342	3,445,137	13,865,022	1,273,412	3,639,408	52,564,730	(22,580,361)	29,984,369
Excess (deficiency) of revenues over (under) expenditures	(625,623)	13,779	(3,383,288)	(8,157,085)	261,515	193,676	(11,677,026)	16,140,882	4,463,856
OTHER FINANCING SOURCES (USES)									
Long-term debt issued	-	-	4,000,000	7,775,000	-	-	11,775,000	(11,775,000)	-
Premium on issuance of debt	-	-	-	672,411	-	-	672,411	(672,411)	-
Transfers in	172,292	44,436	-	-	-	-	216,728	(216,728)	-
Transfer out	(44,436)	-	(172,292)	-	-	-	(216,728)	216,728	-
Loss on disposal of capital assets	-	-	-	-	-	-	-	(85,265)	(85,265)
Total other financing sources (uses)	127,856	44,436	3,827,708	8,347,411	-	-	12,347,411	(12,432,676)	(85,265)
Net change in fund balance/net position	(497,767)	58,215	464,420	190,326	261,515	193,676	670,385	3,708,206	4,378,591
Fund balance/Net Position at beginning of year	9,428,904	402,017	898,264	1,407,409	3,562,176	1,305,711	17,004,481	11,582,010	28,586,491
Fund balance/Net Position at end of year	\$ 8,931,137	\$ 460,232	\$ 1,362,684	\$ 1,597,735	\$ 3,823,691	\$ 1,499,387	\$ 17,674,866	\$ 15,290,216	\$ 32,965,082

SOUTHWEST WISCONSIN TECHNICAL COLLEGE
SCHEDULE TO RECONCILE BUDGET (NON-GAAP BUDGETARY) BASIS FINANCIAL STATEMENTS
TO STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET POSITION
For the Year Ended June 30, 2019

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

Operating	\$ 2,360,193
Non-operating	8,223,892
	<u>\$ 10,584,085</u>

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

Non-governmental grants and contracts	\$ 1,959,274
Auxiliary enterprises	1,534,927
Investment income	432,529
	<u>\$ 3,926,730</u>

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

Budgetary basis fund balance	\$ 17,674,866
Capital assets capitalized - at cost	82,776,500
Accumulated depreciation on capital assets	(37,529,098)
Net pension liability and deferred items	497,278
General obligation notes payable	(25,035,000)
Net other postemployment benefits and deferred items - health insurance	(5,222,837)
Accrued interest on notes payable	(12,504)
Encumbrances outstanding at year end	598,140
	<u>\$ 33,747,345</u>

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

SOUTHWEST WISCONSIN TECHNICAL COLLEGE
SCHEDULE OF EXPENDITURES OF FEDERAL AND STATE AWARDS
Year ended June 30, 2019

Federal Grantor/ Pass-Through Grantor/Program or Cluster Title	Federal CFDA Number	Project Identification Number	Grant Period	Federal Grant Amount	Passed Through to Subrecipients	Expenditures		Total Expenditures
						Federal	Match	
Department of Agriculture								
Pass-through program from Wisconsin Department of Agriculture, Trade and Consumer Protection								
Risk Management Education Partnerships	10.460	03-117-000-018	7/1/18-6/30/19	22,026	-	14,470	-	14,470
Department of Labor								
Trade Adjustment Assistance Community College and Career Training (TAACCCT) Grants	17.282	03-109-000-015	7/1/17-6/30/18	16,614	-	14,526	-	14,526
Pass-through program from Chippewa Valley Technical College								
H-1B Tech Hire IMPACT Job Training Grant	17.268	03-184-000-016	7/1/18-6/30/19	327,937	-	315,168	-	315,168
Total Department of Labor				344,551	-	329,714	-	329,714
Department of Education								
Department of Education Direct Programs								
Student Financial Assistance Cluster								
Federal Supplemental Education Opportunity Grant	84.007		7/1/18-6/30/19	-	-	51,350	-	51,350
Federal College Work Study	84.033		7/1/18-6/30/19	-	-	63,221	-	63,221
Federal Pell Grant	84.063		7/1/18-6/30/19	-	-	2,476,768	-	2,476,768
Direct Student Loans								
Federal Student Plus Loans	84.268		7/1/18-6/30/19	-	-	22,791	-	22,791
Federal Student Stafford Loans	84.268		7/1/18-6/30/19	-	-	2,515,000	-	2,515,000
Total Direct Student Loans				-	-	2,537,791	-	2,537,791
Total Student Financial Assistance Cluster				-	-	5,129,130	-	5,129,130
Pass-through program from Wisconsin Technical College Systems Board								
Adult Education - Basic Grants to States								
Integrated English Literacy and Civics Education	84.002	03-111-146-168	7/1/18-6/30/19	25,000	-	18,749	6,363	25,112
Adult Basic Education - Disadvantaged	84.002	03-110-146-128	7/1/18-6/30/19	175,123	-	74,322	100,800	175,122
Total Adult Education Act				200,123	-	93,071	107,163	200,234

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

SOUTHWEST WISCONSIN TECHNICAL COLLEGE
SCHEDULE OF EXPENDITURES OF FEDERAL AND STATE AWARDS
Year ended June 30, 2019

Federal Grantor/ Pass-Through Grantor/Program or Cluster Title	Federal CFDA Number	Project Identification Number	Grant Period	Federal Grant Amount	Passed Through to Subrecipients	Expenditures		Total
						Federal	Match	Expenditures
Department of Education (continued)								
Career and Technical Education Basic Grants to States								
Career Prep	84.048	03-106-150-218	7/1/18-6/30/19	38,022	-	38,023	-	38,023
High School to College Transition	84.048	03-137-150-248	7/1/18-6/30/19	50,043	-	50,043	-	50,043
Strengthening Career & Technical Program	84.048	03-193-150-258	7/1/18-6/30/19	40,034	-	39,577	-	39,577
NTD Connections to NTD Recruit	84.048	03-194-150-268	7/1/18-6/30/19	10,009	-	9,939	-	9,939
Student Success	84.048	03-198-150-238	7/1/18-6/30/19	274,743	-	108,105	183,516	271,621
Total Career and Technical Education Basic Grants to States				413,851	-	246,687	183,516	410,203
Total Department of Education				613,974	-	5,468,888	270,679	5,739,567
Department of Homeland Security								
Pass-through program from Wisconsin Technical College Systems Board								
Assistance to Firefighters Grant - Extrication Equipment	97.044	03-113-153-118	7/1/18-6/30/19	35,938	-	31,250	4,710	35,960
Total Federal Awards				\$ 1,016,488	\$ -	\$ 5,844,322	\$ 275,389	\$ 6,119,711

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

SOUTHWEST WISCONSIN TECHNICAL COLLEGE
SCHEDULE OF EXPENDITURES OF FEDERAL AND STATE AWARDS
Year ended June 30, 2019

State Grantor/Program	State Identifying Number	Project Identification Number	Grant Period	Grant Amount	Expenditures		Total Expenditures
					State	Match	
Wisconsin Higher Education Board							
Wisconsin Higher Education Grant	235.102		7/1/18-6/30/19	466,932	466,932	-	466,932
Remissions of Fees for Veterans and Dependents	235.105		7/1/18-6/30/19	20,783	20,783	-	20,783
Minority Undergraduate Retention Grant	235.107		7/1/18-6/30/19	1,980	1,980	-	1,980
State Grants - TES Scholarship	235.109		7/1/18-6/30/19	16,200	16,200	-	16,200
Talent Incentive Program Grant	235.114		7/1/18-6/30/19	15,000	15,000	-	15,000
Nursing	235.117		7/1/18-6/30/19	1,875	1,875	-	1,875
Wisconsin Covenant Scholars Grant Revenue	235.131		7/1/18-6/30/19	2,250	2,250	-	2,250
Wisconsin Covenant Foundation Grant Revenue	235.131		7/1/18-6/30/19	44,439	44,439	-	44,439
Total Wisconsin Higher Education Board				569,459	569,459	-	569,459
Wisconsin Department of Transportation							
Motorcycle Safety	20.395(4)(aq)	03-123-000-003	1/1/2018-12/31/2018	13,640	10,939	-	10,939
Motorcycle Safety	20.395(4)(aq)	03-123-000-003	1/1/2019-12/31/2019	17,797	10,805	-	10,805
3 Wheel Safety	266.7348	03-127-000-004	7/1/2018-6/30/19	1,263	1,132	-	1,132
Total Wisconsin Department of Transportation				32,700	22,876	-	22,876
Wisconsin Technical College Systems Board							
Emergency Assistance	292.104	03-124-104-118	7/1/18-6/30/19	17,981	17,981	-	17,981
State Aids for Vocational Technical and Adult Education	292.105		7/1/18-6/30/19	1,693,000	1,693,000	-	1,693,000
Performance Based Aid	292.105		7/1/18-6/30/19	980,749	980,749	-	980,749
State Aids Prior Years	292.105		7/1/18-6/30/19	(69,100)	(69,100)	-	(69,100)
Workforce Advancement Training Grants:							
Schreiber	292.124	03-140-124-178	7/1/18-6/30/19	10,364	4,571	-	4,571
Community First Bank	292.124	03-141-124-178	7/1/18-6/30/19	5,327	5,307	-	5,307
3M	292.124	03-148-124-178	7/1/18-6/30/19	30,677	2,846	-	2,846
Dillman	292.124	03-166-127-179	7/1/18-6/30/19	60,001	28,909	-	28,909
Community First Bank	292.124	03-171-124-179	7/1/18-6/30/19	7,676	3,256	-	3,256
Imperia Foods/Schuman Cheese/Lactalis	292.124	03-173-124-179	7/1/18-6/30/19	13,480	8,439	-	8,439
Total Workforce Advancement Training Grants				127,525	53,328	-	53,328

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

SOUTHWEST WISCONSIN TECHNICAL COLLEGE
SCHEDULE OF EXPENDITURES OF FEDERAL AND STATE AWARDS
Year ended June 30, 2019

State Grantor/Program	State	Project	Grant Period	Grant Amount	Expenditures		Total
	Identifying Number	Identification Number			State	Match	Expenditures
Wisconsin Technical College Systems Board (continued)							
Incentive Grants:							
Captioning Leadership Grant	292.124	03-101-124-198	7/1/18-6/30/19	16,741	16,741	-	16,741
Southwest Tech Student Success Center	292.124	03-102-124-128	7/1/18-6/30/19	19,369	18,623	-	18,623
Southwest Tech Student Success Center	292.132	03-114-132-119	7/1/18-6/30/19	4,625	4,096	-	4,096
Advanced Manufacturing	292.124	03-118-124-188	7/1/18-6/30/19	10,843	3,391	-	3,391
Collaborative Leadership	292.124	03-130-124-139	7/1/18-6/30/19	182,345	116,515	-	116,515
Professional Development	292.124	03-161-124-158	7/1/18-6/30/19	72,108	48,074	24,088	72,182
Industrial Maintenance Career Pathways	292.124	03-177-124-129	7/1/18-6/30/19	81,640	61,230	-	61,230
Pistons to Pathways	292.124	03-178-124-129	7/1/18-6/30/19	158,456	118,841	-	118,841
Ag Health IT Career Pathways	292.124	03-189-124-128	7/1/18-6/30/19	32,696	2,369	790	3,159
Tutoring 4 Success	292.124	03-190-124-168	7/1/18-6/30/19	236,411	177,147	59,049	236,196
Total Incentive Grants				815,234	567,027	83,927	650,954
Fire Fighter Training 2%	292.137		7/1/18-6/30/19	31,600	31,600	-	31,600
Property Tax Relief Aid	292.162		7/1/18-6/30/19	6,528,192	6,528,192	-	6,528,192
Hazmat	292.372		7/1/18-6/30/19	2,407	2,407	-	2,407
Total Wisconsin Technical College Systems Board				10,127,588	9,805,184	83,927	9,889,111
Wisconsin Department of Natural Resources							
DNR payment in lieu of taxes			7/1/18-6/30/19	31,406	31,406	-	31,406
Wisconsin Department of Workforce Development							
DWD Fast Forward Dual Credit	445.109	03-154-000-018	7/1/18-6/30/19	274,120	20,922	-	20,922
DWD Wage\$ Direct Training	17.268	03-155-155-119	7/1/18-6/30/19	18,447	18,447	-	18,447
Total Wisconsin Department of Workforce Development				292,567	39,369	-	39,369
Wisconsin Department of Revenue							
Personal Property Aid	835.109		7/1/18-6/30/19	75,397	75,397	-	75,397
State Aid Computers	835.109		7/1/18-6/30/19	40,394	40,394	-	40,394
Total Wisconsin Department of Revenue				115,791	115,791	-	115,791
Total State Awards				\$ 11,189,511	\$ 10,584,085	\$ 83,927	\$ 10,668,012

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

SOUTHWEST WISCONSIN TECHNICAL COLLEGE
NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AND STATE AWARDS
Year Ended June 30, 2019

NOTE 1—BASIS OF PRESENTATION

The accompanying schedule of expenditures of federal and state awards (the Schedule) includes the federal and state award activity of the Southwest Tech under programs of the federal government and state agencies for the year ended June 30, 2019. The information in this Schedule is presented in accordance with the requirements of Title 2 *U.S. Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Because the Schedule presents only a selected portion of the operations of the Southwest Tech, it is not intended to and does not present the financial position, changes in net position, or cash flows of the Southwest Tech.

NOTE 2—SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Expenditures reported on the schedule are reported on the modified accrual basis of accounting. Specifically, debt service expenditures, as well as expenditures related to claims and judgments, and compensated absences are recorded only when payment is due. Such expenditures are recognized following the cost principles contained in Uniform Guidance, wherein certain types of expenditures are not allowable or are limited as to reimbursement.

NOTE 3—INDIRECT COST RATE

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

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

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

Reconciliation

Federal revenues reported on the Schedule of Expenditures of Federal and State Awards	<u>\$ 5,844,322</u>
Federal Revenue reported in the Statement of Revenues, and Expenses and Changes in Net Position	\$ 3,605,134
Direct Student Loans included on the Schedule of Expenditures of Federal and State Awards	2,537,791
Federal Subsidy payment for Build America Bonds	<u>(298,603)</u>
Total Federal Revenues	<u>\$ 5,844,322</u>

SOUTHWEST WISCONSIN TECHNICAL COLLEGE
NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AND STATE AWARDS
Year Ended June 30, 2019

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

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

Reconciliation

State revenues reported on the Schedule of Expenditures of
Federal and State Awards

\$10,584,085

State Revenue reported in the Statement of Revenues, and
Expenses and Changes in Net Position

Operating

\$ 2,360,193

Non-operating

8,223,892

Total State Revenues

\$10,584,085

NOTE 5—SUBRECIPIENT PAYMENTS

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

SOUTHWEST WISCONSIN TECHNICAL COLLEGE
SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS
Year Ended June 30, 2019

There were no prior audit findings.

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

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

We have audited in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the business type activities and the discretely presented component unit of Southwest Wisconsin Technical College as of and for the year ended June 30, 2019, and the related notes to the financial statements, which collectively comprise Southwest Wisconsin Technical College's basic financial statements, and have issued our report thereon dated November 15, 2019.

Internal Control Over Financial Reporting

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

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

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

Compliance and Other Matters

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

Purpose of this Report

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

Wegner CPAs LLP

Wegner CPAs, LLP
Madison, Wisconsin
November 15, 2019

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

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

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

We have audited the Southwest Wisconsin Technical College's compliance with the types of compliance requirements described in the *OMB Compliance Supplement* and the *State Single Audit Guidelines* (the *Guidelines*) that could have a direct and material effect on the Southwest Wisconsin Technical College's major federal program and each of its major state programs for the year ended June 30, 2019. The Southwest Wisconsin Technical College's major federal program is identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

Management's Responsibility

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

Auditor's Responsibility

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

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

Opinion on the Major Federal and Each Major State Program

In our opinion, the Southwest Wisconsin Technical College complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on its major federal program and each of its major state programs for the year ended June 30, 2019.

Report on Internal Control Over Compliance

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

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

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

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

Wegner CPAs LLP

Wegner CPAs, LLP
Madison, Wisconsin
November 15, 2019

SOUTHWEST WISCONSIN TECHNICAL COLLEGE
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
Year Ended June 30, 2019

Section I—Summary of Auditor's Results

Financial Statements

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

Federal Awards

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

Identification of major federal programs:

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

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

SOUTHWEST WISCONSIN TECHNICAL COLLEGE
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
Year Ended June 30, 2019

State Awards

Internal control over major state programs:

Material weakness(es) identified?	No
Significant deficiency(ies) identified?	None reported

Type of auditor's report issued on compliance for major state programs:	Unmodified
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Any audit findings disclosed that are required to be reported?	No
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Identification of major state programs:

State Identifying Number	Name of State Program
292.105	State Aids for Vocational Technical and Adult Education
292.162	Property Tax Relief Aid

Dollar threshold used to distinguish between type A and type B programs:	\$ 250,000
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Section II—Financial Statement Findings

No matters were reported.

Section III—Federal and State Award Findings and Questioned Costs

No matters were reported.

Section IV—Other Issues

Does the auditor's report or the notes to the financial statements include disclosure with regard to substantial doubt as to the auditee's ability to continue as a going concern?	No
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SOUTHWEST WISCONSIN TECHNICAL COLLEGE
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
Year Ended June 30, 2019

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

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

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

Name and signature of partner

Scott R. Haumersen, CPA

Date of report

November 15, 2019

C. Designate College Legal Counsel for Labor & Employment, Immigration, Litigation, College Administration, Education, and Contract Law

Jon Anderson transferred his law practice to Husch Blackwell of Madison, WI recently. Due to the long history the college has had with Mr. Anderson, college administration recommends retaining Jon Anderson of Husch Blackwell for labor and employment, immigration, litigation, college administration, education, and contract law.

Recommendation: Retain Jon Anderson of Husch Blackwell, Madison, WI, for Labor & Employment, Immigration, Litigation, College Administration, Education Law, and Contract Law.

Board Monitoring of College Effectiveness

A. Foundation Quarterly Update

Holly Clendenen, Executive Director of the Foundation and Real Estate Foundation, will present a quarterly Foundation report to the Board highlighting the activities and results of fundraising efforts and other initiatives. The FY20 Second Quarter report is available below.

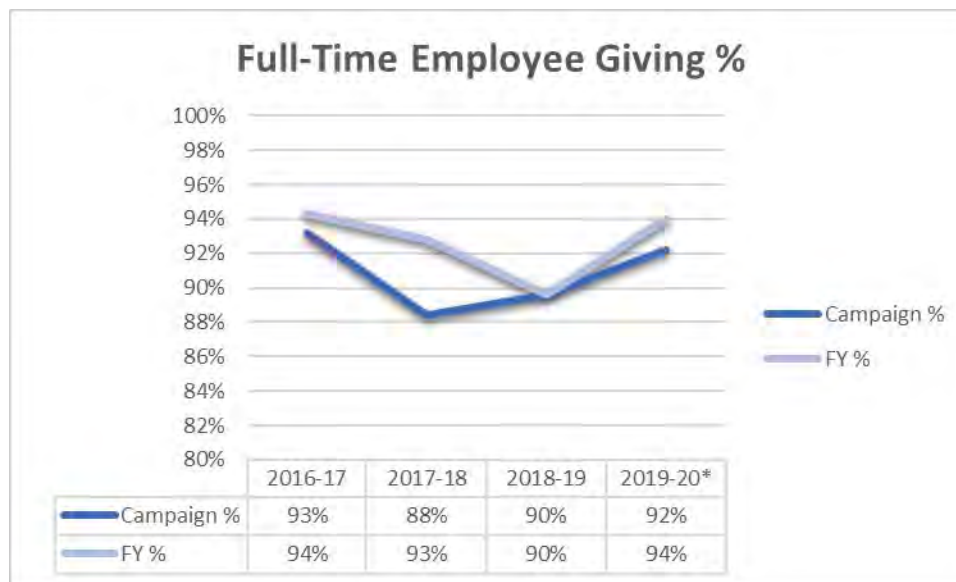


**Southwest Tech Foundation and SWTC Real Estate Foundation (REF)
FY20 Second Quarter Report to District Board
January 23, 2020**

- **FY20 Fundraising Totals 7/1-12/31/19**
 - \$725,489.37 total gifts received (*FY20 goal is \$1,000,000*)
 - \$534,897.22 cash received (*FY20 goal is \$800,000*)
 - \$190,592.12 Gift In-Kind total
 - 3,266 total gifts (*FY19 total was 5,336*)
 - 826 total donors (*FY19 total was 1117*)

- **Appeals/Requests as of 12/31/19**

- Employee Giving - \$34,905.03 received from current employees



*FY20 only through 12/31/19

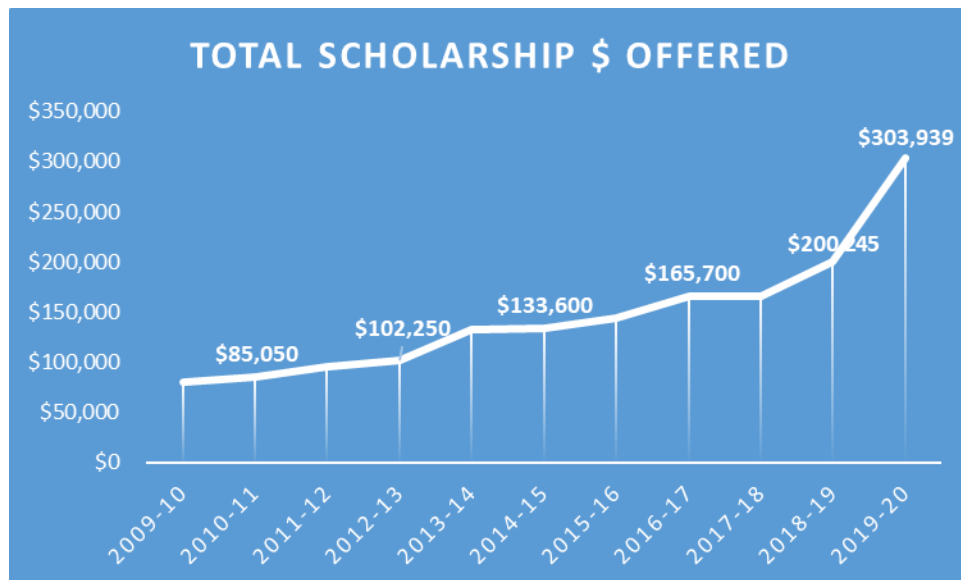
- Fall Phonathon – Received \$33,991.15 (*FY19 total was \$48,599.09*)
- Giving Tuesday – Giving Foods Day Campaign raised \$5,774 in cash and gifts-in-kind for Charger Cupboard food pantry. Special Populations project team members, Knox Learning Center, Student Life, Bookstore and Wellness work group all supported this effort with different events, incentives and specials.

- **Gift Highlights – Thank you!**

- \$102,357 from The Cummins Foundation for Mech Lab Project to expand partnership to more high schools
- \$88,000 gift-in-kind from Finney Implement for Ag Development Fund
- \$84,566 from 3M for Mech Lab Project to expand partnership to more high schools
- \$77,080 gift-in-kind from Sloan Implement for Ag Development Fund
- \$50,000 from Compeer Financial for Ag Development Fund for new ag mobile trailer
- \$12,000 from Alliant Energy/Wisconsin Power & Light for Charge Forward Fund to support breakfast program for all 24 students in the program
- \$9,170 from Peggy and Brad Biddick for Brad and Peggy Biddick Scholarship
- \$7,500 from 3M for 3M MAP Scholarships
- \$5,000 from Helen Anderson for Charger Annual Fund, Charger Dream Fund, Fuel a Charger Fund, and Southwest Tech Scholarship for Lancaster Community
- \$4,000 from Southwest Health for Southwest Health ColLEDGE Up Scholarship
- \$3,500 gift-in-kind from Thomas Green for Industry, Trades and Ag Development fund
- \$3,083 gift-in-kind from Alliant Energy for Chargers Cupboard
- \$3,000 from Joan Senn for Innovation of the Year Fund and Phi Theta Kappa Scholarship

- **Scholarships**

- Offered 487 scholarships totaling \$303,999. Press releases sent to local newspapers.
- 2020-21 Scholarship [application open online](#). Deadline to apply is March 31, 2020.



- **Events**

- Feb. 4 - [Ladies Leadership After Hours Social](#), Mineral Point
- Feb. 19 – [Garden Art Welding](#), campus (Sold Out)

- **Distinguished Alumni and Retiree Excellence [Award Nominations](#) due January 31**

- **Real Estate Foundation**

- 138 leases for spring semester; 140 total beds.
- Carpet replaced in 1940 Brownwood Rd (8-plex) over winter break.
- Construction underway at 1523/25 Brownwood – new 4-plex design being built by carpentry program. Self-financed construction.
- Working with Information Technology Services department to upgrade security cameras at student housing.

- **News Releases**

- [Southwest Tech Foundation Receives Grant from Benton](#)
- [Compeer Financial Awards MORE for Agriculture Grant to Southwest Tech](#)
- [Chargers Cupboard the focus of Giving Tuesday Efforts](#)

B. Board Monitoring Report – Safety & Security

Included below is the Safety & Security Board Monitoring Report. The focus of this report is on strategic initiatives related to physical and cyber safety and security. Dan Imhoff, Director of Facilities, Safety & Security, and Heath Ahnen, Director of Information Technology Services, will present the report.

Board Monitoring Report

Safety and Security

January 23, 2020

EXECUTIVE SUMMARY

Alignment with Mission, Vision, Values, and Purposes

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

Alignment with Strategic Directions

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

Competitive Positioning Statement

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

RECOGNIZING AND VALUING PEOPLE

Core Emergency Response Team (CERT)

The CERT is a group of appointed Southwest Tech administrators and staff who are responsible for making decisions regarding crisis situations which affect Southwest Tech

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

The CERT members are: Caleb White, Katie Garrity, Karen Campbell, Kris Wubben, Karl Sandry, Katie Glass, Heath Ahnen, Brian Kitelinger, Krista Weber, Josh Bedward and Dan Imhoff.

Emergency Response Team (ERT)

When the situation at the scene requires additional support or impacts the College's day-to-day operations, the ERT will be called upon by the CERT. The ERT is activated to aid in external coordination and securing additional resources. They are there to provide direction, control, and coordination of college forces to include liaison with any and all outside agencies/entities as appropriate, as well as to provide emergency information and direction to the occupants of the campus during an emergency. The ERT meets regularly throughout the year to plan and participate in crisis simulations. Personnel are selected based on their background and known abilities. The tasks performed as an ERT member are in addition to their regular duties at the college. ERT members are: Heath Ahnen, Ken Bartz, Josh Bedward, Karen Campbell, Amy Campbell, Holly Clendenen, Derek Dachelet, Dave Friesen, Katie Garrity, Katie Glass, Connie Haberkorn, Dan Imhoff, Denise Jansen, Jody Millin, Kelly Kelly, Brian Kitelinger, Jake Mootz, Lori Needham, Nicole Nelson, Karl Sandry, Annetta Smith, Ken Straka, Brandon Wallin, Toby Washburn, Krista Weber, Caleb White, Jason Wood, and Kris Wubben.

Emergency Response Planning Team

This group of individuals are members of the ERT that have attended the FEMA L0363 course. FEMA L0363 is a highly interactive program designed to provide institutions of higher education with knowledge and planning strategies in emergency situations. This group includes Heath Ahnen, Josh Bedward, Karen Campbell, Katie Glass, Dan Imhoff, Brian Kitelinger, Karl Sandry, Toby Washburn, and Kris Wubben. This group also organizes training initiatives and has begun planning our next spring safety in-service. The Emergency Response Planning Team has helped spread the word about the importance of emergency preparedness throughout the campus and is encouraging all of the emergency response team to attend this course. This group is also attempting to bring the FEMA L0363 training to campus, by applying to be a 2020 host site. Having this training on campus would allow us to have more ERT members go through this intense and thorough training.

Safety Coordinator

The college recognizes the importance of safety throughout campus and as a way to improve it has a Safety Coordinator position. This position is filled by Brian Kitelinger. Brian is tasked with making safety an ever-present part of the Southwest Tech culture through the creation, implementation, and training of college safety procedures and policies. He works to enhance college safety programs and make college safety an integral part of Southwest Tech's culture, through trainings and safety checks. Some of the issues Brian has worked on this past year include: Campus Salt Shaker program, slips trips and falls (with an emphasis on stair safety), updated emergency flip charts, updating and simplifying the concerns reporting process, updated business continuity plans, and continually updating the emergency response plan. We are beginning a campus-wide "See Something, Say Something" campaign which will run for the remainder of the 19/20 school year and throughout 20/21.

Occupational Safety and Health Administration (OSHA) Audits

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

Behavioral Intervention Team (BIT)

A behavioral intervention team (BIT) is a multi-disciplinary group whose purpose is meeting regularly to support our students via concerns reports issued by faculty and staff. The team tracks "red flags" over time, detecting patterns, trends, and disturbances in individual or group behavior. The team will help guide the individual or group to the resources they need to prevent the identified issue from worsening. Referral resources may include the College on-campus staff mental health counselor or outside entities who can serve the students' needs. The BIT members are Gina Trollop, Stephanie Brown, Melissa Klinkhammer, Kris Wubben, Robin Hamel and Dan Imhoff.

Campus Liaison Officer

Southwest Tech does not have a security staff but recognizes the need for a security presence on campus so the college has contracted with the City of Fennimore to have a liaison officer on campus. The liaison officer is a uniformed city officer that is assigned to Southwest Tech for 180 hours per year. Fennimore's Police Chief works with the Director of Facilities to determine the officer's schedule and duties. Each month the college receives a log detailing the Liaison Officer's activity for the month. Having a uniformed officer on campus gives both staff and students a sense of security. This program has been reduced over past years due to limited officer availability.

As a result of the decreased liaison hours, the college is working on creating a dual position which would serve as both a campus security coordinator and a Criminal Justice faculty member. This person will work closely with both Dan Imhoff and Kris Wubben in

overseeing a campus safety program which would include the use of Criminal Justice students as "student officers." Student officer duties would include hallway and parking lot patrols, a safe walk program, and performing security assessments.

Campus Security Assessments

Each year, as a final project, the Criminal Justice program students are assigned the project of creating security assessments for a campus building. The students are split into groups and assigned a building for them to review and identify potential security risks. After the assessments are completed, the students present their finding to their instructors, Tom Kretschman and Gary Roberts, and Dan Imhoff. Tom, Gary, Brian, and Dan meet and review both the presentations and the reports turned in by the team to determine the validity of the students finding and if the college has the means to address them.

Southwest Tech also had a security assessment performed by Tim McNulty of Districts Mutual Insurance Company (DMI). Tim's assessment has helped identify several safety measures which can be implemented and actions to be taken to augment campus security. Several of Tim's recommendations have been, or are in the process of, being implemented including:

- Improving the security cameras system, which will be completed during the spring 19/20 semester.
- Conducting a campus wide evacuation drill; completed prior to the Thanksgiving Break.
- Install more safe guards for restricted areas including the transformer and generator areas. These will be installed in April of 2020.
- Conduct regular tabletop training for EOC members. We are planning on holding quarterly tabletops going forward.

Campus Cybersecurity Incident Response Team (CIRT)

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

PRESENTATION OF THE DATA

1. Workers Compensations Statistics

Policy Year	Claims	Total Incurred	Open Claims	Total Reserve
7/1/2016 – 2017	8	\$374,400	1	\$185,165
7/1/2017 – 2018	3	\$6,607	0	\$0
7/1/2018 – 2019	3	\$1,024	0	\$0
7/1/2019 - 2020	4	\$2,477	0	\$0

2. Safety and Security Statistics

Safety and Security	Goals	2016-2017	2017-2018	2018-2019	2019-2020
Security Incidents (student or employee)	0	1	1	0	0
Worker Compensation Mod Factor	0.71	.74	1.00	1.01	.97
Number of Class/Type A, B, C student incidents	0	18	24	13	16
Type A: Injuries reported requiring limited or no medical attention	0	15	22	12	13
Type B: Incidents requiring immediate medical attention with little follow-up (stitched, moderate burns)	0	3	2	1	2
Type C: Incidents that require immediate medical attention and prolonged treatment (broken bones, torn ligaments, amputation)	0	0	0	0	1

STRENGTHS

1. The willingness of such a large group of employees to join the various safety and security teams and committees on campus shows the employee commitment that is necessary to create a safe campus.
2. The college's emergency response plan has been reviewed by DMI and is viewed as a strength. DMI also praised the college for having regular meetings and training for both the Core Emergency Response Team (CERT) and the Emergency Response Team (ERT).
3. The college offers many trainings to faculty and staff including classroom management, drug identification, evacuation procedures, and situational awareness, throughout the year.
4. Internal alignment has been improved with the creation of councils, health indicators, and strategic initiatives.

WEAKNESSES

1. The lack of a full-time security staff member or student-involved program leaves the college without an on campus presence when the Campus Liaison Officer is not on duty.
2. Infant stages of campus-wide Cyber Security Awareness Training and Information Security Policy development

STRATEGIC INITIATIVES DESIGNED TO IMPROVE OUR PERFORMANCE

1. Installation of a new security camera system in Spring 2020 to fully integrate all campus cameras to one system and increase coverage. This will be a cloud-based system which will allow us to add more cameras because there will be less money tied up in servers to support the system.
2. The College has continued an employee safety training program. This program is highlighted by a full day of safety training during the spring in-service. Last year's training session included cyber security, drug identification, situational awareness, and classroom management.
3. We will continue to train Core Emergency Response Team and Emergency Response Team members in online National Incident Management System (NIMS) and FEMA's L0363: Multi-Hazard Emergency Management for Higher Education training throughout the year.
4. Information Technology Services (ITS) will be developing and implementing an Information Security Policy to ensure appropriate measures are put in place to protect SWTC data and network resources. These documents will include risk assessments, password policies, administrative responsibilities, user responsibilities, email policies, internet policies, intrusion detection and disaster recovery.
5. Information Technology Services (ITS) is working on rollout of Cybersecurity Awareness training campus wide. This offering includes access for faculty, staff and students. These online training modules will assist in educating the SWTC community members and is a critical component for security of the SWTC infrastructure. The training will include routine and ongoing training for the Southwest Tech community members in how to detect and what measures can be taken to protect the organization. This program's inception was October 2017 as part of Cybersecurity Awareness Month. ITS continues to expand training by offering departmental and work unit training sessions in 2020 scheduled onsite. These programs will continue to expand as this will complement the Information Security Policy in development.
6. Information Technology Services is working on implementation of Next Generation Endpoint Security. The implementation of the solution will integrate with existing SWTC hardware and systematically reduce vulnerabilities all while minimizing impact on SWTC end users. By implementing, SWTC will minimize threats and continue to uphold industry standards in threat detection and prevention.

APPENDICES

- Appendix A – Emergency Response Plan (Hard copies will be provided to Board of Directors)
- Appendix B – Campus Safety Report / Clery Report 2018
- Appendix C – Business Continuity Plan

Emergency Response Plan



Date of Posting: October 2019

Emergency Response Plan

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Introduction

Be prepared to ACT rather than REACT in times of crisis

Purpose

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

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

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

This plan follows the five principals of the Response Doctrine:

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

Review, Updates and Drills

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

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

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

Core Emergency Response Team

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

The Core Emergency Response Team meets monthly throughout the year to plan and participate in crisis simulations. Crisis response plans and procedures are updated bi-annually to reflect the latest industry best practices as adapted for our local use based on our knowledge and experience of our resources, expertise and relationships. Debrief meetings are held after all incidents to evaluate the campus's response and provide updates.

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

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

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

Emergency Management Landscape

Incident Command Post

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

Emergency Operations Center

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

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

Incident Comand

Setting Up Your EOC

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

EOC Location - Room 1655; Health/Science Building

Alternative EOC Location - 1706; Ag/Auto Building

MISSION

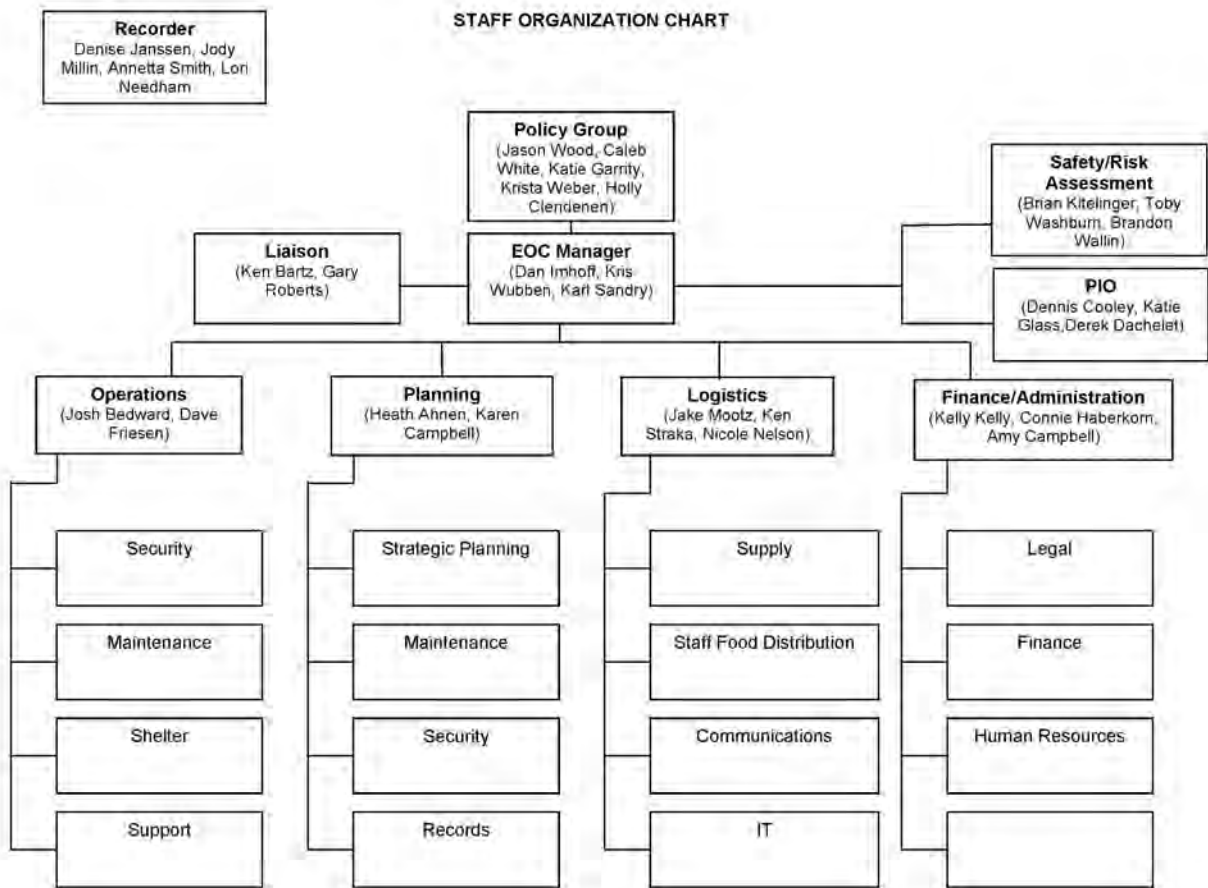
To provide direction, control, and coordination of college forces to include liaison with any and all outside agencies/entities as appropriate, as well as to provide emergency information and direction to the occupants of the campus during an emergency.

EXECUTION

Concept of Operations

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

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



POLICY GROUP

- ☐ The Policy Group will include officials with certain legal and policy-making responsibilities.
- ☐ Recommend to the President or designee a policy for the conduct of emergency operations.
- ☐ The Policy Group will work closely with the EOC/PIO Groups to put forth cohesive and unified press releases that are accurate and reflect the best interests of the college.
- ☐ Policy Group will be given regular briefings from the Emergency Operations Managers, or appointee, at regular intervals or if a significant event occurs or is discovered that warrants an immediate update.
- ☐ Policy Group's role is not to manage the incident, this frees up their expertise to be in a position to lead the college's other responsibilities such as Business Continuity Plan and restoration of services vital to the functions of our college moving forward.

EOC Command Staff

Duties of the EOC Command Staff are:

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

Staff functions supporting EOC Command Staff:

EOC Manager:

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

Public Information Team:

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

Safety Risk Assessment.

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

Liaison Group.

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

Operations Section

- ☐ Fire/Rescue (if applicable)
- ☐ Security/Evacuation (if applicable)
- ☐ Maintenance
- ☐ Shelter Management
- ☐ EOC Support Staff

The Operations Section is responsible for the management of operations directly applicable to the incident and the collection, evaluation, dissemination, and use of information concerning the development of the incident. This information is needed to: 1) understand the current situation; 2) predict the probable course of incident events; and 3) prepare alternative strategies and control operations for the incident. Responsibilities include:

- ☐ Obtaining briefings from the Incident Commander.
- ☐ Manage and carry out the Operations portion of the Incident Action Plan as directed by the Incident Commander.
- ☐ Briefing and assigning Operations personnel.
- ☐ Supervising operations in conjunction with the Incident Command Post.
- ☐ Determining needs and requests for additional resources.
- ☐ Reporting information about specific activities, events and occurrences to the Incident Commander.
- ☐ Reviewing suggested list of resources to be released and initiating recommendations for release of resources.
- ☐ Ensuring general welfare and safety of Operations Section personnel.
- ☐ Providing any additional services, as indicated in respective departmental Annexes or SOPs.
- ☐ Establishing information requirements and reporting schedules for each incident.
- ☐ Assembling information on alternative strategies.
- ☐ Identifying needs for use of specialized resources.
- ☐ Performing operational planning for the Plans Section.
- ☐ Providing periodic predictions on the incident.
- ☐ Compiling and displaying incident status summary information.
- ☐ Advising the EOC Command Staff of any significant changes in the incident status.
- ☐ Maintaining resource status information.
- ☐ Preparing and distributing Incident Commander's orders.

Planning Section

Elements of the Planning Section are:

- ☐ Strategic Planning
- ☐ Security/Evacuation
- ☐ Records Management

The Planning Section is responsible for the collection, evaluation, dissemination and use of information concerning the development of the incident. Information is needed to: 1) understand the current situation; 2) predict the probable course of incident events; and 3) prepare alternative strategies and control operations for the incident. Responsibilities include: Devise Incident Action Plan to be approved by the Incident Commander, and provide plan to the Operations Section.

- ☐ Obtaining briefings from the Incident Commander.
- ☐ Activating Planning Section.
- ☐ Supervising preparation of the incident action plan.
- ☐ Establishing information requirements and reporting schedules for each incident.
- ☐ Assembling information on alternative strategies.
- ☐ Establishing a weather data collection system when necessary.
- ☐ Identifying needs for use of specialized resources.
- ☐ Providing periodic predictions on the incident.
- ☐ Compiling and displaying incident status summary information.
- ☐ Advising the EOC Command Staff of any significant changes in the incident status.
- ☐ Maintaining resource status information.
- ☐ Ensuring the general welfare and safety of the Plans Section personnel.
- ☐ Preparing and distributing the Incident Commander's orders.

LOGISTICS SECTION

Elements of the Logistics Section are:

- ☐ Supply
- ☐ Staff Food Distribution
- ☐ Communications
- ☐ Information Technology

The Logistics Section is staffed by a Senior Procurement Official. It is recommended that the leading department consider assigning a representative in the Logistics Section. Logistics Section is responsible for providing equipment, facilities, materials, supplies, and services in support of the incident. The Logistics Section participates in the development and implementation of the Incident Action Plan and activates and supervises the Resources Section. Responsibilities include:

- ☐ Obtaining briefings from the Incident Commander.
- ☐ Assigning work locations and preliminary work tasks to section personnel.
- ☐ Notifying the Planning Section of Logistics units activated, including names and locations of assigned personnel.
- ☐ Participating in the preparation of the incident action plan.
- ☐ Identifying service and support requirements for planned and anticipated operations.
- ☐ Providing input to and review communications plan, medical plan and traffic plan.

- ☐ Coordinating and processing requests for additional resources.
- ☐ Providing technological infrastructure to include hardware, software and technical support for EOC use.
- ☐ Advising on current service and support capabilities.
- ☐ Estimating future service and support requirements.
- ☐ Receiving demobilization plan from the Planning Section.
- ☐ Recommending release of unit resources.
- ☐ Ensuring general welfare and safety of Logistics Section personnel.

