



# District Board Meeting

3rd Wednesday of the Month

5:00 pm

Administration Building

Blackhawk Technical College

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## DISTRICT BOARD MEETING

### AGENDA

**DATE:** OCTOBER 18, 2023

**TIME:** 5:00 P.M.

**LOCATION:** CENTRAL CAMPUS/STUDENT SUCCESS CENTER – ROOM 2201  
6004 S COUNTY ROAD G, JANESVILLE WI 53546-9458

### CALL TO ORDER

A. Public Comment

*Persons who wish to address the District Board may make a statement if it pertains to a specific agenda item. Persons who raise issues not on the agenda may be invited back to repeat their comments at a later District Board meeting when the subject is properly noticed on the agenda. Unless requested by the District Board Chairperson from the audience regarding a specific agenda topic, public comments or dialogue are not allowed during other portions of the District Board meeting and/or discussion.*

### SPECIAL REPORTS

A. Student Representative to the District Board Report (*Information – Rebecca Barnett*)

### INFORMATION/DISCUSSION

A. Financial Statement and Quarterly Update (*Information – Jim Nemeth*)

B. President's Update (*Information – Dr. Tracy Pierner*)

- a. Community Engagement
- b. Internal Engagement
- c. College Events
- d. Upcoming Events
- e. Other Communications
- f. Construction Projects

C. Finance Committee Report Out and Recommendations (*Information – Chairperson Thornton*)  
a. No Meeting Scheduled for October 18, 2023.

D. Personnel Committee Report Out and Recommendations (*Information – Chairperson Deprez*)  
a. No Meeting Scheduled for October 18, 2023.  
b. September 20, 2023, Personnel Committee Minutes Included

E. Staff Changes (*For Information Only. Not for District Board Action*)  
a. New Hires:  
i. Xanthe Kuhn, Academic Advisor – October 23, 2023  
ii. New Positions: None.  
iii. Resignations: None.  
iv. Retirements: None

### CONSENT AGENDA

Consent Agenda items will be approved in one motion; however, any District Board member may ask that any individual item be acted on separately.

A. Approval of the Draft September 20, 2023, District Board Regular Meeting Minutes (*Action*)

B. Approval of Current Bills (*Action – Jim Nemeth*)

C. Approval of Training Contracts (*Action – Dr. Karen Schmitt*)

- D. Acceptance of Grant Awards for October 2023 – (*Action – Amy Anderson*)
- E. Adoption of Resolution to Designate District Positions Subject to Wisconsin’s Code of Ethics (*Action – Dr. Tracy Pierner*)
- F. Confirmation of Instructional Employment Issued to Ryan Bradley, Computer Numerical Controls (CNC) Technician Instructor – September 25, 2023 (*Action – Kathy Broske*)
- G. Confirmation of Instructional Employment Issued to Thomas Pleuger, LTE Computer Numerical Controls (CNC) Technician Instructor – October 30, 2023 (*Action – Kathy Broske*)
- H. Confirmation of Instructional Employment Issued to Michael Dallio, Information Technology (IT) Network Instructor – October 30, 2023 (*Action – Kathy Broske*)

## POLICY REVIEW

- A. C-050 – Commitment to Diversity (Reviewed) – (*Action – Dr. Tracy Pierner*)

## ACTION ITEMS

- A. Approval of the 2023-24 Distinguished Alumni Award Nominee (*Action – Dr. Tracy Pierner*)
- B. Approval of the 2023-24 Rising Star Alumni Award Nominee (*Action – Dr. Tracy Pierner*)
- C. Designation of Depositories for the Blackhawk Technical College District (*Action – Jim Nemeth*)
- D. Establishment of the Mill Rate and Tax Levy for the Fiscal Year 2023-2024 (*Action – Jim Nemeth*)
- E. Acceptance of the Fiscal Year 2022-2023 Procurement Report (*Action – Jim Nemeth*)
- F. Approval of Student Technology Fee (*Action – Dr. Tracy Pierner*)
- G. Approval of the Resolution Authorizing the Issuance of \$1,500,000 General Obligation Promissory Notes, Series 2024A, of Blackhawk Technical College District, Wisconsin (*Action – Jim Nemeth*)

### *Finance Committee Action Items*

- A. No Action Items

### *Personnel Committee Action Items*

- A. No Action Items

## WTCS CONSORTIUM UPDATES

- A. Insurance Trust (WTC) (*Information – Representative*)
- B. Marketing Consortium (*Information – Representative*)
- C. Purchasing Consortium (*Information – Representative*)
- D. Districts Mutual Insurance (DMI) (*Information – Representative*)
- E. District Boards Association (DBA) (*Information*)

## FUTURE AGENDA ITEMS

- A. Suggestions for Future Agenda Items

## ADJOURNMENT

*Blackhawk Technical College does not discriminate on the basis of race, color, national origin, sex, gender identity, disability, or age in its programs and activities. The following person has been designated to manage inquiries regarding the nondiscrimination policies: Title IX Coordinator/Equal Opportunity Officer, 6004 S County Road G, P.O. Box 5009, Janesville, WI 53547-5009, (608) 757-7796 or (608) 757-7773, WI Relay: 711. BTC is committed to providing universal access to events. If you are an individual with a disability and would like to request an accommodation, please contact the Assistant to the President and District Board at 608-757-7772 at least 72 hours before the District Board meeting.*



OCTOBER 18, 2023

# INFORMATION/DISCUSSION

- Financial Statement and Quarterly Report
- September 20, 2023, Personnel Committee Minutes



# INFORMATION/DISCUSSION ITEM A.

Blackhawk Technical College

## General Fund

Comparative Statement of Revenues and Expenditures

For The Month Ended September 30, 2023 and 2022

	2023-2024				2022-2023						
	Original Budget	Adjusted Budget	YTD Actual	Percent of Budget	Original Budget	Adjusted Budget	YTD Actual	Percent of Budget	Pre-Audit		
									Year End	Percent of Budget	Dollar Variance
<b>Revenues</b>											
Property Tax	7,000,000	6,997,624	-	0.00%	6,741,574	6,741,574	-	0.00%	6,775,916	99.99%	(530)
Other Local Government	5,000	5,000	64	1.28%	2,926	2,926	22,574	771.50%	183,376	101.45%	2,615
State Aid	14,422,120	14,387,762	1,613,025	11.21%	14,318,600	14,414,373	1,576,563	10.94%	14,587,626	99.84%	(23,347)
Program Fees	6,243,050	6,243,050	3,522,590	56.42%	5,612,700	5,658,100	3,257,336	57.57%	6,230,811	99.88%	(7,177)
Material Fees	343,000	343,000	198,749	57.94%	311,000	311,000	175,439	56.41%	334,875	100.05%	183
Other Student Fees	480,750	480,750	234,952	48.87%	401,200	446,200	211,227	47.34%	498,294	100.58%	2,885
Institutional Revenue	2,286,558	2,286,558	404,883	17.71%	1,972,500	2,167,500	180,602	8.33%	2,956,944	99.38%	(18,305)
Federal Revenue	7,000	7,000	2,621	37.44%	11,000	11,000	-	0.00%	9,911	70.79%	(4,089)
<b>Total Revenue</b>	<b>30,787,478</b>	<b>30,750,744</b>	<b>5,976,884</b>	<b>19.44%</b>	<b>29,371,500</b>	<b>29,752,673</b>	<b>5,423,741</b>	<b>18.23%</b>	<b>31,577,753</b>	<b>99.85%</b>	<b>(47,765)</b>
<b>Other Resources</b>											
Trsf fr Res & Des Fund Bal	-	-	-	0.00%	-	-	-	0.00%	-	0.00%	-
Other Funding Sources	100,000	100,000	-	0.00%	140,000	140,000	-	0.00%	319,285	99.78%	(715)
<b>Total Other Resources</b>	<b>100,000</b>	<b>100,000</b>	<b>-</b>	<b>0.00%</b>	<b>140,000</b>	<b>140,000</b>	<b>-</b>	<b>0.00%</b>	<b>319,285</b>	<b>99.78%</b>	<b>(715)</b>
<b>Total Resources</b>	<b>30,887,478</b>	<b>30,850,744</b>	<b>5,976,884</b>	<b>19.37%</b>	<b>29,511,500</b>	<b>29,892,673</b>	<b>5,423,741</b>	<b>18.14%</b>	<b>31,897,038</b>	<b>99.85%</b>	<b>(48,480)</b>
<b>Expenditures</b>											
Instruction	17,017,069	17,017,069	2,907,196	17.08%	16,769,076	16,520,301	2,750,447	16.65%	16,360,046	99.98%	3,062
Instructional Resources	1,282,048	1,282,048	305,749	23.85%	1,173,703	1,266,703	271,045	21.40%	1,042,880	99.63%	3,823
Student Services	2,704,912	2,704,912	497,333	18.39%	2,419,935	2,385,935	490,007	20.54%	2,071,334	99.83%	3,451
General Institutional	7,100,842	7,055,009	1,772,253	25.12%	6,644,350	6,945,350	1,442,686	20.77%	6,737,655	99.97%	2,115
Physical Plant	2,679,914	2,725,747	498,444	18.29%	2,479,436	2,527,436	516,338	20.43%	2,589,926	99.90%	2,510
Auxiliary Services	-	-	-	0.00%	-	-	-	0.00%	-	0.00%	-
<b>Total Expenditures</b>	<b>30,784,785</b>	<b>30,784,785</b>	<b>5,980,975</b>	<b>19.43%</b>	<b>29,486,500</b>	<b>29,645,725</b>	<b>5,470,523</b>	<b>18.45%</b>	<b>28,801,841</b>	<b>99.95%</b>	<b>14,961</b>
<b>Other Uses</b>											
Trsf fr Res & Des Fund Bal	81,693	39,709	-	0.00%	-	216,448	-	0.00%	-	0.00%	1,098,216
Other Uses	21,000	26,250	-	0.00%	25,000	30,500	-	0.00%	28,266	1.39%	2,002,234
<b>Total Other Uses</b>	<b>102,693</b>	<b>65,959</b>	<b>-</b>	<b>0.00%</b>	<b>25,000</b>	<b>246,948</b>	<b>-</b>	<b>0.00%</b>	<b>28,266</b>	<b>0.90%</b>	<b>3,100,450</b>
<b>Total Uses</b>	<b>30,887,478</b>	<b>30,850,744</b>	<b>5,980,975</b>	<b>19.39%</b>	<b>29,511,500</b>	<b>29,892,673</b>	<b>5,470,523</b>	<b>18.30%</b>	<b>28,830,107</b>	<b>90.25%</b>	<b>3,115,411</b>
<b>Budgeted Resources</b>											
Over (Under) Expenditures	-	-	(4,091)		-	-	(46,782)		3,066,931		
Beginning Fund Balance	14,557,029	14,557,029	14,557,029		11,490,098	11,490,098	11,490,098		11,490,098		
Change in Fund Balance	81,693	39,709	-		-	216,448	-		-		
Ending Fund Balance	14,638,722	14,596,738	14,552,938		11,490,098	11,706,546	11,490,098		14,557,029		
Reserved for Prepaid Items	75,000	75,000	75,000		75,000	75,000	75,000		75,000		
Designated for Operations	7,395,000	7,395,000	7,395,000		6,725,000	6,725,000	6,725,000		6,725,000		
Designated for State Aid Fluc	203,000	203,000	203,000		350,000	350,000	350,000		350,000		
Designated for Sub Years	305,000	305,000	305,000		500,000	500,000	500,000		500,000		
Designated for Sub Year	6,660,722	6,618,738	6,574,938		3,840,098	4,056,546	3,840,098		6,907,029		

**General Fund** is used to account for all revenues and expenditures for activities normally associated with the regular operations of the district including instructional programs, student support services, facility care/maintenance and administration.

**Note:** Budgeted Resources Over (Under) Expenditures represents the amount that will be added to or used from the fund balance during the fiscal year.

Blackhawk Technical College  
**Special Revenue Fund**  
 Comparative Statement of Revenues and Expenditures  
 For The Month Ended September 30, 2023 and 2022

	2023-2024				2022-2023				Pre-Audit		
	Original Budget	Adjusted Budget	YTD Actual	Percent of Budget	Original Budget	Adjusted Budget	YTD Actual	Percent of Budget	Year End	Percent of Budget	Dollar Variance
<b>Revenues</b>											
Property Tax	465,583	467,959	-	0.00%	491,932	496,433	-	0.00%	496,433	99.09%	(4,566)
Other Local Government	-	-	-	0.00%	-	-	-	0.00%	-	0.00%	-
State Aid	509,529	1,291,663	96,380	7.46%	926,933	1,170,444	60,440	5.16%	964,783	58.23%	(692,136)
Program Fees	-	22,329	-	0.00%	9,924	9,924	-	0.00%	32,078	93.06%	(2,394)
Material Fees	-	972	-	0.00%	403	403	-	0.00%	1,450	81.23%	(335)
Other Student Fees	-	-	-	0.00%	-	-	-	0.00%	1,666	81.19%	(386)
Institutional Revenue	-	86,344	29,201	33.82%	-	28,860	28,860	100.00%	28,860	100.00%	-
Federal Revenue	693,056	729,014	88,877	12.19%	706,526	1,454,132	79,790	5.49%	1,090,043	91.06%	(107,052)
<b>Total Revenue</b>	<b>1,668,168</b>	<b>2,598,281</b>	<b>214,458</b>	<b>8.25%</b>	<b>2,135,718</b>	<b>3,160,196</b>	<b>169,090</b>	<b>5.35%</b>	<b>2,615,313</b>	<b>76.42%</b>	<b>(806,869)</b>
<b>Other Resources</b>											
Trsf fr Res & Des Fund Bal	-	26,213	-	0.00%	-	2,893	-	0.00%	-	0.00%	(3,432)
Other Funding Sources	-	-	-	0.00%	-	-	-	0.00%	-	0.00%	-
<b>Total Other Resources</b>	<b>-</b>	<b>26,213</b>	<b>-</b>	<b>0.00%</b>	<b>-</b>	<b>2,893</b>	<b>-</b>	<b>0.00%</b>	<b>-</b>	<b>0.00%</b>	<b>(3,432)</b>
<b>Total Resources</b>	<b>1,668,168</b>	<b>2,624,494</b>	<b>214,458</b>	<b>8.17%</b>	<b>2,135,718</b>	<b>3,163,089</b>	<b>169,090</b>	<b>5.35%</b>	<b>2,615,313</b>	<b>76.35%</b>	<b>(810,301)</b>
<b>Expenditures</b>											
Instruction	818,720	1,398,691	122,185	8.74%	1,288,264	1,623,273	170,493	10.50%	1,043,168	58.94%	726,614
Instructional Resources	75,010	75,010	19,681	26.24%	75,370	221,701	38,082	17.18%	144,622	92.07%	12,462
Student Services	761,117	1,126,415	207,811	18.45%	754,438	787,686	150,596	19.12%	1,008,053	88.65%	129,029
General Institutional	13,321	24,378	5,585	22.91%	17,646	250,322	44,923	17.95%	156,030	99.52%	746
Physical Plant	-	-	-	0.00%	-	100,107	748	0.75%	22,241	89.36%	2,649
<b>Total Expenditures</b>	<b>1,668,168</b>	<b>2,624,494</b>	<b>355,262</b>	<b>13.54%</b>	<b>2,135,718</b>	<b>2,983,089</b>	<b>404,842</b>	<b>13.57%</b>	<b>2,374,114</b>	<b>73.15%</b>	<b>871,500</b>
<b>Other Uses</b>											
Trsf fr Res & Des Fund Bal	-	-	-	0.00%	-	-	-	0.00%	-	0.00%	-
Other Uses	-	-	-	0.00%	-	180,000	-	0.00%	179,285	99.60%	715
<b>Total Other Uses</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>	<b>-</b>	<b>180,000</b>	<b>-</b>	<b>0.00%</b>	<b>179,285</b>	<b>99.60%</b>	<b>715</b>
<b>Total Uses</b>	<b>1,668,168</b>	<b>2,624,494</b>	<b>355,262</b>	<b>13.54%</b>	<b>2,135,718</b>	<b>3,163,089</b>	<b>404,842</b>	<b>12.80%</b>	<b>2,553,399</b>	<b>80.72%</b>	<b>(872,215)</b>
<b>Budgeted Resources Over (Under) Expenditures</b>	<b>-</b>	<b>-</b>	<b>(140,804)</b>		<b>-</b>	<b>-</b>	<b>(235,752)</b>		<b>61,914</b>		
Beginning Fund Balance	1,003,999	1,003,999	1,003,999		942,085	942,085	942,085		942,085		
Change in Fund Balance	-	(26,213)	-		-	(2,893)	-		-		
Ending Fund Balance	1,003,999	977,786	863,195		942,085	939,192	706,333		1,003,999		