FINANCE/ADMINISTRATION SECTION

Elements of the Finance/Administration Section are:

- ☐ Legal Services
- ☐ Finance
- ☐ Human Resources

The Finance/Administration Section is responsible for all documentation of the incident including financial and cost analysis aspects of the incident and for coordinating legal information and recommendations. Responsibilities include:

- ☐ Obtaining briefing from the Incident Commander.
- ☐ Attending briefings with responsible agencies to gather information.
- ☐ Identifying and procuring supply and support needs for the Administration Section.
- ☐ Develop an operating plan for finance function for the incident.
- ☐ Preparing work objectives for subordinates, briefing staff and making assignments
- ☐ Determine need for commissary operations.
- ☐ Informing the Incident Commander when the Section is operational.
- ☐ Meeting with assisting and cooperating agency representatives as required.
- ☐ Providing input in all planning sessions on financial and cost analysis matters.
- ☐ Maintaining contact with all agency administrative headquarters on financial matters.
- ☐ Documenting all financial costs of the incident including documenting for possible cost recovery for service and supplies.
- ☐ Advising the EOC Command Staff on possible liabilities arising from disaster operations.
- ☐ Establishing a list of volunteers according to functional capabilities and inform the Logistics Section of availability.
- ☐ Collecting and compiling input data and after action reports.
- ☐ Evaluating the effects of damage on the economic index, and insurance ratings for use in long-range recovery planning.

RECORDERS

Responsible for documenting all significant events with descriptions and actions taken by the emergency staff during an event. The recorder will also be responsible for reporting back the details of the event as requested by the Emergency Operations Center staff members.

EOC Displays.

The following maps, charts and logs will be maintained and made available in the EOC.

- ☐ State map
- ☐ County maps (large- and small-scale)
- ☐ City maps (large- and small-scale)
- ☐ Campus maps (large- and small-scale)
- ☐ Major Emergency Log
- ☐ Bulletin Board
- ☐ Operational Status Log

EOC STAFF ORGANIZATION AND ASSIGNMENTS

The Emergency Staff will consist of the Policy Group, EOC Command Staff and other staff members as directed by the CAO. During periods of increased readiness, the EOC may be staffed for 24-hour operations.

EOC COMMAND STAFF
EOC Manager
Liaison
PIO Team Leader
Safety/Risk Assessment
OPERATIONS SECTION
Security/Evacuation
Maintenance
Shelter Management/Damage Assessment
EOC Support Staff
PLANNING SECTION
Strategic Planning
Security/Evacuation
Record Management
Maintenance
LOGISTICS SECTION
Supply
Staff Food Distribution
Communications
IT
FINANCE/ADMINISTRATION SECTION
Legal Services
Finance
Human Resources

Emergency Operations Team Contact Information

Last Name	First Name	Work Phone	Home Phone	Cell Phone	Work Email	Other Email	CERT Team
Ahnen	Heath	608.822.2327		608.660.2209	hahnen@swtc.edu	heath.ahnen@gmail.com	
Bartz	Ken	608.822.2704		608.444.6860	kbartz@swtc.edu	bartzkenny@hotmail.com	
Bedward	Josh	608.822.2754	608.994.2336	608.778.6558	jbedward@swtc.edu		
Campbell	Karen	608.822.2300	608.822.3153	608.778.7847	kcampbell@swtc.edu	skamcamp@tds.net	
Campbell	Amy	608.822.2309	608.326.8388	608.412.1269	acampbell@swtc.edu	amy.campbell13@gmail.com	
Clendenen	Holly	608.822.2362		608.732.6909	hclendenen@swtc.edu		
Cooley	Dennis	608.822.2747		608-732-8971	dcooley@swtc.edu		
Dachelet	Derek	608.822.2417		608.732.6276	ddachelet@swtc.edu		
Friesen	Dave	608.822.2328		608-778-1500	dfriesen@swtc.edu	friesencomputers@gmail.com	
Garrity	Katie	608.822.2471		608.306.2571	kgarrity@swtc.edu	garritykatie@hotmail.com	
Glass	Katie	608.822.2411		608-732-3886	kglass@swtc.edu	katiejane85@live.com	
Haberkorn	Connie	608.822.2310	608.763.2651	608.642.1677	chaberkorn@swtc.edu	chaberkorn@yahoo.com	
Imhoff	Dan	608.822.2401		608.778.0624	dimhoff@swtc.edu	danimhoff@hotmail.com	
Janssen	Denise	608.822.2750		608.778.7469	djanssen@swtc.edu	dab1210@hotmail.com	
Millin	Jody	608.822.2720		608.379.3133	jmillin@swtc.edu		
Kelly	Kelly	608.222.2305		608.778.0904	kkelly@swtc.edu		
Kitelinger	Brian	608.822.2346		608.778.8438	bkitelinger@swtc.edu	kitelingerbrian945@gmail.com	
Mootz	Jake	608.822.2427	608.371.9833	608.778.4124	jmootz@swtc.edu	jacobmootz@gamil.com	
Needham	Lori	608.822.2420			lneedham@swtc.edu		
Nelson	Nicole	608-822-2400		608-732-1012	nnelson@swtc.edu		
Sandry	Karl	608.822.2703		608.632.7065	ksandry@swtc.edu		
Smith	Annetta	608.822.2314		608.723.6862	asmith@swtc.edu		
Straka	Kenneth	608.822.2709		608.574.5275	kstraka@swtc.edu		
Wallin	Brandon	608.822.2752		608.732.5783	bwallin@swtc.edu	bwall60@hotmail.com	
Washburn	Toby	608.822.2756		608.331.7792	twashburn@swtc.edu	tobytod1@gmail.com	
Weber	Krista	608.822.2315	608.723.7990	608.723.9841	kweber@swtc.edu	wxbr@hotmail.com	
White	Caleb	608.822.2446	608.935.5136	608.513.2727	cwhite@swtc.edu	calebwhite70@gmail.com	
Wood	Jason	608.822.2301		608.379.0536	jwood@swtc.edu	jasonstanleywood@gmail.com	
Wubben	Kris	608.822.2706		608.642.5202	kwubben@swtc.edu	walkerkris@hotmail.com	

Use of the Emergency Response Plan

General Information

To maximize usage of the Emergency Response Plan (ERP), every division/department will be provided this manual and it is accessible to all employees via Southwest Tech's Intranet. In case of an emergency/crisis, staff will need to respond quickly. Therefore, all staff are encouraged to read and familiarize themselves with the contents of the ERP and the guidelines outlined in the NIMS. Also, up-to-date copies of the ERP shall be readily accessible in each division/department office for personal use and reference. Office support staff should be aware of the ERP's contents and location so it can be used during a crisis in the absence of the manager. Copies of the ERP will also be given to local law enforcement, fire department, and emergency medical officials. All members of the Emergency Response team should keep an updated copy at their home.

Contingency Plans

Refer to the Southwest Tech Business Continuity Plan.

Recovery Plan

The Command Staff identified in this Emergency Response Plan will also function as the recovery team. Depending on the nature and severity of the incident, social services and/or other support personnel may be called upon to aid in the recovery. DMI, the insurance carrier for the Wisconsin Technical College System, will help assess the emergency and provide consultation to the Command Staff to determine necessary steps to return to full operation.

Emergency Phone Numbers

Southwest Tech will utilize the local community's law enforcement, fire protection agency and EMT/paramedic services as the primary provider of emergency services to all facilities. Emergency personnel can be contacted from within Southwest Tech by dialing **911**.

When calling **911** directly, be aware there is a slight delay before being transferred from the Southwest Tech system to the 911 operator. Always send someone to the receptionist desk to direct emergency personnel. The person going to the receptionist desk should be able to calmly explain the nature and location of the emergency. This person should also be familiar with the facility so they may guide emergency responders back to the location of the incident.

Emergency telephone numbers will be printed in the Emergency Response Plan. The telephone list will be revised quarterly. All staff are encouraged to keep this list accessible for use during an emergency/crisis. The Southwest Tech telephone list is also available on the Southwest Tech Intranet.

Instructions for use of the Southwest Tech PA system are shown in Exhibit D.

Empathia will manage the flow of telephonic information to and from students, parents, staff, the public, and media. Empathia is to be notified immediately upon activation of this plan.

Incident Report

Every illness, accident or emergency event shall be documented by the staff directly involved or have first hand information about the event. When in doubt, an Incident Report should be submitted, or the incident should be reported by clicking the "Report a Concern" link on the bottom of every Southwest Tech Webpage. Then click on the "Report an Accident/Incident" button. A paper copy of the incident report form is available at the end of this document- (See Exhibit A.)

Refusal to Seek Medical Treatment

If a person refuses to seek medical attention when the Southwest Tech staff member on the scene recommends such treatment, the individual shall sign a statement acknowledging that treatment had been recommended and they refused professional medical attention. A copy of the Refusal to Seek Medical Treatment form (See Exhibit B) shall be used. This statement should be attached to the Incident Report form.

First Aid Supplies

The Safety Coordinator will take responsibility to ensure that first aid kits are adequately stocked. First Aid Kits are checked on a monthly basis. Any staff person needing first aid supplies shall contact the Safety Coordinator at extension 2376.

Personal Protective Equipment (PPE)

Personal protective equipment (PPE) is available in each building. Please refer to the Emergency Care Guidelines posted in your respective building/department to learn where the Emergency First Aid Kits and CPR masks are located. PPE is contained in a plastic bag clearly marked with the letters "PPE" and located with the First Aid Kit. The Facilities department will be responsible for replacement of PPE items. Any staff person needing PPE or PPE replacements should contact Facilities.

Automatic External Defibrillator (AED) Locations

AED Locations:

1. Information desk in the College Connection
2. Building 100 (General Education Bldg.), south corridor by entrance
3. Building 200 (Koenecke Bldg.), hallway across from Room 211
4. Building 300 (Kramer Administration Bldg.), outside Lenz Conference Center
5. Building 500 (Industry Center), hallway by Rooms 514 and 515
6. Building 600 (Manufacturing Center), corridor
7. Building 1100
8. Building 1500 (Child Care Center), entrance
9. Public Safety Complex, Main Corridor
10. Building 1600 (Health Science Center), first floor corridor
11. Building 1700 (Ag/Auto Building), main corridor
12. Housing, Six-Plex Basement, 1940
13. Shooting Range
14. Fire Tower

15. Mobile Welding Lab

Medical Emergency in or on District Property

In situations of illness or injury, the first concern should be the well-being and safety of the individual. Major injuries or medical conditions such as cardiac arrest, loss of limb, severe burns, etc. which require the prompt intervention of professional emergency medical personnel. Minor illnesses, injuries and ailments may be handled on campus by District staff in the area. Staff should use their judgment to determine the type of intervention which should be provided.

Note: Emergency assistance can be reached by:

*** Dialing 911 from a district phone
(There is no need to dial 9911.)**

Prevention

Prevention is the best way to avoid most injuries and medical emergencies. Safety should be the concern of everyone. The following safety measures should be taken to minimize risk:

1. Maintain classrooms, shops, and labs in a condition that provides for the safety of each individual.
2. Provide instruction on the proper and safe use of equipment and materials.
3. Set a good example by following safe work practices.
4. Follow safety procedures (e.g., wearing of safety glasses in shops and labs).
5. Ensure that first aid supplies are available, and when additional or replacement supplies are needed, contact the Facilities Department.
6. Report unsafe conditions to your supervisor who will determine how to correct the hazard.

Medical Emergency Checklist

Minor Injury or Illness

- Assess the situation and provide first aid as appropriate.
- If professional medical attention is necessary, help the individual make arrangements to get to a doctor. An injured adult may arrange transportation that he/she feels is suitable. Whenever possible, a family member or friend of the individual should provide transportation for the injured person. If an ambulance is necessary, the cost of the ambulance is the responsibility of the injured individual. **Staff members should not transport the person.**

The staff member(s) directly involved or having firsthand information about the emergency shall complete an Incident Report form and submit to the Human Resources office within 24 hours of the incident by clicking the "Report a Concern" link on the bottom of every Southwest Tech Webpage. Then click on the "Report an Accident/Incident" button.

A copy of the Incident Report form is enclosed as Exhibit A. Copies of the form can be duplicated and maintained in division/department offices. If paper copy is used, finished copy should be forwarded to Southwest Tech Human Resources Department for review and documentation.

Serious Injury or Illness

- The staff person on the scene should assess the seriousness of the injury or illness to the best of his/her knowledge and ability and provide first aid as appropriate.
- If you have a doubt about the type or extent of injury or illness, **DO NOT MOVE THE PERSON.**
- **CALL 911 FOR EMERGENCY MEDICAL ASSISTANCE IMMEDIATELY IF YOU THINK IT IS OR MIGHT BE NECESSARY.** Call 911. If the person is able to respond, ask what service he/she wants. Call for medical assistance if requested. If the person is unable to answer or you find the answer unreasonable, call for emergency medical assistance. **When in doubt, it is always advisable to call for emergency medical assistance.**

Note: Emergency assistance can be reached by:

*** Dialing 911 from a district phone
(There is no need to dial 9911.)**

- A staff person should remain with the injured or ill person until professional help arrives to care for the individual.
- The staff member(s) directly involved or having firsthand information about the emergency shall complete an Incident Report Form by clicking the "Report a Concern" link on the bottom of every

Southwest Tech webpage. Then click "Report an Accident/Incident" button. Fill out the form and click the submit button to send to the Human Resources office. A copy of the Incident Report form is enclosed as Exhibit A. Copies of the form can be duplicated and maintained in division/department offices. If paper copy is used, send paper copy to the Southwest Tech Human Resources Department for review and documentation.

First Aid/Healthcare

- Administer first aid using the first aid kits provided around campus.
- Avoid or minimize direct contact with blood or body fluids. Always use gloves or other personal protective equipment (PPE) when providing first aid whenever body fluids are present.
- Use paper toweling to wipe an injury and, if possible, allow the people to rinse the injury themselves with running water.
- Place all soiled materials into a lined waste container.
- Wash hands thoroughly with warm water and soap immediately after providing first aid.
- Notify the custodial/maintenance staff to arrange for clean-up and decontamination of the areas.

Assault and Rape

In the event of an assault and/or rape, the safety and protection of the victim is the primary concern. The first staff person on the scene, using their best judgment, should provide assistance to the victim and seek law enforcement intervention. The following procedures provide guidelines in responding to assault/rape situations:

Immediate Actions

- Render first aid to victim.

Note: Emergency assistance can be reached by:

*** Dialing 911 from a district phone
(There is no need to dial 9911.)**

- Phone for emergency help immediately.
- Obtain as much information about the assailant and the assailant's vehicle as possible. Communicate this information to law enforcement personnel immediately. Providing law enforcement with information on the assailant and the assailant's vehicle quickly may assist in making an arrest.
- If needed due to threat, weather conditions, or other safety concerns, move the victim to an office or conference room.
- Upon arrival of responding law enforcement, provide as much information about the incident as you can. Give specific details, but provide only known facts. Do not speculate about what might have happened.
- Call the Director of Facilities to report the incident. The Director of Facilities will inform other CERT members. The CERT Team will determine if a public statement is necessary.
- The staff member(s) directly involved or having firsthand information about the emergency must complete an Incident Report form and submit to a Title IX Administrator **As Soon As Possible**, by clicking the "Report a Concern" link on the bottom of every Southwest Tech webpage. Then click "Report a Concern" button. Fill out the form and click the submit button to send to the Human Resources office. A copy of the Incident Report form is enclosed as Exhibit A. Copies of the form can be duplicated and maintained in division/department offices. If paper copy is used, send paper copy to Annetta Smith, Southwest Tech HR, for review and documentation.
 - Title IX Administrator Employees - Krista Weber kweber@swtc.edu
 - Title IX Administrator Students – Dan Imhoff dimhoff@swtc.edu
 - Deputy Title IX Administrator – Kris Wubben kwubben@swtc.edu
- The CERT will convene within forty-eight (48) hours to review the circumstances of the event, evaluate the process used, and recommend changes in process.
- **The Executive Director of Marketing and Public Relations Manager shall be the only source of information to the press.**

Bomb Threat Checklist

Definitions

Bomb Threat: A bomb threat condition exists when an explosive device has been reported or is suspected to be within a Southwest Tech building or on Southwest Tech property.

Bomb Emergency: A bomb emergency condition exists when a suspected or actual explosive device has been located or detonated in a Southwest Tech building or on Southwest Tech property.

Communications

College personnel receiving bomb threats or warnings from callers shall:

- attempt to keep the reporting party on the line
- identify the location of the device with as much precision as possible and determine when it will be detonated
- determine what type of explosive device is involved
- attempt to determine:
 - ✓ what the device looks like
 - ✓ the type of bomb involved
 - ✓ what will make it detonate (e.g., radio signal, time delay device) and
 - ✓ why was the bomb placed
- be alert to:
 - ✓ exact wording of the threat
 - ✓ estimate the gender, race, and age of the caller
 - ✓ nature/character of the caller's voice
 - ✓ nature of any background noises

The communications checklist for bomb threats shall be used if at all possible for any bomb threat situations. **See checklist**

Upon receiving a report of a bomb threat, the Southwest Tech facilities staff will report the bomb threat to the President's Office.

Action Plans

Take no Further Action

The threat will be documented and the Emergency Response Team review team will take extra precautions in terms of being alert for any suspicious people, activities, and/or anything out of the ordinary. College personnel require no other action. Local law enforcement will be requested to complete an incident report for record purposes.

The College President or designee will notify all employees of the incident. The communication should contain a brief description for the reasons to take no action.

Search without an Evacuation

An Emergency Operations Center/Command Post will be established.

Search teams will be assigned to search for the potential threat.

All employees will be notified by e-mail of the bomb threat and the plan of action to search the buildings **without an evacuation.**

All employees shall scan their immediate work areas and rooms for anything that may be out of the ordinary.

Employees will follow the procedure for conducting a systematic search of the building without disrupting classes. Care will be taken to not alarm, disrupt, or dismiss classes in session.

If an object is discovered that appears to be suspected of being a bomb, the information will be communicated to the Command Post, and the proper trained emergency personnel will be sent to the location. All campus buildings will then be evacuated immediately.

As soon as possible a communications will be sent to all employees informing them that the search has been completed and that nothing was found.

Evacuate and Search

An Emergency Operations Center and Command Post will be established.

When the decision is made to **evacuate and search** the first action will be to **activate the fire alarm system** for the entire campus.

When the evacuation/fire alarm is activated all employees and building occupants will leave immediately in accordance with the procedures for their area. Staff **should not** lock doors when exiting the building.

In evacuating, do not go through other buildings to get to your designated area. Please use only outside sidewalks and pathways.

In leaving the building, take all personal belongings in your area. **DO NOT** go to another part of the building. Please walk to the nearest exit. It is important not to use the elevators. If there is someone who needs assistance, please help them to evacuate.

Please remain 500 feet away from the buildings.

If students decide to leave the campus, that is their choice, but all employees shall remain on campus until a decision has been made as to either allow everyone to reenter the buildings or some other action.

The decision to request a bomb detection canine unit or other resources to assist with the search will be made by law enforcement representatives.

After confirming the evacuation has been completed, a systematic search will begin.

Command Post Staff - Upon completion and confirmation that all buildings have been searched and nothing was found, a decision will be made to either continue with classes or to close the campus.

In summary, this is a difficult area to formulate a procedure that will meet all circumstances that may arise. The College will provide the training necessary for all employees to respond to the problem of bomb threats in an organized, systematic procedure with the safety of the college community being the most important priority.

Southwest Tech Bomb Threat Telephone Checklist

DO NOT HANG UP THE PHONE!

Questions to Ask

1. When is the bomb going to explode?
2. Where is it right now?
3. What does it look like?
4. What kind of bomb is it?
5. What will cause it to explode?
6. Did you place the bomb?
7. Why?
8. What is your address?
9. What is your name?

Exact Wording of the Threat

Bus or Car Accident on Off-Campus Trips

Most bus and/or van or car accidents involving Southwest Tech students and staff will occur on trips outside of the district. However, accidents may also occur on trips or educational related visits to local business and industry. In the event there is a bus, van, or car accident on a Southwest Tech sanctioned trip, staff should observe the following procedures:

Precautionary Measures

- Check to see if a first aid kit is available in the bus. If a first aid kit is not available, the bus company should be asked to provide one immediately. All commercial buses are required to carry a first aid kit.
- On all trips away from the district, a first aid kit should be available in each vehicle.
- Keep important phone numbers in bus/automobile with you for emergency phone calls.

Immediate Action

- In the event of an accident, remain calm and take charge of the situation.
- If there is a threat of fire, evacuate the vehicle.
- Unless absolutely necessary, **DO NOT MOVE INJURED PERSONS.**
- Call for emergency help and begin first aid.
- Phone the Director of Facilities who will notify the President and Emergency Response Team who will determine the best approach for informing the students' next of kin or significant others.
- The staff member(s) directly involved or having firsthand information about the emergency shall complete an Incident Report form and submit to the Human Resources Office within 24 hours of the incident. A copy of the Incident Report form is enclosed as Exhibit A. Copies of the form should be duplicated and maintained in division/department offices.
- **Do not issue statements to the press.** Refer press to the civil authorities in charge or to Southwest Tech Director of Marketing and Public Relations.
- Fully cooperate with the National Transportation Safety Board (NTSB), who is assigned, by federal law, to investigate all air, highway, rail and marine accidents to determine the cause. All press statements should be delivered by the NTSB PIO unless arrangements have been made in advance with the NTSB.

Chemical/Hazardous Material Spills

When chemical or hazardous material accidents occur, the first concern should be the safety of students and staff. Staff should use their judgment to determine the type of response appropriate to the situation in accordance with the following guidelines.

Note: Emergency assistance can be reached by:

*** Dialing 911 from a college phone
(There is no need to dial 9911.)**

Throughout this plan, the term "chemical" shall also refer to hazardous waste. It is essential that all personnel working in the areas where these chemicals are used or stored know the appropriate procedures for responding to a spill.

Spill Categories

Chemical spills are classified in two categories, minor and major, based on the following:

1. Minor Chemical Spill

- The spill must be less than 5 gallons.
- The chemical is known.
- The spill does not pose an immediate or potential risk to safety.
- The situation lacks the potential to evolve into an emergency.
- It can be absorbed, neutralized, or otherwise controlled and cleaned up by personnel in the immediate area of the Facilities Department.

2. Major Chemical Spill

- The spill is larger than or has the potential to be larger than 5 gallons before the spill is addressed.
- The chemical is unknown.
- The chemical is highly toxic.
- It poses a significant health risk.
- It involves a fire hazard outside of the fume hood.
- If there is a risk of explosion.
- If any injuries have occurred.
- If response and clean up are beyond the ability of onsite personnel and the Facilities Department.
- If the equipment and material for containment and clean up are not available.

Response Procedures

1. Minor Chemical Spill Response Procedures

- Alert all people in the immediate area of the spill and evacuate if necessary.
- Isolate the area by closing doors and other necessary means.
- If the spilled material is flammable, remove or turn off all ignition and heat sources and unplug nearby electrical equipment.
- Ventilate the area if possible.
- Put on all necessary PPE.
- Confine, contain, neutralize and absorb the spill using appropriate methods and materials.
- Contact the Facilities Department to report the incident and obtain assistance.

2. Major Chemical Spill

- Attend to any injured or contaminated persons and remove them from exposure if it is safe to do so.
- Alert the people in the immediate area to evacuate.
- Call 911 if there is a fire, explosion, injuries, or the potential for each. Provide as much information as possible.
 - Name and address of the facility.
 - Time and type of incident.
 - Location of the incident on campus.
 - Nature and extent of any injuries.
 - Control measures taken.
 - Possible known hazards.
- Use eyewash and safety showers in a safe location to remove any possible contaminants.
- If the spilled material is flammable, remove or turn off all ignition and heat sources and unplug nearby electrical equipment.
- If the danger is believed to be serious, activate the nearest fire alarm unless doing so could trigger an explosion. If the potential for an explosion exists, evacuate the area manually by voice.
- Secure affected area.
- Contact the Facilities Department to report the incident and obtain assistance.
- Meet the First Responders.

3. Eye Contact/Inhalation of Chemicals

- Flush eye with water for at least 15 minutes.
- Phone for emergency medical assistance.
- Locate the Material Safety Data Sheet for that particular chemical, whenever possible, and treat victim according to the recommendations noted.
- Save the chemical container.
- Call Poison Control Center in Madison, at **1-800-222-1222**, for more information as needed.

4. Ingestion of Chemicals

- Encourage victim to drink large amount of water.
- Phone for emergency medical assistance.
- Locate the Material Safety Data Sheet for that particular chemical, whenever possible, and treat victim according to the recommendations noted.
- Save the chemical container.
- Call Poison Control Center in Madison, at **1-800-222-1222**, for more information as needed.

5. Chemicals Spilled on the Body Over a Large Area

- Quickly remove all contaminated clothing while using the safety shower. Seconds count and no time should be wasted because of modesty.
- Immediately flood the affected body area with cold water for at least 15 minutes; resume if pain returns.
- Phone for emergency medical assistance.
- Locate the Material Safety Data Sheet for that particular chemical, whenever possible, and treat victim according to the recommendations noted.
- Wash off chemicals by using a mild detergent or soap (preferred) and water. Do NOT use neutralizing chemicals, unguents, or salves.
- Save the chemical container.
- Call Poison Control Center in Madison, at **1-800-222-1222**, for more information as needed.

6. Chemicals on the Skin in a Confined Area

- Immediately flush with cold water and wash by using a mild detergent or soap (preferred) and water.
- If there is no visible burn, scrub with warm water and soap, removing any jewelry in the affected area.
- Locate the Material Safety Data Sheet for that particular chemical, whenever possible, and treat victim according to the recommendations noted.
- If a delayed action [the physiological effects of some chemicals (methyl and ethyl bromides) may be delayed as much as 48 hours] is noted, obtain medical attention promptly and explain carefully what chemicals were involved.
- Wash off chemicals by using a mild detergent or soap (preferred) and water. Do NOT use neutralizing chemicals, unguents, or salves.
- Save the chemical container.
- Call Poison Control Center in Madison, at **1-800-222-1222**, for more information as needed.

Suspicious Person

Southwest Tech is a public institution that welcomes a wide variety of guests to our facilities. Occasionally, a visitor may be on campus for other than educational and business related reasons. A staff member who observes any person, either in the building or on the grounds, who is acting suspiciously or is confronted by anyone in a disorderly or threatening manner should follow these procedures.

In situations when there is an intruder or disorderly person, the primary concern is the well-being and safety of students and staff. Staff on the scene should carefully assess the circumstances and use their best judgment when responding to the situation. No one should unnecessarily and unreasonably place themselves or their students in jeopardy. The procedures outlined shall serve as guidelines for staff when responding to situations when there is an intruder or disorderly person.

Immediate Action

- The staff member noticing the intruder or disorderly person should attempt to engage the person in conversation if the person appears calm and in control. **Do not attempt to engage the person in conversation if the person's observed attitude or conduct is menacing or threatening. If the person's behavior becomes threatening or violent, call for emergency assistance immediately.**
- Call the Facilities Office at 2400 or the President's Office at 2300 explaining your suspicions or the nature of the threat. Calmly describe the person's actions and appearance.
- The Director of Facilities will proceed to the scene to determine the level of threat and appropriate response to the situation. If the person appears calm and in control, the manager or designee will attempt to engage the person in conversation to determine their intentions. **If the manager feels the person's behavior is non-compliant or threatening or there is an immediate danger, he/she should call for emergency assistance immediately.**

Note: Emergency assistance can be reached by:

*** Dialing 911 from a district phone
(There is no need to dial 9911.)**

- The Director of Facilities or department manager should maintain surveillance of the person, if it is safe to do so, and attempt to control the situation until law enforcement officials arrive on the scene.

- While maintaining surveillance, the Director of Facilities or department manager should attempt to inform faculty of the need to keep students in their rooms. If unable to do so, other staff may be enlisted to help notify faculty.
- The Director of Facilities will also inform the President who will decide whether the school should be evacuated and/or closed. The safety of students and staff will be the prime factor when deciding to evacuate and/or close the building. The Director of Facilities will notify other Leadership Team members as appropriate.
- The manager should assist in the evacuation of the building, if necessary. Ensure that students/staff assemble at a safe location a significant distance from the building. At least 500 feet is recommended. **DO NOT use the elevator when evacuating the building. Remain calm - DO NOT panic.**
- Ensure the building remains vacant until authorized to re-enter by the Director of Facilities or other appropriate authority.
- **The Executive Director of Marketing and Public Relations Manager shall be Southwest Tech's only source of information to the press.**
- The staff member(s) directly involved or having firsthand information about the emergency shall complete an Incident Report form and submit to the Human Resources Office within 24 hours of the incident. A copy of the Incident Report form is enclosed as Exhibit A. Copies of the form should be duplicated and maintained in divisional/department offices.
- The Core Emergency Response Team (CERT) will convene within forty-eight (48) hours to review the circumstances of the event, evaluate the process used, and recommend changes in process.
- Traumatic events generally create physical, psychological and social symptoms of distress for victims. Southwest Tech counselors may provide counseling assistance for staff and students where appropriate. CERT will determine if additional intervention assistance is necessary.

Suggested Classroom Security

Whenever possible, students and staff should evacuate the building. Anytime students cannot be dismissed into the hallways, faculty should:

- Keep students in the classroom, lab or shop.
- Turn off lights.
- Lock and barricade the door(s), if possible.
- Close blinds or pull shades, cover windows.
- Move students out of sight from the hallway and onto the floor.
- Be prepared to defend yourself using any means necessary in the classroom

Active Shooter

The following procedures apply when it is believed that a person possesses a weapon in a Southwest Tech building. In these situations, the primary concern is the safety and protection of students and staff. Staff should call 911 to report possession of a weapon inside a building. No one should unnecessarily and unreasonably place themselves or their students in jeopardy. The procedures outlined shall serve as guidelines for staff when responding to the rumor or threat of a weapon.

A weapon is any item that a person views as a threat to his or her personal safety. A deadly weapon is a gun, rifle, knife or explosive device.

There are three levels of response to the rumor or threat of a weapon on the premises. The three levels are:

- Level 1: Weapon Rumored
- Level 2: Weapon Witnessed, But No Immediate Danger
- Level 3: Weapon Use Threatened or Carried Out

Immediate Action - Level 1 Threat: Weapon Observed or Rumored

- Staff member hearing the rumor about a weapon or suspecting a person of carrying a weapon will notify Facilities at Ext. 2401 or 2400 or the President's Office at Ext. 2300.
- CERT determines the severity of the threat. If anyone observes a weapon or perceives an immediate threat, **call 911**.

Note: Emergency assistance can be reached by:

*** Dialing 911 from a district phone
(There is no need to dial 9911.)**

- Staff member should, if safe, observe the suspect until assistance arrives.
- Director of Facilities or Incident Command will keep the individual(s) rumored to be in possession of a weapon under surveillance until law enforcement arrives.
- Law enforcement will isolate individual(s) in a secure area and conduct a search for any weapon(s). Search may include locker(s), backpack(s), and clothing.
- If a weapon is **not** found, Command Staff and law enforcement officer will complete investigation of the incident. If the suspected person is a minor or a high school student, the school system and/or the parent or guardian of the student will be notified of the incident.
- If a weapon **is** found, the individual will be issued a citation by law enforcement. If a student is the suspect, the Student Conduct Officer will review for potential action as a violation of the student code of conduct. If the person is a minor or a high school student, the school

system and/or the parent or guardian of the student will be notified of the incident and disciplinary hearing procedures.

- The staff member(s) directly involved or having firsthand information about the emergency shall complete an account of the incident on the "Report a Concern" Link at the bottom of any Southwest Tech Website page.

Immediate Action - Level 2 Threat: Weapon Witnessed, But No Immediate Danger

- A staff member who observes a weapon in the possession of a person will call 911. Notify Facilities at Ext. 2401 or 2400 or the President's Office at Ext. 2300.
- The person reporting the incident should describe as accurately as possible:
 - Where the student is located (i.e. room number)
 - What led to the incident?
 - Number of persons involved
 - Number/type of weapon(s)

Note: Emergency assistance can be reached by:

*** Dialing 911 from a district phone
(There is no need to dial 9911.)**

- Once law enforcement arrives, the Director of Facilities and law enforcement officials will confer on the safest course of action. If evacuation is necessary it will be conducted under the leadership and direction of law enforcement officials. **DO NOT use the elevator when evacuating the building. Remain calm - DO NOT panic.**
- If necessary, the Incident Command will be established to deal with public relations, media requests and law enforcement. **Law enforcement's PIO will be in charge of the scene.**
- Command Staff will designate a site for family and friends of the suspect, if needed.
- Law enforcement will attempt to isolate individual(s), secure the weapon(s) and bring the person(s) under control. Once the suspect has been apprehended, a search of locker(s), backpack(s), clothing, and/or vehicle(s) may be conducted.
- If a student is involved, the Student Conduct Officer will determine appropriate disciplinary action.
- The staff member(s) directly involved or having firsthand information about the emergency shall complete a record of the incident by clicking the Report a Concern link and filling out the electronic form.

- The Director of Marketing and Public Relations shall be Southwest Tech's only source of information to the press.

Immediate Action - Level 3: Weapon Use Threatened or Carried Out

- A staff member who observes the use of a weapon being threatened or a weapon actually used will call 911. Staff member will notify Facilities at Ext. 2401 or 2400 or the President's Office at Ext. 2300. Facilities or the President's Office will activate the Incident Command. **If it is safe to do so, maintain surveillance of the suspected individual at all times until law enforcement arrives. However, no one should unnecessarily place themselves or their students in danger.**
- If needed, administer first aid until medical assistance arrives. **Be sure to use protective equipment whenever possible.**
- The person reporting the incident should describe as accurately as possible:
 - Where the suspect is located (i.e. room number)
 - What led to the incident?
 - Number of persons involved
 - Number/type of weapon(s)
 - If medical assistance is needed and number of persons injured

Note: Emergency assistance can be reached by:

*** Dialing 911 from a district phone
(There is no need to dial 9911.)**

- The Command Staff will notify staff in rooms in the vicinity of the situation. If it is safe to do so, students and staff should leave the area immediately. If vacating the area safely is a problem, staff and students should remain in the room until they can be escorted to safety by law enforcement authorities.
- If staff and students must remain in the classroom, they should:
 - Lock and barricade the door(s), if possible
 - Take attendance, specifically noting students not in class
 - Move everyone out of sight and onto the floor
 - Turn off lights barricade the door
 - Close blinds or pull shades, cover windows
 - Be prepared to defend yourself with any means available
- Once law enforcement arrives, the Director of Facilities, Incident Command, and law enforcement officials will confer on the safest course of action. If evacuation is necessary it will be conducted under the leadership and direction of law enforcement officials. **DO**

**NOT use the elevator when evacuating the building. Remain calm
- DO NOT panic.**

- The Incident Command will be established to deal with public relations, media requests and Law Enforcement
- Command Staff will designate a site for family and friends of the suspect, if needed.
- Law enforcement will attempt to isolate individual(s), secure the weapon(s) and bring the person(s) under control. Once the suspect has been apprehended, a search of locker(s), backpack(s), clothing, and/or vehicle(s) may be conducted.
- If a student is involved, the Student Conduct Officer will determine appropriate disciplinary action.
- The staff member(s) directly involved or having firsthand information about the emergency shall complete an account of the incident on concerns@swtc.edu.
- **The Director of Marketing and Public Relations shall be Southwest Tech's only source of information to the press.**

Fire or Explosion

In situations when a fire or explosion occurs, the primary concern is the welfare and safety of students and staff. Staff should carefully assess the circumstances and use their best judgment when responding to the situation. No one should unnecessarily and unreasonably place themselves or their students in jeopardy. Anytime the fire alarm sounds, all students and staff should be evacuated immediately. The following procedures shall serve as guidelines for staff responding in a fire or explosion emergency.

During evacuation please be aware of students, staff, or guests with special needs or disabilities to assure their safety as well.

Note: Emergency assistance can be reached by:

*** Dialing 911 from a district phone
(There is no need to dial 9911.)**

Immediate Action for Reporting a Fire

- When a fire is discovered, regardless of the severity, go immediately to the nearest alarm box and pull the lever to activate the fire alarm system. **Call 911 from a safe location to report the fire.**
- If it is safe to do so, and you are properly trained in its use, use the nearest fire extinguisher to control the fire until the fire department arrives on the scene.

Action When Alarm Sounds

- Faculty should evacuate students from the area using the safest emergency exit route. Move a minimum of 500 feet from the building. **DO NOT use the elevator when evacuating the building. Remain calm - DO NOT panic.**
- Once outside, faculty should check attendance immediately to determine if all students exited the building safely.
- If it is safe to do so, close all doors and windows, turn-off lights, and shut-off electrical and gas operated equipment when leaving the classroom, lab or shop.
- If it is safe to do so, the division manager should conduct a quick walk-through inspection of divisional/center spaces to ensure that all persons have left the building.

- The manager should proceed out of the building and ensure that all persons are an adequate distance (a minimum of 500 feet) away from the building.
- Managers, as well as faculty, should ensure that individuals remain outside until told to reenter the building.

Gas Leak

Natural gas leaks, with odor in the building, may occur and bring danger of explosion. Natural gas rises and will often be outside because most gas lines are outside of a building. Natural gas is mixed with Mercapton to give it odor. The gas goes up and the odor goes down. In situations when a natural gas odor is detected in the building, staff should use their best judgment and respond according to the following procedures.

WARNING

If you smell natural gas or suspect a natural gas leak –

DO NOT use a telephone inside the building!

Use a telephone from a location outside the building.

Gas Leak Response

- Evacuate the building immediately. Move students and staff a minimum of 500 feet from the building. **DO NOT use the elevator when evacuating the building.** Advise students not to text or phone until 500 feet from the building
- Phone for emergency assistance. Use a phone located outside and away from the leak.
- On the campus, call the Facilities office to have the line shut off to the leak location.

Just leave the premise; do not try shutting off lights or using equipment, etc.

Toxic Spills, Leaks, or Fumes

In situations of toxic spills, leaks or fumes, staff should use their best judgment and respond according to the following procedures. The types of incidents under this section include semi-truck or train accident or chemical company accident releasing or spilling toxic materials into the outdoor air. During these situations, the safety of students and staff is of primary importance. The procedures outlined are intended to guide staff actions.

Immediate Actions

- The first person observing the situation should advise their division/department manager of the situation.

Note: Emergency assistance can be reached by:

*** Dialing 911 from a district phone
(There is no need to dial 9911.)**

- The manager will phone for emergency assistance.
- The manager will call the Director of Facilities and they will determine the most appropriate course of action.
- **DO NOT** excuse students/staff from school unless told to do so by authorities. Evacuating students may expose them to toxic materials. The main threat is toxic fumes. Staff and students should remain inside.
- Close as many internal doors as possible.
- The Director of Facilities will arrange to turn off all ventilation systems or go to 100% recirculation so that no outside air is drawn into the building.
- The Incident Command will be established to deal with public relations, media requests, and law enforcement
- Remain in protected, interior areas of building where toxic vapors are reduced.
- The staff member(s) directly involved or having firsthand information about the emergency shall complete an Incident Report form and submit to the Human Resources Office within 24 hours of the incident. A copy of the Incident Report form is enclosed as Exhibit A. Copies of the form should be duplicated and maintained in division/department offices.
- **The Director of Marketing and Public Relations shall be the only source of information to the press.**
- The Core Emergency Response Team (CERT) will convene within forty-eight (48) hours to review the circumstances of the event, evaluate the process used and recommend changes in process.

Tornado Response

Taking Shelter

- A. Designated shelter areas in each building have been identified and prominently posted and listed below.
- B. Upon hearing the siren or emergency alert system, everyone will move immediately and in an orderly fashion to a designated shelter area.
 - 1. Employees will assist in directing students and visitors to designated shelter areas.
- 2. **Don't use elevators**
- 3. If a lower level shelter cannot be reached because of crowded conditions, blocked corridors/stairways, etc., proceed to another shelter or to an interior hallway or small room away from glass doors, windows, and moveable objects.
- 4. Try to get under a large stationary object, such as a heavy table or desk, or lie down close to a wall and cover your head with your hands.
- C. **DO NOT LEAVE** the shelter until informed by an authorized official that it is safe to do so.
- D. If you are outdoors when the siren/emergency alert is sounded, attempt to take shelter within the nearest building. If you are outdoors and you see a tornado and cannot reach internal shelter, find a low lying place and lie down flat to provide yourself with as much protection as possible.

Tornado Touchdown

- A. If a tornado strikes a college facility, community emergency personnel will secure the area and direct all emergency activities.
- B. The College President and Director of Facilities, or designees, are the College's liaisons with emergency personnel. They will set up a command center at the affected site and assist emergency personnel in managing the response.
- C. All persons will wait for instructions on how and where to make a safe exit from the buildings unless faced with a life-threatening situation such as a collapsing structure or a fire.
- D. Incoming and outgoing telephone calls from campus telephones are prohibited during the emergency unless authorized or directed by the command center.
- E. **STAY AWAY** from buildings or areas hit by the tornado.
 - 1. Access to the area will be controlled by emergency personnel.
 - 2. Only those individuals asked to provide assistance and issued identification tags will be permitted within police lines.

Tornado Shelter Locations

Building 100

Room 123
Room 132
Restrooms

Building 200

Room 202A
Room 208
Room 215
Room 216
Room 219
Room 233
Room 234
Room 235
Room 236
Tunnel
Restrooms

Building 300

Room 302
Room 324
Room 325
Room 326
Room 329
Room 331
Room 333
Room 335
Room 336
Room 338
Room 350
Room 351
Room 352
Room 360
Restrooms

Building 400

Room 413A
Room 418
Room 421D
Room 422
Room 461
Room 462
Restrooms

Building 500

Room 514
Room 520
Room 522
Room 524
Restrooms
Tunnel
Locker rooms

Building 600

Room 617
Restrooms

Building 700

Room 705
Room 708
Room 720
Restrooms

Building 800

Go to Building 700 or 1700

Building 900

Go to Building 500

Building 1100

Go to building 500

Building 1200

Go to Building 500

Building 1300

Go to Building 600

Building 1500

Room 1515
Interior Corridor 1521
Room 1516
Room 1517

Building 1600

Fitness Center
Aerobics Room
First Floor Restrooms

Building 1700

Restrooms
Interior Corridors
Room 1706
Room 1708
Room 1709
Room 1715
Room 1717

Building 1800

Go to Building 1700

Building 2000/2200

Restrooms
Student lounge

Housing

Six-Plex Basement

Terrorist Attacks and Chemical Agent Incidents

Should there be a terrorist attack or chemical agent incident, the College will immediately notify local authorities and activate appropriate measures as outlined in Southwest Tech's Emergency Response Plan. Awareness of Southwest Tech's emergency response procedures is important to ensure a prompt response in the unlikely event an incident might occur. The College's Emergency Response Plan is available under the Policies and Procedures section of the Southwest Tech Intranet on the Share Point homepage under Important Links on the right hand side.

Southwest Tech wants to create an awareness on the part of everyone to notice unusual or suspicious behavior or circumstances. Our approach to this situation is to encourage staff and students to go about their normal business, while at the same time being particularly attentive to their surroundings. All Southwest Tech staff and students are asked to help be the eyes and ears of the campus regarding any potential threats to its security and safety, and to report suspicious activity, and to make sure that personal security procedures are carefully followed.

There are some simple steps that each of us can take to minimize the risk of potential infection from chemical agent when handling mail. Letters or packages with the following indicators or characteristics should be treated as suspect, especially if they are not expected:

- Restrictive marking such as "Personal" or "Special Delivery"
- Possibly mailed from a foreign country
- Excessive postage
- Misspelled words
- Addressed to title only or incorrect title
- Badly typed or handwritten
- Package or letter is lopsided or uneven
- Wire protrudes from package or letter
- Letter is inappropriately rigid or bulky
- Strange odor
- Wrong title with name
- Oily stains, discolorations, or crystallization on wrapper
- Excessive tape or string

If you receive unexpected letters or packages with the listed indicators, you should do the following:

- Handle with care. Don't shake or bump.
- Isolate the package or letter and look for the listed indicators.
- Don't open, smell, or taste.
- Treat it as suspect and, from a campus phone, call local law enforcement (911) immediately.