**Special Revenue Fund** is used to account for revenues and expenditures from revenue sources that are restricted to a specific purpose. Typically, externally funded projects, such as Vocational Education Act, Adult Education Act, and Job Training Partnership Act projects, which are not considered part of the regular program of the district are included in this fund. Excluded would be construction or remodeling projects, and trust & agency activities, including student loans.

**Note:** Budgeted Resources Over (Under) Expenditures represents the amount that will be added to or used from the fund balance during the fiscal year.



Blackhawk Technical College  
**Operating Budget**  
**General Fund & Special Revenue Funds Combined**  
For The Month Ended September 30, 2023 and 2022

	2023-2024				2022-2023				Pre-Audit		
	Original Budget	Adjusted Budget	YTD Actual	Percent of Budget	Original Budget	Adjusted Budget	YTD Actual	Percent of Budget	Year End	Percent of Budget	Dollar Variance
	Revenues										
Property Tax	7,465,583	7,465,583	-	0.00%	7,233,506	7,238,007	-	0.00%	7,272,349	99.93%	(5,096)
Other Local Government	5,000	5,000	64	1.28%	2,926	2,926	22,574	771.50%	183,376	101.45%	2,615
State Aid	14,931,649	15,679,425	1,709,405	10.90%	15,245,533	15,584,817	1,637,003	10.50%	15,552,409	95.60%	(715,483)
Program Fees	6,243,050	6,265,379	3,522,590	56.22%	5,622,624	5,668,024	3,257,336	57.47%	6,262,889	99.85%	(9,571)
Material Fees	343,000	343,972	198,749	57.78%	311,403	311,403	175,439	56.34%	336,325	99.95%	(152)
Other Student Fees	480,750	480,750	234,952	48.87%	401,200	446,200	211,227	47.34%	499,960	100.50%	2,499
Institutional Revenue	2,286,558	2,372,902	434,084	18.29%	1,972,500	2,196,360	209,462	9.54%	2,985,804	99.39%	(18,305)
Federal Revenue	700,056	736,014	91,498	12.43%	717,526	1,465,132	79,790	5.45%	1,099,954	90.82%	(111,141)
<b>Total Revenue</b>	<b>32,455,646</b>	<b>33,349,025</b>	<b>6,191,342</b>	<b>18.57%</b>	<b>31,507,218</b>	<b>32,912,869</b>	<b>5,592,831</b>	<b>16.99%</b>	<b>34,193,066</b>	<b>97.56%</b>	<b>(854,634)</b>
Other Resources											
Trsf fr Res & Des Fund Bal	-	26,213	-	0.00%	-	2,893	-	0.00%	-	0.00%	(3,432)
Other Funding Sources	100,000	100,000	-	0.00%	140,000	140,000	-	0.00%	319,285	99.78%	(715)
<b>Total Other Resources</b>	<b>100,000</b>	<b>126,213</b>	<b>-</b>	<b>0.00%</b>	<b>140,000</b>	<b>142,893</b>	<b>-</b>	<b>0.00%</b>	<b>319,285</b>	<b>98.72%</b>	<b>4,147</b>
<b>Total Resources</b>	<b>32,555,646</b>	<b>33,475,238</b>	<b>6,191,342</b>	<b>18.50%</b>	<b>31,647,218</b>	<b>33,055,762</b>	<b>5,592,831</b>	<b>16.92%</b>	<b>34,512,351</b>	<b>97.57%</b>	<b>(858,781)</b>
Expenditures											
Instruction	17,835,789	18,415,760	3,029,381	16.45%	18,057,340	18,143,574	2,920,940	16.10%	17,403,214	95.98%	729,676
Instructional Resources	1,357,058	1,357,058	325,430	23.98%	1,249,073	1,488,404	309,127	20.77%	1,187,502	98.65%	16,285
Student Services	3,466,029	3,831,327	705,144	18.40%	3,174,373	3,173,621	640,603	20.19%	3,079,387	95.88%	132,480
General Institutional	7,114,163	7,079,387	1,777,838	25.11%	6,661,996	7,195,672	1,487,609	20.67%	6,893,685	99.96%	2,861
Physical Plant	2,679,914	2,725,747	498,444	18.29%	2,479,436	2,627,543	517,086	19.68%	2,612,167	99.80%	5,159
Auxiliary Services	-	-	-	0.00%	-	-	-	0.00%	-	0.00%	-
<b>Total Expenditures</b>	<b>32,452,953</b>	<b>33,409,279</b>	<b>6,336,237</b>	<b>18.97%</b>	<b>31,622,218</b>	<b>32,628,814</b>	<b>5,875,365</b>	<b>18.01%</b>	<b>31,175,955</b>	<b>97.24%</b>	<b>886,461</b>
Other Uses											
Trsf fr Res & Des Fund Bal	81,693	39,709	-	0.00%	-	216,448	-	0.00%	-	0.00%	1,098,216
Other Uses	21,000	26,250	-	0.00%	25,000	210,500	-	0.00%	207,551	9.39%	2,002,949
<b>Total Other Uses</b>	<b>102,693</b>	<b>65,959</b>	<b>-</b>	<b>0.00%</b>	<b>25,000</b>	<b>426,948</b>	<b>-</b>	<b>0.00%</b>	<b>207,551</b>	<b>6.27%</b>	<b>3,101,165</b>
<b>Total Uses</b>	<b>32,555,646</b>	<b>33,475,238</b>	<b>6,336,237</b>	<b>18.93%</b>	<b>31,647,218</b>	<b>33,055,762</b>	<b>5,875,365</b>	<b>17.77%</b>	<b>31,383,506</b>	<b>88.73%</b>	<b>3,987,626</b>
Budgeted Resources Over (Under) Expenditures	-	-	(144,895)		-	-	(282,534)		3,128,845		
Beginning Fund Balance	15,561,028	15,561,028	15,561,028		12,432,183	12,432,183	12,432,183		12,432,183		
Change in Fund Balance	81,693	13,496	-		-	213,555	-		-		
Ending Fund Balance	15,642,721	15,574,524	15,416,133		12,432,183	12,645,738	12,196,431		15,561,028		
Reserved for Prepaid Items	75,000	75,000	75,000		75,000	75,000	75,000		75,000		
Designated for Operations	8,398,999	8,372,786	8,258,195		7,667,085	7,664,192	7,431,333		7,728,999		
Designated for State Aid Fluc	203,000	203,000	203,000		350,000	350,000	350,000		350,000		
Designated for Sub Years	305,000	305,000	305,000		500,000	500,000	500,000		500,000		
Designated for Sub Year	6,660,722	6,618,738	6,574,938		3,840,098	4,056,546	3,840,098		6,907,029		

**Operating Budget - General and Special Revenue Combined** are the funds used to record revenue and expenditures used to manage the operations of BTC .

**Note:** Budgeted Resources Over (Under) Expenditures represents the amount that will be added to or used from the fund balance during the fiscal year.