The following procedures apply when a person believes there is a potential for or there has been an actual terrorist attack or chemical agent incident. In these situations primary concern is the safety and protection of students and staff. Staff should carefully assess the circumstances and use their best judgment in responding to the rumor or threat. No one should unnecessarily and unreasonably place themselves or their students in jeopardy. The procedures outlined shall serve as guidelines for staff in responding to the rumor or threat of a terrorist attack or chemical agent incidents:

Immediate Action - Terrorist Attack

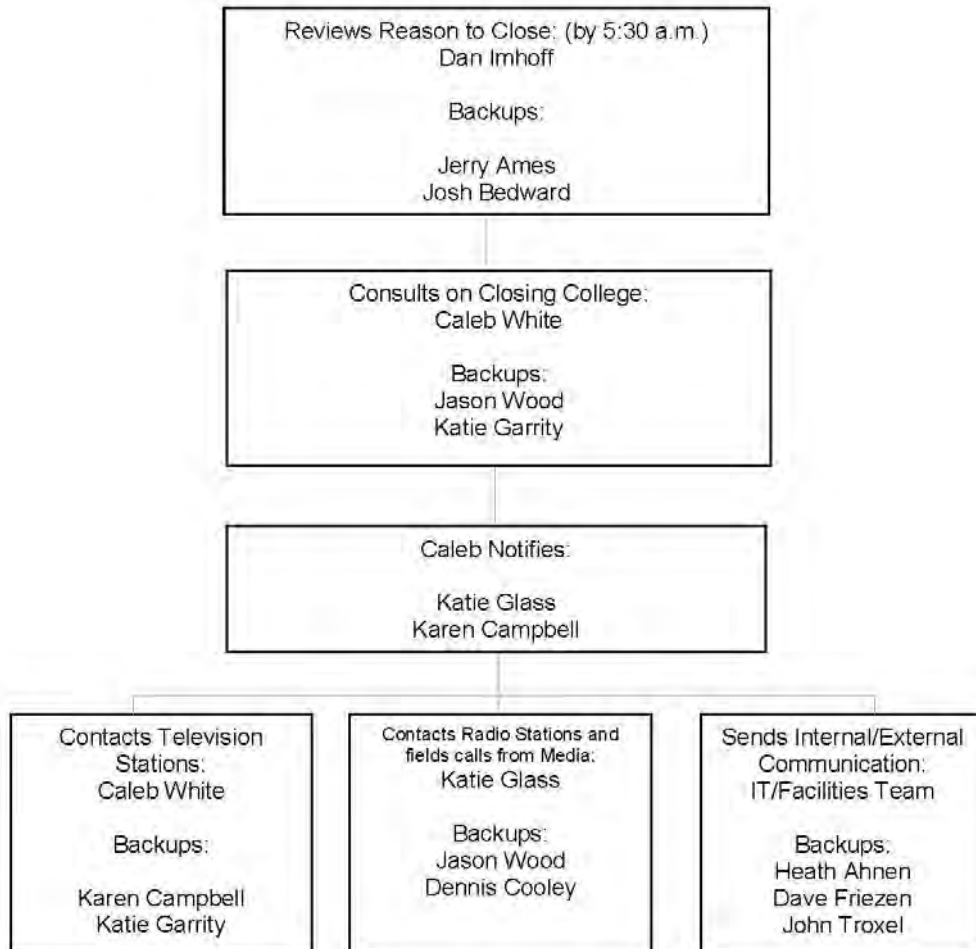
- Any staff member involved in or witnessing a terrorist attack should notify Facilities at Ext. 2401 or 2400, or the President's Office at Ext. 2300. The Incident Command will be established to deal with public relations, media requests, and law enforcement
- If needed, administer first-aid until medical assistance arrives. Be sure to use protective equipment whenever possible.
- Personnel reporting the incident should describe as accurately as possible:
 - Where the incident occurred (i.e. room number)
 - Type and extent of damage (i.e. explosion, fire, etc.)
 - If medical assistance is needed, the estimated number of persons injured.
- Command Staff manager will call for emergency assistance immediately. If medical assistance is needed, this fact should be clearly communicated.
- The Command Staff Manager or designee should notify staff in rooms in the vicinity of the situation of the incident area. If it is safe to do so, students and staff should leave the area immediately. If vacating the area safely is a problem, staff and students should remain in the room until they can be escorted to safety by law enforcement authorities.
- If staff and students must remain in the classroom, they should:
 - Lock and barricade the door(s), if possible
 - Take attendance, specifically noting students not in class
 - Move everyone out of sight and onto the floor
 - Turn off lights
 - Close blinds or pull shades, cover windowsBe prepared to defend yourself with any means available.
- Once emergency personnel/law enforcement arrives, Director of Facilities, manager and emergency officials will confer on the safest course of action. If evacuation is necessary, it will be conducted under the leadership and direction of law enforcement officials. **DO NOT use the elevator when evacuating the building. Remain calm - DO NOT panic.**
- Emergency government and law enforcement officials will assume control in responding to the attack. All students and staff will cooperate to the fullest extent possible and will follow all directions of emergency officials.
- If a suspect is apprehended and that suspect is a Southwest Tech student, he/she will be suspended pending the outcome of a disciplinary hearing. The hearing will be conducted in a timely manner and in accordance with the procedures outlined in the Student Handbook. If the person is a minor or a high school student, the school system and/or parent or guardian of the student will be notified of the incident and disciplinary hearing procedures.

- The staff member(s) directly involved in or having first hand information about the incident shall complete an Incident Report form and submit to the Human Resources Office within twenty-four (24) hours of the incident. A copy of the Incident Report form is enclosed as Exhibit A. Copies of the form should be duplicated and maintained in the division/department offices.
- **The Director of Marketing and Public Relations shall be the only source of information to the press.**
- The Core Emergency Response Team (CERT) will then convene within forty-eight (48) hours to review the circumstances of the event, evaluate the process used and recommend changes in process. CERT will determine whether the formal briefing of students and staff is needed.

Immediate Action – Chemical Agent Incident

- Any staff person who observes a suspicious package or letter (as described in the introduction to this section) should notify their division/department manager immediately. Do not touch or handle the letter or package. If there is any concern about any letter or package, the item should be treated as suspect and notify appropriate authorities immediately.
- Staff will call Facilities at Ext. 2401 or 2400 or the President's Office at Ext. 2300 for emergency assistance immediately.
- The Incident Command will be established to deal with the incident, public relations, media requests, and law enforcement.
- Command Staff will contact emergency government and law enforcement officials and apprise them of the situation and request assistance.
- Secure the area so the letter or package is not disturbed.
- Emergency government and/or local law enforcement officials, when they arrive on site, will assess the situation and determine the most appropriate course of action. If evacuation is necessary it will be conducted under the leadership and direction of law-enforcement officials. **DO NOT use the elevator when evacuating the building. Remain calm - DO NOT panic.**
- Once the letter or package has been removed, the area will be thoroughly cleaned as recommended by emergency government officials.
- The staff member(s) directly involved in or having first hand information about the incident shall complete an Incident Report form and submit to the Human Resources office within twenty-four (24) hours of the incident. A copy of the Incident Report form is enclosed as Exhibit A. Copies of the form should be duplicated and maintained in the division/department offices.
- **The Director of Marketing and Public Relations shall be the only source of information to the press.**
- The Core Emergency Response Team (CERT) will then convene within forty-eight (48) hours to review the circumstances of the event, evaluate the process used and recommend changes in process. CERT will determine whether the formal briefing of students and staff is needed.

Southwest Tech Emergency Closing Procedure



Internal/External Communications:

- Staff and Student Email
- Text Message
- Voicemail
- Social Media
- PA System
- Digital Sign
- Website-Mike Steffel

News affiliates contacted in case of a cancellation.

Television Stations

WISC-TV (Channel 3) Madison
WMTV (Channel 15) Madison
WKOW-TV (Channel 27) Madison
WKBT-TV (Channel 8) LaCrosse

Radio Stations

WDMP – Dodgeville
KDTH, KAT-FM, KGRR, & WVRE
WDBQ, KLYV, WJOD, KXGE
WGLR-Lancaster & WPVL-Platteville
WPRE – Prairie du Chien
WRCO – Richland Center
WVRQ – Viroqua
WIZM, WKTY, WIZM-FM, WRQT, KQYB, KCLH FM – LaCrosse
WEKZ, WQLF, WFPS, WFRL – Monroe

Exhibit A – Incident Report Form



Student Incident Report Form-Confidential

Name _____
Street Address _____ City _____ State _____ Zip _____
Location of Incident _____
Date of Incident ____/____/____ Time of Incident _____
Relationship to Southwest Tech:
☐ Employee ☐ Student ☐ Student Worker ☐ Day Care Child ☐ Visitor
Part of Body Affected: _____

Have you injured this body part before? ☐ Yes ☐ No

Type of Injury/Exposure: check all that apply

☐ Concussive(bruise/fracture) ☐ Burn ☐ Needle Stick ☐ Allergic
Reaction ☐ Puncture ☐ Laceration ☐ Abrasion ☐ Repetitive Motion ☐ Splash
☐ Strain ☐ Syncope(fainting) ☐ Balance Fall Other _____

Nature of Incident: check all that apply

☐ Aggressive/threatening behavior ☐ Blood or body exposure ☐ Building Damage
☐ Illness ☐ Injury ☐ Near miss incident ☐ Theft ☐ Other _____

How did the incident occur and what activity were you engage in at time of incident? _____

What do you believe caused this incident? _____

What recommendations would you make to prevent this from happening or reoccurring? _____

Do you plan to seek medical attention? ☐ Yes ☐ No

Signature of Injured Party: _____ Date _____

School Staff Member Signature: _____ Date _____

Exhibit B – Refusal to Seek Medical Treatment

Refusal to Seek Medical Treatment

I fully understand that it has been recommended that I seek immediate professional medical treatment for my injuries or illness. However, I decline to seek professional medical attention at this time. I hereby indemnify and save harmless the Southwest Wisconsin Technical College District, its directors and staff from any liabilities that may arise from further illness, injuries or complicating conditions caused by my decision to delay professional medical treatment.

(Signature of Injured/Ill Person)

(Signature of Witness)

(Date)

(Date)

(Signature of Staff on Scene)

(Date)

Exhibit C – Bomb Threat Checklist

Bomb Threat Checklist

Exact time of call: _____

Exact words of caller: _____

QUESTIONS TO ASK (ask questions to keep caller on the line)

1. When is bomb going to explode?
2. Where is the bomb?
3. What does it look like?
4. What kind of bomb is it?
5. What will cause it to explode?
6. Did you place the bomb?
7. Why?
8. Where are you calling from?
9. What is your address?
10. What is your name?

CALLER'S VOICE (circle)

Calm	Disguised	Nasal	Angry	Broken
Stutter	Slow	Sincere	Lisp	Rapid
Giggling	Deep	Crying	Squeaky	Excited
Stressed	Accent	Loud	Slurred	Normal

If voice is familiar whom did it sound like _____

Were there any background noise? _____

Remarks:

Person receiving call: _____

Telephone number call received at: _____

Date: _____

Report call immediately to: _____

Exhibit D – Public Address System

SOUTHWEST WISCONSIN TECHNICAL COLLEGE PA (PUBLIC ADDRESS) UTILIZATION SYSTEM

Follow the procedure below for emergencies when utilizing the public address system for the Southwest Wisconsin Technical College campus.

Press the Direct Page button on your phone and dial the extension; after the beep, speak your message; then hang up.

All call – Dial 4899

Individual Channel – Building 100
Dial 4801

Building 200
Dial 4802

Building 300, 400
Dial 4804

Building 500, 700
Dial 4805

Building 600
Dial 4806

Building 1100
Dial 4811

Building 1200
Dial 4812

Building 1500
Dial 4815

Building 1600
Dial 4816

Building 1700
Dial 4817

Building 2000
Dial 4820

Storm warning – use the all call extension of 4899 and make the following announcement: *This is a severe weather alarm. There is an approaching tornado. Seek shelter immediately* (repeat three times)

Text messaging – If a message needs to go out to alert everybody of a situation, please contact Dan Imhoff at Ext. 2401 or on his cell phone at (608) 778-0624 depending on the time of the day the text message needs to be sent. If Dan is not available, you may contact Heath Ahnen at Ext 2327.



2019 Annual Campus Security and Fire Safety Report

(Information for 2018-2019 Academic Year)

Southwest Wisconsin Technical College

2019 Annual Security and Fire Safety Report

Southwest Wisconsin Technical College (SWTC) has a proud history of providing a safe learning environment for its students. The safety of our students and staff is important to us. A wide variety of policies and procedures have been developed over the years to ensure the health and safety of students, employees, and visitors to the campus. In addition, numerous federal and state laws have been adopted in regards to student and employee safety. The Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act requires that specific policies, procedures, and information be provided to ensure the health and safety of persons concerned with campus life.

In addition, the Campus Sexual Violence Elimination Act (SaVE Act) was passed in March 2013 as part of the Violence Against Women Reauthorization Act (VAWA). SWTC is committed to complying with the amendments and additions encompassed under the Campus SaVE Act. Southwest Tech's Director of Facilities, Safety and Security prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act for the period from January 1, 2018 to December 31, 2018. This report is prepared in cooperation with the local law enforcement agencies within the jurisdictions of the Southwest Tech campus. Each entity provides updated information on their educational efforts and programs to comply with the Act. Each year, a notification is emailed to all enrolled students and employees. The notification is accessible to all enrolled students and staff.

Questions regarding this report or a copy of this report may be obtained from the Director of Facilities, Safety and Security located in room 514 or by calling (608) 822- 2401.

Annual Equal Opportunity/Affirmative Action Notice

It is the Southwest Wisconsin Technical College District policy to maintain fair and impartial relations with employees and applicants for employment, and students and student applicants in any service, program, activity, course, or use of facilities on the basis of sex, age, race, color, creed, religion, national origin, disability, ancestry, political affiliation, marital status, pregnancy, sexual orientation, parental status, arrest record, conviction record, genetic testing, and the use and non-use of lawful products off the premises during nonworking hours, and membership in National Guard, State Defense Force, or other military forces of the United States. Lack of English reading/speaking skills, will not be a barrier to admission and participation in district programs.

About Southwest Wisconsin Technical College

Southwest Wisconsin Technical College is one of 16 districts that operate within Wisconsin in a statewide plan for vocational, technical and adult education. The Southwest Tech District covers

a predominately rural area of 8,000 square miles in southwest Wisconsin, comprised of all of Grant, Crawford, Iowa, Lafayette, and Richland counties, and portions of Green, Sauk, Dane and Vernon counties. The District covers an estimated population base of over 125,000 people. Thirty (30) K-12 school districts are found within the Southwest Tech District borders.

Governance

The Southwest Tech District is governed by a nine-member District Board representing the communities served by the District. Each year, three members are appointed by a committee consisting of the school board presidents of the 30 K-12 school districts belonging to the Southwest Tech District. The Board has nine members:

- 2 employers
- 2 employees
- 1 elected official
- 3 additional members
- 1 school district administrator from a public school district within the Southwest Wisconsin Technical College District

Any adult who is a resident of the District is legally qualified to become a member of the board. In the appointment process:

- Equal consideration is given to the general population distribution within the district.
- Equal consideration is given to the distribution of women and minorities.
- Consideration is also given to representatives of business and industry as required for the employer and employee member categories.
- No two members of the district board may be officials of the same governmental unit.
- No district board member may be a member of the school board that employs the school district administrator.
- All applicants are eligible to be considered for the additional member category.

Regular meetings of the District Board are held on the fourth Thursday of each month, with the exception of the July Board meeting, which is held on the second Monday of the month. This meeting is the organizational meeting of the Board, at which time officers are elected.

Noncampus Reporting

Southwest Tech is unable to monitor or provide security services to students and staff while off-campus. Criminal activity and law enforcement services to student and staff off campus are provided by the local police departments when violations of federal, state or local laws surface. This cooperative team approach addresses situations as they arise as well as future concerns to the students, staff and community.

SWTC does not have officially recognized student organizations that own or control housing facilities outside of the SWTC core campus. Therefore, local PD is not used to monitor and record criminal activity since there are Noncampus locations of student organizations.

College Access and Control

During business hours, Southwest Tech is open to students, parents, employees, contractors, guests and invitees. During non-business hours, access to all college facilities is only given to those staff needing to be in the building after hours as part of their regular job requirements. Anyone needing access to Southwest Tech's campus during non-business hours who would not normally be granted after-hours access must contact the Southwest Tech Facilities Department.

Southwest Tech uses a card access locking system as well as key system comprised of on-line and off-line locks. This allows greater access control throughout the campus and allows a faster response when an access card is lost, misplaced or stolen. All access cards and keys are property of Southwest Tech and must be returned upon request of the proper authority.

During normal business hours, Southwest Tech will be open to students, parents, employees, contractors and to the general public. During non-business hours, access to College facilities will only be given to those staff required to be present after-hours as part of their regularly scheduled job duties (i.e. Public Safety, Information Technology, Facilities, Athletics, College Sponsored Events, etc). Anyone desiring access to the College during non-business hours who has not already been granted building access by the proper authority to do so should contact the Director of Facilities, Safety and Security for further information and assistance.

Public Liaison Officers conduct routine security patrols of all Southwest Tech buildings and facilities located in Fennimore 24 hours a day, 7 days a week.

Buildings and facilities are checked for any potential security related issues such as malfunctioning locks or burned out lights, which are promptly reported to facilities management for repair. Public Safety staff also monitor a closed-circuit security camera system for things such as unauthorized access to campus buildings, personal safety of staff, faculty and students, and protection of property.

Southwest Wisconsin Technical College and the Southwest Wisconsin Technical College Real-Estate Foundation (REF) have a memorandum of understanding authorizing the college to manager REF owned student housing. Each housing unit is key code accessed and monitored by the campus liaison officer and student resident advisors.

Security of Campus

Public Safety Officers conduct routine patrols of campus buildings to evaluate and monitor security related matters.

Public Liaison Officers regularly patrol campus grounds and buildings to assess safety and security issues.

Campus utilizes a security camera system to monitor internal and external activity during business hours.

MAINTENANCE OF CAMPUS FACILITIES

The College maintains a commitment to campus security and safety. College personnel monitor the campus for irregularities and needed repairs or maintenance of facilities, grounds and lighting. Safety and security are major factors in all landscaping and lighting designs.

Southwest Wisconsin Technical College campus facilities are maintained in a manner that minimizes hazardous conditions. Malfunctioning lights and other unsafe physical conditions are reported to Facilities Management for correction. The Facilities Department conducts quarterly inspections to assure upkeep and maintenance of buildings. Other members of the college community are helpful when they report equipment problems to Facilities Management through the campus intranet.

Behavioral Intervention Team (BIT)

The Southwest Tech Behavioral Intervention Team (BIT) evaluates and addresses student behavior that may be inappropriate or concerning and coordinates college resources to intervene and provide necessary support.

The Behavioral Intervention Team is a cross-functional group of Southwest Tech staff whose mission is to:

- Provide a structured positive method for addressing student behaviors that impact the college community and may involve mental health and/or safety issues.
- Meet regularly to support students by identifying patterns, trends and disturbances in the behavior of an individual or group.
- Evaluate the nature of a reported behavior or incident to assess the level of risk.
- Determine appropriate course of action to respond to behavioral concern and initiate intervention or response to prevent a situation from escalating.
- Coordinate resources to ensure a comprehensive assessment response.
- Balance the individual needs of the student and those of the greater campus community.

The team is composed of staff from Student Services, Counseling, Human Resources, Facilities and local law enforcement. Committee members have training in recognition and conflict management of student concerns. The committee addresses concerns using various methods and strategies such as a team approach, one-on-one or a mandated referral to an outside professional agency. The result is a plan for success and a win-win for both the student and the college with the student's best interest in mind.

Weapons on Campus

The use, concealment, creation, manufacturing or possession of weapons, whether functional or not, in College facilities is strictly prohibited, except as expressly permitted hereafter.

Sworn Law Enforcement and On-Duty Military Personnel

A weapon or potentially dangerous device may be used or possessed, concealed or otherwise, on the campus, grounds, facilities or buildings at Southwest Tech by a certified sworn law enforcement officer or on-duty military personnel to the extent they are legally permitted to carry weapons in the State of Wisconsin.

Licensed Concealed Carry

Weapons may be carried and stored in a person's own motor vehicle, even if the vehicle is driven or parked on College property. If weapons are kept in an unattended vehicle, the vehicle must be locked.

Sex Offender Registry

In accordance to the "Campus Sex Crimes Prevention Act" of 2000, which amends the Jacob Wetterling Crimes against Children and Sexually Violent Offenders Registration Act, the Jeanne Clery Act and the Family Educational Rights and Privacy Act of 1974, Southwest Wisconsin Technical College is providing a link to the Wisconsin Department of Corrections Sex Offender Registry.

This act requires that institutions of higher education issue a statement advising the campus community where law enforcement information provided by the state concerning registered sex offenders may be obtained. It also requires registered sex offenders in a state to provide notice to each institution of higher education in the state which the person is employed, carries a vocation or is a student.

Registry information provided under this section shall be used for the purposes of the administration of criminal justice, screening of current or prospective employees, volunteers or otherwise for the protection of the public in general and children in particular. Unlawful use of the information for purposes of intimidating or harassing another is prohibited and willful violation shall be punishable to the fullest extent of the law.

The Wisconsin Department of Corrections is responsible for maintaining this registry. Follow the link below to access the Wisconsin Department of Corrections Sex Offender Registry Website:
<http://offender.doc.state.wi.us/public/>

Emergency Response and Evacuation

Southwest Wisconsin Technical College maintains an Emergency Response Plan that outlines responsibilities of campus units during emergencies. This plan outlines incident priorities, campus organization and specific responsibilities of particular units or positions.

The Emergency Response Team is responsible for developing emergency response and continuity of operations plans for their areas and staff. Campus emergency management provides resources and guidance for the development of these plans.

In conjunction with other emergency agencies, the College conducts emergency response drills and exercises each year; such as table top exercises, field exercises and tests of the emergency notification systems on campus. These tests, which may be announced or unannounced, are designed to assess and evaluate the emergency plans and capabilities of the institution.

Each test is documented and includes a description of the exercise, the date and time of the exercise, and whether it was announced or unannounced.

The campus publicizes a summary of the emergency response and evacuation procedures via Yammer and email at least once each year in conjunction with a test (exercise and drill) that meets all of the requirements of the Higher Education Opportunity Act.

Effective August 14, 2008, the HEOA Act requires each institution governed by the Jeanne Clery Act to immediately notify the campus community upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students and staff *on campus*. In the event of a serious threat or emergency situation, the college population will be notified as to their appropriate response through various means. Some or all of our systems may be used such as; electronic communication (such as email or text), television monitors, loud speakers, fire alarm and emergency evacuation maps located throughout the individual sites. Once there is a confirmation of such an event, the Southwest Tech Emergency Response Plan will be implemented. This plan includes written emergency procedures to be followed for foreseeable emergency situations, designated Incident Commanders, procedures for timely notification to students and staff, and a process for accurately reporting incident details to both internal and external resources. The Southwest Tech Incident Commander will determine the appropriate means of message dissemination in the swiftest manner available. If in the professional judgment of the responsible authorities, activating the notification system may compromise any efforts to mitigate the event or assist victims, notification may be delayed or not issued. SWTC will, without delay and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the judgment of the first responders (including, but not limited to: Facilities, Safety and Security Department, Local PD, and/or the Local Fire and Emergency Medical Services), compromise the efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

SWTC has developed a process to notify the campus community in cases of emergency. While it is impossible to predict every significant emergency or dangerous situation that may occur on campus, the following identified situations are examples which may warrant an emergency (immediate) notification after confirmation: armed/hostile intruder; bomb/explosives (threat); communicable disease outbreak; severe weather; terrorist incident; civil unrest; natural disaster; hazardous materials incident and structural fire.

In the event of an emergency, SWTC will initiate and provide, without delay, immediate notifications to the appropriate segment(s) of the College community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students, employee and visitors.

The Facilities, Safety and Security staff is responsible for confirming an emergency in conjunction with campus administrators, local first responders and/or the national weather center.

If the Director of Facilities, Safety and Security or designee, in conjunction with other College administrators, local first responders and/or the National Weather Service, confirms that there is an emergency or dangerous situation that poses an immediate threat to the health or safety of some or all members of the SWTC Community, the Core Emergency Response Team will collaborate to determine the content of the message and will use some or all of the systems described below to communicate the threat to the SWTC Community or to the appropriate segment of the community, if the threat is limited to a particular building or segment of the population.

System to use	Primary Message Creator	Backup Message Creator	Authority for approving & sending messages	Primary Message Sender/Distributor	Backup Message Sender/Distributor
PRIMARY					
Mitel Mass Notification	Incident Commander	Public Information officer	Public Information Officer	Incident Commander	
SECONDARY					
Email	Incident Commander Backup as determined by CERT chart	Public Relations Manager	Public Relations Manager	Director of Information Technology Services	

To opt-in for emergency text and voice messaging, students, faculty, and staff can do so through

<https://getrave.com/login/swtc>

The content of the message will vary depending on the situation. At a minimum, the messages will describe the emergency, provide basic instructions to the community and will direct them to where they can receive additional information.

Follow-up information will be distributed using the public address system and email notification.

The local news media may be utilized to disseminate emergency information to members of the larger community, including neighbors, parents and other interested parties. The larger community can also access emergency information via the SWTC homepage and/or social media.

The emergency evacuation procedures are tested at least twice each year. Students and employees learn the locations of the emergency exits in the buildings and are provided guidance about the direction they should travel when exiting each facility for a short-term building evacuation. The Facilities Department does not tell building occupants in advance about the designated locations for long-term evacuations because those decisions are affected by time of day, location of the building being evacuated, the availability of the various designated emergency gathering locations on campus, and other factors such as the location and nature of the threat. In both cases, Facilities Department staff on the scene will communicate information to students regarding the developing situation or any evacuation status changes.

As housing manager for the Southwest Tech Real-Estate Foundation, Southwest Tech conducts 2 fire drills annually. The purpose of evacuation drills is to prepare building occupants for an organized evacuation in case of a fire or other emergency. Evacuation drills are used as a way to educate and train occupants on fire safety issues specific to their building. During the drill, occupants ‘practice’ drill procedures and familiarize themselves with the location of exits and the sound of the fire alarm.

General Evacuation Procedures

At the sound of a fire alarm or if you are instructed to evacuate, leave your work area immediately and proceed to the nearest exit, and leave the building. If you are the first to recognize a fire situation, activate the alarm, evacuate to a safe location using the nearest exit, and notify Facilities Department (608-822-2401), Police Emergency or dial 911.

1. Remain Calm
2. Do NOT use elevators, use the stairs.
3. Assist the physically impaired. If he/she is unable to exit without using an elevator, secure a safe location near a stairwell and immediately inform Facilities Department or the responding Fire Dept. of the individual's location.
4. Proceed to a clear area at least 500 feet from the building. Keep all walkways clear for emergency vehicles.
5. Make sure all individuals are out of the building.
6. Do not re-enter the building.

Shelter-in-Place Procedures –What it means to “Shelter-in-Place”

If an incident occurs and the buildings or areas around you become unstable or if the air outdoors becomes dangerous due to toxic or irritating substances, it is usually safer to stay indoors because leaving the area may expose you to that danger. Thus, to “shelter-in-place” means to

make a shelter of the building that you are in, and with a few adjustments this location can be made even safer and more comfortable until it is safe to go outside.

Basic “Shelter-in-Place” Guidance

If an incident occurs and the building you are in is not damaged, stay inside in an interior room until you are told it is safe to come out. If your building is damaged, take your personal belonging (purse, wallet, access card, etc.) and follow the evacuation procedures for your building (close your door, proceed to the nearest exit, and use the stairs instead of the elevators). Once you have evacuated, seek shelter at the nearest College building quickly. If police or fire department personnel are on the scene, follow their directions.

How You Will Know to “Shelter-in-Place”

A shelter-in-place notification may come from several sources, Facilities Department, Housing Staff members, other College employees, Local PD or other authorities utilizing Mitel Mass Notification System.

How to “Shelter-in-Place”

No matter where you are, the basic steps of shelter-in-place will generally remain the same. Should the need ever arise, follow these steps, unless instructed otherwise by local emergency personnel:

1. If you are inside, stay where you are. Collect any emergency shelter-in-place supplies and a telephone to be used in case of emergency. If you are outdoors, proceed into the closest building quickly or follow instructions from emergency personnel on the scene.
2. Locate a room to shelter inside. It should be:
 - -An interior room;
 - -Above ground level; and
 - -Without windows or with the least number of windows. If there is a large group of people inside a particular building, several rooms maybe necessary.
3. Shut and lock all windows (tighter seal) and close exterior doors.
4. Turn off air conditioners, heaters and fans.
5. Close vents to ventilation systems as you are able. (College staff will turn off the ventilation as quickly as possible.)
6. Make a list of the people with you and ask someone (hall staff, faculty or other staff) to call the list in to Facilities Department so they know where you are sheltering. If only students are present, one of the students should call in the list.
7. Turn on a radio or TV and listen for further instructions.
8. Make yourself comfortable.

Timely Warning

In compliance with the Jeanne Clery Act, any incident that is ongoing or a continuing threat to the students, staff, or visitor population, a timely warning may be issued. This warning will be at the discretion of the Incident Commander, President of the College or their designee, and will be distributed to students and employees as soon as possible after the incident is reported. The warning will provide information that will aid in the prevention of similar occurrences, while

withholding the names of victims as confidential. Such reports will be limited as to not compromise an ongoing investigation or violate any HIPAA or FERPA Laws.

Timely Warnings are typically issued for the following Uniform Crime Reporting Program (UCR)/National Incident Based Reporting System (NIBRS) crime classifications:

- Murder/Non-Negligent Manslaughter
- Aggravated Assault (cases involving assaults among known parties, such as two roommates fighting which results in an aggravated injury, will be evaluated on a case-by-case basis to determine if the individual is believed to be an ongoing threat to the larger SWTC community)
- Robbery involving force or violence (cases including pick pocketing and purse snatching will typically not result in the issuance of a Timely Warning Notice, but will be assessed on a case-by-case basis)
- Sexual Assault (considered on a case-by-case basis depending on the facts of the case, when and where the incident occurred, when it was reported, and the amount of information known by the Title IX Director, or designee). In cases involving sexual assault, they are often reported long after the incident occurred, thus there is no ability to distribute a “timely” warning notice to the community. All cases of sexual assault, including stranger and non-stranger/acquaintance cases, will be assessed for potential issuance of a Timely Warning Notice.
- Major incidents of Arson
- Other Clery crimes as determined necessary by the Director of Facilities, Safety and Security or his or her designee in his or her absence.

Timely Warning Notices may also be posted for other crime classifications and locations, even though that is not required by the law, at the sole discretion of SWTC. Timely Warning Notices are typically written and distributed by the Director of Facilities, Safety or Security or designee.

To reach as many people as possible, the timely warning will be distributed across many different media channels. Immediate issues will be dealt with via Mitel Mass Notification alert and around the Southwest Wisconsin Technical College area. Follow-up warnings may be shared using any or all of the following methods: posted on exterior doors of any affected Southwest Tech location, on the Southwest Tech website, electronically mailed, provided using text messages, posted on digital signage, and media reports released to local radio and TV stations for mass broadcast.

Reporting Criminal Actions or Other Emergencies

All members of the SWTC community and all visitors are encouraged to accurately and promptly report potential criminal activity, suspicious behavior, and any emergencies on campus to Facilities Department by calling 608-822-2401 or by clicking on the concerns button on the website.

Reporting to Meet Disclosure Requirements

Students and employees should report criminal offenses to Director of Facilities, Safety and Security, Presidents Office or Title IX Coordinator for the purpose of assessing the crime for potential distribution of a timely warning notice and the annual statistical disclosure.

Members of the SWTC community are encouraged to accurately and promptly report crime and emergencies to the Facilities Department, including when the victim of a crime elects to, or is unable to, make such a report.

Response to a Report

In response to a call, Facilities Department will take the required action, either dispatching an officer or asking the victim to report to Facilities Department to file an incident report. All reported crimes will be investigated by the College and may become a matter of public record. All Facilities Department reviews incident reports for potential action, as appropriate. Facilities Department Investigators will investigate a report when it is deemed appropriate. If assistance is required from the Fennimore Police Department or the Fennimore Fire Department, Facilities Department will contact the appropriate unit. If a sexual assault or rape should occur, staff on the scene, including Facilities Department, will offer the victim a wide variety of services.

Voluntary Confidential Reporting

If you are the victim of a crime and do not want to pursue action within the College system or the criminal justice system, you may still want to consider making a confidential report. With your permission, a Facilities Department officer can file a report on the details of the incident without revealing your identity (except to the Title IX Coordinator in the event of a reported sex offense or sexual harassment). The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to enhance the future safety of yourself and others. With such information, SWTC can keep an accurate record of the number of incidents involving students, employees and visitors; determine where there is a pattern of crime with regard to a particular location, method, or assailant; and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crime statistics for the institution.

OR, IF YOU DO NOT ALLOW VOLUNTARY CONFIDENTIAL REPORTING

Facilities Department reports are public records under state law, therefore, they cannot hold reports of crime in confidence, so SWTC does not allow voluntary confidential reporting to the Facilities Department.

The purpose of an anonymous report is to possibly take steps to promote safety. In addition, SWTC can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the institution.

Professional Counselors

Campus “Professional Counselors”, when acting as such, are not considered to be a campus security authority for Clery Act purposes and are *not* required to report crimes for inclusion in the annual disclosure of crime statistics. As a matter of policy, the professional counselors at SWTC are encouraged, if and when they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary confidential basis to Facilities Department.

Professional Counselor

An employee of an institution whose official responsibilities include providing psychological counseling to members of the institution’s community, and who is functioning within the scope of his or her license or certification.

The Facilities Department encourages professional counselors, if and when they deem it appropriate, to inform the persons they are counseling to voluntarily report the incident to the Facilities Department on a confidential basis for inclusion of the annual disclosure of crime statistics.

Please note that reports of sexual violence and other violations that may be sex- or gender-based will be reported to the Title IX Coordinator and cannot be held in confidence.

The College encourages professional counselors to notify individuals they are counseling of the option to report crimes on an anonymous or confidential basis for inclusion in the annual statistical disclosure of crime statistics.

Campus Law Enforcement Policies

The Facilities Department maintains a strong working relationship with state and local police agencies, including City of Fennimore and the Grant County Sheriff’s Office.

Campus Liaison Officer

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

Security Awareness & Crime Prevention Programming

One of the essential ingredients of any successful crime prevention program is an informed public. It is the intent of SWTC to inform students of good crime prevention and security awareness practices.

During the 2018-2019 academic year, SWTC offered approximately 5 Crime prevention and security awareness programs. Topics such as personal safety, residence hall security, drug and alcohol abuse awareness and sexual assault prevention are some examples of programs offered during the prior academic year.

All crime prevention and security awareness programs encourage students and employees to be responsible for their own security and the security of others. Participants in these programs are asked to be alert, security-conscious and involved and advised to call Facilities Department to report suspicious behavior. For additional questions regarding crime prevention, contact the department directly at (608) 822-2401.

As part of the department's community-oriented policing philosophy, the Facilities Department offers crime prevention presentations each semester to classrooms, campus clubs and student groups as requested. Topics of these presentations include Personal Safety Awareness, If You See Something Say Something, Not Any More and Property Protection Strategies. Anyone interested in having a Facilities Department Officer speak to his or her classroom or group should contact them at (608) 822-2400.

Drug and Alcohol Policy

SWTC prohibits the unlawful possession, use, and sale of alcoholic beverages on campus. The Facilities Department is responsible for the enforcement of state underage drinking laws.

SWTC prohibits the unlawful possession, use, and sale of illegal drugs on campus. The Facilities Department is responsible for the enforcement of Federal and state drug laws.

1. Alcohol consumption and penalties are governed by Wisconsin Statute Chapter 125.
2. Infractions will be reported to the local law enforcement agency.
3. Wisconsin Technical College System Board policy forbids the expenditure of student activity fees for alcoholic beverages.
4. Consumption of alcoholic beverages is prohibited during an educational field trip.
5. Alcohol is permissible as part of an educational plan that is dictated by curriculum needs and used under the direct supervision of faculty.
6. Southwest Tech may grant permission for serving beer and/or wine at District facilities to Southwest Tech affiliated groups or outside organizations. Written permission may be granted by the President or designee. Organizations sponsoring an event will assume responsibility for damages to the facility and indemnify Southwest Tech from any loss, damage or injury resulting from the serving of beer and/or wine.
7. Smoking and the use of tobacco products is permitted only in designated areas outside of campus buildings. All inside areas are tobacco-free.
8. The College has established a drug-free awareness program which includes distribution of its policies to all regular employees and students.
9. Students and staff have access to the College Alcohol, Tobacco and Other Drug Abuse (ATODA) Counselor for assessment and/or intervention referral.
10. Employees are encouraged to use the College Employee Assistance Program for assessment and/or intervention referral.
11. Appropriate disciplinary action will be taken against any violation by employees or students.

12. Copies of federal and state alcohol and drug laws are available in the Southwest Tech Affirmative Action Office (Human Resources)

Drug Free Schools and Communities Act

In compliance with the Drug Free Schools and Communities Act, SWTC publishes information regarding the College's educational programs related to drug and alcohol abuse prevention; sanctions for violations of federal, state, and local laws and College policy; a description of health risks associated with alcohol and other drug use; and a description of available treatment programs for SWTC students and employees. A complete description of these topics, as provided in the College's annual notification to students and employees, is available online at: <https://www.swtc.edu/uploadedpdfs/about/policies/Alcohol-Tobacco-and-Other-Drugs.pdf>.

Missing Student Notification

In accordance with the Higher Education Opportunity Act, SWTC must develop and implement certain procedures to be followed when residential students are determined to be missing for 24 hours. Students residing in campus housing will be informed annually that each student has the option to identify a person designated as a confidential missing person contact to be notified by SWTC no later than 24 hours after the time the student is determined to be missing by the designated College official authorized to make that determination (specifically, the Resident Life Manager) or the local law enforcement agency in which the student went missing. When students are informed of their option to provide a confidential contact, they are advised that their contact information will be registered confidentially, and that this information will be accessible only to authorized campus officials and law enforcement and that it may not be disclosed outside of a missing person investigation.

SWTC will notify any missing student's confidential contact(s), if provided, within 24 hours of the determination that the student is missing. In the event a student under 18 years of age and not emancipated, SWTC must notify a custodial parent or guardian within 24 hours of the determination that the student is missing, in addition to notifying any additional contact person designated by the student. For all missing students, SWTC will notify the local law enforcement agency within 24 hours of the determination that the student is missing, unless the local law enforcement agency was the entity that made the determination that the student is missing.

Suspected missing students should be reported immediately to the Resident Life Manager. If members of the SWTC community believe that a student has been missing for 24 hours, it is critical that they report that information to Resident Life by calling 608-822-2366. A student is determined to be missing when the Facilities Department have verified that reported information is credible and circumstances warrant declaring the person missing. Should the Resident Life Manager investigate and determine that a residential student is missing, contact will then be made to the missing person's contact, if contact information has been provided, within twenty-four (24) hours of the determination that the student is missing by the Resident Life Manager. If the student is under the age of 18 and is not an emancipated individual, Resident Life Manager will notify the student's parents or guardian and any other designated contact person within 24 hours. Regardless of whether the student has identified a contact person, is above the age of 18,

or is an emancipated minor, SWTC will inform the Fennimore PD (or the local law enforcement with jurisdiction) that the student is missing within 24 hours.

JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY POLICY AND CAMPUS CRIME STATISTICS ACT, AS AMENDED BY THE VIOLENCE AGAINST WOMEN ACT

Southwest Tech issues this statement of policy to inform the campus community of our programs to address domestic violence, dating violence, sexual assault and stalking as well as the procedures for institutional disciplinary action in cases of alleged dating violence, domestic violence, sexual assault, or stalking, which will be followed regardless of whether the incident occurs on or off campus when it is reported to a College official.

Federal Clery Act Definitions of Domestic Violence, Dating Violence, Sexual Assault and Stalking

Southwest Wisconsin Technical College strives to provide an educational environment that preserves the safety and dignity of each member of our community. In order to foster a climate of respect, and provide for the safety and security of our community, Southwest Tech prohibits acts of sex- and gender-based discrimination, to include the crimes of Domestic Violence, Dating Violence, Sexual Assault and Stalking. Southwest Tech employees who become aware of instances or allegations of sexual misconduct by or against a Southwest Tech student or employee must report it.

- The crimes of Domestic Violence, Dating Violence, Sexual Assault and Stalking, which are defined by the Clery Act as follows: **Domestic Violence:**
 - i. A Felony or misdemeanor crime of violence committed—
 - A) By a current or former spouse or intimate partner of the victim;
 - B) By a person with whom the victim shares a child in common;
 - C) By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
 - D) By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or
 - E) By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.
 - ii. For the purposes of complying with the requirements of this section and §668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

- **Dating Violence:** Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.
 - i. The existence of such a relationship shall be based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
 - ii. For the purposes of this definition—
 - A) Dating Violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse;
 - B) Dating violence does not include acts covered under the definition of domestic violence.
 - iii. For the purposes of complying with the requirements of this section and §668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

- **Sexual Assault** An offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's Uniform Crime Reporting (UCR) program. Per the National Incident-Based Reporting System User Manual from the FBI UCR Program, a sex offense is "any sexual act directed against another person, without the consent of the victim, including instances where the victim if incapable of giving consent".
 - **Rape** is defined as the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
 - **Fondling** is defined as the touching of the private parts of another person for the purposes of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
 - **Incest** is defined as sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
 - **Statutory Rape** is defined as sexual intercourse with a person who is under the statutory age of consent.

- **Stalking:**
 - i. Engaging in a course of conduct directed at a specific person that would cause a reasonable person to—
 - A) Fear for the person's safety or the safety of others; or
 - B) Suffer substantial emotional distress.
 - ii. For the purposes of this definition—
 - A) *Course of conduct* means two or more acts, including, but not limited to, acts which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person's property.

- B) *Reasonable person* means a reasonable person under similar circumstances and with similar identities to the victim.
- C) *Substantial emotional distress* means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.
- iii. For the purposes of complying with the requirements of this section and section 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

Jurisdictional Definitions of Domestic Violence, Dating Violence, Sexual Assault and Stalking

- **Domestic Violence:** The state of Wisconsin defines domestic violence as follows:
Domestic Violence: “Domestic abuse” means any of the following engaged in by an adult family member or adult household member against another adult family member or adult household member, by an adult caregiver against an adult who is under the caregiver's care, by an adult against his or her adult former spouse, by an adult against an adult with whom the individual has or had a dating relationship, or by an adult against an adult with whom the person has a child in common:

Intentional infliction of physical pain, physical injury or illness

Intentional impairment of physical condition

Sexual assault [s. 940.225 (1), (2) or (3)]

Stalking (s. 940.32)

Damage to Property (s. 943.01), involving property that belongs to the individual

A threat to engage in the conduct under subd. 1., 2., 3., 4.,

- **Dating Violence:** The state of Wisconsin defines dating violence as follows: The state of Wisconsin does not have a definition of dating violence per se. However, it does allow for “Dating Relationships” to be included within its definition of “Domestic Abuse”. Wisconsin’s definition of a Dating Relationship is “a romantic or intimate social relationship between 2 adult individuals but “dating relationship” does not include a causal relationship or an ordinary fraternization between 2 individuals in a business or social context. A court shall determine if a dating relationship existed by considering the length of the relationship, the type of the relationship, and the frequency of the interaction between the adult individuals involved in the relationship.”
- **Sexual Assault:** The state of Wisconsin defines sexual assault as follows: Sexual Assault: The state of Wisconsin, which categorizes sexual assault into four degrees of severity, defines it as follows:

FIRST DEGREE—whoever does any of the following is guilty of a Class B felony:
Has sexual contact or sexual intercourse with another person without consent of that person and causes pregnancy or great bodily harm to that person.

Has sexual contact or sexual intercourse with another person without consent of that person by use or threat of use of a dangerous weapon or any article used or fashioned in a manner to lead the victim reasonably to believe it to be a dangerous weapon.

Is aided or abetted by one or more other persons and has sexual contact or sexual intercourse with another person without consent of that person by use or threat of force or violence.

SECOND DEGREE—whoever does any of the following is guilty of a Class C felony:
Has sexual contact or sexual intercourse with another person without consent of that person by use or threat of force or violence.

Has sexual contact or sexual intercourse with another person without consent of that person and causes injury, illness, disease or impairment of a sexual or reproductive organ, or mental anguish requiring psychiatric care for the victim.

Has sexual contact or sexual intercourse with a person who suffers from a mental illness or deficiency which renders that person temporarily or permanently incapable of appraising the person's conduct, and the defendant knows of such condition. (cm)

Has sexual contact or sexual intercourse with a person who is under the influence of an intoxicant to a degree which renders that person incapable of giving consent if the defendant, has actual knowledge that the person is incapable of giving consent and the defendant has the purpose to have sexual contact or sexual intercourse with the person while the person is incapable of giving consent.

Has sexual contact or sexual intercourse with a person who the defendant knows is unconscious.

Is aided or abetted by one or more other persons and has sexual contact or sexual intercourse with another person without the consent of that person.

Is an employee of a facility or program under s. 940.295 (2) (b), (c), (h) or (k) and has sexual contact or sexual intercourse with a person who is a patient or resident of the facility or program.

Has sexual contact or sexual intercourse with an individual who is confined in a correctional institution if the actor is a correctional staff member. This paragraph does not apply if the individual with whom the actor has sexual contact or sexual intercourse is subject to prosecution for the sexual contact or sexual intercourse under this section.

Has sexual contact or sexual intercourse with an individual who is on probation, parole, or extended supervision if the actor is a probation, parole, or extended supervision agent who supervises the individual, either directly or through a subordinate, in his or her capacity as a probation, parole, or extended supervision agent or

Who has influenced or has attempted to influence another probation, parole, or extended supervision agent's supervision of the individual. This paragraph does not apply if the individual with whom the actor has sexual contact or sexual intercourse is subject to prosecution for the sexual contact or sexual intercourse under this section.

Is a licensee, employee, or nonclient resident of an entity, as defined in s. 48.685 (1) (b) or 50.065 (1) (c), and has sexual contact or sexual intercourse with a client of the entity.

THIRD DEGREE—whoever has sexual intercourse with a person without the consent of that person is guilty of a Class G felony. Whoever has sexual contact in the manner described in sub. (5) (b) 2. or 3. with a person without the consent of that person is guilty of a Class G felony.

FOURTH DEGREE—Except as provided in sub. (3), whoever has sexual contact with a person without the consent of that person is guilty of a Class A misdemeanor.

***For clarification and reference, "Sexual contact" means any of the following:

Any of the following types of intentional touching, whether direct or through clothing, if that intentional touching is either for the purpose of sexually degrading; or for the purpose of sexually humiliating the complainant or sexually arousing or gratifying the defendant or if the touching contains the elements of actual or attempted battery under s. 940.19 (1):

Intentional touching by the defendant or, upon the defendant's instruction, by another person, by the use of any body part or object, of the complainant's intimate parts. Intentional touching by the complainant, by the use of any body part or object, of the defendant's intimate parts or, if done upon the defendant's instructions, the intimate parts of another person.

Intentional penile ejaculation of ejaculate or intentional emission of urine or feces by the defendant or, upon the defendant's instruction, by another person upon any part of the body clothed or unclothed of the complainant if that ejaculation or emission is either for the purpose of sexually degrading or sexually humiliating the complainant or for the purpose of sexually arousing or gratifying the defendant.

For the purpose of sexually degrading or humiliating the complainant or sexually arousing or gratifying the defendant, intentionally causing the complainant to ejaculate or emit urine or feces on any part of the defendant's body, whether clothed or unclothed.

***For clarification and reference, "Sexual intercourse" means vulvar penetration, as well as cunnilingus, fellatio or anal intercourse between persons or any other intrusion, however slight, of any part of a person's body or of any object into the genital or anal opening either by the defendant or upon the defendant's instruction. The emission of semen is not required.

The state of Wisconsin, per statute 944.06, defines the crime of Incest as follows:
Whoever marries or has non-marital sexual intercourse with a person he or she knows is a blood relative and such relative (closer than 2nd cousin) is in fact related in a degree within which the marriage of the parties is prohibited by the law of this state.

The state of Wisconsin terms “statutory rape,” or sexual intercourse with a person under the age of consent, “Sexual Assault of a Child (s. 948.02), and is divided into 2 degrees of severity. It is defined by the state as follows:

FIRST DEGREE:

- (a) Whoever has sexual contact or sexual intercourse with a person who has not attained the age of 13 years and causes great bodily harm to the person is guilty of a Class A felony.
- (b) Whoever has sexual intercourse with a person who has not attained the age of 12 years is guilty of a Class B felony.
- (c) Whoever has sexual intercourse with a person who has not attained the age of 16 years by use or threat of force or violence is guilty of a Class B felony.
- (d) Whoever has sexual contact with a person who has not attained the age of 16 years by use or threat of force or violence is guilty of a Class B felony if the actor is at least 18 years of age when the sexual contact occurs.
- (e) Whoever has sexual contact or sexual intercourse with a person who has not attained the age of 13 years is guilty of a Class B felony.

SECOND DEGREE SEXUAL ASSAULT:

Whoever has sexual contact or sexual intercourse with a person who has not attained the age of 16 years is guilty of a Class C felony.

- **Stalking:** The state of Wisconsin defines stalking as follows: per statute, as follows: an intentional and particular course of conduct engaged in by one person against another. This course of conduct means a series of 2 or more of the following acts carried out over time, however short or long, that show a continuity of purpose, including any of the following:
 - Maintaining a visual or physical proximity to the victim.
 - Approaching or confronting the victim.
 - Appearing at the victim’s workplace or contacting coworkers or employers of the victim.
 - Appearing at the victim’s home or school or contacting the victim’s neighbors.
 - Contacting the victim by telephone or other means repeatedly, whether or not the contact is acknowledged.
 - Photographing, videotaping, audiotaping or, by other electronic means, monitoring or recording the victim’s activities.
 - Sending material by any means to the victim or the victim’s family, member of the victim’s household, employer, coworker or friend in order to obtain

- information about, disseminate information about or communicate with the victim.
 - Placing an object on or delivering an object to property owned, leased or occupied by the victim.
 - Delivering objects to others with the intent of delivery to the victim, or placing objects on property owned, leased or occupied by certain others with intent that it be delivered to the victim.
- **Consent:** The state of Wisconsin defines consent, in relation to sexual activity, as follows: Words or overt actions by a person who is competent to give informed consent indicating a freely given agreement to have sexual intercourse or sexual contact.

Southwest Tech defines **Consent** as follows: the equal approval, given freely, willingly and knowingly of each participant to desired sexual involvement. Consent is an affirmative, conscious decision — indicated clearly by words or actions — to engage in mutually accepted sexual contact. A person compelled to engage in sexual contact by force, threat of force, or coercion has not consented to contact.

How to Be an Active Bystander

Bystanders play a critical role in the prevention of sexual and relationship violence. They are “individuals who observe violence or witness the conditions that perpetuate violence. They are not directly involved but have the choice to intervene, speak up, or do something about it.”¹ We want to promote a culture of community accountability where bystanders are actively engaged in the prevention of violence without causing further harm. We may not always know what to do even if we want to help. Below is a list² of some ways to be an active bystander. Further information regarding bystander intervention may be found. If you or someone else is in immediate danger, dial 911. This could be when a person is yelling at or being physically abusive towards another and it is not safe for you to interrupt.

1. Watch out for your friends and fellow students/employees. If you see someone who looks like they could be in trouble or need help, ask if they are ok.
2. Confront people who seclude, hit on, try to make out with, or have sex with people who are incapacitated.
3. Speak up when someone discusses plans to take sexual advantage of another person.
4. Believe someone who discloses sexual assault, abusive behavior, or experience with stalking.
5. Refer people to on or off campus resources listed in this document for support in health, counseling or with legal assistance.

¹ Burn, S.M. (2009). A situational model of sexual assault prevention through bystander intervention. *Sex Roles*, 60, 779-792.

² Bystander intervention strategies adapted from Stanford University’s Office of Sexual Assault & Relationship Abuse

Risk Reduction

With no intent to victim blame and recognizing that only abusers are responsible for their abuse, the following are some strategies to reduce one's risk of sexual assault or harassment (taken from Rape, Abuse, & Incest National Network, www.rainn.org)

1. **Be aware** of your surroundings. Knowing where you are and who is around you may help you to find a way to get out of a bad situation.
2. Try to **avoid isolated areas**. It is more difficult to get help if no one is around.
3. **Walk with purpose**. Even if you don't know where you are going, act like you do.
4. **Trust your instincts**. If a situation or location feels unsafe or uncomfortable, it probably isn't the best place to be.
5. **Try not to load yourself down** with packages or bags as this can make you appear more vulnerable.
6. **Make sure your cell phone is with you** and charged and that you have cab money.
7. **Don't allow yourself to be isolated** with someone you don't trust or someone you don't know.
8. **Avoid putting music headphones in both ears** so that you can be more aware of your surroundings, especially if you are walking alone.
9. **When you go to a social gathering, go with a group of friends**. Arrive together, check in with each other throughout the evening, and leave together. Knowing where you are and who is around you may help you to find a way out of a bad situation.
10. **Trust your instincts**. If you feel unsafe in any situation, go with your gut. If you see something suspicious, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.).
11. **Don't leave your drink unattended** while talking, dancing, using the restroom, or making a phone call. If you've left your drink alone, just get a new one.
12. **Don't accept drinks from people you don't know or trust**. If you choose to accept a drink, go with the person to the bar to order it, watch it being poured, and carry it yourself. At parties, don't drink from the punch bowls or other large, common open containers.
13. **Watch out for your friends, and vice versa**. If a friend seems out of it, is way too intoxicated for the amount of alcohol they've had, or is acting out of character, get him or her to a safe place immediately.
14. **If you suspect you or a friend has been drugged, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.)**. Be explicit with doctors so they can give you the correct tests (you will need a urine test and possibly others).
15. If you need to get out of an uncomfortable or scary situation here are some things that you can try:
 - a. **Remember that being in this situation is not your fault**. You did not do anything wrong, it is the person who is making you uncomfortable that is to blame.
 - b. **Be true to yourself**. Don't feel obligated to do anything you don't want to do. "I don't want to" is always a good enough reason. Do what feels right to you and what you are comfortable with.

- c. **Have a code word with your friends or family** so that if you don't feel comfortable you can call them and communicate your discomfort without the person you are with knowing. Your friends or family can then come to get you or make up an excuse for you to leave.
 - d. **Lie.** If you don't want to hurt the person's feelings it is better to lie and make up a reason to leave than to stay and be uncomfortable, scared, or worse. Some excuses you could use are: needing to take care of a friend or family member, not feeling well, having somewhere else that you need to be, etc.
16. **Try to think of an escape route.** How would you try to get out of the room? Where are the doors? Windows? Are there people around who might be able to help you? Is there an emergency phone nearby?
17. **If you and/or the other person have been drinking,** you can say that you would rather wait until you both have your full judgment before doing anything you may regret later.

Programs to Prevent Domestic Violence, Dating Violence, Sexual Assault and Stalking

The College engages in comprehensive, intentional, and integrated programming, initiatives, strategies, and campaigns intended to end dating violence, domestic violence, sexual assault and stalking that:

- A. Are culturally relevant, inclusive of diverse communities and identities, sustainable, responsive to community needs, and informed by research, or assessed for value, effectiveness, or outcome; and
- B. Consider environmental risk and protective factors as they occur on the individual, relationship, institutional, community and societal levels.

Educational programming consists of primary prevention and awareness programs for all incoming students and new employees and ongoing awareness and prevention campaigns for students:

- A. A statement that the institution prohibits the crimes of domestic violence, dating violence, sexual assault and stalking (as defined by the Clery Act);
- B. The definitions of domestic violence, dating violence, sexual assault and stalking according to any applicable jurisdictional definitions of these terms;
- C. What behavior and actions constitute consent, in reference to sexual activity, in the State of Wisconsin;
- D. The institution's definition (if one exists) of consent AND the purposes for which that definition is used.
- E. A description of safe and positive options for bystander intervention. Bystander intervention means safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault or stalking. Bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene;

- F. Information on risk reduction. Risk reduction means options designed to decrease perpetration and bystander inaction, and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence.
- a. procedures victims should follow if a crime of domestic violence, dating violence, sexual assault and stalking occurs (as described in “Procedures Victims Should Follow if a Crime of Domestic Violence, Dating Violence, Sexual Assault and Stalking Occurs” elsewhere in this document)
 - b. how the institution will protect the confidentiality of victims and other necessary parties (as described in “Assistance for Victims: Rights and Options” elsewhere in this document);
 - c. existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available for victims, both within the institution and in the community (as described in “Assistance for Victims: Rights and Options” elsewhere in this document);
 - d. options for, available assistance in, and how to request changes to academic, living, transportation, and working situations or protective measures (as described in “Assistance for Victims: Rights and Options” elsewhere in this document);
 - e. procedures for institutional disciplinary action in cases of alleged dating violence, domestic violence, sexual assault, or stalking (as described in “Adjudication of Violations” elsewhere in this document)

Procedures Victims Should Follow if a Crime of Domestic Violence, Dating Violence, Sexual Assault and Stalking Occurs

After an incident of sexual assault, dating violence or domestic violence, the victim should consider seeking medical attention as soon as possible at (Grant Regional Medical Center, Lancaster, Wisconsin). In Wisconsin, evidence may be collected even if you chose not to make a report to law enforcement. It is important that a victim of sexual assault not bathe, douche, smoke, change clothing or clean the bed/linen/area where they were assaulted if the offense occurred within the past 96 hours so that evidence may be preserved that may assist in proving that the alleged criminal offense occurred/or is occurring or may be helpful in obtaining a protection order. In circumstances of sexual assault, if victims do not opt for forensic evidence collection, health care providers can still treat injuries and take steps to address concerns of pregnancy and/or sexually transmitted infections. Victims of sexual assault, domestic violence, stalking, and dating violence are encouraged to also preserve evidence by saving text messages, instant messages, social networking pages, other communications, and keeping pictures, logs or other copies of documents, if they have any, that would be useful to College adjudicators/investigators or police.

As time passes, evidence may dissipate or become lost or unavailable, thereby making investigation, possible prosecution, disciplinary proceedings, or obtaining protection from abuse orders related to the incident more difficult. If a victim chooses not to make a

complaint regarding an incident, he or she nevertheless should consider speaking with Campus Public Safety or other law enforcement to preserve evidence in the event that the victim decides to report the incident to law enforcement or the College at a later date to assist in proving that the alleged criminal offense occurred or that may be helpful in obtaining a protection order.

Involvement of Law Enforcement and Campus Authorities

Although the College strongly encourages all members of its community to report violations of this policy to law enforcement, it is the victim's choice whether or not to make such a report. Furthermore, victims have the right to decline to notify law enforcement. However, the College will assist any victim with notifying law enforcement if the victim so desires. Fennimore Police Department may also be reached directly by calling (608) 822-3215, in person at 860 Lincoln Ave, Fennimore WI. Additional information about the Fennimore Police department may be found online at: <https://www.fennimore.com/city-government/police-department/>.

Reporting Incidents of Domestic Violence, Dating Violence, Sexual Assault and Stalking

If you have been the victim of domestic violence, dating violence, sexual assault, or stalking, you should report the incident promptly to the Title IX Coordinator, **Dan Imhoff** Director of Facilities, Safety and Security at 608.822.2401, dimhoff@swtc.edu or Building 500 Room 514. Reports of all domestic violence, dating violence, sexual assault and stalking will automatically be referred to the Title IX Coordinator for investigation regardless of if the complainant chooses to pursue criminal charges.

Procedures the College Will Follow When a Crime of Domestic Violence, Dating Violence, Sexual Assault and Stalking is Reported

The College has procedures in place that serve to be sensitive to victims who report sexual assault, domestic violence, dating violence, and stalking, including informing individuals about their right to file criminal charges as well as the availability of counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance and other services on and/or off campus as well as additional remedies to prevent contact between a complainant and an accused party, such as housing, academic, protective orders, transportation and working accommodations, if reasonably available. The College will make such accommodations, if the victim requests them and if they are reasonably available, regardless of whether the victim chooses to report the crime to the local law enforcement. Students and employees should contact the Facilities Department.

If a report of domestic violence, dating violence, sexual assault or stalking is reported to the College, below are the procedures that the College will follow:

Incident Being Reported	Procedure Institution Will Follow
Sexual Assault	<ol style="list-style-type: none"> 1. Depending on when reported (immediate vs delayed report), institution will provide complainant with access to medical care 2. Institution will assess immediate safety needs of complainant 3. Institution will assist complainant with contacting local police if complainant requests AND provide the complainant with contact information for local police department 4. Institution will provide complainant with referrals to on and off campus mental health providers 5. Institution will assess need to implement interim or long-term protective measures, if appropriate. 6. Institution will provide the victim with a written explanation of the victim's rights and options 7. Institution will provide a "No trespass" (PNG) directive to accused party if deemed appropriate 8. Institution will provide written instructions on how to apply for Protective Order 9. Institution will provide a copy of the policy applicable to Sexual Assault to the complainant and inform the complainant regarding timeframes for inquiry, investigation and resolution 10. Institution will inform the complainant of the outcome of the investigation, whether or not the accused will be administratively charged and what the outcome of the hearing is 11. Institution will enforce the anti-retaliation policy and take immediate and separate action against parties that retaliate against a person for complaining of sex-based discrimination or for assisting in the investigation
Stalking	<ol style="list-style-type: none"> 1. Institution will assess immediate safety needs of complainant 2. Institution will assist complainant with contacting local police if complainant requests AND provide the complainant with contact information for local police department 3. Institution will provide written instructions on how to apply for Protective Order 4. Institution will provide written information to complainant on how to preserve evidence 5. Institution will assess need to implement interim or long-term protective measures to protect the complainant, if appropriate 6. Institution will provide the victim with a written explanation of the victim's rights and options 7. Institution will provide a "No trespass" (PNG) directive to accused party if deemed appropriate
Dating Violence	<ol style="list-style-type: none"> 1. Institution will assess immediate safety needs of complainant 2. Institution will assist complainant with contacting local police if complainant requests AND provide the complainant with contact information for local police department 3. Institution will provide written instructions on how to apply for Protective Order 4. Institution will provide written information to complainant on how to preserve evidence

	<ol style="list-style-type: none"> 5. Institution will assess need to implement interim or long-term protective measures to protect the complainant, if appropriate 6. Institution will provide the victim with a written explanation of the victim's rights and options 7. Institution will provide a "No trespass" (PNG) directive to accused party if deemed appropriate
Domestic Violence	<ol style="list-style-type: none"> 1. Institution will assess immediate safety needs of complainant 2. Institution will assist complainant with contacting local police if complainant requests AND complainant provided with contact information for local police department 3. Institution will provide written instructions on how to apply for Protective Order 4. Institution will provide written information to complainant on how to preserve evidence 5. Institution will assess need to implement interim or long-term protective measures to protect the complainant, if appropriate 6. Institution will provide the victim with a written explanation of the victim's rights and options 7. Institution will provide a "No trespass" (PNG) directive to accused party if deemed appropriate

Assistance for Victims: Rights & Options

Regardless of whether a victim elects to pursue a criminal complaint or whether the offense is alleged to have occurred on or off campus, the College will assist victims of sexual assault, domestic violence, dating violence, and stalking and will provide each victim with a written explanation of their rights and options. Such written information will include:

- the procedures victims should follow if a crime of dating violence, domestic violence, sexual assault or stalking has occurred;
- information about how the institution will protect the confidentiality of victims and other necessary parties;
- a statement that the institution will provide written notification to students and employees about victim services within the institution and in the community;
- a statement regarding the institution's provisions about options for, available assistance in, and how to request accommodations and protective measures; and
- an explanation of the procedures for institutional disciplinary action

Rights of Victims and the Institution's Responsibilities for Orders of Protection, "No Contact" Orders, Restraining Orders, or Similar Lawful Orders Issued by a Criminal, Civil, or Tribal Court or by the Institution

Southwest Wisconsin Technical College complies with Wisconsin law in recognizing orders of protection. Any person who obtains an order of protection from Wisconsin or any reciprocal state(s) should provide a copy to the Director of Facilities, Safety and Security and the Office of the Title IX Coordinator. A complainant may then meet with the Director of Facilities, Safety and Security to develop a Safety Action Plan, which is a plan for campus staff and the victim to reduce risk of harm while on campus or coming and going from

campus. This plan may include, but is not limited to: escorts, special parking arrangements, providing a temporary cellphone, changing classroom location or allowing a student to complete assignments from home, etc. The College cannot apply for a legal order of protection, no contact order or restraining order for a victim from the applicable jurisdiction(s).

Type of Order:	Who Can File For One:	Court:	Based On:
Domestic Violence Civil Protection Order – up to 5 years, can be renewed**	Family or household members including : <ul style="list-style-type: none"> • Spouses, former spouses • Parent, child, foster parent • People who have kids together • Intimate partners who lived together in the last 5 years • Same sex couples are eligible 	Domestic Relations Court – where victim lives, where abuser lives or has a business, or where incident(s) occurred	Causing or trying to cause injury or placing someone in fear of imminent serious harm (Courts use different requirements for how recent the incident must be)
Stalking Protection Order – up to 5 years, can be renewed**	Any person who is a victim of stalking. No relationship with stalker is required.	Common Pleas Court - where victim lives (if family or household member, can be filed as DV Protection Order, see above)	Pattern of conduct (2 or more events), closely related in time, that cause distress or make a victim believe the stalker will cause harm
Sexually Oriented Offense Protection Order – up to 5 years, can be renewed**	Any person who was a victim of a sexually oriented offense (see ORC 2950.01). No relationship with offender is required. Case does not have to be criminally prosecuted.	Common Pleas Court – where victim lives	Sexual assault or unwanted sexual contact (see ORC 2950.01)
Juvenile Protection Order – until abuser reaches age 19	Victim of abuse by a person who is under age 18, or the victim's parent or other household member, or other parties the Court approves.	Juvenile Court – where victim lives	Assault, stalking, sexual offenses, threats of harm or aggravated trespass

The College may issue an institutional no contact order if deemed appropriate or at the request of the victim or accused. If the College receives a report that such an institutional no contact order has been violated, the College will initiate disciplinary proceedings appropriate to the status of the accused (student, employee, etc.) and will impose sanctions if the accused is found responsible for violating the no contact order.

Accommodations and Protective Measures Available for Victims

Upon receipt of a report of domestic violence, dating violence, sexual assault or stalking, Southwest Tech will provide written notification to students and employees about

accommodations available to them, including academic, living, transportation, protective orders and working situations. The written notification will include information regarding the accommodation options, available assistance in requesting accommodations, and how to request accommodations and protective measures (i.e., the notification will include the name and contact information for the individual or office that should be contacted to request the accommodations).

At the victim's request, and to the extent of the victim's cooperation and consent, College offices will work cooperatively to assist the victim in obtaining accommodations. If reasonably available, a victim may be offered changes to academic, living, working, protective measures or transportation situations regardless of whether the victim chooses to report the crime to campus police or local law enforcement. Examples of options for a potential change to the academic situation may be to transfer to a different section of a class, withdraw and take a class at another time if there is no option for moving to a different section, etc. Potential changes to living situations may include moving to a different room or residence hall. Possible changes to work situations may include changing working hours. Possible changes in transportation may include having the student or employee park in a different location, assisting the student or employee with a safety escort, etc.

To request changes to academic, living, transportation and/or working situations or protective measures, a victim should contact Title IX Coordinator, Dan Imhoff, Director of Facilities, Safety and Security at 608.822.2401, dimhoff@swtc.edu or Building 500 Room 514 . If the victim wishes to receive assistance in requesting these accommodations, she or he should contact, **Dan Imhoff** Director of Facilities, Safety and Security at 608.822.2401, dimhoff@swtc.edu or Building 500 Room 514.

On and Off Campus Services for Victims

Upon receipt of a report of domestic violence, dating violence, sexual assault or stalking, Southwest Tech will provide written notification to students and employees about existing assistance with and/or information about obtaining resources and services including counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid and assistance in notifying appropriate local law enforcement.

Confidentiality

Victims may request that directory information on file with the College be withheld by Student Services. Regardless of whether a victim has opted-out of allowing the College to share "directory information", personally identifiable information about the victim and other necessary parties will be treated as confidential and only shared with persons who have a specific need-to-know, i.e., those who are investigating/adjudicating the report or those involved in providing support services to the victim, including accommodations and protective measures. By only sharing personally identifiable information with individuals on a need-to-know basis, the institution will maintain as confidential, any accommodations or protective measures provided to the victim to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodations or protective measures.

The College does not publish the name of crime victims or other identifiable information regarding victims in the Daily Crime Log or in the annual crime statistics that are disclosed in compliance with the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act*. Furthermore, if a Timely Warning Notice is issued on the basis of a report of domestic violence, dating violence, sexual assault or stalking, the name of the victim and other personally identifiable information about the victim will be withheld.

Adjudication of Violations

The College's disciplinary process includes a prompt, fair, and impartial investigation and resolution process. In all instances, the process will be conducted in a manner that is consistent with the institution's policy and that is transparent to the accuser and the accused. Usually, the resolution of domestic violence, dating violence, sexual assault and stalking complaints are completed within 60 days of the report. However, each proceeding allows for extensions of timeframes, for good cause, with written notice to the accuser and the accused of the delay and the reason for the delay. College officials involved in the investigation or adjudication of domestic violence, dating violence, sexual assault and stalking complaints are trained annually on the issues related to domestic violence, dating violence, sexual assault, and stalking as well as how to conduct an investigation and hearing process that protects the safety of the victim and promotes accountability. Furthermore, each policy provides that:

1. The accuser and the accused will have timely notice for meetings at which the accuser or accused, or both, may be present;
2. The accuser, the accused and appropriate officials will have timely and equal access to any information that will be used during formal and informal disciplinary meeting and hearings;
3. The institutional disciplinary procedures will not be conducted by officials who have a conflict of interest or bias for or against the accuser or the accused;
4. The accuser and the accused will have the same opportunities to have others present during any institutional disciplinary proceeding. The accuser and the accused each have the opportunity to be advised by an advisor of their choice at any stage of the process and to be accompanied by that advisor to any related meeting or proceeding. The College will not limit the choice of advisor or presence for either the accuser or the accused in any meeting or institutional disciplinary proceeding. However, the role of the advisor is limited to: "An advisor may only consult and advise his or her advisee, but not speak for that advisee at any point during the meeting or hearing.
5. The accuser and the accused will be notified simultaneously, in writing, of the initial, interim and final decision of any disciplinary proceeding; and
6. Where an appeal is permitted under the applicable policy, the accuser and the accused will be notified simultaneously in writing, of the procedures for the accused and the victim to appeal the result of the institutional disciplinary proceeding. When an appeal is filed, the accuser and the accused will be notified simultaneously in writing of any change to the result prior to the time that it becomes final as well as of the final result once the appeal is resolved.

Whether or not criminal charges are filed, the college or a person may file a complaint under the following policies, depending upon the status of the accused (student or employee):

- Southwest Tech promotes a learning-centered environment dedicated to the advancement of personal growth and knowledge. The Southwest Tech District believes every student has the right to pursue an education free from disruption, harassment, illegal activities, threats or danger. The district further believes that academic honesty, integrity and civility are fundamental to the educational mission of the college. Every student is expected to be familiar with all the rules and regulations of Southwest Tech.
- The student conduct process at Southwest Tech is not intended to punish students; rather, it exists to protect the interests of the community and to address behavior not in accordance with our policies. Sanctions are intended to challenge students' moral and ethical decision making and to help them bring their behavior into accord with our community expectations. Procedures and rights in student conduct procedures are conducted with fairness to all. Due Process, defined within these procedures, assures an objective decision-maker and the option of an appeal. Sanctions are proportionate to the severity of the violation and the cumulative conduct history of the student.
- By the authority of the Southwest Wisconsin Technical College District Board, the president of Southwest Tech retains the ultimate authority for administration of the Student Code of Conduct. The Director of Facilities, Safety and Security expressly acts with authority over the behavioral misconduct administration and enforcement. Students violating the behavioral standards of conduct may be subject to disciplinary action. The Chief Academic Officer expressly acts with authority over academic misconduct, and may be assisted by the Director of Facilities, Safety and Security in the execution of sanctions.

Jurisdiction

The code of conduct applies to behaviors at Southwest Tech, Foundation, Real-Estate Foundation, owned or leased property, or at Southwest Tech sponsored activities and may also apply to off-campus locations when the Director of Facilities, Safety and Security off-campus conduct affects a substantial Southwest Tech interest. This may include:

- Any situation where it appears that the student's conduct may present a danger or threat to the health or safety of him/herself or others; and/or
- Any situation that significantly impinges upon the rights, property or achievements of self or others or significantly breaches the peace and/or causes social disorder; and/or
- Any situation that is detrimental to the educational mission and/or interests of Southwest Tech.

The Code of Conduct may be applied to behavior conducted online, via email or other electronic media. Students should be aware that online postings such as blogs, web postings, chats, and social networking sites are in the public sphere and are not private. These postings can subject a student to allegations of conduct violations if evidence of policy violations are posted online. Southwest Tech does not regularly search for this information but may take action if and when such information is brought to the attention of college officials.

The code of conduct applies to all students enrolled in credit and non-credit courses. The code of conduct applies to guests of college community members whose hosts may be accountable for the misconduct of their guests.

Behavioral Misconduct The following actions and behaviors shall constitute violations of the Student Code of Conduct and will subject any student or student organization committing such a violation to disciplinary action. Violations include, but are not limited to:

1. General misconduct - Violations of established and published or posted college policies, rules, and/or regulations.
2. Failure or refusal to comply with a college matter - This includes but is not limited to, knowingly furnishing false information to the college or a college official, or refusal to comply with a reasonable request on a college matter or individual acting in performance of their duties.
3. Forgery - Alteration or misuse of any college document, record, form or instrument of identification.
4. Trespassing - Unauthorized entry into or use of college-owned or -controlled locations. Possessing, duplicating or using keys/swipe cards/lock codes to any College, Foundation or Real Estate Foundation property without authorization.
5. Trademark - Unauthorized use (including misuse) of Southwest Tech names and images.
6. Misuse of Technology - Unethical, inappropriate, or illegal use of technology resources of the college. Students who connect their personal computers to the campus network will also be held responsible for any violation.
7. Use of Prohibited Items - The use of hover boards and drones is not permitted.
8. Invasions of Privacy
 - a. Using electronic or other means to make a video or photographic record of any person in a location where there is a reasonable expectation of privacy. This includes, but is not limited to, taking video or photographic images in shower/locker rooms and restrooms. The storing, sharing, and/or distributing of such unauthorized records by any means is also prohibited.
 - b. Using electronic or other means to make a video or photographic record of any person in a location where there is a reasonable expectation of privacy without the subject's prior knowledge and consent. This includes, but is not limited to, taking video or photographic images in student housing. The storing, sharing, and/or distributing of such unauthorized records by any means is also prohibited.
9. Disruptive Behavior - Intentionally or recklessly taking action that disrupts Southwest Tech operations including the physical harm or endangerment of any person in the college community, as well as obstruction of teaching, administration, college activities, and/or other authorized non-college activities which occur on campus; acts that impair, interfere with, or obstruct the orderly conduct, processes and functions of the college. Classroom disruptions include behavior a reasonable person would view as substantially or repeatedly interfering with faculty's ability to teach or student's right to learn.
10. Disorderly conduct/fighting - Defined as acts which are inappropriately loud, or are lewd, indecent or obscene; acts not in compliance with posted signage requiring specific behavior

in designated areas (e.g. Knox Learning Center, Testing Center, Charley's, housing, laboratory areas).

11. Abusive acts - Committing acts of verbal abuse or physical abuse, or engaging in actions which intimidate, harass, threaten, coerce, or otherwise endanger the health or safety of any person or create a hostile learning environment.

12. Hazing - Doing, requiring or encouraging any forced activity, whether or not the act is voluntarily agreed upon, in conjunction with initiation, admission into or continued membership or participation in any group that causes or creates a reasonable risk of causing mental or physical harm or humiliation. Such acts may include any brutality of a physical nature, such as whipping, beating, branding, forced consumption of any food, liquor, drug or other substance, forced confinement or any other forced activity which endangers the physical health or safety of the student.

13. Bullying and cyberbullying - Bullying and cyberbullying are repeated and/or severely aggressive behaviors that intimidate or intentionally harm or control another person physically or emotionally.

14. Committing acts of harassment - Harassing behavior includes, but is not limited to verbal, written or physical conduct that is sufficiently serious (i.e. severe, persistent or pervasive) as to limit or deny an individual's ability to participate in or benefit from the college's programs.

15. Sexual assault - Committing an act of sexual assault which, for administrative purposes, is defined as unwelcome or unwanted and forced or coerced sexual intercourse or sexual contact. (Victims include persons who are incapacitated – sleeping, unconscious, mentally ill, or deemed unable to give consent.)

16. Committing acts of sexual harassment - Making unwelcome sexual advances, unwelcome requests for sexual favors, unwelcome physical contact of a sexual nature, and/or unwelcome verbal or physical contact of a sexual nature.

17. Sexual exploitation - Sexual exploitation includes the sexual abuse of individuals through the exchange of sex or sexual acts for drugs, food, shelter, protection, other basics of life, and/or money.

18. Possessing weapons - Possessing, or engaging or participating in the use of explosives, fireworks, and/or firearms or other dangerous weapons while on college property, Foundation property, or Real Estate property, loaned or leased, or at Southwest Tech sponsored events. Also prohibited are knuckles; a nunchaku or any similar weapon; knives of any kind; a knife blade; baton of any type; explosive devices of any type; and "look-alike" instrument or weapon, (i.e. "b.b. gun," pellet gun, or any instrument designed to look like a weapon); pepper spray or any other device or instrumentality used in a threatening and/or unlawful manner. Exemptions are as follows:

- a. Authorized law enforcement officers in uniform or plain clothes officers with a badge on display.
- b. Individuals participating in authorized law enforcement training activities.
- c. Individuals transporting firearms for authorized training classes.
- d. The possession of handguns is permitted in parking and outdoor areas when in the possession of properly licensed persons to the extent required by law.

- e. The possession of knives as eating utensils or for the purpose of food preparation or as tools when authorized by an instructor is permitted, such as a lab setting.
19. Brandishing objects - Displaying, showing, waving, or exhibiting any object in a manner which a reasonable person might find threatening.
 20. Substance abuse - Use, being under the influence of, possession, sale or distribution of narcotic or illegal drugs, alcoholic beverages, etc.
 21. Retaliatory acts - Committing an act of retaliation toward an individual or group who initiated or who expresses the intent to initiate a complaint or who was called as or intended to be called as a witness in any complaint proceeding. Retaliation includes, but is not limited to, harming or threatening to harm any person or group and may include harassment, intimidation, bullying or similar conduct for the purpose of discouraging the filing of a complaint or acting as a witness in a complaint proceeding or for the purpose of reprisal against any person or group who initiated a complaint or any person who acted as witness in such a proceeding.
 22. Theft - Intentional and unauthorized taking of college property or property of any visitor or member of the Southwest Tech college community; or the personal property of another, including goods, services and other valuables.
 23. Damage to Property - Intentionally damaging the property of the college or any visitor to or member of the college community.
 24. False reports - Making false reports of a fire, bomb threat, or other dangerous condition.
 25. Endangering Safety - Failing to report a fire, interfering with the response of the college or public officials to emergency calls or engaging in similar conduct which demonstrates a disregard for safety or property. Endangering safety may occur due to action (e.g., making a bomb threat or threat of pulling a fire alarm) or inaction (e.g., failing to report or make reasonable efforts to stop a fight, an assault, etc.).
 26. Violation of public laws - Southwest Tech reserves the right to hold students responsible for violations of federal, state, or local laws, regulations or policies that adversely affect the college and/or the pursuit of its educational mission.

Behavioral Misconduct Procedure & Sanctions Wherever possible, upon receipt of a complaint or upon being notified of circumstances which might constitute a violation, the college will complete the misconduct review process within 60 days. If that is not possible, the college will give notice of a rationale for extending the process and resolve as expediently as possible.

The following procedure has been developed to address a student who allegedly has failed to comply with the Code of Conduct:

Step 1 - Notification of Incident: Director of Facilities, Safety and Security determines who will determine what, if any, investigation, or minor sanctions are appropriate.

Step 2 - Notification & Investigation: Temporary separation/restriction may be imposed. Students will be notified of an accusation of misconduct. If the Director of Facilities, Safety and Security or designee determines that a full investigation is necessary, he/she will notify

the student verbally or in writing and begin an impartial investigation. The student will be provided with a description of alleged incidences constituting prohibited conduct and given an opportunity to respond, including the ability to provide any documents or witnesses to determine whether a violation of conduct occurred. Any person the Director of Facilities, Safety and Security or designee believes may have information relevant to an investigation may also be contacted to provide information regarding the investigation.

NOTE: Southwest Tech reserves the right to exercise its authority to limit and/or restrict access to the college upon notification a student is facing a criminal investigation and/or as a result of a behavioral misconduct allegation whereby the student's continued presence might endanger the student or others. Southwest Tech may take action to stop harassment, prevent recurrence of harassment and provide immediate and ongoing remediation for reporting parties – as well as any others harmed by harassment. The President, Vice President, Director of Facilities, Safety and Security, Director of Human Resources, Deans, and Housing Officials may temporarily remove or restrict students from college-controlled locations (including student housing) or activities.

Step 3 - Findings & Sanctions: Investigation determines if accusation is founded or unfounded. Students are updated within five (5) business days of the decision either by mail (including email) or in person. The Director of Facilities, Safety and Security or designee, based on a preponderance of evidence, will make a finding whether a violation is more likely than not. The student will be notified in writing of the finding and what –if any- sanctions will occur (see below for the list of possible sanctions). Notification will be sent by mail or delivered in person. The Director of Facilities, Safety and Security is given broad authority to use objective evaluation of the disciplinary action necessary and what action will be in the best interest of the student, College and others. One or more of the disciplinary sanctions listed below may be imposed. Sanctions may warrant notation on an academic transcript, imposed at the discretion of the Director of Facilities, Safety and Security.

Behavioral Misconduct Sanctions The range of outcomes, consequences, and sanctions include, but are not limited to:

- Oral reprimand - Notice to the student that his/her actions are inappropriate and the individual must act more responsibly in the future.
- Written reprimand - Written notice to the student that his/her actions are inappropriate and the individual must act more responsibly in the future.
- Behavior requirement - This includes required activities including, but not limited to, seeking academic counseling or substance abuse screening, writing a letter of apology, etc.
- Educational program - Attending a workshop, in person or online, addressing the related issues. Referral to an off-campus education program may be recommended.
- Loss of privileges/access - Denial of specified privileges for a designated period of time such as a restriction from hosting visitors and/or guests in housing; prohibitions on entering a specified housing facility; restriction from college-sponsored extracurricular activities or work positions on campus; other restrictions, as approved by the Director of Facilities, Safety or Security or designee.

- Restitution/Compensation for loss, damage or injury.
- No contact directive.
- Mandated Housing Reassignment - A notice that the behavior merits immediate relocation of the student to another housing residence.
- Probation - Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to be violating any policies during the probationary period.
- Housing Probation - Housing probation is for a designated period of time and includes the probability of more severe housing disciplinary sanctions if the student is found to violate any policies during the probationary period.
- Disciplinary Suspension - Suspension results in separation from the college for a specific minimum period of time, after which the student is eligible to return. During the suspension period, the student is banned from college property and student housing. The sanction may be enforced with a trespass action as necessary. Students suspended for disciplinary reasons are not entitled to any refund of tuition or housing fees.
- Housing Suspension - Separation from the student housing area for a specific period of time, after which the student may be eligible to return. During the suspension period, the student is banned from college housing. The sanction may be enforced with a trespass action as necessary. Students suspended for disciplinary reasons are not entitled to any refund of housing fees.
- Expulsion - A permanent separation from the college. The student is banned from college property and student housing and this sanction may be enforced with a trespass action as necessary. Students who are expelled for disciplinary reasons are not entitled to any refund of tuition or housing fees.
- Housing Expulsion - Permanent removal of the student from student housing. The sanction will most likely result in a permanent ban from all housing properties. Students dismissed from housing for disciplinary reasons are not entitled to any refund of housing fees.
- Academic Removal - Removal of student from course ("W" grade shown on transcript).

Step 4 - Due Process: Students have five (5) business days to request an appeal due to procedural errors, to consider new evidence, or to weigh if the sanctions are outside the guidelines set by Southwest Tech. The sanctioned student may request an appeal within five (5) business days of notification. If appropriate under the law, the reporting student(s) may also request an appeal within the same time period. Appeal requests are limited to the following grounds:

- To consider new evidence, unavailable during the original investigation, that could substantially impact the original finding or sanction. A summary of this new evidence and its potential impact must be included.
- A procedural or substantive error occurred that significantly impacted the outcome of the decision. The specific error(s) alleged to have occurred must be identified in the appeal request.

- The sanctions imposed are substantially outside the guidelines set by Southwest Tech for this type of offense or the cumulative conduct record of the responding student. The Director of Facilities, Safety and Security will share appeal requests with a reporting or responding party (parties) when appropriate under law. The Director of Facilities, Safety and Security or designee reviews cases with new evidence. Requests for appeals as a result of procedural errors and sanctions outside the guidelines are reviewed by the Chief Academic Officer (CAO). If the appeal has standing, the CAO gathers an Appeals Panel with instructions for reconsideration only in light of the granted appeal grounds.

Step 5 - Optional Appeal: If approved, a review commences five to fifteen (5-15) business days after the student(s) requests appeal. If the appeal is not timely or substantively eligible, the original finding and sanction will stand and the decision is final. The Director of Facilities, Safety and Security or designee will notify the student(s), in writing, whether the appeal request will be granted or denied and the basis for that decision. If the appeal request is granted, the Director of Facilities, Safety and Security and/or Appeals Panel decides solely based on the physical documentation provided by the College, the responding student and – if appropriate- the reporting student(s). Procedural or substantive errors should be corrected, new evidence should be considered, and sanctions should be proportionate to the severity of the violation and the student’s cumulative conduct record. Appeal decisions are to be deferential to the original decision-maker, making changes to the finding only where there is clear error and to the sanction only if there is a compelling justification to do so. The Appeals Panel or Director of Facilities, Safety and Security may affirm or change the findings and/or sanctions of the prior decision according to permissible grounds. Said appeal shall be held no less than five (5) business days nor more than fifteen (15) business days from the date the student requests the appeal. See Appeals Panel Processes and Guiding Principles for further details.

Step 6 - Notification of Appeal: The decision of the Appeals panel or Director of Facilities, Safety and Security is final. The Director of Facilities, Safety and Security or Appeals Panel chair will prepare a written report detailing the finding, the information cited in support of its finding, and why. The report should not exceed two pages in length, and, if submitted by the panel chair, must be submitted to the Director of Facilities, Safety and Security within two (2) business days after the end of deliberations. The decision is final. The Director of Facilities, Safety and Security implements the final determination. This determination will be sent, in writing, to the reporting and (if appropriate) responding student within two (2) business days after the appeal panel meets.

NOTE: The outcome of a campus appeal is part of the education record and is protected from release under the Federal Education Rights and Privacy Act (FERPA), except under certain conditions. When a student is accused of a policy violation that would constitute a “crime of violence” or forcible or non-forcible sex offense, Southwest Tech will inform the reporting party bringing the complaint in writing of the final results of the Appeal Panel of whether Southwest Tech concludes the responding party was responsible or not responsible. If the responding party is found responsible, the college can share the information with anyone at

the discretion of the college. Such release of information may include the alleged student's/responding student's name, the violation committed, and the sanctions assigned. In cases of sexual misconduct and other offenses covered by Title IX, only, the rationale for the outcome will also be shared with all parties to the complaint in addition the findings and sanctions. Crimes of Violence include: ☐ Arson ☐ Assault offenses (including stalking) ☐ Burglary ☐ Criminal homicide ☐ Destruction/damage/vandalism of property ☐ Kidnapping/abduction ☐ Robbery ☐ Forcible sex offenses ☐ Non-forcible sex offenses

Notification to Victims of Crimes of Violence

The College will, upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by such institution against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as the result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this paragraph.

Sex Offender Registration

The federal Campus Sex Crimes Prevention Act, enacted on October 28, 2000, requires institutions of higher education to issue a statement advising the campus community where law enforcement agency information provided by a State concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a State to provide notice, as required under State law, of each institution of higher education in that State at which the person is employed, carries on a vocation, volunteers services or is a student.

In Wisconsin, convicted sex offenders must register with the **Office of Victim Services and Programs**. You can link to this information, which appears on Wisconsin Department of Corrections website, by accessing website at <https://www.wivictimsvoice.org/.../sex-offender-registry-program1>.

Reportable Crimes under the Clery Act - 34 CFR 668.46(c)

Criminal Offenses

- **Murder/Non-Negligent Manslaughter:** The willful (non-negligent) killing of one human being by another. Deaths caused by negligence, attempts to kill, assaults to kill, suicides, accidental deaths, and justifiable homicides are excluded.
- **Manslaughter by Negligence:** The killing of another person through gross negligence.
- **Rape:** The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
- **Fondling**—The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
- **Incest**—Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

- **Statutory Rape**—Sexual intercourse with a person who is under the statutory age of consent.
- **Robbery:** the taking or attempting to take anything from value of the care, custody or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.
- **Aggravated Assault:** An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. It is not necessary that injury result from an aggravated assault when a gun, knife or other weapon is used which could or probably would result in a serious potential injury if the crime were successfully completed.
- **Burglary:** The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or a felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.
- **Motor Vehicle Theft:** The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access, even though the vehicles are later abandoned - including joy riding.)
- **Arson:** The willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, or personal property of another kind.

Arrests and Referrals for Disciplinary Action

- **Weapon Law Violations:** The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; all attempts to commit any of the aforementioned.
- **Drug Abuse Violations:** Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadone); and dangerous non-narcotic drugs (barbiturates, Benzedrine).
- **Liquor Law Violations:** The violation of laws or ordinance prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; all attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are not included in this definition.)