Blackhawk Technical College  
**Capital Projects Fund**  
Comparative Statement of Revenues and Expenditures  
For The Month Ended September 30, 2023 and 2022

	2023-2024				2022-2023				Pre-Audit		
	Original Budget	Adjusted Budget	YTD Actual	Percent of Budget	Original Budget	Adjusted Budget	YTD Actual	Percent of Budget	Year End	Percent of Budget	Dollar Variance
<b>Revenues</b>											
Property Tax	-	-	-	0.00%	-	-	-	0.00%	-	0.00%	-
State Aid	-	-	-	0.00%	5,200	13,828	-	0.00%	10,581	100.00%	-
Institutional Revenue	-	124,457	525,194	421.99%	1,300	1,300	147,818	11370.62%	7,886,815	100.00%	(1)
Federal Revenue	-	24,392	24,392	100.00%	-	141	-	0.00%	1,084,101	100.09%	999
<b>Total Revenue</b>	<b>-</b>	<b>148,849</b>	<b>549,586</b>	<b>369.22%</b>	<b>6,500</b>	<b>15,269</b>	<b>147,818</b>	<b>968.09%</b>	<b>8,981,497</b>	<b>100.01%</b>	<b>998</b>
<b>Other Resources</b>											
Trsf fr Res & Des Fund Bal	2,900,000	24,789,908	-	0.00%	1,230,000	22,265,674	-	0.00%	-	0.00%	(22,894,645)
Other Funding Sources	6,800,000	6,800,000	5,300,000	77.94%	5,300,000	5,300,000	3,800,000	71.70%	5,300,000	72.60%	(2,000,000)
<b>Total Other Resources</b>	<b>9,700,000</b>	<b>31,589,908</b>	<b>5,300,000</b>	<b>16.78%</b>	<b>6,530,000</b>	<b>27,565,674</b>	<b>3,800,000</b>	<b>13.79%</b>	<b>5,300,000</b>	<b>17.55%</b>	<b>(24,894,645)</b>
<b>Total Resources</b>	<b>9,700,000</b>	<b>31,738,757</b>	<b>5,849,586</b>	<b>18.43%</b>	<b>6,536,500</b>	<b>27,580,943</b>	<b>3,947,818</b>	<b>14.31%</b>	<b>14,281,497</b>	<b>36.46%</b>	<b>(24,893,647)</b>
<b>Expenditures</b>											
Instruction	739,244	963,093	140,311	14.57%	1,822,225	1,901,444	38,215	2.01%	747,797	40.23%	1,110,995
Instructional Resources	356,920	431,920	52,965	12.26%	195,444	250,585	30,490	12.17%	805,068	99.68%	2,568
Student Services	-	-	-	0.00%	7,500	7,500	-	0.00%	13,500	28.79%	33,389
General Institutional	1,793,622	1,860,008	362,520	19.49%	1,506,831	1,608,310	420,054	26.12%	947,365	73.37%	343,806
Physical Plant	6,424,777	28,098,299	5,107,000	18.18%	2,934,500	23,543,104	592,396	2.52%	10,293,264	42.47%	13,942,513
Auxiliary Services	-	-	-	0.00%	-	-	-	0.00%	-	0.00%	-
<b>Total Expenditures</b>	<b>9,314,563</b>	<b>31,353,320</b>	<b>5,662,796</b>	<b>18.06%</b>	<b>6,466,500</b>	<b>27,310,943</b>	<b>1,081,155</b>	<b>3.96%</b>	<b>12,806,994</b>	<b>45.35%</b>	<b>15,433,271</b>
<b>Other Uses</b>											
Trsf fr Res & Des Fund Bal	280,437	280,437	-	0.00%	-	200,000	-	0.00%	-	0.00%	10,864,879
Other Uses	105,000	105,000	-	0.00%	70,000	70,000	-	0.00%	70,000	100.00%	-
<b>Total Other Uses</b>	<b>385,437</b>	<b>385,437</b>	<b>-</b>	<b>0.00%</b>	<b>70,000</b>	<b>270,000</b>	<b>-</b>	<b>0.00%</b>	<b>70,000</b>	<b>0.64%</b>	<b>10,864,879</b>
<b>Total Uses</b>	<b>9,700,000</b>	<b>31,738,757</b>	<b>5,662,796</b>	<b>17.84%</b>	<b>6,536,500</b>	<b>27,580,943</b>	<b>1,081,155</b>	<b>3.92%</b>	<b>12,876,994</b>	<b>32.87%</b>	<b>26,298,150</b>
<b>Budgeted Resources Over (Under) Expenditures</b>	<b>-</b>	<b>-</b>	<b>186,790</b>		<b>-</b>	<b>-</b>	<b>2,866,663</b>		<b>1,404,503</b>		
Beginning Fund Balance	26,750,497	26,750,497	26,750,497		25,345,994	25,345,994	25,345,994		25,345,994		
Change in Fund Balance	(2,619,563)	(24,509,471)	-		(1,230,000)	(22,065,674)	-		-		
Ending Fund Balance	24,130,934	2,241,026	26,937,287		24,115,994	3,280,320	28,212,657		26,750,497		

**Capital Projects Fund** is used to account for all resources and expenditures related to capital projects. Capital projects include the acquisition of sites/buildings, purchase or construction of buildings (including equipping), remodeling and improvement of buildings and purchase of movable and fixed equipment with a per unit value of \$2,000 and a life expectancy of at least two years.

**Note:** Budgeted Resources Over (Under) Expenditures represents the amount that will be added to or used from the fund balance during the fiscal year.

Blackhawk Technical College  
**Debt Service**  
 Comparative Statement of Revenues and Expenditures  
 For The Month Ended September 30, 2023 and 2022

	2023-2024				2022-2023				Pre-Audit		
	Original Budget	Adjusted Budget	YTD Actual	Percent of Budget	Original Budget	Adjusted Budget	YTD Actual	Percent of Budget	Year End	Percent of Budget	Dollar Variance
<b>Revenues</b>											
Property Tax	9,652,460	9,652,460	-	0.00%	8,993,000	8,993,000	-	0.00%	8,865,000	100.00%	-
Institutional Revenue	-	-	26,529	No Budget	100	100	8,533	8533.00%	92,915	100.00%	-
<b>Total Revenue</b>	<b>9,652,460</b>	<b>9,652,460</b>	<b>26,529</b>	<b>0.27%</b>	<b>8,993,100</b>	<b>8,993,100</b>	<b>8,533</b>	<b>0.09%</b>	<b>8,957,915</b>	<b>100.00%</b>	<b>-</b>
<b>Other Resources</b>											
Trsf fr Res & Des Fund Bal	276,093	276,093	-	0.00%	242,600	242,600	-	0.00%	-	0.00%	(256,734)
Other Funding Sources	105,000	105,000	163,962	156.15%	70,000	70,000	109,801	156.86%	239,711	100.00%	-
<b>Total Other Resources</b>	<b>381,093</b>	<b>381,093</b>	<b>163,962</b>	<b>43.02%</b>	<b>312,600</b>	<b>312,600</b>	<b>109,801</b>	<b>35.13%</b>	<b>239,711</b>	<b>48.29%</b>	<b>(256,734)</b>
<b>Total Resources</b>	<b>10,033,553</b>	<b>10,033,553</b>	<b>190,491</b>	<b>1.90%</b>	<b>9,305,700</b>	<b>9,305,700</b>	<b>118,334</b>	<b>1.27%</b>	<b>9,197,626</b>	<b>97.28%</b>	<b>(256,734)</b>
<b>Expenditures</b>											
Physical Plant	10,033,553	10,033,553	899,257	8.96%	9,305,700	9,305,700	846,418	9.10%	9,174,804	99.81%	17,030
<b>Total Expenditures</b>	<b>10,033,553</b>	<b>10,033,553</b>	<b>899,257</b>	<b>8.96%</b>	<b>9,305,700</b>	<b>9,305,700</b>	<b>846,418</b>	<b>9.10%</b>	<b>9,174,804</b>	<b>99.81%</b>	<b>17,030</b>
<b>Other Uses</b>											
Trsf fr Res & Des Fund Bal	-	-	-	0.00%	-	-	-	0.00%	-	0.00%	262,526
Other Uses	-	-	-	0.00%	-	-	-	0.00%	-	0.00%	-
<b>Total Other Uses</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>	<b>-</b>	<b>0.00%</b>	<b>262,526</b>
<b>Total Uses</b>	<b>10,033,553</b>	<b>10,033,553</b>	<b>899,257</b>	<b>8.96%</b>	<b>9,305,700</b>	<b>9,305,700</b>	<b>846,418</b>	<b>9.10%</b>	<b>9,174,804</b>	<b>97.04%</b>	<b>279,556</b>
<b>Budgeted Resources</b>											
Over (Under) Expenditures	-	-	(708,766)		-	-	(728,084)		22,822		
Beginning Fund Balance	2,275,772	2,275,772	2,275,772		2,252,950	2,252,950	2,252,950		2,252,950		
Change in Fund Balance	(276,093)	(276,093)	-		(242,600)	(242,600)	-		-		
Ending Fund Balance	1,999,679	1,999,679	1,567,006		2,010,350	2,010,350	1,524,866		2,275,772		