Hate Crimes

- We are required to report statistics for bias-related (hate) crimes by the type of bias as defined below for the following classifications: murder, sex offenses (forcible or non-forcible), robbery, aggravated assault, burglary, motor vehicle theft, manslaughter, arson and larceny-theft, simple assault, intimidation, destruction, damage or vandalism of property and of other crimes involving bodily injury to any person, in which the victim is intentionally selected because of the actual or perceived race, gender, religion, national origin, sexual orientation, gender identity, ethnicity or disability of the victim.
- **Larceny-Theft:** The unlawful taking, carrying, leading or riding away of property from the possession or constructive possession of another.
- **Simple Assault:** An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration or loss of consciousness.
- **Intimidation:** To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.
- **Destruction, Damage or Vandalism:** To willfully or maliciously destroy, injure, disfigure, or deface any public or private property, real or personal, without the consent of the owner or person having custody or control by cutting, tearing, breaking, marking, painting, drawing, covering with filth, or any other such means as may be specified by local law.

If a hate crime occurs where there is an incident involving larceny-theft, simple assault, intimidation, destruction, damage or vandalism of property, and other bodily injury, the law requires that the statistic be reported as a hate crime even though there is no requirement to report the crime classification in any other area of the compliance document. A bias-related (hate) crime is not a separate, distinct crime, but is the commission of a criminal offense which was motivated by the offender's bias. For example, a subject assaults a victim, which is a crime. If the facts of the case indicate that the offender was motivated to commit the offense because of their bias against the victim's race, sexual orientation, etc., the assault is then also classified as a hate crime.

Sex Offenses

- **Sex Offenses-Forcible** - Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent.
- **Forcible Rape** - The carnal knowledge of a person, forcibly and/or against the person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).
- **Forcible Sodomy** - Oral or anal sexual intercourse with another person, forcibly and/or against that person's will; or not forcibly against the person's will where

the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

- **Sexual Assault With An Object** The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.
- **Forcible Fondling** - The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or, not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity.
- **Sex Offenses-Non-forcible** - Unlawful, non-forcible sexual intercourse.
- **Incest** - Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- **Statutory Rape** - Non-forcible sexual intercourse with a person who is under the statutory age of consent.

Violence Against Women Reauthorization Act of 2013 (VAWA)

- **Dating Violence** - Violence committed by a person (A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (B) where the existence of such a relationship shall be determined based on a consideration of the following factors: length of the relationship, type of relationship, and frequency of interaction between the persons involved in the relationship.
 - **Domestic Violence** - Felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.
 - **Stalking** - Engaging in a course of conduct directed at a specific person that would cause a reasonable person to (A) Fear for his or her safety or the safety of others; or (B) Suffer substantial emotional distress. *Course of conduct* means two or more acts, including, but not limited to, acts which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person's property.
 - *Reasonable person* means a reasonable person under similar circumstances and with similar identities to the victim.
 - *Substantial emotional distress* means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.
- iv. For the purposes of complying with the requirements of this section and section 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

Clery Geography

The Clery Act requires colleges to disclose statistics for reported Clery crimes that occur: 1) on campus, (2) on public property within or immediately adjacent to the campus, and (3) in or on non-campus buildings or property that the institution owns or controls. These categories define Southwest Tech's Clery geography. The geographic categories are further defined in the Handbook for Campus Safety and Security Reporting as follows:

- 1) *On campus* – Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and any building or property that is within or reasonably contiguous, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor).
- 2) *Public property* – All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.
- 3) *Noncampus buildings or property* - Any building or property owned or controlled by a student organization that is officially recognized by the institution; or any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

Incident Being Reported	Procedure Southwest Tech Will Follow
Sexual Assault	<ol style="list-style-type: none"> 1. Depending on when reported (immediate vs delayed report), Southwest Tech will provide complainant with access to medical care. 2. Southwest Tech will assess immediate safety needs of complainant. 3. Southwest Tech will assist complainant with contacting local police if complainant requests AND provide the complainant with contact information for local police department. 4. Southwest Tech will provide complainant with referrals to on and off campus mental health providers. 5. Southwest Tech will assess need to implement interim or long-term protective measures, if appropriate. 6. Southwest Tech will provide the complainant with a written explanation of the complainant's rights and options. 7. Southwest Tech will provide a "No trespass" directive to respondent if deemed appropriate. 8. Southwest Tech will provide written instructions on how to apply for Protective Order. 9. Southwest Tech will provide a copy of the policy applicable to Sexual Assault to the complainant and inform the complainant regarding timeframes for inquiry, investigation and resolution. 10. Southwest Tech will inform the complainant of the outcome of the investigation, whether or not the respondent will be administratively charged and what the outcome of the hearing is. 11. Southwest Tech will enforce the anti-retaliation policy and take immediate and separate action against parties that retaliate against a person for complaining of sex based discrimination or for assisting in the investigation.

Stalking	<ol style="list-style-type: none"> 1. Southwest Tech will assess immediate safety needs of complainant. 2. Southwest Tech will assist complainant with contacting local police if complainant requests AND provide the complainant with contact information for local police department. 3. Southwest Tech will provide written instructions on how to apply for Protective Order. 4. Southwest Tech will provide written information to complainant on how to preserve evidence. 5. Southwest Tech will assess need to implement interim or long-term protective measures to protect the complainant, if appropriate. 6. Southwest Tech will provide the complainant with a written explanation of the complainant's rights and options. 7. Southwest Tech will provide a "No trespass" directive to respondent if deemed appropriate.
Dating Violence	<ol style="list-style-type: none"> 1. Southwest Tech will assess immediate safety needs of complainant. 2. Southwest Tech will assist complainant with contacting local police if complainant requests AND provide the complainant with contact information for local police department. 3. Southwest Tech will provide written instructions on how to apply for Protective Order. 4. Southwest Tech will provide written information to complainant on how to preserve evidence. 5. Southwest Tech will assess need to implement interim or long-term protective measures to protect the complainant, if appropriate. 6. Southwest Tech will provide the complainant with a written explanation of the complainant's rights and options. 7. Southwest Tech will provide a "No trespass" directive to respondent if deemed appropriate.

Domestic Violence

1. Southwest Tech will assess immediate safety needs of complainant.
2. Southwest Tech will assist complainant with contacting local police if complainant requests AND complainant provided with contact information for local police department.
3. Southwest Tech will provide written instructions on how to apply for Protective Order.
4. Southwest Tech will provide written information to complainant on how to preserve evidence.
5. Southwest Tech will assess need to implement interim or long-term protective measures to protect the complainant, if appropriate.
6. Southwest Tech will provide the complainant with a written explanation of the complainant's rights and options.
7. Southwest Tech will provide a "No trespass" directive to respondent if deemed appropriate.

Assistance for Victims: Rights & Options

Regardless of whether a victim elects to pursue a criminal complaint or whether the offense is alleged to have occurred on or off campus, Southwest Tech will assist victims of sexual assault, domestic violence, dating violence, and stalking and will provide each victim with a written explanation of their rights and options.

Such written information will include:

- the procedures victims should follow if a crime of dating violence, domestic violence, sexual assault or stalking has occurred;
- information about how Southwest Tech will protect the confidentiality of victims and other necessary parties;
- a statement that institution will provide written notification to students and employees about victim services within Southwest Tech and in the community;
- a statement regarding Southwest Tech's provisions about options for, available assistance in, and how to request accommodations and protective measures; and an explanation of the procedures for institutional disciplinary action.

KEY CONCEPTS AND DEFINITIONS CENTRAL TO ALL FORMS OF SEXUAL MISCONDUCT

Southwest Tech does not presume a student, employee or faculty member is in violation of college policy. A conduct hearing or investigation will be held to take into account the totality of information available, from all relevant sources. The college will determine

whether the Student Code of Conduct or the Employee Handbook Conduct Guidelines have been violated.

COMPLAINANT:	Complainant refers to the individual who reported the incident of alleged sexual misconduct.
RESPONDENT:	Respondent refers to the student, employee or faculty member who allegedly violated the sexual misconduct policy and/or has been charged with a violation of the policy.
CONSENT:	<p>A central concept to understanding the offenses that constitute sexual misconduct under this policy is consent. Consent is the equal approval, given freely, willingly and knowingly of each participant to desired sexual involvement. Consent is an affirmative, conscious decision — indicated clearly by words or actions — to engage in mutually accepted sexual contact. A person compelled to engage in sexual contact by force, threat of force, or coercion has not consented to contact. Lack of mutual consent is the crucial factor in any sexual assault. Consent CANNOT be given if a person's ability to resist or consent is impaired because of a mental or physical condition or there is incapacitation due to drugs or alcohol or if there is a significant age or perceived power differential. Providing alcohol or drugs to facilitate sexual activity is a violation of this policy. Use of alcohol or other drugs will never function to excuse behavior that violates this policy.</p> <p>A person may not consent if s/he is:</p> <ul style="list-style-type: none"> • unconscious • frightened • physically or psychologically pressured or forced • intimidated • impaired because of a psychological condition • intoxicated by use of drugs or alcohol
	<p>Consent to one form of sexual activity does not imply consent to other forms of sexual activity. Similarly, previous relationships or consent does not imply consent to future sexual activity.</p> <p>The requirements of this policy apply regardless of the sexual orientation of individuals engaging in sexual activity.</p>

Sexual misconduct includes, but is not limited to, conduct prohibited in Wisconsin Statutes 940.225 (see legis.wisconsin.gov/lrb/pubs/ib/01ib1.pdf)

1. NON-CONSENSUAL SEXUAL INTERCOURSE

The State of Wisconsin Statutes referenced above provide a comprehensive list of the behaviors that are considered non-consensual sexual intercourse.

2. NON-CONSENSUAL SEXUAL CONTACT

The State of Wisconsin Statutes referenced above provide a comprehensive list of the behaviors that are considered non-consensual sexual contact.

3. SEXUAL EXPLOITATION

Sexual exploitation as defined by this policy occurs when an individual takes non-consensual or abusive sexual advantage of another individual for his/her own advantage or benefit, or to benefit or advantage anyone other than the person being exploited.

Examples of sexual exploitation may include, but are not limited to:

- video or audio of a person engaged in sexually explicit conduct without the consent of that individual;
- engaging in “Peeping Tommmery,” or viewing other persons engaged in intimate behavior without their consent or
- knowingly transmitting a sexually transmitted disease.

4. SEXUAL HARASSMENT

Sexual harassment is defined as any unwelcome sexual advances, demands, requests for sexual favors, innuendoes or any other verbal or physical conduct of a sexual nature when:

- a) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s educational or residential experience or employment; or
- b) Submission to or rejection of such conduct by an individual is used as the basis for educational, residential or employment decisions affecting such individual; or
 - Such conduct is sufficiently severe and pervasive so as to alter the conditions of, or have the purpose or effect of substantially prostituting another individual;
 - recording, displaying or distributing in any way photos,
- c) interfering with, an individual’s academic performance or work by creating an intimidating, hostile, or offensive educational, residential or working environment.

Primary Crimes	Year	On Campus	Noncampus	Public Property	Total	Residential Facilities*	Unfounded Crimes
Murder/Non Negligent Manslaughter	2018	0	0	0	0	0	0
	2017	0	0	0	0	0	0
	2016	0	0	0	0	0	0
Manslaughter by Negligence	2018	0	0	0	0	0	0
	2017	0	0	0	0	0	0
	2016	0	0	0	0	0	0
Rape	2018	0	0	0	0	0	0
	2017	0	0	0	0	0	0
	2016	1	0	0	1	1	0
Fondling	2018	1	0	0	1	1	0
	2017	0	0	0	0	0	0
	2016	0	0	0	0	0	0
Incest	2018	0	0	0	0	0	0
	2017	0	0	0	0	0	0
	2016	0	0	0	0	0	0
Statutory Rape	2018	0	0	0	0	0	0
	2017	0	0	0	0	0	0
	2016	0	0	0	0	0	0
Robbery	2018	0	0	0	0	0	0
	2017	0	0	0	0	0	0
	2016	0	0	0	0	0	0
Aggravated Assault	2018	0	0	0	0	0	0
	2017	0	0	0	0	0	0
	2016	0	0	0	0	0	0
Burglary	2018	0	0	0	0	0	0
	2017	0	0	0	0	0	0
	2016	0	0	0	0	0	0
Motor Vehicle Theft	2018	0	0	0	0	0	0
	2017	0	0	0	0	0	0
	2016	0	0	0	0	0	0
Arson	2018	0	0	0	0	0	0
	2017	0	0	0	0	0	0
	2016	0	0	0	0	0	0

Arrests and Referrals for Disciplinary Action	Year	On Campus	Noncampus	Public Property	Total	Residential Facilities*
Liquor Law Violation Arrests	2018	0	0	0	0	0
	2017	1	0	0	1	0
	2016	2	0	0	2	1
Drug Law Violation Arrests	2018	0	0	0	0	0
	2017	0	0	0	0	0
	2016	1	0	0	1	1
Weapons Law Violation Arrests	2018	0	0	0	0	0
	2017	0	0	0	0	0
	2016	0	0	0	0	0
Liquor Law Violation Referrals for Disciplinary Action	2018	1	0	0	1	0
	2017	0	0	0	0	0
	2016	2	0	0	2	2
Drug Law Violation Referrals for Disciplinary Action	2018	0	0	0	0	0
	2017	0	0	0	0	0
	2016	1	0	0	1	1
Weapons Law Violation Referrals for Disciplinary Action	2018	0	0	0	0	0
	2017	0	0	0	0	0
	2016	0	0	0	0	0

VAWA Offenses	Year	On Campus	Noncampus	Public Property	Total	Residential Facilities*	Unfounded Crimes
Domestic Violence	2018	0	0	0	0	0	0
	2017	0	0	0	0	0	0
	2016	0	0	0	0	0	0
Dating Violence	2018	0	0	1	1	0	0
	2017	0	0	0	0	0	0
	2016	0	0	0	0	0	0
Stalking	2018	0	0	0	0	0	0
	2017	0	0	0	0	0	0
	2016	0	0	0	0	0	0

**Residential Facility crime statistics are a subset of the On Campus category, i.e., they are counted in both categories.*

UNFOUNDED CRIMES

If a crime is reported as occurring On Campus, in On-campus Residential Facilities, in or on Noncampus buildings or property, or on Public Property, and the reported crime is investigated by sworn or commissioned law enforcement authorities and found to be false or baseless, the crime is considered to be "unfounded."

Institutions must report the total number of: criminal offenses; hate crimes; and domestic violence, dating violence, or stalking incidents that have been unfounded.

There were no unfounded crimes in 2016, 2017, or 2018.

HATE CRIME REPORTING:

There were no hate crime reported in 2016, 2017 or 2018.

Fire Safety Systems

Residential Facilities	Fire Alarm Monitoring Done On Site	Partial ³ Sprinkler System	Full ⁴ Sprinkler System	Smoke Detection	Fire Extinguisher Devices	Evacuation Plans/Placards	Number of Evacuation (fire) drills each calendar year
1533	No	No	No	Yes	Yes	Yes	2
1535	No	No	No	Yes	Yes	Yes	2
1537	No	No	No	Yes	Yes	Yes	2
1539	No	No	No	Yes	Yes	Yes	2
1543	No	No	No	Yes	Yes	Yes	2
1545	No	No	No	Yes	Yes	Yes	2
1547	No	No	No	Yes	Yes	Yes	2
1549	No	No	No	Yes	Yes	Yes	2
1557	No	No	No	Yes	Yes	Yes	2

³ Partial Sprinkler System is defined as having sprinklers in the common areas only.

⁴ Full Sprinkler system is defined as having sprinklers in both the common areas and individual rooms.

Residential Facilities	Fire Alarm Monitoring Done On Site	Partial ⁵ Sprinkler System	Full ⁶ Sprinkler System	Smoke Detection	Fire Extinguisher Devices	Evacuation Plans/Placards	Number of Evacuation (fire) drills each calendar year
1559	No	No	No	Yes	Yes	Yes	2
1935 Apt 1	No	No	No	Yes	Yes	Yes	2
1935 Apt 2	No	No	No	Yes	Yes	Yes	2
1935 Apt 3	No	No	No	Yes	Yes	Yes	2
1935 Apt 4	No	No	No	Yes	Yes	Yes	2
1940 Apt 1	No	No	No	Yes	Yes	Yes	2
1940 Apt 2	No	No	No	Yes	Yes	Yes	2
1940 APT 3	No	No	No	Yes	Yes	Yes	2
1940 Apt 4	No	No	No	Yes	Yes	Yes	2
1955 Apt 1	No	No	No	Yes	Yes	Yes	2
1955 Apt 2	No	No	No	Yes	Yes	Yes	2
1955 Apt 3	No	No	No	Yes	Yes	Yes	2
1955 Apt 4	No	No	No	Yes	Yes	Yes	2
1960 Apt 1	No	No	No	Yes	Yes	Yes	2
1960 Apt 2	No	No	No	Yes	Yes	Yes	2
1960 Apt 3	No	No	No	Yes	Yes	Yes	2
1960 Apt 4	No	No	No	Yes	Yes	Yes	2
1960 Apt 5	No	No	No	Yes	Yes	Yes	2
1960 Apt 6	No	No	No	Yes	Yes	Yes	2

⁵ Partial Sprinkler System is defined as having sprinklers in the common areas only.

⁶ Full Sprinkler system is defined as having sprinklers in both the common areas and individual rooms.

Residential Facilities	Fire Alarm Monitoring Done On Site	Partial ⁷ Sprinkler System	Full ⁸ Sprinkler System	Smoke Detection	Fire Extinguisher Devices	Evacuation Plans/Placards	Number of Evacuation (fire) drills each calendar year
1960 Apt 7	No	No	No	Yes	Yes	Yes	2
1960 Apt 8	No	No	No	Yes	Yes	Yes	2
1975	No	No	No	Yes	Yes	Yes	2
1985	No	No	No	Yes	Yes	Yes	2

Policies or Rules on Portable Electrical Appliances, Smoking and Open Flames

The following are prohibited items (e.g., sources of open flames, such as candles; non-surge protected extension cords; halogen lamps; portable cooking appliances in non-kitchen areas; etc.) or prohibited activities (e.g., smoking in the room; tampering with life safety equipment; possession of pets; etc.).

Fire Statistics

Statistics and Related Information Regarding Fires in Residential Facilities for CY 2018

Residential Facilities (Name and Address)	Total Number of Fires in Each Building	Fire Number	Cause of Fire	Number of Injuries That Required Treatment at a Medical Facility	Number of Deaths Related to a Fire	Value of Property Damage Caused by Fire (in USD)
1533	0	0	0	0	0	0
1535	0	0	0	0	0	0
1537	0	0	0	0	0	0
1539	0	0	0	0	0	0
1543	0	0	0	0	0	0
1545	0	0	0	0	0	0
1547	0	0	0	0	0	0
1549	0	0	0	0	0	0
1557	0	0	0	0	0	0
1559	0	0	0	0	0	0
1935 Apt 1	0	0	0	0	0	0
1935 Apt 2	0	0	0	0	0	0
1935 Apt 3	0	0	0	0	0	0
1935 Apt 4	0	0	0	0	0	0
1940 Apt 1	0	0	0	0	0	0
1940 Apt 2	0	0	0	0	0	0
1940 Apt 3	0	0	0	0	0	0
1940 Apt 4	0	0	0	0	0	0
1955 Apt 1	0	0	0	0	0	0

⁷ Partial Sprinkler System is defined as having sprinklers in the common areas only.

⁸ Full Sprinkler system is defined as having sprinklers in both the common areas and individual rooms.

Residential Facilities (Name and Address)	Total Number of Fires in Each Building	Fire Number	Cause of Fire	Number of Injuries That Required Treatment at a Medical Facility	Number of Deaths Related to a Fire	Value of Property Damage Caused by Fire (in USD)
1955 Apt 2	0	0	0	0	0	0
1955 Apt 3	0	0	0	0	0	0
1955 Apt 4	0	0	0	0	0	0
1960 Apt 1	0	0	0	0	0	0
1960 Apt 2	0	0	0	0	0	0
1960 Apt 3	0	0	0	0	0	0
1960 Apt 4	0	0	0	0	0	0
1960 Apt 5	0	0	0	0	0	0
1960 Apt 6	0	0	0	0	0	0
1960 Apt 7	0	0	0	0	0	0
1960 Apt 8	0	0	0	0	0	0
1975	0	0	0	0	0	0
1985	0	0	0	0	0	0

Procedures for Student Housing Evacuation in Case of a Fire

In the event of a fire, the College expects that all campus community members will evacuate by the nearest exit, closing doors and activating the fire alarm system (if one is present) as they leave. Once safely outside a building, it is appropriate to contact 911 and the Facilities Department. Students and/or staff are informed where to relocate to by staff if circumstance warrants at the time of the alarm. In the event fire alarms sound, College policy is that all occupants must evacuate from the building, closing doors as they leave. No training is provided to students or employees in firefighting or suppression activity as this is inherently dangerous and each community member's only duty is to exit safely and quickly, shutting doors along the exit path as they go to contain the spread of flames and smoke, and to activate the alarm as they exit. At no time should the closing of doors or the activation of the alarm delay the exit from the building.

Fire Safety Education and Training Programs

Fire safety education programs for all students living in on-campus student housing and all employees that have any association with on-campus student housing are held at the beginning of each semester. These programs are designed to: familiarize everyone with the fire safety system in each housing facility, train everyone on the procedures to be followed in case there is a fire and distribute information on the College's fire safety policies. Everyone is also provided with maps of each on-campus student housing facility that illustrate evacuation routes and fire alarm equipment locations. During these programs, trainers emphasize that participating in fire drills is mandatory. Students with disabilities are given the option to have a "buddy" assigned to them. Fire safety education and training programs are taught by local fire authorities

OR

Faculty and staff are provided education on fire safety and information on how to report a fire, or evidence of a fire, to whom, and procedures to be followed for non-residential buildings on campus when a fire alarm signals.

Each SWTC building has fire evacuation plans posted in common areas. All employees are encouraged to become familiar with the escape routes for all buildings and floors and the locations of fire extinguishers, hoses and alarms. In the event of a fire or evacuation, every employee should follow the fire safety evacuation route and vacate the premises until the officials in charge declare the premises safe to enter. Exits and areas around fire extinguishers must be kept clear at all times. Periodic fire safety inspections and drills are held to test equipment and procedures.

Procedures Students and Employees Should Follow in Case of a Fire

In these programs, procedures that students and employees should follow in case of a fire are reviewed and include the following:

Student Housing Evacuation Procedures In Case of a Fire

- If you hear the fire alarm immediately evacuate the building using the nearest available exit. **Do not attempt to fight a fire unless you have been trained to do so.**
- Awaken any sleeping roommate or suitemates. Prepare to evacuate by putting on shoes and coat if necessary. Feel the doorknob and the door. If they are hot, do not open the door. If they are cool, open slowly, if heat or heavy smoke rushes in, close the door immediately and remain inside.
- When leaving your room, be sure to take your key in case it is necessary to return to the room should conditions in the corridor deteriorate. Make sure to close the door tightly when evacuating.
- Resident life staff members who are present on their floors should facilitate the evacuation of their floor/section if possible. When the alarm sounds shout (Example: there is an emergency in the building leave by the nearest exit) and knock on doors as they make their way to the nearest exit and out the building.
- When exiting in smoky conditions keep your hand on the wall and crawl to the nearest exit. Always know more than one path out of your location and the number of doors between your room and the exit.
- **DO NOT USE ELEVATORS.** Elevator shafts may fill with smoke or the power may fail, leaving you trapped. Elevators have features that recall and deactivate the elevator during an alarm. Standing and waiting for an elevator wastes valuable time.
- Each resident should report to their assigned assembly area. Resident life staff should report to their assigned assembly area and make sure that students have cleared the building. Conduct a head count and do not allow re-entry into the building until directed to do so by emergency personnel.

Reporting Fires

Per federal law, SWTC is required to annually disclose statistical data on all fires that occur in on-campus student housing facilities. Therefore, if you encounter a live fire in one of these facilities, you should immediately get to a safe place, then dial 911. Once the emergency has passed, you should notify Facilities Department at 608.822.2400 to investigate and document the incident for disclosure in the University's annual fire statistics.

If a member of the SWTC community finds evidence of a fire that has been extinguished, and the person is not sure whether Facilities Department has already responded, the community member should immediately notify Facilities Department at 608.822.2400 to investigate and document the incident for disclosure in the College's annual fire statistics.

Plans for Improvement to Fire Safety

The College does or does not have any planned improvements in fire safety at this time.

*Southwest Wisconsin Technical College
Business Continuity Plan*



January, 2020

Business Continuity/Crisis Response Plan (BCP)

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Detailed Emergency Action Plans for Evacuation, Shelter-In-Place and Run Hide Fight

1. Introduction

Southwest Wisconsin Technical College (SWTC) Business Continuity Plan (BCP) establishes the policies, procedures and organizational structure for prompt recovery from crisis events.

Crisis can occur suddenly and without warning, and every crisis is different; therefore, plan procedures are designed as guidelines that are flexible. Developing a flexible template allows the BCP to be responsive to any given situation. Consultation with first responders as well as other crisis management experts clearly indicates that the situational nature of the emergency will drive the specific tactical steps for response and recovery.

The BCP is written with minimal jargon and technical language, so that a non-technical person can read and understand the direction provided. All SWTC employees in leadership roles will be trained in these procedures and will have the opportunity to practice the plan through exercises on an annual basis.

The BCP procedures are designed to facilitate prompt recovery from a crisis incident. They include crisis response and recovery instructions presented in an efficient format for easy use by the individuals assigned to manage SWTC resources.

The BCP also provides strategic direction for long-term continuity of operations. These guidelines are also at a macro level, since details of the recovery and ongoing continuity of operations will be driven by the unique specifics of the crisis event.

Note: Detailed Emergency Action Plans for Evacuation, Shelter-In-Place and Run Hide Fight for SWTC are contained in Appendix B.

Incident Command

Duties and Responsibilities

Incident Command Assignments

Policy Group

President	Jason Wood
Chief Financial Officer	Caleb White
Academic & Student Services	Katie Garrity
Chief Human Resources Officer	Krista Weber
Executive Director- College Advancement & Foundation	Holly Clendenen

Strategic Emergency Position Role Descriptions

Title	Responsibilities
President	Has overall responsibility for strategic command and the strategic response to the crisis event, including acting as the Official College Spokesperson. Has overall authority and responsibility for resource allocation and deployment, employee communications and communications with the SWTC Board of Directors.
Chief Financial Officer	Provides overall fiscal guidance and coordinates resources needed during the crisis.
Academic & Student Services	Provides leadership and guidance for the emergency response team. Coordinates with college faculty to mitigate the response to the crisis event.
Chief Human Resources Officer	Provides information and guidance on personnel and employee assistance programs of the college.
Executive Director-College Advancement & Foundation	Provides Information and guidance to the Emergency Response Team during a crisis.

Tactical Group

Emergency Operations Coordinator

Dan Imhoff
Kris Wubben
Karl Sandry

Empathia (Black Swan)

866-301-8811

**Public Information
Officer**

Dennis Cooley
Katie Glass
Derek Dachelet

Operations

Josh Bedward
Dave Friesen

Housing

Stephanie Brown
Holly Clendenen
Heather Fifrick

Finance

Kelly Kelly
Connie Haberkorn
Amy Campbell

Logistics

Jake Mootz
Ken Straka
Nicole Nelson

Safety Officer

Brian Kitelinger
Toby Washburn
Brandon Wallin

Liaison Officer

Ken Bartz
Gary Roberts

Planning

Heath Ahnen
Karen Campbell

Recorder

Denise Janssen
Jody Millin
Lori Needham
Annetta Smith

TITLE	RESPONSIBILITIES
Emergency Operations Coordinator(IC-Incident Commander)	The individual responsible for all incident activities, including the development of strategies and tactics and the ordering and the release of resources. The IC has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site.
Empathia	Crisis Communications consultant.
Public Information Officer	Responsible for interfacing with the public and media or with other agencies with incident-related information requirements.
Logistics	Orders resources and develops the transportation, communication and medical plans.
Operations	Responsible for all tactical operations at the incident. Includes Branches, Divisions and/or Groups, Task Forces, Strike Teams, Single Resources, and Staging Areas. Assists in developing incident strategy and determining necessary resources to achieve the response goal.
Safety Officer	Responsible for monitoring and assessing safety hazards or unsafe situations and for developing measures for ensuring personnel safety. Establishes the safety and functionality of campus utilities and facilities.
Housing	Responsible for coordinating response with residents of the campus housing.
Liaison Officer	Responsible for coordinating with representatives from cooperating and assisting agencies.
Finance	Responsible for all incident costs and financial considerations. Includes the Time Unit, Procurement Unit, Compensation/Claims Unit, and Cost Unit. Insures the Incident Action Plan (IAP) is within fiscal limits.
Planning	Responsible for the collection, evaluation, and dissemination of information related to the incident, and for the preparation and documentation of Incident Action Plans. The Section also maintains information on the current and forecasted situation, and on the status of resources assigned to the incident. Includes the Situation, Resources, Documentation, and Demobilization Units, as well as Technical Specialists.
Recorder	Responsible for documenting and time stamping all significant events with descriptions, and actions taken by the emergency staff during an event.

Team Information					
Name	Work Phone	Home Phone	Cell Phone	Work Email	Other EMail
Ahnen, Heath	608-822-2327		608-606-2209	hahnen@swtc.edu	heath.ahnen@gmail.com
Bartz, Ken	608-822-2704		608-444-6860	kbartz@swtc.edu	bartzkenny@hotmail.com
Bedward, Josh	608-822-2754	608-994-2336	608-778-6558	jbedward@swtc.edu	
Campbell, Amy	608-822-2309	608-326-8388	608-412-1269	acampbell@swtc.edu	Amy.campbell13@gmail.com
Campbell, Karen	608-822-2300	608-822-3153	608-778-7847	kcampbell@swtc.edu	
Clendenen, Holly	608-822-2362		608-732-6909	hclendenen@swtc.edu	hollyclendenen@gmail.com
Cooley, Dennis	608-822-2747	608-348-5402		dcooley@swtc.edu	
Dachelet, Derek	608-822-2417		608-732-6276	ddachelet@swtc.edu	
Friesen, David	608-822-2328		608-778-1500	Dfriesen@swtc.edu	friesencomputers@gmail.com
Garrity, Katie	608-822-2471		608-306-2571	kgarrity@swtc.edu	garritykatie@hotmail.com
Glass, Katie	608-822-2411		608-732-3886	kglass@swtc.edu	Katiejane85@live.com
Haberkorn, Connie	608-822-2310		608-642-1677	chaberkorn@swtc.edu	
Imhoff, Dan	608-822-2401		608-778-0624	dimhoff@swtc.edu	danimhoff@hotmail.com
Janssen, Denise	608-822-2750		608-778-7469	djanssen@swtc.edu	theidab1210@hotmail.com
Kelly, Kelly	608-822-2305	608-726-2208	608-778-0904	kkelly@swtc.edu	
Kitelinger, Brian	608-822-2376		608-778-8438	bkitelinger@swtc.edu	kitelingerbrian945@gmail.com
Millin, Jody	608-822-2720		608-379-3133	jmillin@swtc.edu	
Mootz, Jake	608-822-2427	608-371-9833	608-778-4124	jmootz@swtc.edu	jacobmootz@gmail.com
Needham, Lori	608-822-2420			lneedham@swtc.edu	
Nelson, Nicole	608-822-2400		608-732-1012	nnelson@swtc.edu	
Sandry, Karl	608-822-2703		608-632-7065	ksandry@swtc.edu	
Smith, Annetta	608-822-2314		608-723-6862	asmith@swtc.edu	
Straka, Kenneth	608-822-2709		608-574-5275	kstraka@swtc.edu	
Wallin, Brandon	608-822-2752		608-732-5783	hwallin@swtc.edu	
Washburn, Toby	608-822-2756		608-331-7792	twashburn@swtc.edu	tobytd1@gmail.com
Weber, Krista	608-822-2315	608-723-7990	608-723-9841	kweber@swtc.edu	wxbxn@hotmail.com

White, Caleb	608-822-2446	608-935-5136	608-513-2727	cwhite@swtc.edu	
Wood, Jason	608-822-2301		608-379-0536	jwood@swtc.edu	jasonstanleywood@gmail.com
Wubben, Kris	608-822-2706		608-642-5202	kwubben@swtc.edu	walkerkris@hotmail.com

II. BCP Scope

The BCP Plan outlines the recovery from crisis events, as well as considerations for longer-term continuity of business operations. The plan is consistent with established Emergency Response and Business Continuity best practices.

The BCP Plan provides strategic and tactical direction for SWTC staff. Additional detailed instructions for an SWTC crisis response are described in the *SWTC Emergency Action Plan*.

SWTC has coordinated efforts with federal, state and local first responders and emergency management agencies, as well as other crisis response professionals in the development, implementation, training and testing of this Business Continuity Plan.

Important note: The plan will not limit the use of good judgment and common sense in matters not foreseen or covered.

III. Priorities

SWTC will respond to a crisis situation in a timely manner to achieve the following priorities:

1. Protection of SWTC students, employees, facility, systems and other assets.
2. Protection of guest health and safety.
3. Accurate assessment of building damage and need for alternate operations location.
4. Prompt restoration of Business Operations.

IV. Business Continuity Planning Considerations

The SWTC BCP has been created as a practical approach to the challenges that can occur during an emergency or disaster. Crisis Management Best Practices have been considered and the following practices implemented:

- A. An emergency or a disaster may occur at any time of the day or night, with little or no warning. Therefore, SWTC will practice 24/7 crisis readiness.
- B. SWTC will issue immediate emergency notifications or warnings if conditions indicate that an incident is developing or highly probable.
- C. No two crises are alike and the events in an emergency or disaster are not predictable; therefore, published operational plans will serve as a guide, which may require modifications “on the fly” in order to effectively respond to and manage a specific incident.
- D. Emergencies may be local, regional or national. Therefore, SWTC will plan for and carry out disaster response operations in cooperation with local, regional, state and/or federal agencies.

V. Plan Components

A. Immediate Response Actions

If the crisis occurs during normal business hours:

During normal business hours all crisis situations must be immediately reported to the College President or his designate. The President, if possible, will immediately investigate the reported crisis, evaluate the severity and make a decision about notifying the Core Emergency Response Team (CERT). Any member of the Core Emergency Response Team (CERT) Team, upon gaining knowledge of a possible incident, can activate the CERT Team.

If a crisis should occur during non-business hours, at least one, preferably all, of the following individuals must be contacted:

- College President, Jason Wood
- Director of Facilities, Dan Imhoff
- College Vice President, Caleb White
- Chief Academic Officer, Katie Garrity
- Chief Human Resources Officer, Krista Weber

The following steps will be taken by one or more of the above individuals:

1. Deploy to the crisis site, if necessary, to evaluate the severity of the situation and notify the Core Emergency Response Team (CERT).
2. If a serious situation is present, any of the above individuals may take whatever actions are necessary to protect the safety of employees and the security of systems, equipment and facilities.
3. If the situation is believed to be severe, he/she will immediately contact local first responders and the CERT to advise of the circumstances and actions taken.

B. Chain of Command/Emergency Notifications

The following is the SWTC Core Emergency Response Team (CERT) who will immediately be notified of a critical situation. The College President, Director of Facilities, College Vice President, Chief Academic Officer, or Chief Human Resources Officer is responsible for ensuring the notifications are made:

Last Name	First Name	Cell Phone	Work Phone	Work Email
Ahnen	Heath	608-660-2209	608-822-2327	hahnen@swtc.edu
Bedward	Josh	608-778-6558	608-822-2754	jbedward@swtc.edu
Campbell	Karen	608-778-7847	608-822-2300	kcampbell@swtc.edu
Garrity	Katie	608-306-2571	608-822-2471	kgarrity@swtc.edu
Glass	Katie	608-732-3886	608-822-2411	kglass@swtc.edu
Imhoff	Dan	608-778-0624	608-822-2401	dimhoff@swtc.edu
Kitelinger	Brian	608-778-8438	608-788-2376	bkitelinger@swtc.edu
Sandry	Karl	608-632-7065	608-822-2703	ksandry@swtc.edu
Weber	Krista	608-732-7990	608-822-2315	kweber@swtc.edu
White	Caleb	608-513-2727	608-822-2446	cwhite@swtc.edu
Wubben	Kris	608-642-5202	608-822-2706	kwubben@swtc.edu

C. Core Emergency Response Team (CERT) Role

By using this small group of highly trained individuals the effective management of the crisis will be enhanced.

Specific responsibilities of the CERT include:

- Making strategic policy decisions
- Establishing response priorities
- Providing oversight to the tactical Department Recovery Teams
- Communicating with external stakeholders including business partners, customers, suppliers, contractors, vendors, etc.
- Providing ongoing briefings to full ERT
- Reviewing legal issues and implications with outside counsel
- Delegating authority, as necessary, for the successful resolution of the crisis
- Providing ongoing briefings to employees
- Communicating with the media through the a media representative
- Deploying Department Crisis Recovery Teams to deal directly with the crisis
- Determining the need to relocate business operations

In the event of a crisis, the Director of Facilities will notify the CERT members. The CERT will initially convene in person or by telephone to determine the level of response and make the decision to activate a CERT Command Center.

In the event of a crisis, any CERT member also may activate the team. All CERT members carry emergency contact information for other members. During normal office hours, office support staff may also be called upon to contact CERT members.

If activated, the CERT will convene within 60 minutes at a Command Center or by telephone. The primary Command Center is Room 1655. In the event of a full facility evacuation, the CERT will meet at the Fennimore High School. The alternate location will have the equipment necessary for the CERT to function, including telecommunication and computer support.

The CERT will initially have responsibility for strategic decisions for managing and recovering from a crisis.

The specific tasks for the CERT are listed in the following tables:

CERT Immediate Actions			
Action	Responsibility	Date and Time	Completed By
When notified of a potential crisis, inform CERT members and meet at the designated Command Center as soon as possible or activate a CERT Bridge call.	CERT member who receives the initial notification		
Brief the team on the situation.	Incident Commander		
If the incident is a verified crisis, begin planning the media response	Media Relations Member		
Review the known facts and determine the crisis level	CERT Members		
Ensure all appropriate first responders have been notified	Incident Commander		
Make decision to evacuate and move to alternate work site	CERT Members		
Activate the affected department recover plans	CERT Operations Member		
Make decision to activate the telephone answering service	CERT Operations Member		
Obtain pertinent facts regarding the incident: <ul style="list-style-type: none"> Type and cause of incident Approximate number of injured persons Severity level of injuries Area involved 	CERT HR Member		
Ensure the Emergency Action Plan is being carried: <ul style="list-style-type: none"> Evacuation plan (complete vs. partial) Staging areas for emergency vehicles Triage areas Initial response from outside agencies 	CERT Logistics Member		
Establish and maintain a liaison, as needed: <ul style="list-style-type: none"> Fire Law enforcement EMS Public works Coroner 	CERT HR Member		
Establish availability and need for the following: <ul style="list-style-type: none"> Manpower Equipment Relief personnel Victim triage area Victim family briefing area 	CERT Logistics Member		

CERT Immediate Actions			
Action	Responsibility	Date and Time	Completed By
Assess the security needs of the crisis site and deploy resources, as necessary	CERT Operations Member		
Assign the location of the Media Briefing Center	Media Relations Member		
Ensure that the person responsible for the media response is prepared to answer incoming media phone calls by using log sheets and reading prepared statements and news releases	Media Relations Member		
Obtain all pertinent facts for press releases	Media Relations Member		
Prepare initial press release	Media Relations Member		
Issue a media alert with on-site contact information	Media Relations Member		
Create a statement addressing the situation and post the statement on the SWTC social media networking sites (e.g., Facebook, Twitter, etc.)	Media Relations Member		
Continuously monitor all social media networking sites (e.g., Facebook, Twitter, etc.) and respond appropriately in a timely manner	Media Relations Member		
Get Command Center operational with assistance from the information technology representative	CERT Logistics Member		
Assign an administrative assistant to monitor television and the Internet for ongoing news of the crisis	CERT HR Member		
Assign an administrative assistant to update all appropriate staff	CERT HR Member		
Ensure that computers, telephones and other electronic equipment in the Command Center and Media Relations Center are functioning properly	CERT Information Technology Member		
Activate an Internet emergency web page	CERT Information Technology Member		
Provide IT assistance where needed	CERT Information Technology Member		
Assist the media response consultant with press releases and all information given to the media	Legal Counsel		
Continue to gather information and make the appropriate decisions, as necessary	CERT Members		
As the crisis diminishes, make decisions for relieving the CERT	Incident Commander		
Receive reports on the status of affected business functions	CERT Leader/Members		

CERT Immediate Actions			
Action	Responsibility	Date and Time	Completed By
Consider requests for additional support and resources	CERT Members		
Obtain a structural assessment of physical damage to the facility, if appropriate	CERT Logistics Member		
Determine if it is necessary to activate an alternative server site	CERT IT Member		
Assess the impact of the crisis on SWTC staffing	CERT HR Member		
Assess the impact of the crisis on business partners	CERT Operations Member		
Assist with updated press release	Media Relations Member		
Provide on-site information for the press conference and media release	Media Relations Member		
Prepare information for a factual news release and follow-up releases as events dictate	Media Relations Member		
Conduct an on-site news briefing, if appropriate	Media Relations Member		
Continue to update statements addressing the situation and post the statements on SWTC social media networking sites (e.g., Facebook, Twitter, etc.)	Media Relations Member		
Continuously monitor all social media networking sites (e.g., Facebook, Twitter, etc.) and response appropriately in a timely manner	Media Relations Member		
Issue regular press releases (at least every four hours) and correct any inaccurate media information	Media Relations Member		
Hold a news conference with Q&A every four hours, as necessary	Media Relations Member		
Arrange and coordinate the restoration of technology using outside vendors, as necessary	CERT IT Member		
Activate the intranet and other employee communications	CERT IT and HR Members		
Advise employee assistance program personnel to be prepared to provide crisis mental health services, as necessary	CERT HR Member		
Assess the need for transportation services and accommodations for victims/victim family members	CERT Logistics Member		
Make appropriate emergency announcements to all employees using telecommunications, e-mail and/or other available means	CERT HR Member		
Obtain employee information and gather personnel records on all affected employees	CERT HR Member		

CERT Immediate Actions			
Action	Responsibility	Date and Time	Completed By
Arrange food for those involved in the recovery	CERT HR Member		
Monitor all activities for legal issues	Legal Counsel		
Assess local political ramifications and develop a political action plan	Legal Counsel		
Determine law firm resources – which ones are necessary and who is available?	Legal Counsel		
Advise insurance carriers of the crisis and begin claims reporting	CERT Finance Member		
Determine any insurance coverage issues	CERT Finance Member		
For all initial insurance-related information contact DMI	CERT Finance Member		
Begin assigning recovery responsibilities to the appropriate groups/teams	Incident Commander		
Determine the need to utilize the alternate operations location – Determine the staffing required and equipment needed	Incident Commander		
Continue to monitor recovery needs, as necessary	Incident Commander		
Continue updating discussions with insurance companies	CERT Finance Member		
Continue to update and consult with appropriate business partners	Incident Commander		
Continue to update other stakeholders	Incident Commander		
Direct HR to request employee assistance counselors on-site, if necessary	Incident Commander		
Direct HR to continue victim/family assistance actions, as appropriate	Incident Commander		
Maintain an ongoing record of all decisions made, all expenditures incurred and all interactions with authorities	CERT Logistics		
Conduct periodic news conferences to alert the public about the recovery progress	Media Relations Member		

E. Media Response

SWTC will utilize an external Crisis Media Relations professional (or firm) to assist with interaction with print, broadcast and social media. The PIO will be the primary liaison with the media experts. He/she will also be acting as company spokesperson. The Media Relations Team (MRT) will be lead entity on all media matters.

The crisis media response tasks will focus on media relations for SWTC business operations as illustrated in the following:

Action	Responsibility	Date and Time	Completed By
Public relations: Select a public relations consultant who can help set up and organize the initial media briefing, as well as perform other public relations duties as required	CERT Leader		
Incident site: <ul style="list-style-type: none"> Provide public relations and communications advice on media issues Conduct media briefing Provide on-site support 	Media Relations Team (MRT) Leader		
Media Relations Center: Set up the Media Relation Center with press kits, telephones, printer, supplies and food and beverages	IT and HR Members and Administrative Support Personnel		
Media Briefing Center: <ul style="list-style-type: none"> Provide general logistical support Conduct media briefing Monitor the media and Internet 	MRT Leader and Administrative Support Personnel		
Media Callback Team: <ul style="list-style-type: none"> Answer incoming media phones Document media inquiries Read prepared statements and news releases to media Fax releases to media 	MRT Leader and Administrative Support		
Develop customer communications: Via the SWTC website	MRT Leader		
Spokesperson (the human face of the SWTC): <ul style="list-style-type: none"> Conduct media briefings Go to the crisis site, as warranted, and appropriate 	CERT Leader		
Chief technical spokesperson: Provide technical explanations to the media, if appropriate	CERT Leader		
Advise the CERT of necessary communications actions, and identify issues developing in the media	MRT Leader		

<ul style="list-style-type: none"> ▪ Direct all activity with the news media ▪ Make staffing assignments and schedules ▪ Open, manage and close media briefings ▪ Respond to and conduct telephone interviews with key media representatives • Participate in live TV interviews (if appropriate) after the initial media briefing 			
On-site media: Go to the crisis site, if necessary, to coordinate all media activity at the site	MRT Leader		
On-going media relations: Continue to monitor the media and issue updated releases	MRT Leader		
Social media networking sites: Create a statement addressing the situation and post the statement on SWTC social media networking sites (e.g., Facebook, Twitter, etc.)	MRT Leader		
Continuously monitor all social media sites and respond appropriately	MRT Leader		
Internet and intranet sites: Place appropriate information for the public and employees	MRT Leader and IT Team Members		

The only persons authorized to communicate with the media are:

- The Media Relations Consultant
- The SWTC Public Information Officer
- The SWTC President

All media communications will be coordinated with community responder Public Information Officers (PIO). In the case of a large-scale community disaster, SWTC will defer to the outside Incident Commander or his/her alternate, who will be the designated spokesperson.