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

**Note:** Budgeted Resources Over (Under) Expenditures represents the amount that will be added to or used from the fund balance during the fiscal year.

Blackhawk Technical College  
**Enterprise Fund**  
 Comparative Statement of Revenues and Expenditures  
 For The Month Ended September 30, 2023 and 2022

	2023-2024				2022-2023				Pre-Audit		
	Original Budget	Adjusted Budget	YTD Actual	Percent of Budget	Original Budget	Adjusted Budget	YTD Actual	Percent of Budget	Year End	Percent of Budget	Dollar Variance
<b>Revenues</b>											
Other Student Fees	-	-	-	0.00%	-	-	-	0.00%	-	0.00%	-
Institutional Revenue	202,053	214,053	30,615	14.30%	120,985	120,985	36,474	30.15%	89,223	73.75%	(31,762)
Federal Revenue	-	-	-	0.00%	-	-	-	0.00%	-	0.00%	-
<b>Total Revenue</b>	<b>202,053</b>	<b>214,053</b>	<b>30,615</b>	<b>14.30%</b>	<b>120,985</b>	<b>120,985</b>	<b>36,474</b>	<b>30.15%</b>	<b>89,223</b>	<b>73.75%</b>	<b>(31,762)</b>
<b>Other Resources</b>											
Trsf fr Res & Des Fund Bal	44,880	44,880	-	0.00%	125,740	125,740	-	0.00%	-	0.00%	(125,740)
Other Funding Sources	-	-	-	0.00%	-	-	-	0.00%	-	0.00%	-
<b>Total Other Resources</b>	<b>44,880</b>	<b>44,880</b>	<b>-</b>	<b>0.00%</b>	<b>125,740</b>	<b>125,740</b>	<b>-</b>	<b>0.00%</b>	<b>-</b>	<b>0.00%</b>	<b>(125,740)</b>
<b>Total Resources</b>	<b>246,933</b>	<b>258,933</b>	<b>30,615</b>	<b>11.82%</b>	<b>246,725</b>	<b>246,725</b>	<b>36,474</b>	<b>14.78%</b>	<b>89,223</b>	<b>36.16%</b>	<b>(157,502)</b>
<b>Expenditures</b>											
Student Services	-	12,000	-	0.00%	-	-	-	0.00%	-	0.00%	-
Auxiliary Services	142,865	142,865	14,278	9.99%	102,657	102,657	5,871	5.72%	59,979	58.43%	42,678
<b>Total Expenditures</b>	<b>142,865</b>	<b>154,865</b>	<b>14,278</b>	<b>9.22%</b>	<b>102,657</b>	<b>102,657</b>	<b>5,871</b>	<b>5.72%</b>	<b>59,979</b>	<b>58.43%</b>	<b>42,678</b>
<b>Other Uses</b>											
Trsf fr Res & Des Fund Bal	4,068	4,068	-	0.00%	4,068	4,068	-	0.00%	-	0.00%	4,068
Other Uses	100,000	100,000	-	0.00%	140,000	140,000	-	0.00%	140,000	100.00%	-
<b>Total Other Uses</b>	<b>104,068</b>	<b>104,068</b>	<b>-</b>	<b>0.00%</b>	<b>144,068</b>	<b>144,068</b>	<b>-</b>	<b>0.00%</b>	<b>140,000</b>	<b>97.18%</b>	<b>4,068</b>
<b>Total Uses</b>	<b>246,933</b>	<b>258,933</b>	<b>14,278</b>	<b>5.51%</b>	<b>246,725</b>	<b>246,725</b>	<b>5,871</b>	<b>2.38%</b>	<b>199,979</b>	<b>81.05%</b>	<b>46,746</b>
<b>Budgeted Resources</b>											
Over (Under) Expenditures	-	-	16,337		-	-	30,603		(110,756)		
<b>Beginning Fund Balance</b>	<b>379,061</b>	<b>379,061</b>	<b>379,061</b>		<b>489,817</b>	<b>489,817</b>	<b>489,817</b>		<b>489,817</b>		
<b>Change in Fund Balance</b>	<b>(40,812)</b>	<b>(40,812)</b>	<b>-</b>		<b>(121,672)</b>	<b>(121,672)</b>	<b>-</b>		<b>-</b>		
<b>Ending Fund Balance</b>	<b>338,249</b>	<b>338,249</b>	<b>395,398</b>		<b>368,145</b>	<b>368,145</b>	<b>520,420</b>		<b>379,061</b>		

**Enterprise Fund** is used to account for district operations where the cost of providing goods or services to students, district staff, faculty or the general public on a continuing basis is financed or recovered primarily through user charges, or where the district board has decided that periodic determination of revenues, expenses or net income is appropriate.

**Note:** Budgeted Resources Over (Under) Expenditures represents the amount that will be added to or used from the fund balance during the fiscal year.

Blackhawk Technical College  
**Internal Service Fund**  
 Comparative Statement of Revenues and Expenditures  
 For The Month Ended September 30, 2023 and 2022

	2023-2024				2022-2023				Pre-Audit		
	Original Budget	Adjusted Budget	YTD Actual	Percent of Budget	Original Budget	Adjusted Budget	YTD Actual	Percent of Budget	Year End	Percent of Budget	Dollar Variance
Revenues											
Institutional Revenue	280,000	280,000	-	0.00%	260,000	260,000	-	0.00%	260,000	100.00%	-
Total Revenue	280,000	280,000	-	0.00%	260,000	260,000	-	0.00%	260,000	100.00%	-
Other Resources											
Trsf fr Res & Des Fund Bal	-	-	-	0.00%	-	-	-	0.00%	-	0.00%	-
Other Funding Sources	-	-	-	0.00%	-	-	-	0.00%	-	0.00%	-
Total Other Resources	-	-	-	0.00%	-	-	-	0.00%	-	0.00%	-
Total Resources	280,000	280,000	-	0.00%	260,000	260,000	-	0.00%	260,000	100.00%	-
Expenditures											
Instruction	-	-	-	0.00%	-	-	-	0.00%	-	0.00%	-
Student Services	-	-	-	0.00%	-	-	-	0.00%	-	0.00%	-
Auxiliary Services	280,000	280,000	258,223	92.22%	260,000	260,000	246,479	94.80%	241,726	92.97%	18,274
Total Expenditures	280,000	280,000	258,223	92.22%	260,000	260,000	246,479	94.80%	241,726	92.97%	18,274
Other Uses											
Trsf fr Res & Des Fund Bal	-	-	-	0.00%	-	-	-	0.00%	-	0.00%	-
Other Uses	-	-	-	0.00%	-	-	-	0.00%	-	0.00%	-
Total Other Uses	-	-	-	0.00%	-	-	-	0.00%	-	0.00%	-
Total Uses	280,000	280,000	258,223	92.22%	260,000	260,000	246,479	94.80%	241,726	92.97%	18,274
Budgeted Resources											
Over (Under) Expenditures	-	-	(258,223)		-	-	(246,479)		18,274		
Beginning Fund Balance	251,276	251,276	251,276		233,002	233,002	233,002		233,002		
Change in Fund Balance	-	-	-		-	-	-		-		
Ending Fund Balance	251,276	251,276	(6,947)		233,002	233,002	(13,477)		251,276		

**Internal Service Fund** is used to account for district operations where the cost of providing goods or services by one department or unit to other departments or units on a cost-reimbursement basis

**Note:** Budgeted Resources Over (Under) Expenditures represents the amount that will be added to or used from the fund balance during the fiscal year.