F. Department Recovery Teams

In addition to the Core Emergency Response Team each SWTC department has a recovery team, with a senior department manager acting as team leader. An alternate team leader will also be designated. The critical departments include:

- The President's Office(Karen Campbell)
- Information Technology (IT)(Heath Ahnen)
- Facilities(Dan Imhoff)
- Student Services(Danielle Seippel)
- Administrative Services(Caleb White)

- Human Resources (HR) including Payroll(Krista Weber)
- Marketing(Katie Glass)
- Public Safety(Kris Wubben)
- Student and Academic Affairs(Katie Garrity)
- College Business and General Studies(Derek Dachelet)
- Health Services and Occupations (Cynde Larsen)
- Industry Trades and AG(Derek Dachelet)
- Child Care Center(Emily McBee)
- Department of Institutional Advancement(Barb Tucker)

Department recovery teams will be composed of subject matter experts who will be responsible for restoring critical functions as well as ongoing continuity of operations. Each department has conducted a Business Impact Analysis (BIA) and identified the critical functions, risks, mitigation and RTO – Recovery Time Objectives (the amount of time it will take to return the department to functionality). Each department impacted by the crisis will report their status to the CERT on a regular basis. The critical department recovery team leaders include:

- Information Technology – Heath Ahnen
- Facilities – Dan Imhoff
- Student Services – Danielle Seippel
- Administrative Services - Caleb White
- Human Resources – Krista Weber
- Marketing – Katie Glass
- Public Safety – Kris Wubben
- College Business and General Studies – Dr. Derek Dachelet
- Health, Education and Public Safety – Cynde Larsen
- Industry Trades and AG – Dr. Derek Dachelet
- Child Care Center – Emily McBee
- Department of Institutional Advancement – Barb Tucker

Every crisis is different and crises can occur with little or no warning. Because of this lack of predictability and consistency, there is no crisis response “one size fits all” recipe. As a result, SWTC leadership has established high-level, general response and recovery guidelines for all departments. The specific details of a response will be driven by the nature and timing of the actual crisis event.

All SWTC critical departments have participated in a Business Impact Analysis and have documented immediate high-level incident management steps. The department managers each have their respective Incident Management and Restoration and Recovery Templates. The SWTC Core Emergency Response Team members have copies of all of the department plans (Attachment A).

G. Internal Crisis Communications Plan

In the event of a major crisis, the CERT Leader or his designate will direct internal communications to employees. The College President or his designate, will coordinate internal communications. They will ensure that employees are receiving regular reports about the crisis and response, community resources that may be available, and any support SWTC may provide.

H. Business Operations Restoration and Recovery Actions

Facilities are accessible – In the event the SWTC facility is not damaged by the crisis, it will be the responsibility of the Department Recovery Teams to restore their respective departmental functionality to pre-crisis levels. The recovery steps are identified in the Department Restoration and Recovery Templates that each department has created (Attachment A).

The Core Emergency Response Team will oversee the department recovery as well as ensure that organizational leadership is re-established.

Facilities are inaccessible – In the event of a long-term recovery, with the SWTC facility inaccessible, the SWTC Core Emergency Response Team will maintain operational control and monitor the progress toward restoration of business operations.

In a short-term interruption, up to one week, the alternate business operations location will be Fennimore High school. Necessary equipment will be coordinated through the IT department.

If the SWTC facility is damaged to the point of requiring extensive repair and restoration, alternate long-term space and associated equipment will be needed for business operations. This alternate space will be occupied until the SWTC facility is completely restored and cleared for occupancy by public safety officials. In a long-term scenario, alternate office space will be obtained. Finding longer-term office space will be the responsibility of the Director of Facilities.

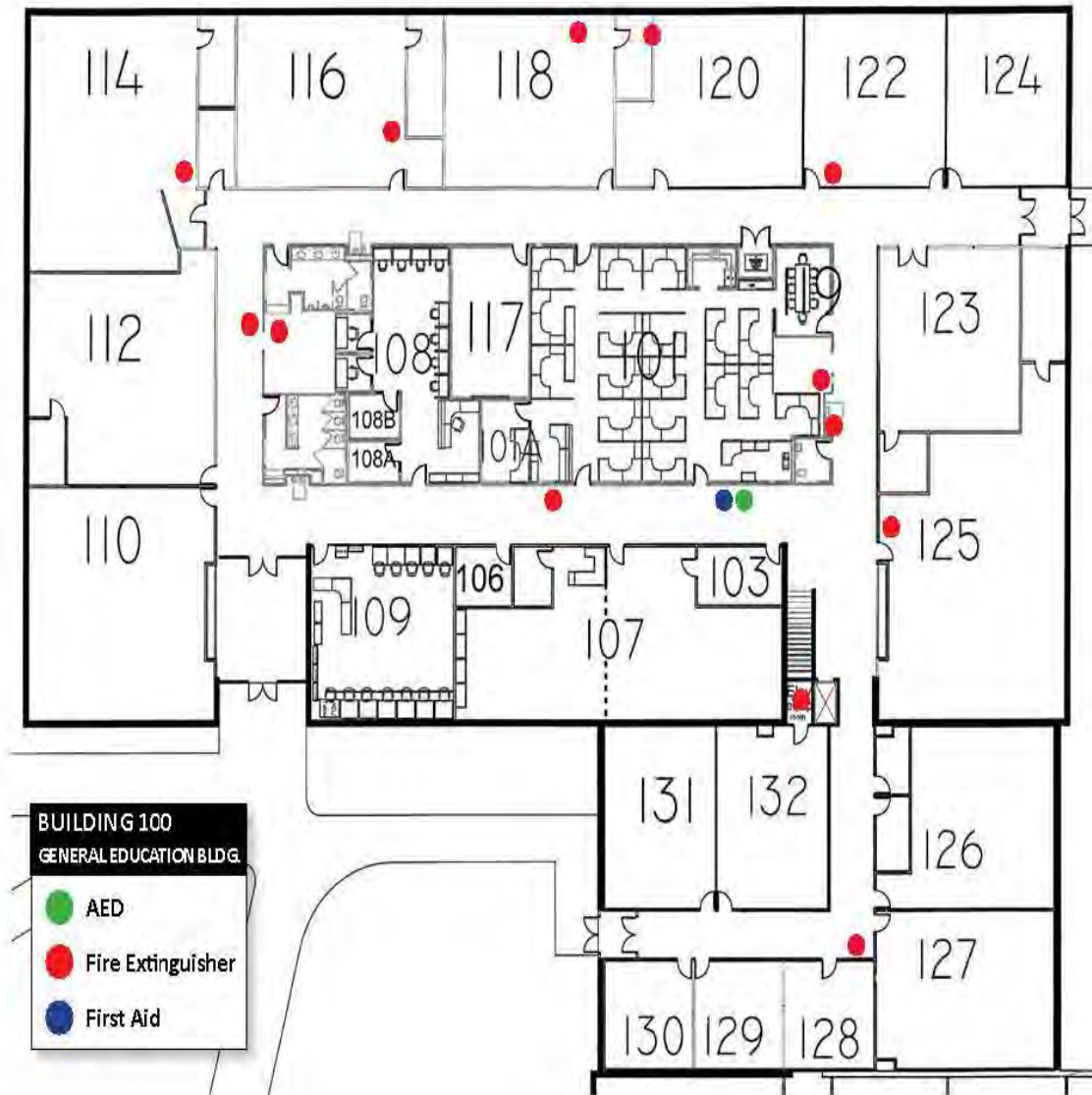
I. Local External Emergency Contacts

External emergency contacts include:

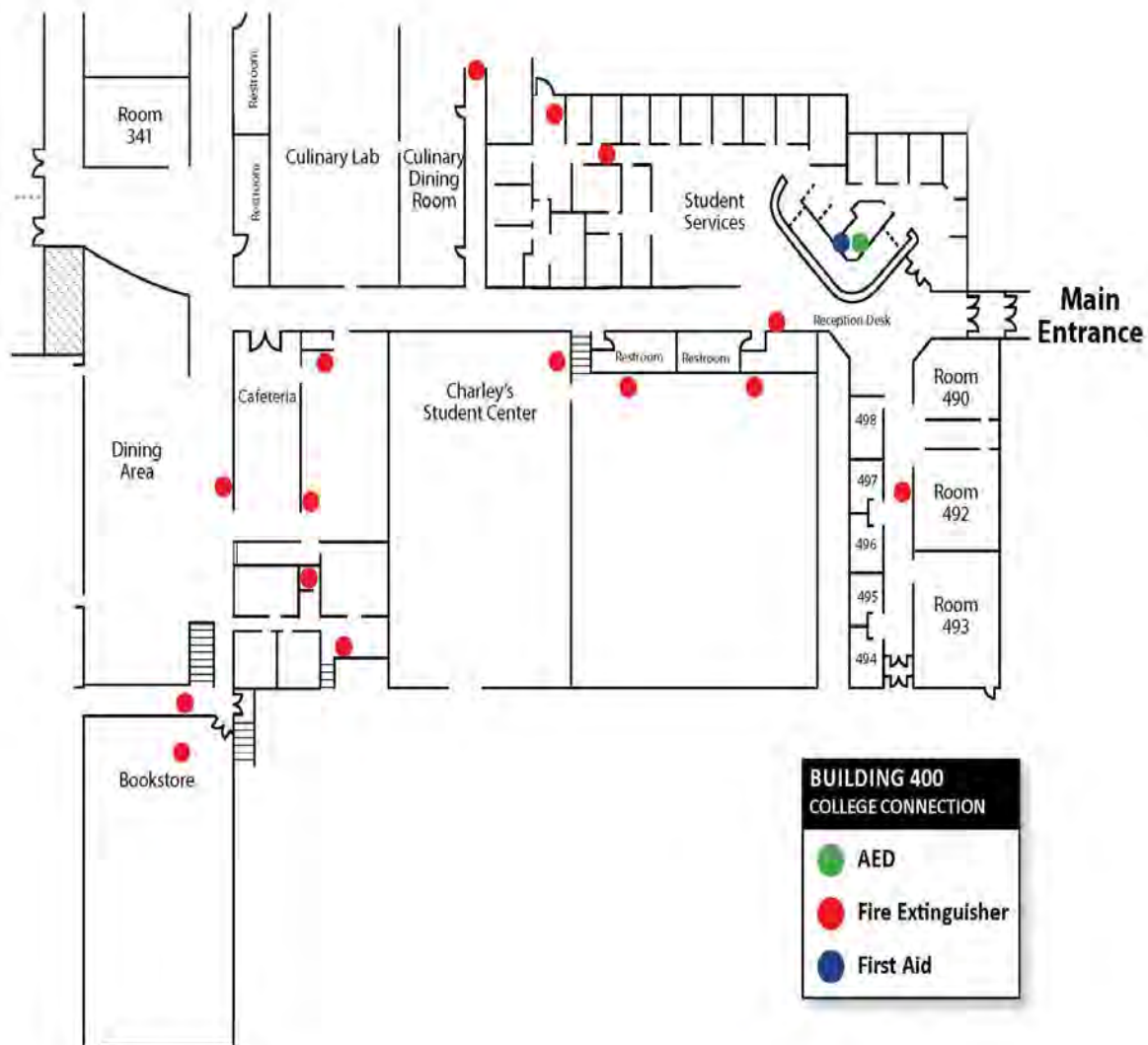
	Police	<u>Fire</u>	Medical	Physical Location
Primary	<u>Fennimore Police Department (608) 822-3215</u> 911	<u>Fennimore Fire</u> 911	<u>Fennimore EMT's</u> 911	<u>Fennimore Family Medicine</u> <u>220 Lincoln Avenue</u> <u>Fennimore WI 53809</u> <u>(608) 822-3737</u>
Secondary	<u>Grant County Sheriff's Department (608) 723-2157</u> <u>Grant Cty Emergency Management:</u> <u>608-778-1155</u>			<u>Grant County Health Department</u> <u>(608) 723-6416</u>

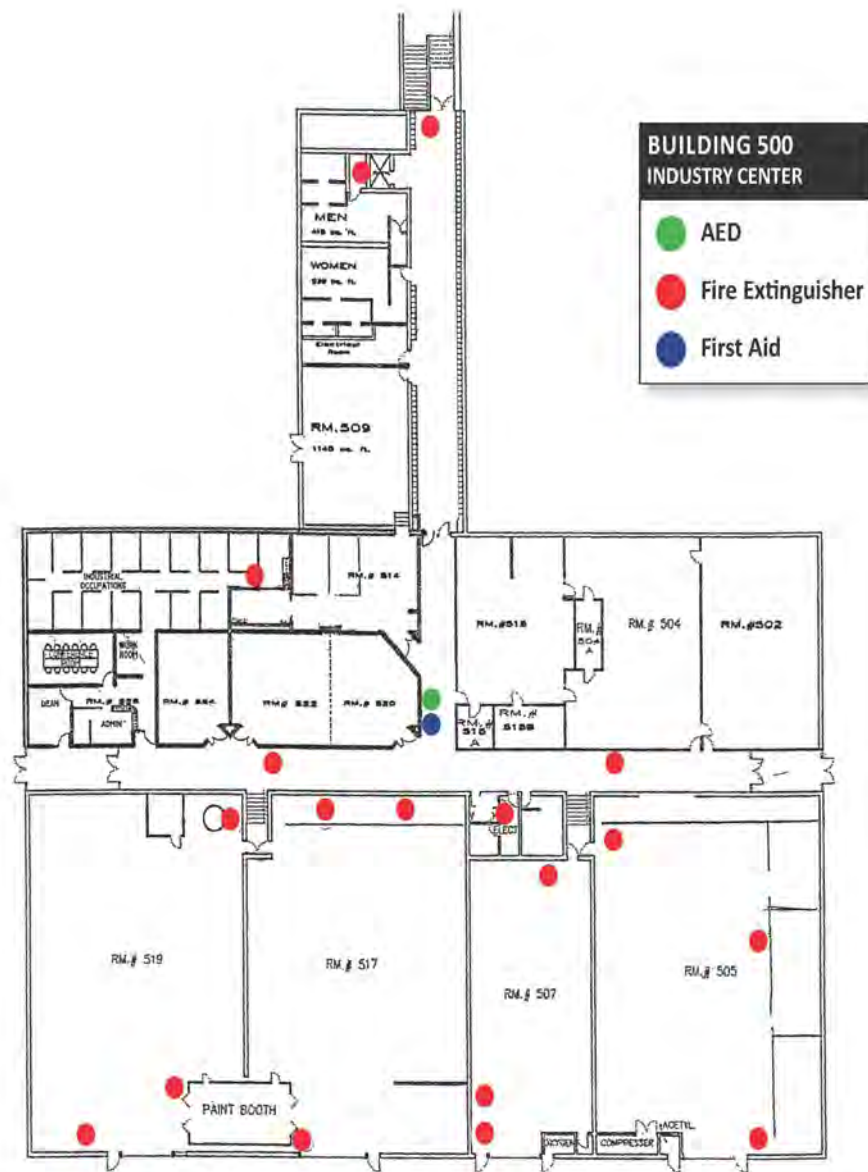
VI. Southwest Tech Floor Plans

Include locations for First Aid Supplies, AED, Fire extinguishers, etc.



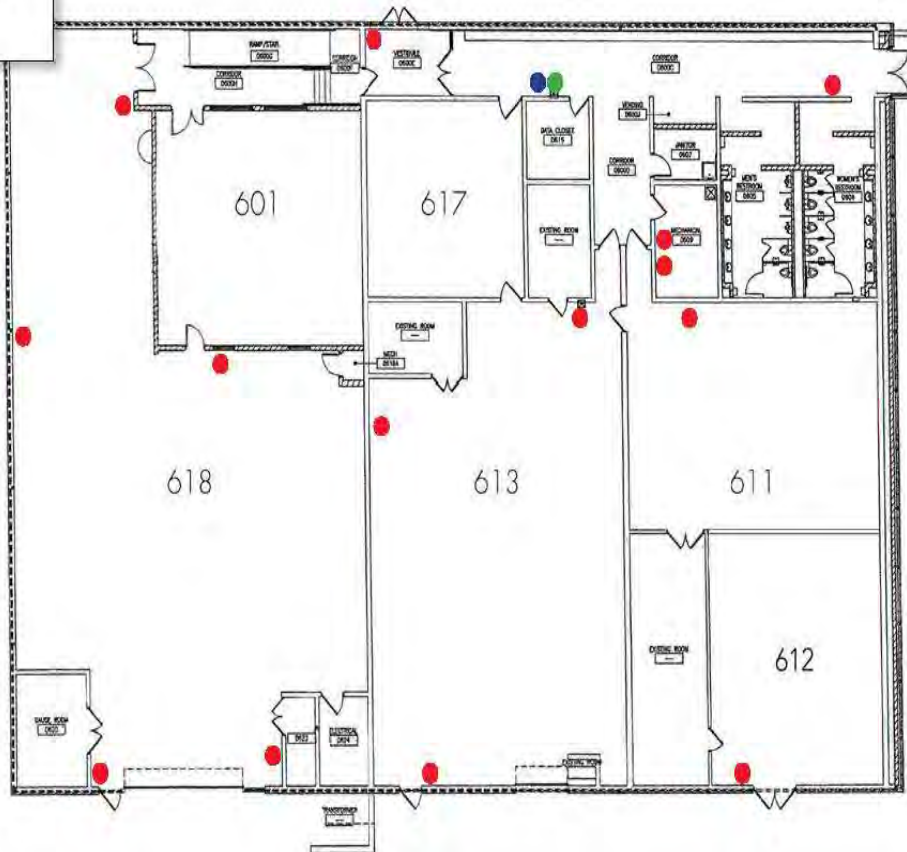






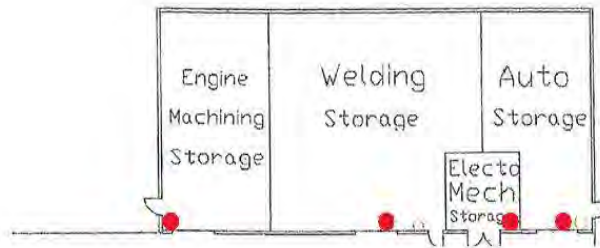
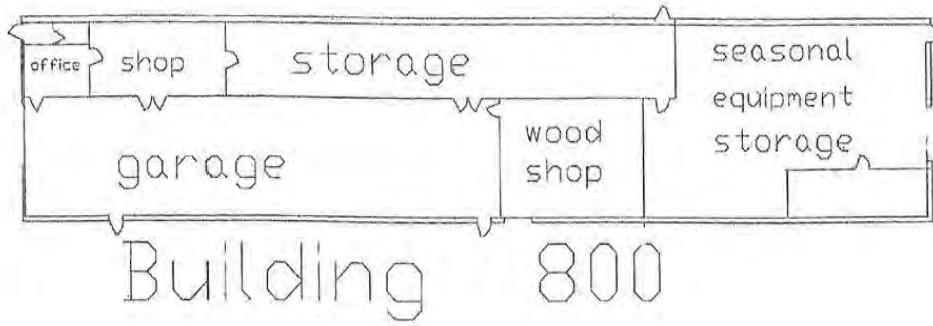
**BUILDING 600
MANUFACTURING CENTER**

- AED
- Fire Extinguisher
- First Aid



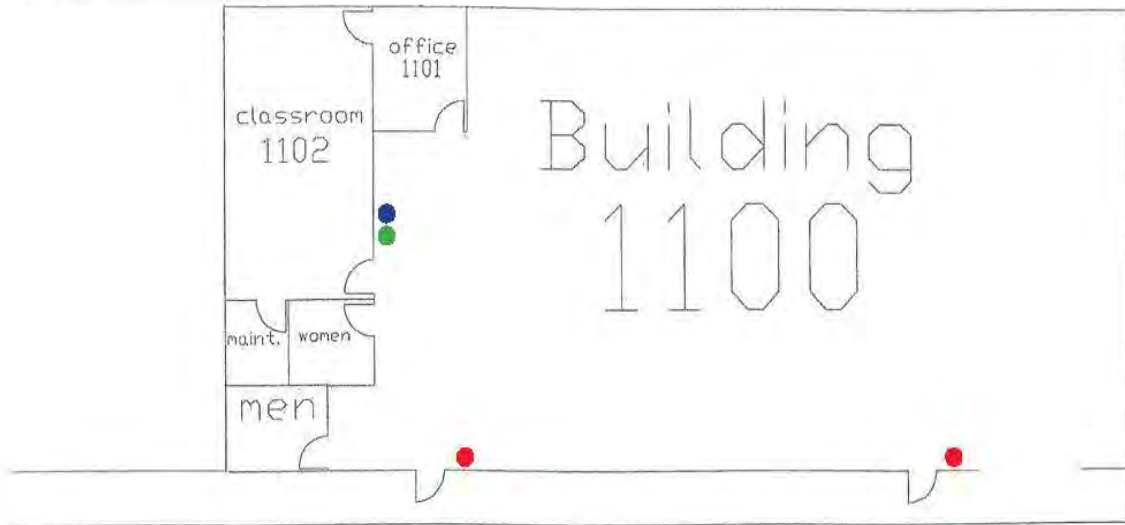
BUILDING 800

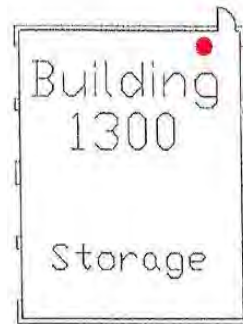
- AED
- Fire Extinguisher
- First Aid



BUILDING 1100

- AED
- Fire Extinguisher
- First Aid





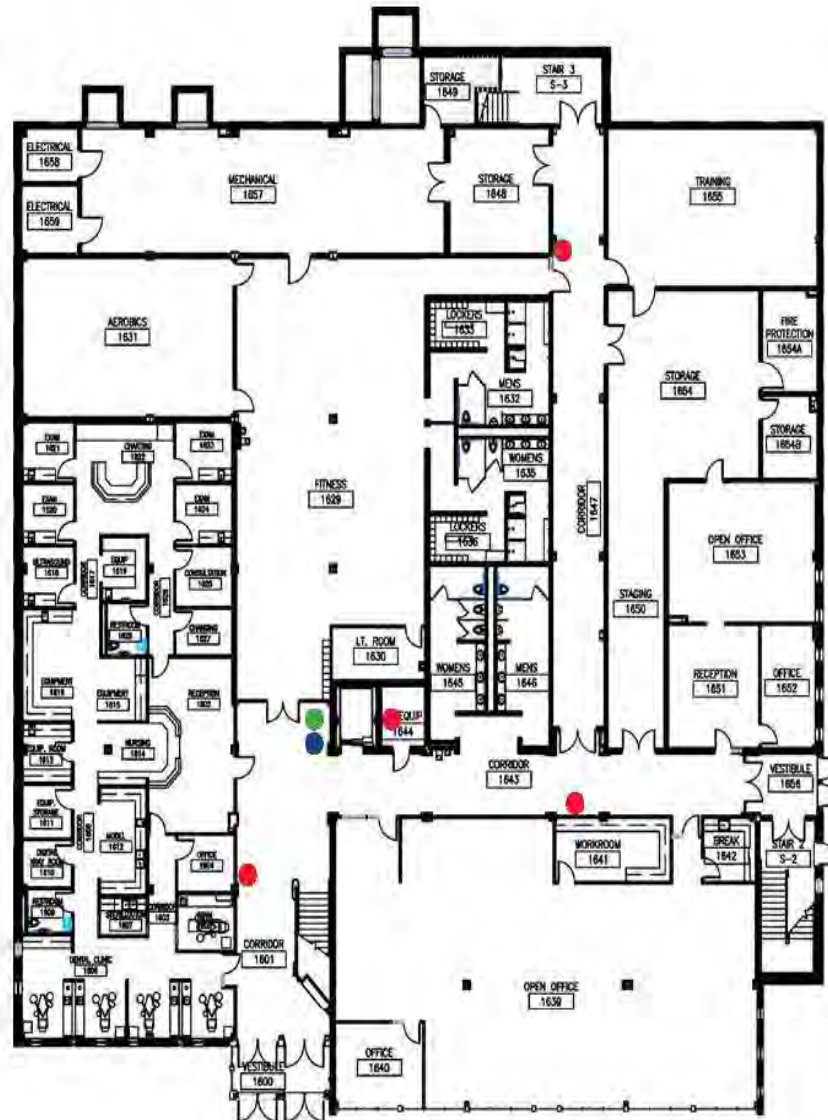
**BUILDING 1500
CHILDCARE CENTER**

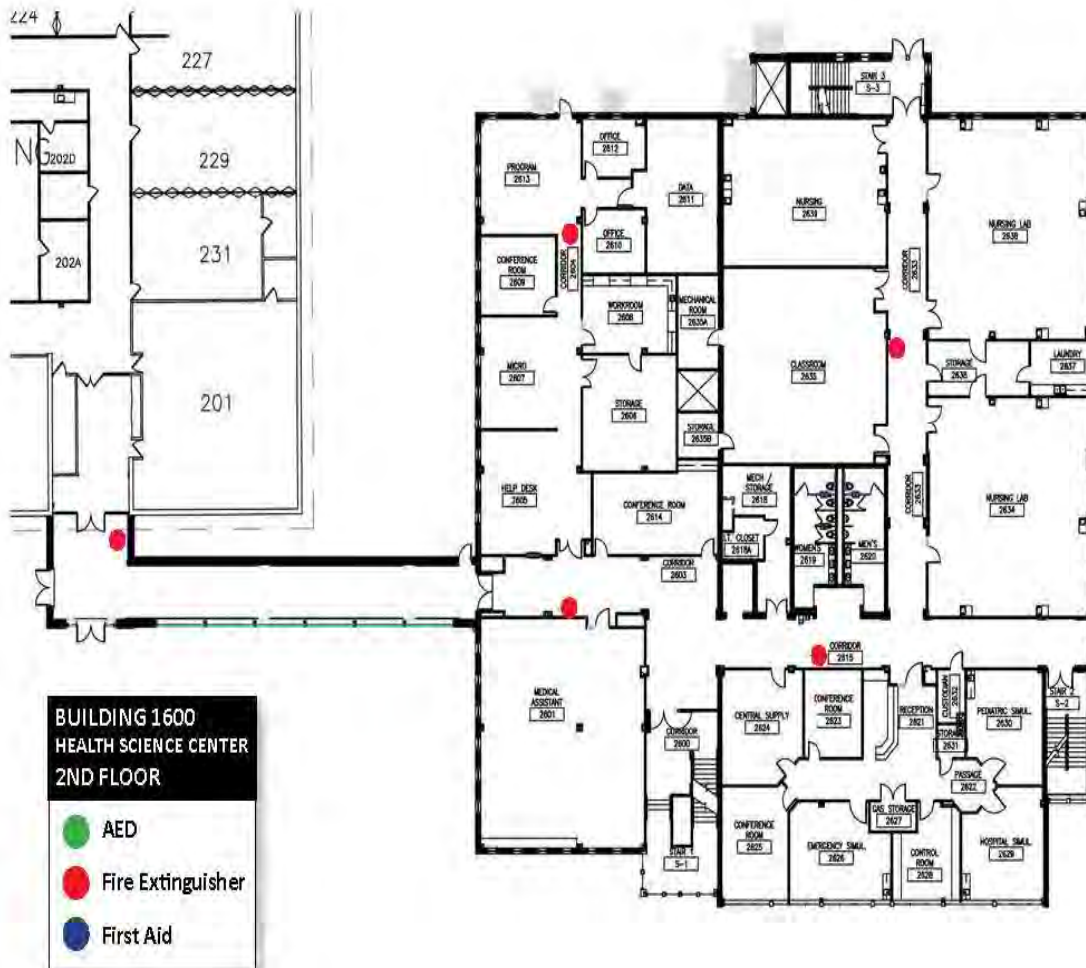
- AED
- Fire Extinguisher
- First Aid



**BUILDING 1600
HEALTH SCIENCE CENTER
1ST FLOOR**

- AED
- Fire Extinguisher
- First Aid





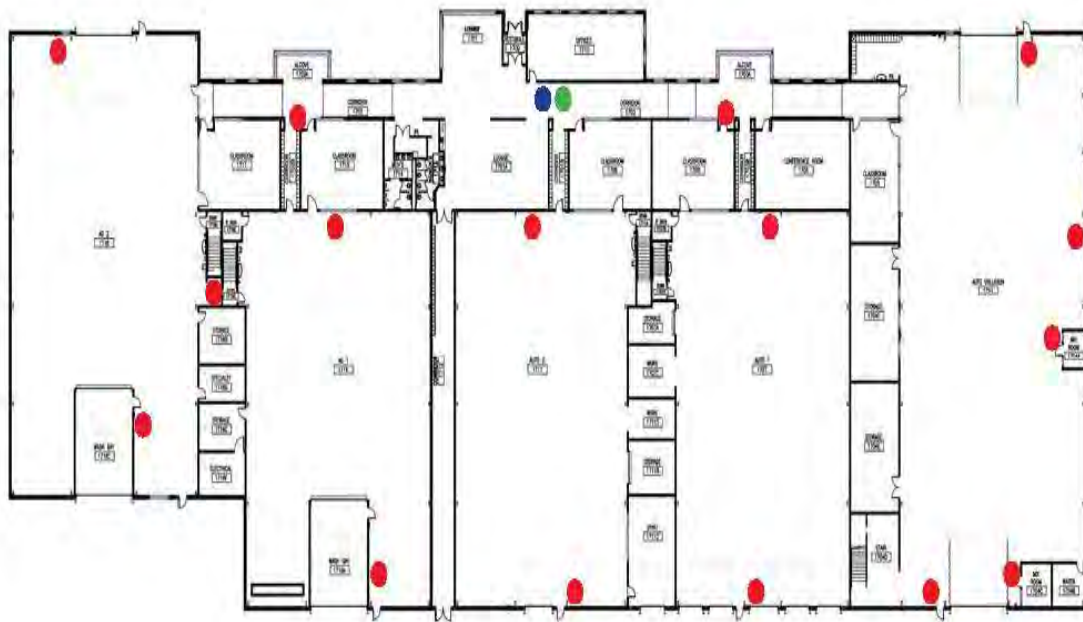
**BUILDING 1600
HEALTH SCIENCE CENTER
3RD FLOOR**

- AED
- Fire Extinguisher
- First Aid



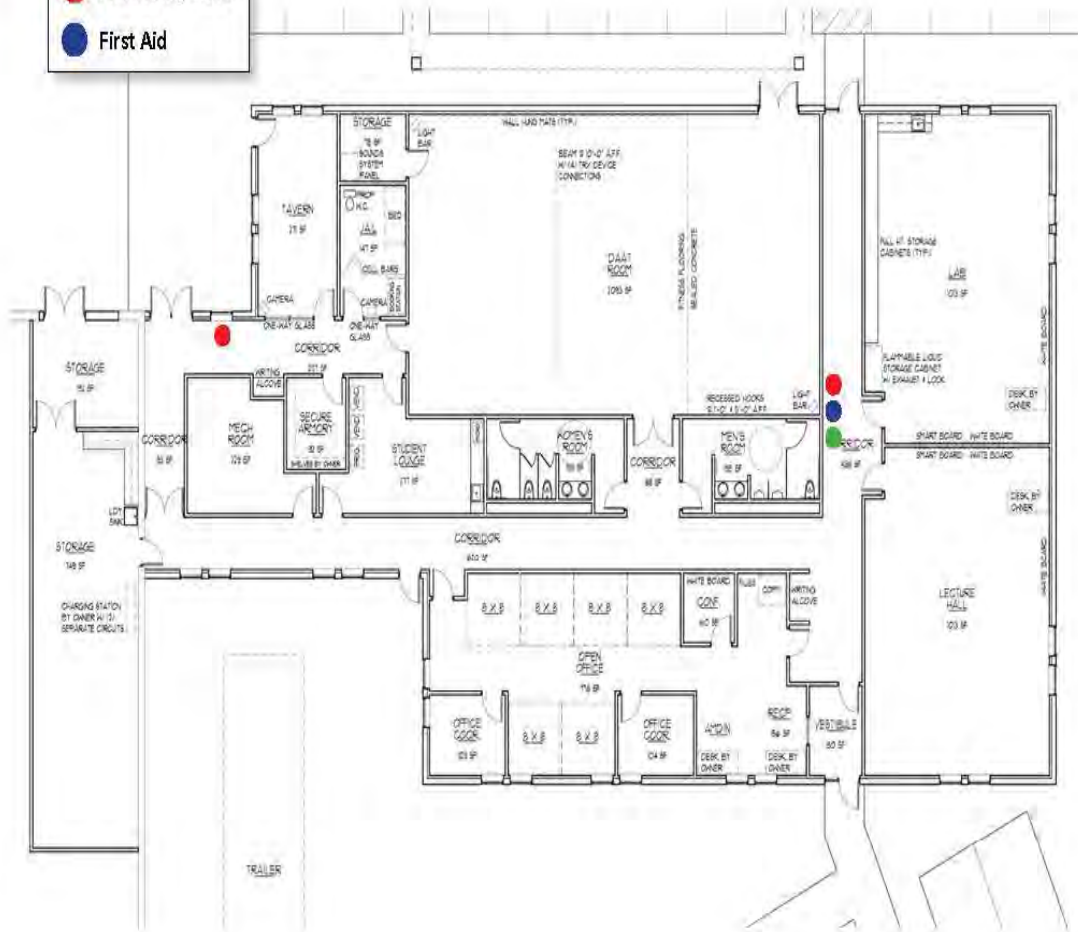
BUILDING 1700
AG/AUTO CENTER

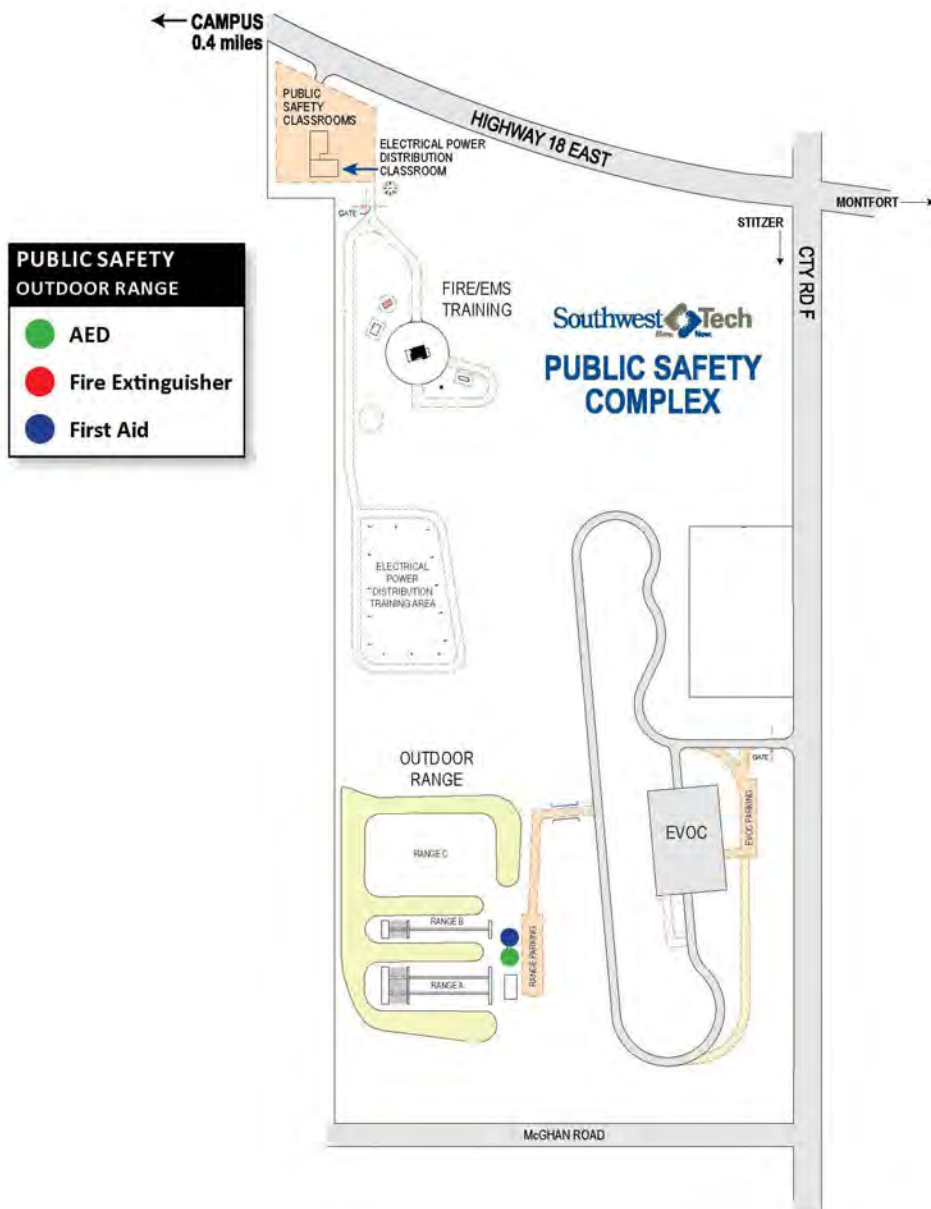
- AED
- Fire Extinguisher
- First Aid



BUILDING 2000
PUBLIC SAFETY

- AED
- Fire Extinguisher
- First Aid





VII. Alternate Business Operations Location

Fennimore High school has been identified as the alternate business operations site. Space and equipment requirements have been met and the space can be activated for usage on a timely basis.

Fennimore School District Key Personnel		
Jane Wonderling	District Administrator	608-822-5706
Jeanne Henkel	Administrative Assistant	608-822-3245 ext. 1004; 608-988-6448
Bill Richter	Transportation	608-822-5194
Jay Millin	Building and Grounds	608-822-5195
Carmen Burkum	Elementary Principal	608-485-2737
Boone Tollefson	MS/HS Principal	608-712-8251
Lisa Wallin-Kapinus	MS Dean of Students	608- 485-2750
Jenna Govier	Safety Coordinator/Teacher	608-988-6860

VIII. BCP Maintenance

The BCP Plan will have annual review, updates, refresher training and testing. Responsibility for this maintenance rests with the Director of Facilities.

Appendix A.

Department Incident Management Plans

Southwest Technical College President's Office Continuity Plan

1. Department Recovery Team Leader: Jason Wood, College President

2. Department Recovery Team Leader Alternate: Karen Campbell, Executive Services Director, Caleb White, Vice President for Administrative Services.

3. Department Critical Functions, Recovery Time Objective and person responsible:

Critical Functions	RTO	Recovery Steps	Responsible Person/Alternate
Stabilize the College Environment	Immediately	Contact Executive Team to analyze and assess damages to critical departments.	Jason Wood Karen Campbell
Evaluate College Infrastructure	Immediately	Work with Executive Team and alternates to bring College Functions back online.	Jason Wood Karen Campbell
Identify Restoration & Recovery Steps.	Ongoing	If unrecoverable initiate a recreate process with the employees for all government required documentation.	Jason Wood Karen Campbell

4. Department alternate operations site: If computers are restored, work could continue at a remote site. Alternate site plan in development.

5. Staffing for alternate business site:

Last Name	First Name	Work Phone	Cell Phone	Work Email	Other Email
Wood	Jason	608-822-2300	608-739-0536	jwood@swtc.edu	
Campbell	Karen	608-822-2301	608-778-7847	kcampbell@swtc.edu	
White	Caleb	608-822-2446	608-513-2727	cwhite@swtc.edu	
Dachelet	Derek	608-822-2417	608-732-6276	ddachelet@swtc.edu	
Garritty	Katie	608-822-2471	608-306-2571	kgarritty@swtc.edu	
Larsen	Cynde	608-822-2642	608-778-4842	clarsen@swtc.edu	
Weber	Krista	608-822-2315	608-723-9841	kweber@swtc.edu	
Clendenen	Holly	608-822-2362	608-732-6909	hclendenen@swtc.edu	

6. Staff working remotely: Same as above

7. Functions that can only be completed on campus: All critical functions can be done remotely.

8. Necessary department technology and recovery time objective:

Department Essential Technology	RTO
Email, Access to Dynamics (ERP System)	Contact IT to restore / 3 days if possible 5 at the most.

9. Key vendors and contact information:

Vendor name	Key vendor emergency contact information
Identified by IT for Email and ERP System access	
Benefit providers / vendors	

10. Short Term President's Office Department Recovery Steps:

- Notify the Executive Team staff of the crisis and activation of the crisis response.
- Stabilize the environment – following a crisis event, the president's office will do all that is necessary to protect employees and visitors from injury and limit damage to systems, equipment and the facility.
- Assess impact to people – the president's office will immediately start to identify the location of all department employees and guests, and assess their status. Emergency medical help must be requested for anyone needing medical treatment.
- Assess impact to systems – the president's office will identify any damage to systems and report to IT.
- Assess the impact to equipment - the president's office will identify and document any equipment damaged by the crisis.
- Assess the impact of the crisis on other departments – the president's office will identify any problems occurring due to damage or injury occurring in other dependent departments.
- Identify restoration and recovery steps – the president's office will begin to develop the steps necessary for the college to fully recover.
- Begin restoration and recovery – the president's office will immediately begin implementing the steps for restoring department systems and recovering full department functionality.

Southwest Wisconsin Technical College Administrative Services Department Business Recovery Plan

1. Department Recovery Team Leader: Caleb White, Vice President, Administrative Services

2. Department Recovery Team Leader Alternates: Heath Ahnen/Director of IT; Dan Imhoff, Director of Facilities; Kelly Kelly, Controller

3. Department Critical Functions, Recovery Time Objective and person responsible:

Critical Functions	RTO	Recovery Steps	Responsible Person/Alternate
IT: <ul style="list-style-type: none"> - Nightly back-up - Maintain phone VOIP - Maintain Student Information System - Maintain email system - Maintain network infrastructure - Develop Information Technology Disaster Recovery Plan (ITDR) 	<ul style="list-style-type: none"> Up to 4 hours Up to 4 hours Up to 4 hours Up to 4 hours Up to 4 hours Up to 5 business days 	<ul style="list-style-type: none"> Verify power (including UPS and generator) Verify equipment is operational Run diagnostics Communicate with users regarding status of restart, as necessary 	Heath Ahnen
Finance: <ul style="list-style-type: none"> - Accounts Receivable - Accounts Payable - Payroll - General Ledger 	<ul style="list-style-type: none"> Up to one month Up to 10 days Up to 10 days Up to 3 months 	<ul style="list-style-type: none"> Assess crisis implication Communicate with staff and stakeholders (banks, insurance, etc.) Manual payroll and Accounts payable checks completed 	Kelly Kelly
Facilities: <ul style="list-style-type: none"> - Day to day operational maintenance decisions - HVAC maintenance 	<ul style="list-style-type: none"> Up to 24 hours Up to 24 hours 	<ul style="list-style-type: none"> Assess server room for structural integrity Direct recovery from remote location In-house maintenance response Obtain Trane assistance Backup officer on call to respond 	Dan Imhoff Toby Washburn Dan Imhoff/Brian Kitelinger

- Security (liaison with City of Fennimore)	Up to 24 hours	In-house maintenance response	Josh Bedward
- Electrical maintenance	Up to 24 hours	Request assistance from the City of Fennimore – Dairyland Power Dan Imhoff as electrical Subject Matter Expert	

Facilities:			Dan Imhoff
- Day to day operational maintenance decisions	Up to 24 hours	Assess server room for structural integrity	Toby Washburn
- HVAC maintenance	Up to 24 hours	Direct recovery from remote location In-house maintenance response	
- Security (liaison with City of Fennimore)	Up to 24 hours	Obtain Trane assistance Backup officer on call to respond In-house maintenance response	Dan Imhoff/Brian Kitelinger
- Electrical maintenance	Up to 24 hours	Request assistance from the City of Fennimore – Dairyland Power Dan Imhoff as electrical Subject Matter Expert	Josh Bedward

4. Department alternate operations site: No formal plan but VP Administration and function leaders can work remotely.

5. Staffing for alternate business site: N/A

Last Name	First Name	Work Phone	Cell Phone	Work Email	Other Email
Crubel	Holly	822-2363		hcrubel@swtc.edu	
Imhoff	Sarah	822-2664		simhoff@swtc.edu	
Fonder	Jennifer	822-2461		jfonder@swtc.edu	
Bahl	Sara	822-2312		sbahl@swtc.edu	
Chubb	Margaret	822-2306		mchubb@swtc.edu	
Smith	Rex	822-2410		rsmith@swtc.edu	

Campbell	Amy	822-2309		acampbell@swtc.edu	
Crubel	Ashley	822-2307		acrubel@swtc.edu	
Govier	Kim	822-2308		agovier@swtc.edu	
Knight	Jaren	822-2321		jknight@swtc.edu	

6. Staff working remotely:

Last Name	First Name	Work Phone	Cell Phone	Work Email	Other Email
White	Caleb	822-2446	608-513-2727	cwhite@swtc.edu	
Kelly	Kelly	822-2305	608-778-0904	kkelly@swtc.edu	
Riley	Lisa	822-2440		lriley@swtc.edu	
Imhoff	Dan	822-2401	608-778-0624	dimhoff@swtc.edu	danimhoff@hotmail.com

7. Functions that can only be completed on campus: All can be conducted remotely, assuming electrical power and network access.

8. Necessary department technology and recovery time objective:

Department Essential Technology	RTO
Hardware including computer, printer, phone, etc.	Up to 8 hours
Microsoft Dynamic GP	Up to 8 hours
CAMS	Up to 8 hours

9. Key vendors and contact information:

Vendor name	Key vendor emergency contact information	
DMI Insurance	Steve Stoeger-Moore	888-364-9827
First Merit	Todd Sholeen	312-263-0514
First Merit**	Tom O'Leary	608-822-3248
First Merit	Jessica Beam	920-436-1602
Walter Consulting, LLC	John Walter	563-590-3100
Three Rivers Systems, Inc.**	Tech Support	636-386-8616 x3
Depository Trust Company	Roxanne Ross	813-470-1257
Quarles & Brady LLP	Nancy Blankenheim	414-277-5516
RW Baird	Katherine Voss	800-792-2473 x 7703
WTCS-Admin. Services Coordinator	Pete Petersen	608-266-1433
WTCS-Course/Program Approval	Mike Carney	608-266-0021
Gallagher	Dean Sandonato	617-769-6444
Local Government Investment Pool	LGIP Administrator	877-947-7665
TRIP	Agency Setoff Coord.	608-264-0344
SDC		608-264-0344
Global/Int'l Bancard		800-827-4880
PayPal Manager		888-883-9770
PayPal		888-221-1161
PayScape		888-427-0811
US Bank		855-250-6421 x 1566257
Kramer & Brownlee LLC	Eileen Brownlee	608-822-3251
Wegner CPAs	Natalie Rew	608-442-1963
WTCS-Education Director - Disability Services/Financial Aid	Tom Heffron	608-266-3738
Wisconsin Higher Educational Aids Board	John Reinemann	608-267-2206
Wisconsin Department of Vocational Rehabilitation	JoAnna Richard	608-261-0074
Wisconsin Department of Veterans Affairs		800-947-8387
US Department of Veterans Affairs	John Johnson	612-970-5456

10. Short Term Administrative Services Department Recovery Steps

1. Notify the Administrative Services Department staff of the crisis and activation of the crisis response
2. Stabilize the environment – following a crisis event, the senior Administrative Services Department manager on duty will do all that is necessary to protect employees and visitors from injury and limit damage to systems, equipment and the facility.
3. Assess impact to people – the senior Administrative Services Department staff on duty will immediately identify the location of all department employees and guests, and assess their status. Emergency medical help must be requested for anyone needing medical treatment.
4. Assess impact to systems – the senior Administrative Services Department staff member on duty will identify any damage to systems and report to IT.
5. Assess the impact to equipment – the senior Administrative Services Department staff member on duty will identify and document any equipment damaged by the crisis.
6. Assess the impact of the crisis on other departments – the senior Administrative Services Department staff member on duty will identify any problems occurring due to damage or injury occurring in other dependent departments.
7. Identify restoration and recovery steps – the senior Administrative Services Department staff member on duty will begin to develop the steps necessary for the department to fully recover.
8. Report all above to immediate manager – the senior Administrative Services Department staff member on duty will report on all the above information to his/her immediate supervisor.
9. Begin restoration and recovery – the senior Administrative Services Department staff member on duty will immediately begin implementing the steps for restoring department systems and recovering full department functionality.

SWTC Facilities Department Business Recovery Plan

1. Department Recovery Team Leader: Dan Imhoff, Director of Facilities

2. Department Recovery Team Leader Alternate: Nicole Nelson, Facilities Assistant

3. Department Critical Functions, Recovery Time Objective and person responsible:

Critical Functions	RTO	Recovery Steps	Responsible Person
Day to day operational maintenance decisions	Up to 24 hours	Assess server room for structural integrity Direct recovery from remote location	Dan Imhoff
HVAC maintenance	Up to 24 hours	In-house maintenance response Obtain Trane assistance	Toby Washburn
Security (liaison with City of Fennimore)	Up to 24 hours	Backup officer on call to respond	Dan Imhoff/Brian Kitelinger
Electrical maintenance	Up to 24 hours	In-house maintenance response Request assistance from the City of Fennimore – Dairyland Power Dan Imhoff as electrical Subject Matter Expert	Josh Bedward

4. Department alternate operations site: Currently no alternate site but staff can work remotely. Plan to use the automotive shop as an alternate maintenance site is in development

5. Staffing for alternate business site when developed: **Alternate site plan not yet developed.**

Last Name	First Name	Work Phone	Cell Phone	Work Email	Other Email
Imhoff	Dan	822-2401	608-778-0624	dimhoff@swtc.edu	danimhoff@hotmail.com
Washburn	Toby	822-2756	608-331-7792	twashburn@swtc.edu	
Bedward	Josh	822-2754	608-778-6558	jbedward@swtc.edu	
Kitelinger	Brian	822-2376	608-778-8438	bkitelinger@swtc.edu	kitelingerbrian945@gmail.com
Wallin	Brandon	822-2752	608-732-5783	bwallin@swtc.edu	
Nelson	Nicole	822-2400	608-732-1012	nnelson@swtc.edu	

6. Staff working remotely:

Last Name	First Name	Work Phone	Cell Phone	Work Email	Other Email
Imhoff	Dan	822-2401	608-778-0624	dimhoff@swtc.edu	danimhoff@hotmail.com
Washburn	Toby	822-2756	608-331-7792	twashburn@swtc.edu	
Bedward	Josh	822-2754	608-778-6558	jbedward@swtc.edu	
Kitelinger	Brian	822-2376	608-778-8438	bkitelinger@swtc.edu	kitelingerbrian945@gmail.com
Wallin	Brandon	822-2752	608-732-5783	bwallin@swtc.edu	
Nelson	Nicole	822-2400	608-732-1012	nnelson@swtc.edu	
Billings	Margie	822-2403		mbillings@swtc.edu	
Blaschke	Connor	822-2403		cblaschke@swtc.edu	

7. Functions that can only be completed on campus: None – all can be conducted remotely**8. Necessary department technology and recovery time objective:**

Department Essential Technology	RTO
Hardware including computer printer/copier, phone	Up to 24 hours
Trane – automated HVAC system	Up to 24 hours

9. Key vendors and contact information

Vendor name	Key vendor emergency contact information
Trane	608-883-8200
City of Fennimore (Utilities, Police)	608-822-3215
H & N Plumbing	608-822-3258
PTI (fire alarm)	608.838.8208
Wolter Power (generator)	262-790-6230
Ahern (Sprinkler)	800-532-4376
Schindler Elevator	608-237-5715
Dubuque Fire (fire extinguishers)	563-582-6258
Quality Power Solutions (UPS)	866-575-0505
Otis Elevator	800-233-6847
Badger Welding	608-987-2341
Safety Clean (hazardous waste)	608-221-0714
Advanced Health and Safety (asbestos)	608-279-0866
A1 Medical	651-756-8139
Airgas	563-557-7960
Kone Cranes	262-785-4430
GARRATT-CALLAHAN COMPANY	(715) 559-6674
Fire and Safety Equipment	608-348-9081

10. Short Term Facilities Department Recovery Steps:

10. Notify the Facilities Department staff of the crisis and activation of the crisis response
11. Stabilize the environment – following a crisis event, the senior Facilities Department manager on duty will do all that is necessary to protect employees and visitors from injury and limit damage to systems, equipment and the facility.
12. Assess impact to people – the senior Facilities Department staff on duty will immediately identify the location of all department employees and guests, and assess their status. Emergency medical help must be requested for anyone needing medical treatment.
13. Assess impact to systems – the senior Facilities Department staff member on duty will identify any damage to systems and report to IT.
14. Assess the impact to equipment – the senior Facilities Department staff member on duty will identify and document any equipment damaged by the crisis.
15. Assess the impact of the crisis on other departments – the senior Facilities Department staff member on duty will identify any problems occurring due to damage or injury occurring in other dependent departments.
16. Identify restoration and recovery steps – the senior Facilities Department staff member on duty will begin to develop the steps necessary for the department to fully recover.
17. Report all above to immediate manager – the senior Facilities Department staff member on duty will report on all the above information to his/her immediate supervisor.
18. Begin restoration and recovery – the senior Facilities Department staff member on duty will immediately begin implementing the steps for restoring department systems and recovering full department functionality.

Southwest Technical College Health Services and Occupations Department Business Recovery Plan

1. Department Recovery Team Leader: Cynde Larsen, Dean of Health Occupations and Services.

2. Department Recovery Team Leader Alternate: Denise Janssen, Administrative Assistant

3. Department Critical Functions, Recovery Time Objective and person responsible:

Critical Functions	RTO	Recovery Steps	Responsible Person/Alternate
Delivery of curriculum	Up to 24 hours	<p>Communicate with staff regarding crisis status</p> <p>Direct department staff to communicate with students</p> <p>Work with Maintenance to obtain structural analysis for facility</p> <p>Plan for possible alternate location</p> <p>Identify alternate lab and/or clinical location (s)</p>	Cynde Larsen
Maintenance of day to day, ongoing tasks, including teaching, labs and community outreach	Up to 24 hours	<p>Communicate with staff regarding crisis status</p> <p>Direct department staff to communicate with students</p> <p>Work with Maintenance to obtain structural analysis for facility</p> <p>Plan for possible alternate location</p> <p>Identify alternate lab and/or clinical location (s)</p>	Cynde Larsen
Maintaining an adequate number of instructors	Up to 5 business days, depending on date courses begin	<p>Communicate with staff regarding crisis status</p> <p>Direct department staff to communicate with students</p> <p>Plan for possible alternate location</p>	Cynde Larsen and Program Directors

Scheduling classes and assigning instructors	Time available driven by class start date	Communicate with staff regarding crisis status Direct department staff to communicate with students Plan for possible alternate location	Cynde Larsen and Denise Janssen
Develop and manage budget	Time available driven by budget cycle	Communicate with staff regarding crisis status Plan for possible alternate location	Cynde Larsen and Program Leads
Develop and manage grants	Time available driven by budget cycle	Communicate with staff regarding crisis status Plan for possible alternate location	Cynde Larsen
Maintenance of equipment	Up to 4 hours	Communicate with staff regarding crisis status Direct department staff to communicate with students Work with Maintenance to obtain structural analysis for facility Plan for possible alternate location	Cynde Larsen

4. Department alternate operations site: No specific alternate site; however, can develop virtual alternate site(s) using Technology Carts (Skype for teaching electronically).

May also utilize outreach sites working through Julie Pluemer, Outreach Site Coordinator @ 608-822-2369 (work).

5. Staffing for alternate business site:

Last Name	First Name	Work Phone	Cell Phone	Work Email	Other Email
Larsen	Cynde	608-822-2642	608-778-4842	clarsen@swtc.edu	Larsen.cynde@gmail.com
Janssen	Denise	608-822-2750		djanssen@swtc.edu	
Nursing Staff					

6. Staff working remotely: Same as #5 above

Last Name	First Name	Work Phone	Cell Phone	Work Email	Other Email
Larsen	Cynde	608-822-2642	608-778-4842	clarsen@swtc.edu	Larsen.cynde@gmail.com
Janssen	Denise	608-822-2750		djanssen@swtc.edu	
Nursing Staff					

7. Functions that can only be completed on campus: Day Care Services

8. Necessary department technology and recovery time objective:

Department Essential Technology	RTO
Hardware including computer, printer, phone, etc	Up to 4 hours
Network access	Up to 4 hours
Schoology (Course Assignments)	Up to 4 hours
Exchange	Up to 4 hours
Telecommunications (VOIP)	Up to 4 hours
CAMS	Up to 4 hours
Student records software	Up to 4 hours
Neahr Perfect (Health records)	Up to 4 hours

9. Key vendors and contact information:

Vendor name	Key vendor emergency contact information
7 Hospitals	
17 – 20 Long Term Care Facilities	
Badger Gas (medical gas provider)	608-987-2341 Kurt (no last name)
Patterson Dental Supply (dental equipment)	Todd Weizner, phone 608-317-2003
Laerdal (patient simulator maintenance)	Scott A. Manning Cell/Text: 845-797-9369 e-mail: scott.manning@laerdal.com Office: 1-800-648-1851 x2279 Dan Jensen, Client Executive (Regional Sales Manager) Dan.Jensen@laerdal.com
CAE (patient simulator maintenance)	Nana Osei, Regional Sales Manager, nana.osei@cae.com
Neehr Perfect	Amber Vadnais 612-276-3474
Elsevier (on line testing of various health occupations; supports HESI testing product)	Angela Hatcher a.hatcher@elsevier.com

10. Short Term Health Services and Occupations Department Recovery Steps:

1. Notify the Health, Education and Public Safety Department staff of the crisis and activation of the crisis response
2. Stabilize the environment – following a crisis event, the senior Health, Education and Public Safety Department manager on duty will do all that is necessary to protect employees and visitors from injury and limit damage to systems, equipment and the facility.
3. Assess impact to people – the senior Health, Education and Public Safety Department staff on duty will immediately identify the location of all department employees and guests, and assess their status. Emergency medical help must be requested for anyone needing medical treatment.
4. Assess impact to systems – the senior Health, Education and Public Safety Department staff member on duty will identify any damage to systems and report to IT.
5. Assess the impact to equipment – the senior Health, Education and Public Safety Department staff member on duty will identify and document any equipment damaged by the crisis.
6. Assess the impact of the crisis on other departments – the senior Health, Education and Public Safety Department staff member on duty will identify any problems occurring due to damage or injury occurring in other dependent departments.
7. Identify restoration and recovery steps – the senior Health, Education and Public Safety Department staff member on duty will begin to develop the steps necessary for the department to fully recover.
8. Report all above to immediate manager – the senior Health, Education and Public Safety Department staff member on duty will report on all the above information to his/her immediate supervisor.

9. Begin restoration and recovery – the senior Health, Education and Public Safety Department staff member on duty will immediately begin implementing the steps for restoring department systems and recovering full department functionality.

Southwest Technical College Public Safety Department Business Recovery Plan

1. Department Recovery Team Leader: Kris Wubben, Public Safety Supervisor

2. Department Recovery Team Leader Alternate: Fire – Karl Sandry; Law Enforcement – Tom Kretschman; EMS – Ken Bartz, Haylee Freymiller – all areas, Ken Straka-Traffic Safety, Annette Biggin-Driver's Education

3. Department Critical Functions, Recovery Time Objective and person responsible:

Critical Functions	RTO	Recovery Steps	Responsible Person/Alternate
Training Public Safety Professionals including Fire, Police and EMS, who are already employed. Not a degree program.	Up to 30 days	<p>Communicate with students via email and social media</p> <p>Communicate with staff via email</p> <p>Obtain a structural safety assessment of facilities</p> <p>Ensure access to necessary equipment</p>	<p>Kris Wubben</p> <p>Tom Kretschman</p> <p>Karl Sandry</p> <p>Ken Bartz</p> <p>Haylee Freymiller</p> <p>Ken Straka</p>
Traffic safety for the public (conducted off-site)	Up to 10 business days	<p>Communicate with students via email and social media</p> <p>Communicate with staff via email</p> <p>Obtain a structural safety assessment of facilities</p> <p>Ensure access to necessary equipment</p>	<p>Kris Wubben</p> <p>Haylee Freymiller</p> <p>Annette Biggin</p> <p>Ken Straka</p>

Associate degree program in Criminal Justice	Up to 5 business days	<p>Communicate with students via email and social media</p> <p>Communicate with staff via email</p> <p>Obtain a structural safety assessment of facilities</p> <p>Ensure access to necessary equipment</p>	<p>Kris Wubben</p> <p>Tom Kretschman</p> <p>Gary Roberts</p> <p>Haylee Freymiller</p>
Provision of continuing education courses	Up to 30 days	<p>Communicate with students via email and social media</p> <p>Communicate with staff via email</p> <p>Obtain a structural safety assessment of facilities</p> <p>Ensure access to necessary equipment</p>	<p>Kris Wubben</p> <p>Tom Kretschman</p> <p>Karl Sandry</p> <p>Haylee Freymiller</p> <p>Ken Bartz</p> <p>Ken Straka</p> <p>Annette Biggin</p>

4. **Department alternate operations site:** Use other on campus classrooms or take courses to partner organizations. This depends on the area we need to serve, but we can do most operations off campus.

5. Staffing for alternate business site: N/A

Last Name	First Name	Work Phone	Cell Phone	Work Email	Other Email
Wubben	Kris	608-822-2709	608-642-5202	kwubben@swtc.edu	walkerkris@hotmail.com
Kretschman	Tom	608-822-2702	608-732-4366	tkretschman@swtc.edu	
Sandry	Karl	608-822-2703	608-632-7065	ksandry@swtc.edu	
Bartz	Ken	608-822-2704	608-444-6860	kbartz@swtc.edu	
Biggin	Annette	608-822-2466	608-734-3317	abiggin@swtc.edu	

Freymler	Haylee	608-822-2700	520-266-9982	hfreymiller@swtc.edu	
Straka	Ken	608-822-2709	608-574-5275	kstraka@swtc.edu	

6. Staff working remotely:

* Needs laptop computer and VPN access

7. Functions that can only be completed on campus: Equipment is stored on campus, but everything can be done off campus with equipment.

8. Necessary department technology and recovery time objective:

Department Essential Technology	RTO
Hardware including computer, printer/copier, phone, etc.	Up to 8 hours
CAMS	Up to 8 hours
Network access	Up to 8 hours
Exchange (email)	Up to 8 hours
WASP Inventory Control	Up to 8 hours

9. Key vendors and contact information: N/A

Vendor name	Key vendor emergency contact information

10. Short Term Public Safety Department Recovery Steps:

1. Notify the Public Safety Department staff of the crisis and activation of the crisis response
2. Stabilize the environment – following a crisis event, the senior Public Safety Department manager on duty will do all that is necessary to protect employees and visitors from injury and limit damage to systems, equipment and the facility.
3. Assess impact to people – the senior Public Safety Department staff on duty will immediately identify the location of all department employees and guests, and assess their status. Emergency medical help must be requested for anyone needing medical treatment.
4. Assess impact to systems – the senior Public Safety Department staff member on duty will identify any damage to systems and report to IT.
5. Assess the impact to equipment – the senior Public Safety Department staff member on duty will identify and document any equipment damaged by the crisis.
6. Assess the impact of the crisis on other departments – the senior Public Safety Department staff member

on duty will identify any problems occurring due to damage or injury occurring in other dependent departments.

7. Identify restoration and recovery steps – the senior Public Safety Department staff member on duty will begin to develop the steps necessary for the department to fully recover.
8. Report all above to immediate manager – the senior Public Safety Department staff member on duty will report on all the above information to his/her immediate supervisor.
9. Begin restoration and recovery – the senior Public Safety Department staff member on duty will immediately begin implementing the steps for restoring department systems and recovering full department functionality.

Southwest Wisconsin Technical College Childcare Center Business Recovery Plan

1. Department Recovery Team Leader: Emily McBee, Childcare Director

2. Department Recovery Team Leader Alternate: Paula Timmerman, Gina Kartman, Childcare Co-managers

3. Department Critical Functions, Recovery Time Objective and person responsible:

Critical Functions	RTO	Recovery Steps	Responsible Person/Alternate
Maintain safe, clean environment	Zero tolerance for downtime	Use storm shelter in building as shelter-in-place or lockdown Contact Police for security concerns	All staff
Manage requires staff to children ratio	Zero tolerance for downtime	Use alternate staff	Emily McBee
Maintain Daycare Center as student lab	Zero tolerance for downtime	Use text messages to communicate with staff	Emily McBee Paula Timmerman Renae Blaschke Gina Kartman
Provide proper, nutritional food	Zero tolerance for downtime	Use text messages to communicate with parents	SWTC Dining Service
Maintain up-to-date emergency contacts for the children in care	Zero tolerance for downtime	Use text messages to communicate with staff	All staff
Maintain approved contact list (security) for children in care	Zero tolerance for downtime	Use storm shelter in building as shelter-in-place or lockdown Use text messages to communicate with staff Contact Police for security concerns	All staff
Maintain Center security	Zero tolerance for downtime	Use storm shelter in building as shelter-in-place or lockdown	All staff

		Use text messages to communicate with staff. Contact Police for security concerns	
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4. Department alternate operations site: On campus – Charlie’s Student Activity Center. **Formal Plan?**

5. Staffing for alternate business site:

Last Name	First Name	Work Phone	Cell Phone	Work Email	Other Email
McBee	Emily	608-822-2453	608-988-7186	emcbee@swtc.edu	
Blaschke	Renae	608-822-2459		rblaschke@swtc.edu	
Timmerman	Paula	608-822-2452	608-330-3654	ptimmerman@swtc.edu	
Kartman	Gina	608-822-2451	608-642-2604	gkartman@swtc.edu	
All Childcare Staff Adney	Mikala	608-822-2453	608-822-5499	madneyt@swtc.edu	
Staff Working Remotely					
Zimpel	Vicky	608-822-2451	608-485-1708	vzimpel@swtc.edu	
Collins	Kristen	608-822-2453	608-732-6174	kcollins@swtc.edu	
Mergen	Kayla		608-412-4519	kmergen@swtc.edu	
Vosberg	Abbey		608-778-7347	Avosberg@swtc.edu	
Rule	Bailey		608-574-4257	brule@swtc.edu	

6. Functions that can only be completed on campus: All function must be performed on campus.

7. Necessary department technology and recovery time objective:

Department Essential Technology	RTO
Hardware including computer, printer, phone, etc	Up to 4 hours
Network access	Up to 4 hours
Telecommunications	Zero tolerance for phone failure

8. Key vendors and contact information:

Vendor name	Key vendor emergency contact information
SWTC Food Service	Rex Smith 608-822-2410

9. Short Term Childcare Center Recovery Steps:

1. Notify the Childcare Center staff of the crisis and activation of the crisis response
2. Stabilize the environment – following a crisis event, the senior Childcare Center manager on duty will do all that is necessary to protect children, employees and visitors from injury and limit damage to systems, equipment and the facility.
3. Assess impact to people – the senior Childcare Center staff on duty will immediately identify the location of all children, guests and employees and assess their status. Emergency medical help must be requested for anyone needing medical treatment.
4. Assess impact to systems – the senior Childcare Center staff member on duty will identify any damage to systems and report to IT.
5. Assess the impact to equipment – the senior Childcare Center staff member on duty will identify and document any equipment damaged by the crisis.
6. Assess the impact of the crisis on other departments – the senior Childcare Center staff member on duty will identify any problems occurring due to damage or injury occurring in other dependent departments.
7. Identify restoration and recovery steps – the senior Childcare Center staff member on duty will begin to develop the steps necessary for the Center to fully recover.
8. Report all above to immediate manager – the senior Childcare Center staff member on duty will report on all the above information to his/her immediate supervisor.
9. Begin restoration and recovery – the senior Childcare Center staff member on duty will immediately begin implementing the steps for restoring systems and recovering full Childcare Center functionality.

Southwest Technical College Marketing Department Business Recovery Plan

1. Department Recovery Team Leader: Katie Glass, Executive Director of Marketing

2. Department Recovery Team Leader Alternate: Dennis Cooley, Public Relations Manager, Sherry Kane Johnsrud, Graphic Designer, Mike Steffel Web Analyst/Programmer, Dan Wackershauser, Marketing Specialist.

3. Department Critical Functions, Recovery Time Objective and person responsible:

Critical Functions	RTO	Recovery Steps	Responsible Person/Alternate
Maintain website	Up to 5 business days	Work remotely as necessary	Katie Glass/Dennis Cooley, All Marketing Staff
Maintain image and reputation	Depends on crisis urgency	<p>Work remotely as necessary</p> <p>Communicate directly with college President and other senior officials</p> <p>Provide coaching to president to prepare for media briefing</p> <p>Act as college resource to media</p>	Katie Glass/Dennis Cooley, All Marketing Staff.
Gather facts	Up to 4 hours	<p>Work remotely as necessary</p> <p>Communicate directly with college President and other senior officials</p> <p>Provide coaching to president to prepare for media briefing</p> <p>Act as college resource to media</p>	Katie Glass/Dennis Cooley, All Marketing Staff.
Communicate with students and staff	Depends on crisis urgency	<p>Work remotely as necessary</p> <p>Communicate directly with college President and other senior officials</p>	Katie Glass/Dennis Cooley, All Marketing Staff.
Serve as Public Information Officer	Depends on crisis urgency	<p>Work remotely as necessary</p> <p>Communicate directly with college President and other senior officials</p>	Katie Glass/Dennis Cooley

Share information with greater community	Up to 4 hours	Work remotely as necessary Communicate directly with college President and other senior officials	Katie Glass/Dennis Cooley
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4. Department alternate operations site: All work can be conducted remotely from any location

5. Staffing for alternate business site: N/A

Last Name	First Name	Work Phone	Cell Phone	Work Email	Other Email
Glass	Katie	822-2411	608-732-3886	kglass@swtc.edu	
Cooley	Dennis	822-2747	608-732-8971	dcooley@swtc.edu	
Johnsrud	Sherry	822-2342	608-732-6120	skane@swtc.edu	
Steffel	Mike	608-822-2330		msteffell@swtc.edu	
Wackershauser	Dan	608-822-2303		dwackershauser@swtc.edu	

6. Staff working remotely:

Last Name	First Name	Work Phone	Cell Phone	Work Email	Other Email
Glass	Katie	822-2411	608-732-3886	kglass@swtc.edu	
Cooley	Dennis	822-2747	608-732-8971	dcooley@swtc.edu	
Steffel	Mike	608-822-2330		msteffell@swtc.edu	
Johnsrud	Sherry	608.822.2342	608-732-6120	skane@swtc.edu	Slkane63@gmail.com
Wackershauser	Dan	608.822.2303		dwackershauser@swtc.edu	

7. Functions that can only be completed on campus: All can be performed remotely

8. Necessary department technology and recovery time objective:

Department Essential Technology	RTO
Hardware including laptop computer, printer/copier, telephone, etc.	Up to 4 hours
Internet access (VPN)	Up to 4 hours
Telecommunication software	Up to 4 hours

9. Key vendors and contact information: N/A

Vendor name	Key vendor emergency contact information

10. Short Term Marketing Department Recovery Steps:

1. Notify the Marketing Department staff of the crisis and activation of the crisis response
2. Stabilize the environment – following a crisis event, the senior Marketing Department manager on duty will do all that is necessary to protect employees and visitors from injury and limit damage to systems, equipment and the facility.
3. Assess impact to people – the senior Marketing Department staff on duty will immediately identify the location of all department employees and guests, and assess their status. Emergency medical help must be requested for anyone needing medical treatment.
4. Assess impact to systems – the senior Marketing Department staff member on duty will identify any damage to systems and report to IT.
5. Assess the impact to equipment – the senior Marketing Department staff member on duty will identify and document any equipment damaged by the crisis.
6. Assess the impact of the crisis on other departments – the senior Marketing Department staff member on duty will identify any problems occurring due to damage or injury occurring in other dependent departments.
7. Identify restoration and recovery steps – the senior Marketing Department staff member on duty will begin to develop the steps necessary for the department to fully recover.
8. Report all above to immediate manager – the senior Marketing Department staff member on duty will report on all the above information to his/her immediate supervisor.
9. Begin restoration and recovery – the senior Marketing Department staff member on duty will immediately begin implementing the steps for restoring department systems and recovering full department functionality.

Southwest Wisconsin Technical College Information Technology Services Department Business Recovery Plan

1. Department Recovery Team Leader:

Heath Ahnen, Director of Information Technology Services

2. Department Recovery Team Leader Alternate:

John Troxel\Dave Friesen, Infrastructure Team

3. Department Critical Functions, Recovery Time Objective, Recovery steps and person responsible:

Critical Functions	RTO	Recovery Steps	Responsible Person
Nightly back-up	Up to 4 hours	Verify power (including UPS and generator) Verify equipment is operational	Infrastructure Team
Maintain phone VOIP	Up to 4 hours	Verify power (including UPS and generator) Verify equipment is operational Run diagnostics Communicate with users regarding status of restart, as necessary	Infrastructure Team
Maintain Student Information System	Up to 4 hours	Verify power (including UPS and generator) Verify equipment is operational Run diagnostics Communicate with users regarding status of restart, as necessary	Infrastructure Team
Maintain email system	Up to 4 hours	Verify power (including UPS and generator) Verify equipment is operational Run diagnostics	Infrastructure Team

		Communicate with users regarding status of restart, as necessary	
Maintain network infrastructure	Up to 4 hours	Verify power (including UPS and generator) Verify equipment is operational Run diagnostics Communicate with users regarding status of restart, as necessary	Infrastructure Team
Develop Information Technology Disaster Recovery Plan (ITDR)	Five business days	Delay development an additional five business days	Director of Information Technology Services

4. Department alternate operations site: None currently; alternate site strategy in development

5. Staffing for alternate business site: N/A

Last Name	First Name	Work Phone	Cell Phone	Work Email	Other Email
Ahnen	Heath	608.822.2327	College: 608.379.2114 Personal: 608.391.0710	hahnen@swtc.edu	Heath.ahnen@gmail.com
Dave	Friesen	608.822.2328	608.778.3847	dfriesen@swtc.edu	
John	Troxel	608.822.2442	608.523.4463	jtroxel@swtc.edu	
Steffel	Mike	608.822.2330	608.723.5229	msteffel@swtc.edu	

6. Staff working remotely: All Staff work remotely

Last Name	First	Work Phone	Cell Phone	Work Email	Other Email
Patel	Jamish	608.822.2438	608.306.2832	jpatel@swtc.edu	

Baute	Matthew	608.822.2445	608.822.5118	mbaute@swtc.edu	
Wienkes	Jake	608.822.2687	608.341.7874	jwienkes@swtc.edu	
Thompson	Bob	608.822.2332		bthompson@swtc.edu	
Friesen	Dave	608.822.2328	608.778.1500	dfriesen@swtc.edu	
Mootz	Jake	608.822.2427	608.778.4124	jmootz@swtc.edu	
Herbers	Charles	608.822.2331	608.778.6790	cherbers@swtc.edu	

- 7. Functions that can only be completed on campus:** All digital functions can be performed remotely; however, every two weeks staff (Infrastructure Team) must come on-site to replace drives.

8. Necessary department technology and recovery time objective:

Department Essential Technology	RTO
Student Information System	Up to 8 hours
Accounting System	Up to 8 hours
Document Image System	Up to 16 hours
Email	Up to 4 hours
Anti-virus solution	Up to 4 hours
Network Infrastructure	Up to 4 hours

9. Key vendors and contact information:

Vendor name	Key vendor emergency contact information
CDW	Sonjay Punwani 877.837.9679
Perceptiv Software (electronic records) 8900 Renner Blvd Lenexa, KS 66219	Company Phone: 1.913.227.7000 Ron Wellman Senior Account Executive – Education (O) +1 913 227 7059 (M) +1 517 755 8244

Three Rivers Systems, Inc. 174 Clarkson Road Ellisville, MO 63011	Company Phone: 1.636.386.8616 Julie A. Abeln Regional Sales Manager (O) 636.779.1510 (M) 314.973.6400 juliea@ThreeRiversSystems.com
WiscNet	WISCNET TECHNICAL SUPPORT support@wiscnet.net 608-442-6761 ext. 2 support@wiscnet.net WISCNET NETWORK OPERATIONS CENTER 608-442-6761 ext. 1 24x7x365 telephone support
Barracuda	1-408-342-5300
Palo Alto	1-866-898-9087
VMware	1-877-486-9273
CISCO TAC	1-800-553-2447
Heartland Business Systems	800-236-7914 Opt. 5
OPG3 – Laserfiche	651-233-5075
HP Enterprise	1-888-342-2156
Western Digital – Tegile	1-855-483-4453
Unitrends	1-888-374-6124
Dynamics Support	JOHN WALTER Walter Consulting, LLC (P) 563.590.3100 jwconsulting@outlook.com
Marco Voice Support	1-800-847-3098
Nebraska Book	1-800-510-3911
Trane	MICHAEL DEPTULA 1-608-515-3223
Sophos	1-888-767-4679

Schoology	1 (800) 393-7550
Microsoft	1-800-642-7676
TLC Delivers	800.852.4911
TC Networks	(877.897.6626) X1

10. Short Term Information Technology Department Recovery Steps:

1. Notify the Information Technology Department staff of the crisis and activation of the crisis response
2. Stabilize the environment – following a crisis event, the senior Information Technology Department manager on duty will do all that is necessary to protect employees and visitors from injury and limit damage to systems, equipment and the facility.
3. Assess impact to people – the senior Information Technology Department staff on duty will immediately identify the location of all department employees and guests, and assess their status. Emergency medical help must be requested for anyone needing medical treatment.
4. Assess impact to systems – the senior Information Technology Department staff member on duty will identify any damage to systems and report to management.
5. Assess the impact to equipment – the senior Information Technology Department staff member on duty will identify and document any equipment damaged by the crisis.
6. Assess the impact of the crisis on other departments – the senior Information Technology Department staff member on duty will identify any problems occurring due to damage or injury occurring in other dependent departments.
7. Identify restoration and recovery steps – the senior Information Technology Department staff member on duty will begin to develop the steps necessary for the department to fully recover.
8. Report all above to immediate manager – the senior Information Technology Department staff member on duty will report on all the above information to his/her immediate supervisor.
9. Begin restoration and recovery – the senior Information Technology Department staff member on duty will immediately begin implementing the steps for restoring IT systems and recovering full ITS functionality.

10. Short Term Information Technology Department Recovery Steps:

10. Notify the Information Technology Department staff of the crisis and activation of the crisis response
11. Stabilize the environment – following a crisis event, the senior Information Technology Department manager on duty will do all that is necessary to protect employees and visitors from injury and limit damage to systems, equipment and the facility.
12. Assess impact to people – the senior Information Technology Department staff on duty will immediately identify the location of all department employees and guests, and assess their status. Emergency medical help must be requested for anyone needing medical treatment.
13. Assess impact to systems – the senior Information Technology Department staff member on duty will identify any damage to systems and report to management.
14. Assess the impact to equipment – the senior Information Technology Department staff member on duty will identify and document any equipment damaged by the crisis.
15. Assess the impact of the crisis on other departments – the senior Information Technology Department staff member on duty will identify any problems occurring due to damage or injury occurring in other dependent departments.
16. Identify restoration and recovery steps – the senior Information Technology Department staff member

- on duty will begin to develop the steps necessary for the department to fully recover.
17. Report all above to immediate manager – the senior Information Technology Department staff member on duty will report on all the above information to his/her immediate supervisor.
 18. Begin restoration and recovery – the senior Information Technology Department staff member on duty will immediately begin implementing the steps for restoring IT systems and recovering full IT functionality.

Southwest Technical College Human Resource Department Business Recovery Plan

1. Department Recovery Team Leader: Krista Weber

2. Department Recovery Team Leader Alternate: Connie Haberkorn/Annetta Smith

3. Department Critical Functions, Recovery Time Objective and person responsible:

Critical Functions	RTO	Recovery Steps	Responsible Person/Alternate
Payroll	3 Days	Contact IT to recover ERP System and Email	Connie Haberkorn/ Sarah Imhoff
Benefit Admin	Immediately	Contact all outside vendors/providers of benefits	Connie Haberkorn
Personnel File Maintenance	Up to a month or none at all.	If unrecoverable initiate a recreate process with the employees for all government required documentation.	Krista Weber/Annetta Smith/Connie Haberkorn

4. Department alternate operations site: If computers are restored, work could continue at a remote site. **Alternate site plan in development.**

5. Staffing for alternate business site:

Last Name	First Name	Work Phone	Cell Phone	Work Email	Other Email
Weber	Krista	608 822 2315	723-9841	kweber@swtc.edu	grandvw@centurytel.net
Haberkorn	Connie	608 822 2314	642-1677	chaberkorn@swtc.edu	chaberkorn@yahoo.com
Smith	Annetta	608 822 2310	778-1279	asmith@swtc.edu	acsmith@chorus.net
Imhoff	Sarah	608-822-2664		simhoff@swtc.edu	

6. Staff working remotely: Same as above

7. Functions that can only be completed on campus: All critical functions can be done remotely.

8. Necessary department technology and recovery time objective:

Department Essential Technology	RTO
Email, Access to Dynamics (ERP System)	Contact IT to restore / 3 days if possible 5 at the most.

9. Key vendors and contact information:

Vendor name	Key vendor emergency contact information
Identified by IT for Email and ERP System access	
Benefit providers / vendors	

10. Short Term Human Resources Department Recovery Steps:

- Notify the Human Resources Department staff of the crisis and activation of the crisis response
- Stabilize the environment – following a crisis event, the senior Human Resources Department manager on duty will do all that is necessary to protect employees and visitors from injury and limit damage to systems, equipment and the facility.
- Assess impact to people – the senior Human Resources Department staff on duty will immediately identify the location of all department employees and guests, and assess their status. Emergency medical help must be requested for anyone needing medical treatment.
- Assess impact to systems – the senior Human Resources Department staff member on duty will identify any damage to systems and report to IT.
- Assess the impact to equipment – the senior Human Resources Department staff member on duty will identify and document any equipment damaged by the crisis.
- Assess the impact of the crisis on other departments – the senior Human Resources Department staff member on duty will identify any problems occurring due to damage or injury occurring in other dependent departments.
- Identify restoration and recovery steps – the senior Human Resources Department staff member on duty will begin to develop the steps necessary for the department to fully recover.
- Report all above to immediate manager – the senior Human Resources Department staff member on duty will report on all the above information to his/her immediate supervisor.
- Begin restoration and recovery – the senior Human Resources Department staff member on duty will immediately begin implementing the steps for restoring department systems and recovering full department functionality.

Southwest Technical College Student and Academic Affairs Department Business Recovery Plan

1. Department Recovery Team Leader: Dr. Katie Garrity, Chief Academic Officer

2. Department Recovery Team Leader Alternate: Danielle Seippel, Registrar

3. Department Critical Functions, Recovery Time Objective and person responsible:

Critical Functions	RTO	Recovery Steps	Responsible Person/Alternate
Credit and Non Credit Offerings	Up to 5 business days	<p>Communicate with Maintenance regarding building safety status</p> <p>Communicate with staff regarding crisis via email, phone or Public Address system</p> <p>Communicate with students via email or text alert</p>	Dr. Derek Dachelet Katie Garrity Cynde Larsen
Logistics and communication of Department	Up to 2 hours	<p>Communicate with Maintenance regarding building safety status</p> <p>Communicate with staff regarding crisis via email, phone or Public Address system</p> <p>Communicate with students via email or text alert</p>	Holly Miller

6. Department alternate operations site: *None*

Last Name	First Name	Work Phone	Cell Phone	Work Email	Other Email
Garrity	Katie	608.822.2471	608.306.2571	kgarrity@swtc.edu	garritykatie@hotmail.com
Larsen	Cynde	608.822.2642	608.778.4842	clarsen@swtc.edu	
Dachelet	Derek	608.822.2417	608.732.6276	ddachelet@swtc.edu	sgt_dafh@yahoo.com
Miller	Holly	608.822.2352	218.929.1935	hmillier@swtc.edu	
Pluemer	Julie	608.822.2369	608.778-9415	jpluemer@swtc.edu	jpluemer@centurytel.net

Tucker	Barb	608.822.2456	608.732-8231	btucker@swtc.edu	b.j.tucker2186@gmail.com
Needham	Lori	608.822.2420	608.822.5053	lneedhm@swtc.edu	
Janssen	Denise	608.822.2750	608.778.7469	djanssen@swtc.edu	dab1210@hotmail.com

7. Staffing for alternate business site: N/A

Last Name	First Name	Work Phone	Cell Phone	Work Email	Other Email

8. Staff working remotely:

9. Functions that can only be completed on campus: None

10. Necessary department technology and recovery time objective:

Department Essential Technology	RTO
Refer to CAO, Deans, and Holly Miller	

11. Key vendors and contact information:

Vendor name	Key vendor emergency contact information
Refer to CAO, Deans, and Holly Miller	

12. Short Term Student and Academic Affairs Department Recovery Steps:

- A. Notify the Student and Academic Affairs Department staff of the crisis and activation of the crisis response
- B. Stabilize the environment – following a crisis event, the senior Student and Academic Affairs Department manager on duty will do all that is necessary to protect employees and visitors from injury and limit damage to systems, equipment and the facility.

- C. Assess impact to people – the senior Student and Academic Affairs Department staff on duty will immediately identify the location of all department employees and guests, and assess their status. Emergency medical help must be requested for anyone needing medical treatment.
- D. Assess impact to systems – the senior Student and Academic Affairs Department staff member on duty will identify any damage to systems and report to IT.
- E. Assess the impact to equipment – the senior Student and Academic Affairs Department staff member on duty will identify and document any equipment damaged by the crisis.
- F. Assess the impact of the crisis on other departments – the senior Student and Academic Affairs Department staff member on duty will identify any problems occurring due to damage or injury occurring in other dependent departments.
- G. Identify restoration and recovery steps – the senior Student and Academic Affairs Department staff member on duty will begin to develop the steps necessary for the department to fully recover.
- H. Report all above to immediate manager – the senior Student and Academic Affairs Department staff member on duty will report on all the above information to his/her immediate supervisor.
- I. Begin restoration and recovery – the senior Student and Academic Affairs Department staff member on duty will immediately begin implementing the steps for restoring department systems and recovering full department functionality.

Southwest Wisconsin Technical College Student Services Department Business Recovery Plan

1. Department Recovery Team Leader: Katie Glass , Executive Director of Marketing

2. Department Recovery Team Leader Alternates: Danielle Seippel, Registrar/Chief GED Examiner

3. Department Critical Functions, Recovery Time Objective and person responsible:

Critical Functions	RTO	Recovery Steps	Responsible Person/Alternate
Maintain high standards for housing	Up to 2 hours	Assess status of students and facility: <ul style="list-style-type: none"> - Conduct damage assessment - Identify alternate housing, if necessary - Repair and restore housing 	Heather Fifrick
Advising and counseling students	Up to 2 hours	Assess student situation and make counseling available: <ul style="list-style-type: none"> - Utilize internal counseling first - External counselors available if necessary 	Matt Schneider Pauline Wetter Jordan Poad Kelsey Wagner Kyle Bennet Gina Trollop
Maintain the college entry portal (reception area)	Up to 4 hours	Assess level of functionality Communicate status to students and staff Arrange re-routing of phones Work with IT and Maintenance on repair and recovery	Danielle Seippel Marnie Easler Heather Day Sherri Seitz Jen Taylor
Promoting and enforcing student conduct expectations	Up to 8 hours	Assess crisis situation Communicate status to security Execute appropriate response including contacting police, fire and/or EMS	Holly Miller

4. Department alternate operations site: Currently no alternate site; however planning for alternate location in development.

Napp's Hotel 608.822.3226 or Fennimore Hills 608.822.3281

5. Staffing for alternate business site: Resident Assistants

6. Staff working remotely: Currently no remote work; however, planning for laptop computers and VPN for managers in development.

Last Name	First Name	Work Phone	Cell Phone	Work Email	Other Email
Seippel	Danielle	608-822-2317		dseippel@swtc.edu	
Day	Heather	608-822-2359	608-732-4727	hday@swtc.edu	
Easler	Marnie	608-822-2378		measler@swtc.edu	
Taylor	Jennifer	608-822-2354		jtaylor@swtc.edu	
Seitz	Sherri	608-822-2416		sseitz@swtc.edu	
Schneider	Matt	608-822-2365		mschneider@swtc.edu	
Wetter	Pauline	608-822-2353		pwetter@swtc.edu	
Poad	Jordyn	608-822-2372		jpoad@swtc.edu	
Wagner	Kelsey	608-822-2358		kwagner@swtc.edu	
Bennett	Kyle	608-822-2325		kbennett@swtc.edu	
Trollop	Gina	608-822-2357		gtrollop@swtc.edu	

7. Functions that can only be completed on campus: All critical functions listed in #3 above must be performed on campus.