Blackhawk Technical College  
**Trust and Agency Fund**  
 Comparative Statement of Revenues and Expenditures  
 For The Month Ended September 30, 2023 and 2022

	2023-2024				2022-2023				Pre-Audit		
	Original Budget	Adjusted Budget	YTD Actual	Percent of Budget	Original Budget	Adjusted Budget	YTD Actual	Percent of Budget	Year End	Percent of Budget	Dollar Variance
<b>Revenues</b>											
Property Tax	-	-	-	0.00%	-	-	-	0.00%	-	0.00%	-
State Aid	806,800	806,800	597,563	74.07%	809,100	809,100	563,284	69.62%	1,077,661	99.99%	(115)
Other Student Fees	380,000	380,000	243,110	63.98%	360,000	360,000	225,938	62.76%	435,264	120.91%	75,264
Institutional Revenue	130,007	290,583	79,530	27.37%	277,325	277,325	50,367	18.16%	317,233	98.85%	(3,702)
Federal Revenue	6,938,551	6,938,551	2,660,193	38.34%	7,070,875	7,070,875	2,730,039	38.61%	9,013,312	99.64%	(32,948)
<b>Total Revenue</b>	<b>8,255,358</b>	<b>8,415,934</b>	<b>3,580,396</b>	<b>42.54%</b>	<b>8,517,300</b>	<b>8,517,300</b>	<b>3,569,628</b>	<b>41.91%</b>	<b>10,843,470</b>	<b>100.36%</b>	<b>38,499</b>
<b>Other Resources</b>											
Trsf fr Res & Des Fund Bal	56,509	62,069	-	0.00%	53,503	53,503	-	0.00%	-	0.00%	(53,503)
Other Funding Sources	21,000	26,250	-	0.00%	25,000	30,500	-	0.00%	28,266	92.68%	(2,234)
<b>Total Other Resources</b>	<b>77,509</b>	<b>88,319</b>	<b>-</b>	<b>0.00%</b>	<b>78,503</b>	<b>84,003</b>	<b>-</b>	<b>0.00%</b>	<b>28,266</b>	<b>33.65%</b>	<b>(55,737)</b>
<b>Total Resources</b>	<b>8,332,867</b>	<b>8,504,253</b>	<b>3,580,396</b>	<b>42.10%</b>	<b>8,595,803</b>	<b>8,601,303</b>	<b>3,569,628</b>	<b>41.50%</b>	<b>10,871,736</b>	<b>99.84%</b>	<b>(17,238)</b>
<b>Expenditures</b>											
Instruction	-	10,000	396	3.96%	-	-	-	0.00%	1,462	14.62%	8,538
Student Services	8,222,960	8,233,770	3,629,476	44.08%	8,343,682	8,349,182	3,371,543	40.38%	10,497,404	98.97%	109,312
General Institutional	109,907	260,483	69,240	26.58%	252,121	252,121	62,045	24.61%	271,934	99.88%	324
Physical Plant	-	-	-	0.00%	-	-	-	0.00%	-	0.00%	-
<b>Total Expenditures</b>	<b>8,332,867</b>	<b>8,504,253</b>	<b>3,699,112</b>	<b>43.50%</b>	<b>8,595,803</b>	<b>8,601,303</b>	<b>3,433,588</b>	<b>39.92%</b>	<b>10,770,800</b>	<b>98.91%</b>	<b>118,174</b>
<b>Other Uses</b>											
Trsf fr Res & Des Fund Bal	-	-	-	0.00%	-	-	-	0.00%	-	0.00%	-
Other Uses	-	-	-	0.00%	-	-	-	0.00%	-	0.00%	-
<b>Total Other Uses</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>	<b>-</b>	<b>0.00%</b>	<b>-</b>
<b>Total Uses</b>	<b>8,332,867</b>	<b>8,504,253</b>	<b>3,699,112</b>	<b>43.50%</b>	<b>8,595,803</b>	<b>8,601,303</b>	<b>3,433,588</b>	<b>39.92%</b>	<b>10,770,800</b>	<b>98.91%</b>	<b>118,174</b>
<b>Budgeted Resources</b>											
Over (Under) Expenditures	-	-	(118,716)		-	-	136,040		100,936		
Beginning Fund Balance	876,283	876,283	876,283		775,347	775,347	775,347		775,347		
Change in Fund Balance	(56,509)	(62,069)	-		(53,503)	(53,503)	-		-		
Ending Fund Balance	819,774	814,214	757,567		721,844	721,844	911,387		876,283		

**Trust and Agency Fund** is made up of three different types of sub-funds:

- a. **Expendable Trust Fund Type** is used to record resources and related to financial activities where the principal may not be expended and where the board acts as a trustee.
- b. **Non-Expendable Trust Fund Type** is used to record resources and related financial activities where the principal may not be expended and where the board acts as trustee.
- c. **Agency Fund Type** is used to record resources and related financial activity where the board acts as an agent or custodian for others, rather than as an owner.

**Note :** Revenue is generated by reimbursement reports to funding agencies. Therefore actual revenues will lag behind expenditures by several months. By the close of the fiscal year the difference between revenues and expenditures is balanced.

**Note:** Budgeted Resources Over (Under) Expenditures represents the amount that will be added to or used from the fund balance during the fiscal year.

Blackhawk Technical College  
**All Funds**  
 Comparative Statement of Revenues and Expenditures