8. Necessary department technology and recovery time objective:

Department Essential Technology	RTO
Hardware including computer, printer, phone, etc.	Up to 4 hours
CAMS	Up to 4 hours
Exchange	Up to 4 hours
Network access	Up to 4 hours
Telecommunications software	Up to 4 hours
Constant Contact	Up to 4 hours
E Campus emergency communications system	Up to 4 hours

9. Key vendors and contact information: N/A

Vendor name	Key vendor emergency contact information

10. Short Term Student Services Department Recovery Steps

- Notify the Student Services Department staff of the crisis and activation of the crisis response
- Stabilize the environment – following a crisis event, the senior Student Services Department manager on duty will do all that is necessary to protect employees and visitors from injury and limit damage to systems, equipment and the facility.

- Assess impact to people – the senior Student Services Department staff on duty will immediately identify the location of all department employees and guests, and assess their status. Emergency medical help must be requested for anyone needing medical treatment.
- Assess impact to systems – the senior Student Services Department staff member on duty will identify any damage to systems and report to IT.
- Assess the impact to equipment – the senior Student Services Department staff member on duty will identify and document any equipment damaged by the crisis.
- Assess the impact of the crisis on other departments – the senior Student Services Department staff member on duty will identify any problems occurring due to damage or injury occurring in other dependent departments.
- Identify restoration and recovery steps – the senior Student Services Department staff member on duty will begin to develop the steps necessary for the department to fully recover.
- Report all above to immediate manager – the senior Student Services Department staff member on duty will report on all the above information to his/her immediate supervisor.
- Begin restoration and recovery – the senior Student Services Department staff member on duty will immediately begin implementing the steps for restoring department systems and recovering full department functionality.

Southwest Wisconsin Technical College Industry Trades and Agriculture Department Business Recovery Plan.

1. Department Recovery Team Leader: Dr. Derek Dachelet, Dean, Industry Trades and Agriculture

2. Department Recovery Team Leader Alternate: Deb Ihm, Director of Agriculture, Jody Millin, Administrative Assistant

3. Department Critical Functions, Recovery Time Objective and person responsible:

Critical Functions	RTO	Recovery Steps	Responsible Person/Alternate
Maintain Adequate Lab Space	Up to 5 business days	<p>Communicate with Maintenance regarding building safety status</p> <p>Communicate with staff regarding crisis via email, phone or Public Address system</p> <p>Communicate with students via email or text alert</p>	Derek Dachelet
Maintain adequate classroom space	Up to 72 hours	<p>Communicate with Maintenance regarding building safety status</p> <p>Communicate with staff regarding crisis via email, phone or Public Address system</p> <p>Communicate with students via email or text alert</p>	Derek Dachelet/Jody Millin
Maintain appropriate number of Subject Matter Experts	Up to 5 business days	<p>Communicate with Maintenance regarding building safety status</p> <p>Communicate with staff regarding crisis via email, phone or Public Address system</p> <p>Communicate with students via email or text alert</p>	Derek Dachelet
Ensure access to training materials	Up to 1 semester	Communicate with Maintenance regarding building safety status	Derek Dachelet

		Communicate with staff regarding crisis via email, phone or Public Address system	
		Communicate with students via email or text alert	
Ensure network access	Up to 24 hours	Communicate with Maintenance regarding building safety status	Jody Millin
		Communicate with staff regarding crisis via email, phone or Public Address system	
		Communicate with students via email or text alert	

4. Department alternate operations site: No formal plan exist at this time; however, informal discussions being conducted to explore the use of local partnerships and business connections to identify alternate space.

5. Staffing for alternate business site: N/A

Last Name	First Name	Work Phone	Cell Phone	Work Email	Other Email

6. Staff working remotely: Instructors not able to work remotely.

Last Name	First Name	Work Phone	Cell Phone	Work Email	Other Email
Dachelet	Derek	608.822.2417	608.732.6276	ddachelet@swtc.edu	
Ihm	Deb	608-822-2741	608-220-3828	dihm@swtc.edu	
Millin	Jody	608-822-2720	608-379-3133	jmillin@swtc.edu	
Seitz	Jamie	608-822-2728	608-822-8002	jseitz@swtc.edu	

7. Functions that can only be completed on campus: Teaching classes and conducting lab sessions can be done be done remotely at various high schools and local businesses.

8. Necessary department technology and recovery time objective:

Department Essential Technology	RTO
Hardware including computer, printer, phone, etc.	Up to 24 hours
Exchange (email)	Up to 24 hours
Network access	Up to 24 hours
Auto Tech	Up to 24 hours
Ag Power	Up to 24 hours
Dairy	Up to 24 hours

9. Key vendors and contact information:

Vendor name	Key vendor emergency contact information
Keystone Automotive	Address: 2400 Kerper Boulevard, Dubuque, IA 52001 Phone:(563) 556-5030
Badger Welding Supplies	Address: 620 Dodge Street, Mineral Point, WI 53565 Phone:(608) 987-2341
CarQuest Auto Parts	Address: 725 Lincoln Avenue, Fennimore, WI 53809 Phone:(608) 822-3773
Crescent Electric	Address: 215 South Main Street, Dubuque, IA 52003 Phone: (563) 583-6411
Fastenal Company	Address: 460 U.S. 151 Business, Platteville, WI 53818 Phone:(608) 348-4577
HydraCheck	Address: 2170 South 3140 West, West Valley City, Utah 84119 Toll Free: 800.316.5342
Miller Electric Supply	Address: 2300 Kerper Boulevard, Dubuque, IA 52001 Phone:(563) 588-1469
MSC Industrial Supply	Address: 6128 Borden Road, Boscobel, WI 53805 Phone:(608) 375-4187
Safety Kleen	Address: 3715 LEXINGTON AVE, MADISON, WI 53714 Phone: (608) 221-0714
SnapOn Tools	Address: 2801 80th Street, Kenosha, WI Phone: (877) 762-7664
Wisconsin Metals	Address: 200 Lilac Court, Reedsburg, WI 53959 Phone:(608) 524-2393
WW Grainger	Address: Lake Forest, IL Phone: 1 (800) 472-4643

10. Short Term Industry Trades and Agriculture Department Recovery Steps:

1. Notify the Industry Trades and Agriculture Department staff of the crisis and activation of the crisis response

2. Stabilize the environment – following a crisis event, the senior Industry Trades and Agriculture Department manager on duty will do all that is necessary to protect employees and visitors from injury and limit damage to systems, equipment and the facility.
3. Assess impact to people – the senior Industry Trades and Agriculture Department staff on duty will immediately identify the location of all department employees and guests, and assess their status. Emergency medical help must be requested for anyone needing medical treatment.
4. Assess impact to systems – the senior Industry Trades and Agriculture Department staff member on duty will identify any damage to systems and report to IT.
5. Assess the impact to equipment – the senior Industry Trades and Agriculture Department staff member on duty will identify and document any equipment damaged by the crisis.
6. Assess the impact of the crisis on other departments – the senior Industry Trades and Agriculture Department staff member on duty will identify any problems occurring due to damage or injury occurring in other dependent departments.
7. Identify restoration and recovery steps – the senior Industry Trades and Agriculture Department staff member on duty will begin to develop the steps necessary for the department to fully recover.
8. Report all above to immediate manager – the senior Industry Trades and Agriculture Department staff member on duty will report on all the above information to his/her immediate supervisor.
9. Begin restoration and recovery – the senior Industry Trades and Agriculture Department staff member on duty will immediately begin implementing the steps for restoring department systems and recovering full department functionality.

Southwest Wisconsin Technical College Department of College Effectiveness

1. Department Recovery Team Leader: Barb Tucker, Director

2. Department Recovery Team Leader Alternate: Mandy Henkel, ~~Amy Loy~~

3. Department Critical Functions, Recovery Time Objective and person responsible:

Critical Functions	RTO	Recovery Steps	Responsible Person/Alternate
Provide the College with information that supports institutional strategic planning and decision making	Up to 4 hours for IT functionality	Assess status of data management and communications Assist with recovery/restoration of data management and communications Identify, as necessary, alternate communications systems	Barb Tucker Mandy Henkel Amy Loy Darnell Wiegman Lisa Riley
Provide internal and external environmental scanning and project future trends and needs in support of institutional planning	Up to 4 hours for IT functionality	Assess status of data management and communications Assist with recovery/restoration of data management and communications Identify, as necessary, alternate communications systems	Barb Tucker Mandy Henkel Amy Loy Darnell Wiegman Lisa Riley
Produce descriptive profiles of students and other institutional performance data	Up to 4 hours for IT functionality	Assess status of data management and communications Assist with recovery/restoration of data management and communications Identify, as necessary, alternate communications systems	Barb Tucker Mandy Henkel Amy Loy Darnell Wiegman Lisa Riley
Develop assessment processes for institutional effectiveness studies	Up to 4 hours for IT functionality	Assess status of data management and communications Assist with recovery/restoration of data management and communications Identify, as necessary, alternate communications systems	Barb Tucker Mandy Henkel Amy Loy Darnell Wiegman Lisa Riley

Plan, conduct, analyze, and disseminate the results of analytical studies, including campus climate, graduate and employer follow-up, and student satisfaction	Up to 4 hours for IT functionality	Assess status of data management and communications Assist with recovery/restoration of data management and communications Identify, as necessary, alternate communications systems	Barb Tucker Mandy Henkel Amy Loy Darnell Wiegman Lisa Riley
Serve as a resource for <u>accreditation and reaccreditation</u>	Up to 4 hours for IT functionality	Assess status of data management and communications Assist with recovery/restoration of data management and communications Identify, as necessary, alternate communications systems	Barb Tucker Mandy Henkel Amy Loy Darnell Wiegman Lisa Riley
Prepares and reports data to government and non-government agencies including <u>Integrated Postsecondary Education Data System (IPEDS)</u> and <u>Higher Learning Commission (HLC)</u>	Up to 4 hours for IT functionality	Assess status of data management and communications Assist with recovery/restoration of data management and communications Identify, as necessary, alternate communications systems	Barb Tucker Mandy Henkel Amy Loy Darnell Wiegman Lisa Riley
Provide analytical and consulting services to College committees and departments on an as-needed basis for College surveys	Up to 4 hours for IT functionality	Assess status of data management and communications Assist with recovery/restoration of data management and communications Identify, as necessary, alternate communications systems	Barb Tucker Mandy Henkel Amy Loy Darnell Wiegman Lisa Riley
Research, write, manage and report all College grants	Up to 4 hours for IT functionality	Assess status of data management and communications Assist with recovery/restoration of data management and communications	Barb Tucker Mandy Henkel Amy Loy Darnell Wiegman Lisa Riley

		Identify, as necessary, alternate communications systems	

4. Department alternate operations site: No alternate site, however department director can work from a remote site. Recommend two manager staff be equipped with resources to work remotely.

5. Staffing for alternate business site: N/A

Last Name	First Name	Work Phone	Cell Phone	Work Email	Other Email

6. Staff working remotely:

Last Name	First Name	Work Phone	Cell Phone	Work Email	Other Email
Tucker	Barb	608-822-2456	608-732-8231	btucker@swtc.edu	b.j.tucker2186@gmail.com
Henkel*	Mary	608-822-2475	608-778-0510	mhenkel@swtc.edu	tracymandy@tds.net
Loy*	Amy	608-822-2464	608-778-9716	alloy@swtc.edu	loyfarms@gmail.com
Weigman	Darnell	608-822-2651		dweigman@swtc.edu	
Riley	Lisa	608-822-2440		lriley@swtc.edu	

* Need to be equipped with resources to work remotely

7. Functions that can only be completed on campus: None

8. Necessary department technology and recovery time objective:

Department Essential Technology	RTO
Hardware including computer, printer, phone, etc.	Up to 4 hours
Network access	Up to 4 hours

9. Key vendors and contact information: N/A

Vendor name	Key vendor emergency contact information
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10. Short Term Department of Institutional Advancement Recovery Steps:

1. Notify the Department of Institutional Advancement staff of the crisis and activation of the crisis response
2. Stabilize the environment – following a crisis event, the senior Department of Institutional Advancement manager on duty will do all that is necessary to protect employees and visitors from injury and limit damage to systems, equipment and the facility.
3. Assess impact to people – the senior Department of Institutional Advancement staff on duty will immediately identify the location of all department employees and guests, and assess their status. Emergency medical help must be requested for anyone needing medical treatment.
4. Assess impact to systems – the senior Department of Institutional Advancement staff member on duty will identify any damage to systems and report to IT.
5. Assess the impact to equipment – the senior Department of Institutional Advancement staff member on duty will identify and document any equipment damaged by the crisis.
6. Assess the impact of the crisis on other departments – the senior Department of Institutional Advancement staff member on duty will identify any problems occurring due to damage or injury occurring in other dependent departments.
7. Identify restoration and recovery steps – the senior Department of Institutional Advancement staff member on duty will begin to develop the steps necessary for the department to fully recover.
8. Report all above to immediate manager – the senior Department of Institutional Advancement staff member on duty will report on all the above information to his/her immediate supervisor.
9. Begin restoration and recovery – the senior department staff member on duty will immediately begin implementing the steps for restoring department systems and recovering full department functionality.

Southwest Technical College Precollege Programs and Service Operations

1. Department Recovery Team Leader: Julie Pluemer, Director of Precollege Programs and Service Operations

2. Department Recovery Team Leader Alternate: Lori Needham, Administrative Assistant

3. Department Critical Functions, Recovery Time Objective and person responsible:

Critical Functions	RTO	Recovery Steps	Responsible Person/Alternate
Maintain appropriate number of Subject Matter Experts	Up to 5 business days	<p>Communicate with Maintenance regarding building safety status</p> <p>Communicate with staff regarding crisis via email, phone or Public Address system</p> <p>Communicate with students via email or text alert</p>	Julie Pluemer
Ensure access to training materials	Up to 1 semester	<p>Communicate with Maintenance regarding building safety status</p> <p>Communicate with staff regarding crisis via email, phone or Public Address system</p>	Julie Pluemer
Ensure network access	Up to 24 hours	<p>Communicate with Maintenance regarding building safety status</p> <p>Communicate with staff regarding crisis via email, phone or Public Address system</p> <p>Communicate with students via email or text alert</p>	Julie Pluemer
Ensure Operation of Blackboard Learning system	Up to 24 hours	<p>Communicate with Maintenance regarding building safety status</p> <p>Communicate with staff regarding crisis via email, phone or Public Address system</p>	Julie Pluemer

4. Department alternate operations site: No formal plan exist at this time.

5. Staffing for alternate business site: N/A

Last Name	First Name	Work Phone	Cell Phone	Work Email	Other Email

6. Staff working remotely:

Last Name	First Name	Work Phone	Cell Phone	Work Email	Other Email
Pluemer	Julie	608-822-2369	608-778-9415	jpluemer@swtc.edu	jpluemer@centurytel.net
Needham	Lori	608-822-2420	608-732-7481	lneedham@swc.edu	

7. Functions that can only be completed on campus: On campus instruction

8. Necessary department technology and recovery time objective:

Department Essential Technology	RTO
Hardware including computer, printer, phone, etc	Up to 24 hours
Exchange (email)	Up to 24 hours
Network access	Up to 24 hours

9. Key vendors and contact information:

Vendor name	Key vendor emergency contact information
WIDS	Terri Johnson, 651-407-8353
Blackboard Hosted Client Support 1-888-788-5264	Client ID 101200; account Rep – Amanda Thorne Amanda.Thorne@blackboard.com
Respondus	www.respondus.com/support/ - ticket based help system – Account Manager-Anna Desmond-adesmond@respondus.com
Atomic Learning -	Customer Support-es@atomiclearning.com – 1-866-259-6890 – Account Manager – Dusty Nelson dnelson@atomiclearning.com , Ext. 136
Kaltura	www.kaltura.com 1-800-871-5224

10. Short Term Center for Teaching, Learning, and Academics Outreach Recovery Steps

- A. Notify the Center for Teaching, Learning, and Academics Outreach staff of the crisis and activation of the crisis response

- B. Stabilize the environment – following a crisis event, the senior Center for Teaching, Learning, and Academics Outreach manager on duty will do all that is necessary to protect employees and visitors from injury and limit damage to systems, equipment and the facility.
- C. Assess impact to people – the senior Center for Teaching, Learning, and Academics Outreach staff on duty will immediately identify the location of all department employees and guests, and assess their status. Emergency medical help must be requested for anyone needing medical treatment.
- D. Assess impact to systems – the senior Center for Teaching, Learning, and Academics Outreach staff member on duty will identify any damage to systems and report to IT.
- E. Assess the impact to equipment – the senior Center for Teaching, Learning, and Academics Outreach staff member on duty will identify and document any equipment damaged by the crisis.
- F. Assess the impact of the crisis on other departments – the senior Center for Teaching, Learning, and Academics Outreach staff member on duty will identify any problems occurring due to damage or injury occurring in other dependent departments.
- G. Identify restoration and recovery steps – the senior Center for Teaching, Learning, and Academics Outreach staff member on duty will begin to develop the steps necessary for the department to fully recover.
- H. Report all above to immediate manager – the senior Center for Teaching, Learning, and Academics Outreach staff member on duty will report on all the above information to his/her immediate supervisor.
- I. Begin restoration and recovery – the senior Center for Teaching, Learning, and Academics Outreach staff member on duty will immediately begin implementing the steps for restoring department systems and recovering full department functionality.

Southwest Technical College Department Business Management and General Studies Recovery Plan

1. **Department Recovery Team Leader:** Katie Garrity, Chief Academic Officer

2. **Department Recovery Team Leader Alternate:** Denise Janson, Administrative Assistant; Lori Needham, Administrative Assistant

3. Department Critical Functions, Recovery Time Objective and person responsible

Critical Functions	RTO	Recovery Steps	Responsible Person/Alternate
Maintain Adequate Lab Space	Up to 5 business days	<p>Communicate with Maintenance regarding building safety status</p> <p>Communicate with staff regarding crisis via email, phone or Public Address system</p> <p>Communicate with students via email or text alert</p>	Katie Garrity/Denise Janssen/Lori Needham
Ensure network access	Up to 24 hours	<p>Communicate with Maintenance regarding building safety status</p> <p>Communicate with staff regarding crisis via email, phone or Public Address system</p> <p>Communicate with students via email or text alert</p>	Katie Garrity/Denise Janssen/Lori Needham
Maintain adequate classroom space	Up to 72 hours	<p>Communicate with Maintenance regarding building safety status</p> <p>Communicate with staff regarding crisis via email, phone or Public Address system</p> <p>Communicate with students via email or text alert</p>	Katie Garrity/Denise Janssen/Lori Needham
Maintain appropriate number of Subject Matter Experts	Up to 5 business days	<p>Communicate with Maintenance regarding building safety status</p> <p>Communicate with staff regarding crisis via email, phone or Public Address system</p> <p>Communicate with students via email or text alert</p>	Katie Garrity/Denise Janssen/Lori Needham

Ensure access to training materials	Up to 1 semester	Communicate with Maintenance regarding building safety status Communicate with staff regarding crisis via email, phone or Public Address system	Katie Garrity/Denise Janssen/Lori Needham
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4. Department alternate operations site: No formal plan exist at this time.

5. Staffing for alternate business site: Na

Last Name	First Name	Work Phone	Cell Phone	Work Email	Other Email

6. Staff working remotely

Last Name	First Name	Work Phone	Cell Phone	Work Email	Other Email
Garrity	Katie	822-2471	608-306-2571	kgarrity@swtc.edu	
Needham	Lori	822-2420	608-822-5053	lneedham@swtc.edu	needhtom@tds.net
Janssen	Denise	822-2750	608-778-7469	djanssen@swtc.edu	

7. Functions that can only be completed on campus: Teaching classes and conducting lab sessions cannot be done remotely.

8. Necessary department technology and recovery time objective

Department Essential Technology	RTO
Hardware including computer, printer, phone, etc	Up to 24 hours
Exchange (email)	Up to 24 hours
Network access	Up to 24 hours

9. Key vendors and contact information

Vendor name	Key vendor emergency contact information
Syseo Food (Jarad Baudhuin)	608-356-8711
G & K Services	608-783-8899
Reinhart Services	608-782-2660

10. Short and Long Term Recovery Steps

19. Notify the staff of the Business Management and General Studies crisis and activation of the crisis response
20. Stabilize the environment – following a crisis event, the senior Business Management and General Studies manager on duty will do all that is necessary to protect employees and visitors from injury and limit damage to systems, equipment and the facility.
21. Assess impact to people – the senior Business Management and General Study's staff on duty will immediately identify the location of all department employees and guests, and assess their status. Emergency medical help must be requested for anyone needing medical treatment.
22. Assess impact to systems – the senior Business Management and General Study's staff member on duty will identify any damage to systems and report to IT.
23. Assess the impact to equipment – the senior Business Management and General Study's staff member on duty will identify and document any equipment damaged by the crisis.
24. Assess the impact of the crisis on other departments – the senior Business Management and General Studies staff member on duty will identify any problems occurring due to damage or injury occurring in other dependent departments.
25. Identify restoration and recovery steps – the senior Business Management and General Studies Department staff member on duty will begin to develop the steps necessary for the department to fully recover.
26. Report all above to immediate manager – the senior Business Management and General Studies staff member on duty will report on all the above information to his/her immediate supervisor.
27. Begin restoration and recovery – the senior Business Management and General Studies Department staff member on duty will immediately begin implementing the steps for restoring department systems and recovering full department functionality.

Detailed Emergency Action Plans for Evacuation, Shelter-In-Place and Run Hide Fight for SWTC are contained in Appendix B.

Appendix B

Evacuation Procedures:

- Faculty should evacuate students from the area using the safest emergency exit route.
- When the decision is made to evacuate, all employees and building occupants will leave immediately in accordance with the procedures of their area. Staff should not lock doors when exiting the building.
- When evacuating do not go through other buildings to get to your designated area. Use only outside walkways and sidewalks.
- In leaving the building, take all personal belongings in your area. **DO NOT** go to another part of the building.
- If it is safe to do so, close all doors and windows, turn-off lights, and shut-off electrical and gas operated equipment when leaving the classroom, lab or shop.
- If it is safe to do so, the division manager should conduct a quick walk-through inspection of divisional/center spaces to ensure that all persons have left the building.
- Move a minimum of **500 feet** from the building. **DO NOT use the elevator when evacuating the building. Remain calm - DO NOT panic. If a person with a disability is present, they should be assisted to the adequate distance.**
- Managers, as well as faculty, should ensure that individuals remain outside until told to reenter the building. **No one is to reenter the building until the "All Clear" is given.**
- Once outside, faculty should check attendance immediately to determine if all students exited the building safely.
- If students decide to leave campus, that is their choice, but all employees shall remain on campus until a decision has been made as to either allow everyone to reenter the buildings or some other action.

Shelter-in-Place:

Taking Shelter in case of Tornado:

- 1) Designated shelter areas in each building have been identified and are prominently posted with yellow labels with black lettering.
- 2) Upon hearing the siren or emergency alert system, everyone will move immediately and in an orderly fashion to a designated area.
 1. Employees will assist in directing students and visitors to designated shelter areas.
 2. **Do not use elevators.**
 3. If a lower level shelter cannot be reached because of crowded conditions, blocked corridors/stairways, etc. proceed to another shelter or to an interior hallway or small room away from glass doors, windows and movable objects.
 4. Try to get under a stationary object such as a heavy table or desk, or lie down close to a wall and cover your head with your hands.
 5. **DO NOT LEAVE** the shelter until informed by an authorized official that it is safe to do so.
 6. If you are outdoors when the siren/emergency alert is sounded, attempt to take shelter within the nearest building. If you are outdoors and you see a tornado and cannot reach internal shelter, find a low lying place and lie down flat to provide yourself with as much protection as possible.

Tornado Touchdown:

- A. If a tornado strikes a college facility, the Southwest Tech Emergency Response Team along with community personnel will secure the area and direct all emergency activities.
- B. The College President and Director of Facilities, or designees, are the College's liaisons with emergency personnel. A Command Center will be established at the affected site and will assist emergency personnel in managing the response.
- C. All persons should wait for instructions on how and where to make a safe exit from the buildings unless faced with a life-threatening saturation such as collapsing building or fire.
- D. Incoming and outgoing telephone calls from campus telephones are prohibited during the emergency unless authorized or directed by the command center.
- E. **STAY AWAY** from buildings or areas hit by tornado.
 1. Access to the area will be controlled by emergency personnel.
 2. Only those individuals asked to provide assistance and issued identification tags will be permitted within police lines.

Tornado Shelter Locations

Building	Rooms
100	123, 132, Restrooms
200	202A, 208, 215, 216, 219, 233, 234, 235, 236, Tunnel, Restrooms
300	302, 324, 325, 326, 329, 331, 333, 335, 336, 338, 350, 351, 352, 360, Restrooms
400	413A, 418, 421D, 422, 461, 462, Restrooms
500	514, 520, 522, 524, Restrooms, Tunnel
600	617, Restrooms
700	705, 708, 720, Restrooms
800	Go to Building 700 or 1700
900	Go to Building 500
1100	Go to Building 500
1200	Go to Building 500

1300	Go to Building 600
1500	1516, Interior Corridor 1521, 1516, 1517
1700	1766, 1708, 1709, 1715, 1717, Restrooms, Student Lounge
Housing	Six-Plex Basement
2000	DAAT Room, Restrooms, EMS Equipment Room

Run, Hide, Fight-Active Shooter Protocol

If you hear shots fired on campus or if you witness an armed person shooting or threatening people (Active Shooter):

Immediately choose the best way to protect your life. Very quickly, make your best determination of what is occurring and which of the options below will provide the greatest degree of security for you employing the "Run, Hide, Fight" protocol.

RUN: Evacuate if Possible

- If there is considerable distance between you and the gunman/armed person, quickly move away from the sound of the gunfire/armed person. If the gunfire/armed person is in your building and it is safe to do so, run out of the building and move far away until you are in a secure place to hide.
- Leave your belongings behind.
- Keep your hands visible to law enforcement.
- Take others with you, but do not stay behind because others will not go.
- Call 911 when it is safe to do so. Do not assume that someone else had reported the incident. The information you are able to provide to law enforcement may be critical, such as number of shooters, description of shooter, number of weapons and location of shooter.

Hide: Hide silently in as safe a place as possible.

- If the shooter is in close proximity and you cannot evacuate safely, hide in an area out of sight, lock the door, if possible, blockade the door with heavy objects, cover windows if possible, turn off lights, silence any electronic devices, get concealed and remain silent.

FIGHT: LAST RESORT

- If neither evacuating the building nor seeking shelter is possible, building occupants should attempt to disrupt and/or incapacitate the shooter by throwing objects, using aggressive force, yelling, or using improvised weapons such as fire extinguishers, chairs, potted plants, phones, mugs, etc.

Please report any inaccuracies or needed updates to Brian Kitelinger, Safety Coordinator.

Ext. 2376

C. Staffing Update

Krista Weber, Chief Human Resources Officer, will provide an update on College staffing. A summary is available below.

Staffing Update 2018-19 Fiscal Year

	Name	Title	Status and/or Additional Info	Effective Date	Funding Source &/or Estimated Wage Range/Hired Salary
1	Replacement - Tim Evans	Café Food Service Worker	Re-evaluating	10/1/2019	Hourly Band A12 \$15.61 - \$18.73
2	Replacement - Kendrick Henkel	Evening Custodian	William Murray	7/8/2019	Hourly Band A12 \$15.61 - \$18.73 Hired at \$15.61/hour
3	Replacement - Dave Markin	Maintenance - Carpenter	Andy Reynolds	7/8/2019	Hourly Band A13 \$16.42 - \$19.70 Hired at \$18.44/hour
4	Replacement - Charles Herbers	IT Support Specialist	Tyler Horton	7/9/2019	Hourly Band C42 \$23.46 - \$32.84 Hired at \$25.25/hour
5	Replacement - Mary Schmitz	Administrative Assistant - Facilities	Nicole Nelson	7/22/2019	Hourly Band B22 \$18.26 - \$23.74 Hired at \$20.00/hour
6	Replacement - JoEllen Taylor	Child Care Lab Assistant	Gina Kartman	8/1/2019	Hourly Band B21 \$17.15 - \$22.30 Hired at \$18.40/hour

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	Graphic & Web Design Instructor/Marketing Specialist	Erin Kerkhoff	7/15/2019	BS \$48,304 - \$76,805 (\$23.22 - \$36.93) Hired at \$60,000
8	New Position	Farm Operations & Mechanics Instructor	Dan Kieffer	11/11/2019	BS: \$48,304 - \$76,805 AS: \$50,810 - \$80,787 MS: \$53,314 - \$84,768 Hired at \$55,000
9	Replacement/New Position - Brian Kitelinger/Asst with added section	Electrical Power Distribution Lab Assistant	Jan Portwine	8/19/2019	Hourly Band B21 \$17.51 - \$22.30 Hired \$21.00/hour
10	New Position	Revised to Grant Manager Assistant (Tech Hire IMPACT Grant Assistant) - Part-time	Madison Cooper	9/4/2019	Hourly Band B24 \$20.75 - \$26.98 Hired at \$21.00/hour
11	New Position	Assistant Recruiter - 2	Kaye Woodke & Brianna Hartman	10/16/2019	Hourly Band B21 \$17.15 - \$22.30 Hired at \$21.00
12	Replacement for Brian Molini	Academic Success Coach - 75% Limited Term	Matthew Cram	8/19/2019	Hourly Band A24 \$20.32 - \$26.41 Hired at \$25.50/hour

Staffing Update 2018-19 Fiscal Year

	Name	Title	Status and/or Additional Info	Effective Date	Funding Source &/or Estimated Wage Range/Hired Salary
13	Replacement for Sue Crouch	Academic Resources Specialist	Natalie Long	8/19/2019	Hourly Band B31 \$20.75 - \$26.98 Hired at \$26.00/hour
14	Replacement for Gina Kartman	Child Care Lab Aide (Part-time, 27 hrs/week)	Amber Adney	8/26/2019	Hourly Band A21 \$15.61 - \$18.73 Hired at \$15.61/hour
15	New Position	Child Care Lab Aide (Part-time 30 hrs/week)	Jordan Streeter	9/3/2019	Hourly Band A21 \$15.61 - \$18.73 Hired at \$15.61/hour
16	Replacement for Sherry Devries	Midwifery Instructor	Vicki Hedley	1/6/2020	BS: \$48,304 - \$76,805 AS: \$50,810 - \$80,787 MS: \$53,314 - \$84,768 Hired at \$64,000
17	Replacement for Steve Elliott (Internal Posting)	Day Maintenance Worker	Ben Neuroth	1/6/2020	Hourly Band A13 \$16.77 - \$20.12 Starting Wage: \$18.31
18	Replacement for Ben Neuroth (Internal)	Lead Evening Custodian	Tim Lyne	1/6/2020	Hourly Band A13 \$16.77 - \$20.12 Starting Wage: \$18.00

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 for Tim Lyne	Evening Custodian	Interviews Scheduled	2/1/2020	Hourly Band A12 \$15.61 - \$18.73
20	Replacement for Amy Loy	Data Analyst	Posted	2/15/2020	Salary Band C42 \$48,795 - \$68,313

Information and Correspondence

A. Enrollment Report

The 2019-20 Comparison FTE Report and the Fall 2020 Application Report are available below. Also included are the PowerPoint slides showing the recruitment metrics.

2019-20 Comparison FTE Report

		2018-2019 and 2019-2020 FTE Comparison					
Program Code	Program Title	01-14-19 Students	01-13-20 Students	Student Change	01-14-19 FTE	01-13-20 FTE	FTE Change
10-101-1	Accounting	27	51	24	18.13	37.93	19.80
10-006-7	Agribusiness Science & Technology - AgBus Mgmt	20	14	(6)	18.87	14.13	(4.73)
10-006-5	Agribusiness Science & Technology - Agronomy	14	16	2	13.73	17.53	3.80
10-006-6	Agribusiness Science & Technology - Animal Science	31	28	(3)	28.00	28.80	0.80
10-102-3	Business Management	135	134	(1)	88.23	85.00	(3.23)
10-530-5	Cancer Information Management	99	95	(4)	51.17	50.90	(0.27)
10-504-5	Criminal Justice Studies	54	45	(9)	42.17	37.13	(5.03)
10-316-1	Culinary Arts	12	5	(7)	7.30	2.07	(5.23)
10-317-1	Culinary Management	9	6	(3)	7.53	5.70	(1.83)
10-510-6	Direct Entry Midwife	58	77	19	22.50	32.20	9.70
10-307-1	Early Childhood Education	58	45	(13)	42.57	31.93	(10.63)
10-620-1	Electro-Mechanical Technology	36	35	(1)	33.77	32.70	(1.07)
10-325-1	Golf Course Management	24	18	(6)	20.40	14.53	(5.87)
10-201-2	Graphic And Web Design	30	26	(4)	25.10	18.63	(6.47)
10-530-1	Health Information Technology	60	58	(2)	33.73	29.77	(3.97)
10-520-3	Human Services Associate	37	42	5	27.30	31.93	4.63
10-825-1	Individualized Technical Studies	6	2	(4)	5.10	1.00	(4.10)
10-620-3	Instrumentation and Controls Technology	6	9	3	4.47	6.47	2.00
10-150-2	IT-Network Specialist	41	31	(10)	27.27	20.70	(6.57)
10-196-1	Leadership Development	32	24	(8)	15.53	10.97	(4.57)
10-513-1	Medical Laboratory Technician	17	20	3	11.87	16.10	4.23

Program Code	Program Title	01-14-19 Students	01-13-20 Students	Student Change	01-14-19 FTE	01-13-20 FTE	FTE Change
10-543-1	Nursing-Associate Degree	202	207	5	108.00	107.10	(0.90)
10-524-1	Physical Therapist Assistant	44	39	(5)	29.73	23.77	(5.97)
10-182-1	Supply Chain Management	40	44	4	22.47	25.43	2.97
	Total Associate Degree	1,092	1,071	(21)	704.93	682.43	(22.50)
31-101-1	Accounting Assistant	8	5	(3)	3.33	2.20	(1.13)
30-531-6	Advanced EMT	9	9	-	2.97	1.20	(1.77)
32-070-1	Agricultural Power & Equipment Technician	33	34	1	30.67	32.40	1.73
31-405-1	Auto Collision Repair & Refinish Technician	14	11	(3)	10.17	5.87	(4.30)
32-404-2	Automotive Technician	31	26	(5)	25.50	24.13	(1.37)
31-408-1	Bricklaying & Masonry		2	2		0.70	0.70
30-443-1	Building Maintenance & Construction	1	3	2	0.33	0.70	0.37
31-475-1	Building Trades-Carpentry	7	11	4	5.93	9.27	3.33
31-307-1	Child Care Services	10	9	(1)	6.60	4.23	(2.37)
30-420-2	CNC Machine Operator/Programmer	6	8	2	4.97	8.17	3.20
31-502-1	Cosmetology	23	28	5	17.53	19.33	1.80
30-504-2	Criminal Justice-Law Enforcement 720 Academy	14	17	3	10.23	12.23	2.00
31-317-1	Culinary Specialist	1	3	2	0.40	1.47	1.07
30-508-2	Dental Assistant	17	16	(1)	8.97	8.87	(0.10)
30-812-1	Driver and Safety Education Certification	14	21	7	3.50	4.70	1.20
31-413-2	Electrical Power Distribution	24	45	21	24.73	43.83	19.10
50-413-2	Electricity (Construction) Apprentice	22	19	(3)	2.67	2.47	(0.20)
30-531-3	Emergency Medical Technician	33	49	16	5.40	8.47	3.07
32-080-4	Farm Operations & Management - Ag Mechanics	6	2	(4)	5.37	1.67	(3.70)
31-080-6	Farm Operations & Management - Crop Operations	3	2	(1)	1.07	0.37	(0.70)
32-080-3	Farm Operations & Management - Dairy	13	18	5	13.33	16.93	3.60
31-080-3	Farm Operations & Management - Dairy Technician	6	3	(3)	4.23	0.87	(3.37)
31-080-2	Farm Operations & Management - Farm Ag Maintenance	4	13	9	2.80	5.67	2.87
32-080-6	Farm Operations & Management - Livestock		1	1		0.93	0.93
31-080-7	Farm Operations & Management - Livestock Tech	4	3	(1)	3.93	1.77	(2.17)

Program Code	Program Title	01-14-19 Students	01-13-20 Students	Student Change	01-14-19 FTE	01-13-20 FTE	FTE Change
50-413-1	Industrial Electrician Apprentice	5	8	3	0.33	1.27	0.93
31-620-1	Industrial Mechanic	2	2	-	1.83	1.53	(0.30)
31-154-6	IT-Computer Support Technician	14	18	4	7.93	12.77	4.83
31-513-1	Laboratory Science Technician	4	4	-	2.30	2.13	(0.17)
50-620-1	Mechatronics Technician Apprentice	8	6	(2)	1.73	1.60	(0.13)
31-509-1	Medical Assistant	39	33	(6)	29.10	24.57	(4.53)
31-530-2	Medical Coding Specialist	50	60	10	20.37	26.83	6.47
30-504-4	Nail Technician		3	3		0.87	0.87
30-543-1	Nursing Assistant	192	146	(46)	28.43	21.07	(7.37)
50-427-5	Plumbing Apprentice	25	20	(5)	2.47	3.30	0.83
31-504-5	Security Operations	1	2	1	1.00	1.20	0.20
31-182-1	Supply Chain Assistant	4	3	(1)	2.20	0.37	(1.83)
31-442-1	Welding	50	46	(4)	34.20	31.00	(3.20)
	Total Technical Diploma	697	709	12	326.53	346.93	20.40
20-800-1	Liberal Arts - Associate of Arts	22	24	2	8.10	8.50	0.40
20-800-2	Liberal Arts - Associate of Science	11	9	(2)	3.93	4.50	0.57
	Undeclared Majors	409	516	107	74.77	90.83	16.07
	Total	2,231	2,329	98	1,118.27	1,133.20	14.93
	Percent of Change						1.34%
	Vocational Adult (Aid Codes 42-47)	2,321	2,444	123	47.26	52.98	5.72
	Community Services (Aid Code 60)	5	-	(5)	0.02	-	(0.02)
	Basic Skills (Aid Codes 73,74,75,76)	227	250	23	26.70	25.77	(0.93)
	Basic Skills (Aid Codes 77 & 78)	142	90	(52)	4.10	2.73	(1.37)
	Grand Total	4,926	5,113	187	1,196.35	1,214.67	18.33
	Total Percent of Change						1.53%

Fall 2020 Application Report

Program Application Comparison 2019/20 vs. 2020/21									
PROGRAM	CAP	01/14/19			01/14/20			YOY	
		IP	ACCEPT	TOTAL	IP	ACCEPT	TOTAL		
Accounting			15	15		14	14	-1	
Accounting Assistant			2	2		2	2	0	
Agribusiness Science & Technology - Agbus Mgmt	20		7	7		6	6	-1	
Agribusiness Science & Technology - Agronomy	20		3	3		3	3	0	
Agribusiness Science & Technology - Agronomy Tech	20		1	1		1	1	0	
Agribusiness Science & Technology - Animal Science	20		18	18		17	17	-1	
Agricultural Power & Equipment Technician	22		41	41		25	25	-16	
Auto Collision Repair & Refinish Technician	22		5	5		14	14	9	
Automotive Technician	22		26	26		28	28	2	
Building Trades-Carpentry	20		7	7		17	17	10	
Business Management			15	15		25	25	10	
Cancer Information Management		8	47	55	7	47	54	-1	
Child Care Services	13		8	8		7	7	-1	
CNC Machine Operator/Programmer	15		1	1		0	0	-1	
Cosmetology	24		9	9		12	12	3	
Criminal Justice Studies	48		28	28		29	29	1	
Culinary Arts			2	2		3	3	1	
Culinary Management			4	4		0	0	-4	
Culinary Specialist			0	0				0	
Dental Assistant	18		22	22		20	20	-2	
Early Childhood Education	28		15	15		26	26	11	
Electrical Power Distribution	44		64	64		70	70	6	
Electro-Mechanical Technology	24		23	23		19	19	-4	
Farm Operations & Management - Ag Mechanics	20		2	2		0	0	-2	
Farm Operations & Management - Crops	20		1	1		1	1	0	
Farm Operations & Management - Crop Operations	20		2	2		2	2	0	
Farm Operations & Management - Dairy	20		6	6		9	9	3	
Farm Operations & Management - Dairy Technician	20		3	3		0	0	-3	
Farm Operations & Management - Farm Ag Maintenance	20		2	2		1	1	-1	
Farm Operations & Management - Livestock	20		0	0		0	0	0	
Farm Operations & Management - Livestock Tech	20		2	2		1	1	-1	
Golf Course Management			6	6		5	5	-1	
Graphic and Web Design	25		10	10		15	15	5	
Health Information Technology	22	2	13	15	1	13	14	-1	
Human Services Associate	31		20	20		15	15	-5	
Industrial Mechanic	12		1	1		2	2	1	
Instrumentation and Controls Technology	0		1	1		1	1	0	
IT-Computer Support Technician			7	7		9	9	2	
IT-Network Specialist			10	10		16	16	6	
Laboratory Science Technician	15		1	1		0	0	-1	
Leadership Development			2	2		1	1	-1	
Liberal Arts - Associate of Arts		13	0	13	10	1	11	-2	
Liberal Arts - Associate of Science		5	0	5	9	0	9	4	

		01/14/19			01/14/20			
PROGRAM	CAP	IP	ACCEPT	TOTAL	IP	ACCEPT	TOTAL	YOY
Medical Assistant	32		23	23		19	19	-4
Medical Coding Specialist	23	4	27	31	6	22	28	-3
Medical Laboratory Technician	16	8	4	12	6	3	9	-3
Nail Technician						1	1	1
Nursing-Associate Degree	54	93	62	155	85	49	134	-21
Nursing-Associate Degree-Part-time	28	1	14	15		20	20	5
Physical Therapist Assistant	18	12	4	16	13	12	25	9
Security Operations			1	1			0	-1
Supply Chain Assistant			0	0		0	0	0
Supply Chain Management			3	3		1	1	-2
Undecided		33	0	33	42	0	42	9
Welding	40		23	23		45	45	22
TOTAL		179	613	792	179	649	828	36



Southwest  Tech

Southwest Wisconsin TECHNICAL COLLEGE

More Students Learning More

College Health Indicator Alignment:

Increase enrollment headcount

Ranked by **Forbes #1** in **Wisconsin** • **#13** in the **Nation**



December 2019

Tour and Lunch Goal: 12-15

2018: no data

2019: 65

Application Goal: 100

2018: 80 (54 withdrawals)

2019: 101

FTE Count Goal: 1118 (up 2% from last year)

2018: 1,115.38 (as of 12/10/18)

2019: 1,113.18 (as of 12-9-19) **down 0.20%**



Highlights

Tour and Lunch Conversion Rate

(not in a group and application age eligible)

20 out of 26

Ranked by **Forbes #1** in **Wisconsin** • **#13** in the **Nation**



Upcoming

- Workplace Spanish Workshop at Lactalis
- Adding a Saturday Discover Southwest Tech option for adults
- Health Science Fair
- Trapshooting Invitational





January 2020

Tour and Lunch Goal: 12-15

2019: no data

2020: 5 currently scheduled

Application Goal: 140

2019: 124 (72 withdrawals)

2020: 45 (as of 1/14/20) **up year-over-year 36**

FTE Count Goal: 1118 (up 2% from last year)

2019: 1,196.35 (as of 1/14/19)

2020: 1,214.67 (as of 1-13-20) **up year-over-year 1.53%**



Please help us reach more students.

- Attend an event this spring – we invite you to experience firsthand one of our awesome on-campus events
- Suggest someone for the community panel for the Saturday Discover Southwest Tech Day

B. Chairperson's Report

3. Reaction to the January 7 College In-service and HLC Celebration
4. District Boards Association Winter Meeting

C. College President's Report

5. Higher Learning Commission Presentation
6. President's Association Update
7. Board Retreat
8. College Happenings

D. Other Information Items

Establish Board Agenda Items for Next Meeting

A. Agenda for Next Board Meeting

1. Board Retreat
2. RFP for Enterprise Resource Planning System
3. Bid for Platteville Outreach Site Development
4. Budget Assumptions & Parameters

B. Time and Place

Friday and Saturday, February 21-22, 2020, beginning at 12:30 p.m. on Friday. The Retreat and Board Meeting will be held at the Dodgeville Outreach Site, located at Spring Gate Mall, 316 W. Spring Street, Dodgeville, WI.

Adjourn to Closed Session

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

1. **Discussing Conflict of Interest policy** per Wis. Statutes 19.85(1)(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.
2. **Discussing personnel issues** per Wis. Statutes 19.85(1)(f) {Considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations.}.

B. Approval of Closed Session Minutes of December 19, 2019

Reconvene to Open Session

A. Action, if necessary, on Closed Session Items

Adjournment