	2023-2024				2022-2023				Pre-Audit		
	Original Budget	Adjusted Budget	YTD Actual	Percent of Budget	Original Budget	Adjusted Budget	YTD Actual	Percent of Budget	Year End	Percent of Budget	Dollar Variance
	<b>Revenues</b>										
Property Tax	17,118,043	17,118,043	-	0.00%	16,226,506	16,231,007	-	0.00%	16,137,349	99.97%	(5,096)
Other Local Government	5,000	5,000	64	1.28%	2,926	2,926	22,574	771.50%	183,376	101.45%	2,615
State Aid	15,738,449	16,486,225	2,306,968	13.99%	16,059,833	16,407,745	2,200,287	13.41%	16,640,651	95.88%	(715,598)
Program Fees	6,243,050	6,265,379	3,522,590	56.22%	5,622,624	5,668,024	3,257,336	57.47%	6,262,889	99.85%	(9,571)
Material Fees	343,000	343,972	198,749	57.78%	311,403	311,403	175,439	56.34%	336,325	99.95%	(152)
Other Student Fees	860,750	860,750	478,062	55.54%	761,200	806,200	437,165	54.23%	935,224	109.07%	77,763
Institutional Revenue	2,898,618	3,281,995	1,095,952	33.39%	2,632,210	2,856,070	452,654	15.85%	11,631,990	99.54%	(53,770)
Federal Revenue	7,638,607	7,698,957	2,776,083	36.06%	7,788,401	8,536,148	2,809,829	32.92%	11,197,367	98.74%	(143,090)
<b>Total Revenue</b>	<b>50,845,517</b>	<b>52,060,321</b>	<b>10,378,468</b>	<b>19.94%</b>	<b>49,405,103</b>	<b>50,819,523</b>	<b>9,355,284</b>	<b>18.41%</b>	<b>63,325,171</b>	<b>98.68%</b>	<b>(846,899)</b>
<b>Other Resources</b>											
Trsf fr Res & Des Fund Bal	3,277,482	25,199,163	-	0.00%	1,651,843	22,690,410	-	0.00%	-	0.00%	(945,706)
Other Funding Sources	7,026,000	7,031,250	5,463,962	77.71%	5,535,000	5,540,500	3,909,801	70.57%	5,887,262	74.61%	80,982
<b>Total Other Resources</b>	<b>10,303,482</b>	<b>32,230,413</b>	<b>5,463,962</b>	<b>16.95%</b>	<b>7,186,843</b>	<b>28,230,910</b>	<b>3,909,801</b>	<b>13.85%</b>	<b>5,887,262</b>	<b>18.85%</b>	<b>(864,724)</b>
<b>Total Resources</b>	<b>61,148,999</b>	<b>84,290,734</b>	<b>15,842,430</b>	<b>18.79%</b>	<b>56,591,946</b>	<b>79,050,433</b>	<b>13,265,085</b>	<b>16.78%</b>	<b>69,212,433</b>	<b>72.55%</b>	<b>(4,609,897)</b>
<b>Expenditures</b>											
Instruction	18,575,033	19,400,853	3,170,088	16.34%	19,879,565	20,045,018	2,959,155	14.76%	18,152,473	90.75%	1,849,209
Instructional Resources	1,713,978	1,788,978	378,395	21.15%	1,444,517	1,738,989	339,617	19.53%	1,992,570	99.06%	18,853
Student Services	11,688,989	12,065,097	4,334,620	35.93%	11,525,555	11,530,303	4,012,146	34.80%	13,590,291	98.02%	275,181
General Institutional	9,017,692	9,199,878	2,209,598	24.02%	8,420,948	9,056,103	1,969,708	21.75%	8,112,984	95.90%	346,991
Physical Plant	19,138,244	40,857,599	6,504,701	15.92%	14,719,636	35,476,347	1,955,900	5.51%	22,080,235	61.26%	13,964,702
Auxiliary Services	422,865	422,865	272,501	64.44%	362,657	362,657	252,350	69.58%	301,705	83.19%	60,952
<b>Total Expenditures</b>	<b>60,556,801</b>	<b>83,735,270</b>	<b>16,869,903</b>	<b>20.15%</b>	<b>56,352,878</b>	<b>78,209,417</b>	<b>11,488,876</b>	<b>14.69%</b>	<b>64,230,258</b>	<b>79.55%</b>	<b>16,515,888</b>
<b>Other Uses</b>											
Trsf fr Res & Des Fund Bal	366,198	324,214	-	0.00%	4,068	420,516	-	0.00%	-	0.00%	12,229,689
Other Uses	226,000	231,250	-	0.00%	235,000	420,500	-	0.00%	417,551	17.25%	2,002,949
<b>Total Other Uses</b>	<b>592,198</b>	<b>555,464</b>	<b>-</b>	<b>0.00%</b>	<b>239,068</b>	<b>841,016</b>	<b>-</b>	<b>0.00%</b>	<b>417,551</b>	<b>2.85%</b>	<b>14,232,638</b>
<b>Total Uses</b>	<b>61,148,999</b>	<b>84,290,734</b>	<b>16,869,903</b>	<b>20.01%</b>	<b>56,591,946</b>	<b>79,050,433</b>	<b>11,488,876</b>	<b>14.53%</b>	<b>64,647,809</b>	<b>67.77%</b>	<b>30,748,526</b>
<b>Budgeted Resources Over (Under) Expenditures</b>	<b>-</b>	<b>-</b>	<b>(1,027,473)</b>		<b>-</b>	<b>-</b>	<b>1,776,209</b>		<b>4,564,624</b>		
Beginning Fund Balance	46,093,917	46,093,917	46,093,917		41,529,293	41,529,293	41,529,293		41,529,293		
Change in Fund Balance	(2,911,284)	(24,874,949)	-		(1,647,775)	(22,269,894)	-		-		
Ending Fund Balance	43,182,633	21,218,968	45,066,444		39,881,518	19,259,399	43,305,502		46,093,917		
Reserved for Prepaid Items	75,000	75,000	75,000		75,000	75,000	75,000		75,000		
Designated for Operations	8,398,999	8,372,786	8,258,195		7,667,085	7,664,192	7,431,333		7,728,999		
Designated for State Aid Fluc	203,000	203,000	203,000		350,000	350,000	350,000		350,000		
Designated for Sub Years	305,000	305,000	305,000		500,000	500,000	500,000		500,000		
Designated for Sub Year	6,660,722	6,618,738	6,574,938		3,840,098	4,056,546	3,840,098		6,907,029		

**Note:** Budgeted Resources Over (Under) Expenditures represents the amount that will be added to or used from the fund balance during the fiscal year.





**BLACKHAWK TECHNICAL COLLEGE**  
**Summary of Revenue and Expenditures as of September 30, 2023**

<b><u>COMBINED FUNDS</u></b>	<b>2023-24 CURRENT BUDGET</b>	<b>2023-24 ACTUAL TO DATE</b>	<b>2023-24 PERCENT INCURRED</b>	<b>2022-23 ACTUAL TO DATE</b>	<b>2022-23 PERCENT INCURRED</b>
<b>REVENUE &amp; OTHER RESOURCES:</b>					
Local Government	\$ 17,123,043	\$ 64	0.0%	\$ 22,574	0.1%
State Aids	16,486,225	2,306,968	14.0%	2,200,287	13.4%
Statutory Program Fees	6,265,379	3,522,590	56.2%	3,257,336	57.5%
Material Fees	343,972	198,749	57.8%	175,439	56.3%
Other Student Fees	860,750	478,062	55.5%	437,165	54.2%
Institutional	3,281,995	1,095,952	33.4%	452,654	15.8%
Federal	7,698,957	2,776,083	36.1%	2,809,829	32.9%
Other Sources (Bond/Transfer from Other Fund)	<u>7,031,250</u>	<u>5,463,962</u>	77.7%	<u>3,909,801</u>	70.6%
Total Revenue & Other Resources	<u>\$ 59,091,571</u>	<u>\$ 15,842,430</u>	18.8%	<u>\$ 13,265,085</u>	16.8%
<b>EXPENDITURES BY FUNCTION:</b>					
Instruction	\$ 19,400,853	\$ 3,170,088	16.3%	\$ 2,959,155	14.8%
Instructional Resources	1,788,978	378,395	21.2%	339,617	19.5%
Student Services	12,065,097	4,334,620	35.9%	4,012,146	34.8%
General Institutional	9,199,878	2,209,598	24.0%	1,969,708	21.8%
Physical Plant	40,857,599	6,504,701	15.9%	1,955,900	5.5%
Auxiliary Services	422,865	272,501	64.4%	252,350	69.6%
Other Uses (Transfer to Other Fund)	<u>231,250</u>	<u>-</u>	0.0%	<u>-</u>	0.0%
Total Expenditures & Other Uses	<u>\$ 83,966,520</u>	<u>\$ 16,869,903</u>	20.1%	<u>\$ 11,488,876</u>	14.7%
<b>EXPENDITURES BY FUNDS:</b>					
General	\$ 30,784,785	\$ 5,980,975	19.4%	\$ 5,470,523	18.5%
Special Revenue	2,624,494	355,262	13.5%	404,842	13.6%
Capital Projects	31,353,320	5,662,796	18.1%	1,081,155	4.0%
Debt Service	10,033,553	899,257	9.0%	846,418	9.1%
Enterprise	154,865	14,278	9.2%	5,871	5.7%
Internal Service	280,000	258,223	92.2%	246,479	94.8%
Trust & Agency	8,504,253	3,699,112	43.5%	3,433,588	39.9%
Other Uses (Transfer to Other Fund)	<u>231,250</u>	<u>-</u>	0.0%	<u>-</u>	0.0%
Total Expenditures	<u>\$ 83,966,520</u>	<u>\$ 16,869,903</u>	20.1%	<u>\$ 11,488,876</u>	14.7%
Fund Balances, Beginning	\$ 46,093,917	\$ 46,093,917		\$ 41,529,293	
Change in Fund Balance	<u>(24,874,949)</u>	<u>(1,027,473)</u>		<u>1,776,209</u>	
Fund Balances, Ending	<u>\$ 21,218,968</u>	<u>\$ 45,066,444</u>		<u>\$ 43,305,502</u>	

<b>Debt Service Detail</b>					
Principal Payments	8,025,000	-	0.0%	-	0.0%
Interest Payments	1,903,553	839,707	44.1%	810,518	44.0%
Other Debt Service Expenses	<u>105,000</u>	<u>59,550</u>	56.7%	<u>35,900</u>	51.3%
Total Debt Service Payments	<u>\$ 10,033,553</u>	<u>\$ 899,257</u>		<u>\$ 846,418</u>	



# Quarterly Financial Statement Review

## September 30, 2023

### General Fund

#### Revenue

Total revenues are up approximately \$553,100 (10.2%) from the prior year. This is primarily due to increases of approximately \$265,300 (8.1%) in Program Fees, \$224,300 (124.2%) in Institutional Revenue and \$36,500 (2.3%) in State Aid.

The increase in Program Fees is due to increases in tuition rate (\$202,700) and year-to-date enrollment (\$62,500). The increase in Institutional Revenue is due to increases in investment income (\$116,430), proceeds from recycling materials and the sale of old equipment at auction (\$71,399), customized instruction (\$18,183), and technical assistance (\$25,785), offset by a decrease in other services revenue (\$8,259). The increase in State Aid is mainly due to an increase in general aid (\$34,515).

#### Uses

Total uses are up by approximately \$510,500 (9.3%) from the prior year. Increases occurred in General Institutional \$329,600 (22.8%), Instructional expenditures \$156,700 (5.7%), Instructional Resources \$34,700 (12.8%) and Student Services \$7,300 (1.5%). These increases were offset by a decrease of approximately \$17,900 (3.5%) in Physical Plant expenses.

The increase in General Institutional expenditures is primarily due to computer software (\$171,990), contracts/contracted services (\$45,631), telephone expense (\$27,971), commercial printing (\$33,001), and salaries and benefits (\$19,581). The increase in Instructional expenditures is mainly due to increases in salaries and benefits (\$161,107), and certification costs (\$10,819), offset by a decrease in contracted services (\$18,831). The increase in Instructional Resources is mainly due to increases in service contracts (\$27,298), salaries and benefits (\$29,313), and online services (\$18,488) offset by a decrease in software expense (\$34,741). Non-salaries and benefits expense increases were primarily due to the timing of the expenditure payments.

### Special Revenue Fund

Revenues are up approximately \$45,400 (26.8%) overall compared to the prior year. This is mainly due to increases of approximately \$35,900 (59.5%) in State Aid and \$9,100 (11.4%) in Federal Revenue.

Total expenditures decreased by approximately \$49,600 (12.2%) from the prior year. Instructional, General Institutional and Instructional Resource expenditures decreased by approximately \$48,300 (28.3%), \$39,300 (87.6%) and \$18,400 (48.3%), respectively. These decreases are offset by an increase of approximately \$57,200 (38.0%) in Student Services expenditures.

The decrease in Instructional expenditures is due to decreases in salaries and benefits (\$10,852), minor equipment (\$28,050), participant support (\$4,896), and staff training (\$3,489). The decrease in General Institutional expense is mainly due to a decrease in software (\$28,860), and contracted services (\$9,180) and the decrease in Instructional Resource expense is due to decreases in software (\$10,042) and supplies (\$10,395), which were paid for with CARES funding last year.

The increase in Student Services expenditures is mainly due to increases in salaries and benefits (\$61,300), offset by a decrease in contracted services (\$10,715).

## **Capital Projects Fund**

Revenue and Other Resources are up by approximately \$1,901,800 (48.2%) in the current year compared to the prior year, due to increases in the amount of capital bond proceeds and Institutional Revenue. In the current year, there was a debt issuance of \$5,300,000, compared to \$3,800,000 issued in the prior year. There was also an increase of approximately \$377,400 (255.3%) due to an increase in investment income over the prior year.

Expenditures increased by approximately \$4,581,600 (423.8%), due to increases in Physical Plant (\$4,514,604), Instruction (\$102,096), and Instructional Resources (\$22,475). These increases are offset by a decrease in General Institutional (\$57,534) expenditures. Both the increases and decreases are due to the number and size of planned projects and annual capital purchases this year compared to last year in each functional area.

## **Other Funds**

Debt Service Fund revenue is up approximately \$72,200 (61.0%) due to the difference in the amount of bond premiums on the issued debt (\$54,161) and investment income (\$17,996). This fund is used to account for the accumulation of resources and the payment of principal and interest for general long-term debt and long-term lease purchase debt. The majority of revenue is derived from property taxes, of which an allocation is recorded later in the year to place amounts in this fund. Expenditures are up by approximately \$52,800 (6.2%). This increase is related to an increase in interest expense (\$29,189), and other debt service expense (\$23,650).

Enterprise Fund revenue is slightly decreased compared to the prior year with a decrease of \$5,859 (16.1%). Expenditures are slightly elevated compared to the prior year with an increase of \$8,407 (143.2%) overall.

Internal Service Fund revenue is zero for both years. This fund is used to account for district operations where the cost of providing goods or services by one department or unit to other departments or units is recorded on a cost-reimbursement basis. Expenses are up \$11,744 (4.8%) due mainly due to an increase in general liability and property insurance (\$19,431), offset by a decrease in workers' comp insurance (\$7,687).

Agency Fund revenue increased by approximately \$40,569 (16.6%) from the prior year due to increases in Institution Revenue (\$23,397), and Other Student Fees (\$17,172). The increase in Institutional Revenue is due to an increase in miscellaneous revenue from the Stateline Manufacturing Alliance and the increase in Other Student Fees is a result of increased enrollment. Expenses decreased over the prior year by approximately \$14,300 (18.0%), mainly due to decreases in salaries and benefits (\$7,010) and other student expenditures (\$8,836) in the Student Services area.

Trust Fund revenue decreased by approximately \$29,800 (0.90%) in the current year compared to the prior year. This is primarily attributed to a decrease of approximately \$69,800 (2.6%) in Federal Revenue, offset by increases of approximately \$34,300 (6.1%) and \$5,800 (18.3%) in State Aid and Institutional Revenue, respectively. Expenses are up approximately \$279,800 (8.3%) from the prior year due to an increase in total financial aid disbursements in the current year.

# INFORMATION/DISCUSSION ITEM D.b.



**BLACKHAWK** Technical College

**PERSONNEL COMMITTEE MEETING  
WEDNESDAY, SEPTEMBER 20, 2023  
4:30 P.M. – 5:00 P.M.**

## MINUTES

### CALL TO ORDER

The Personnel Committee meeting was held on Wednesday, September 20, 2023, at the Central Campus, 6004 S County Road G, Janesville.

**Board Members Present:** Rich Deprez, Chairperson; Barbara Barrington-Tilman; Suzann Holland, and Kathy Sukus.

**Board Members Absent:** Eric Thornton.

**Other Board Members Present:** None.

**Staff Present:** Dr. Tracy Pierner, Kathy Broske, and Julie Barreau.

Chairperson Deprez called the meeting to order at 4:30 p.m.

### INFORMATION/DISCUSSION/ACTION

#### A. 2024 Health Insurance Rates

Dr. Tracy Pierner and Kathy Broske, Executive Director of Human Resources and Organizational Development, provided the Personnel Committee members with an overview of the health insurance benefit for employees and information on the 2024 health insurance premium rates. Rates for our regional health plans increased 7 – 18%. The lowest cost provider in our area, MercyCare Health, increased 11% and Dean Health increased 18%. There was discussion about the impact of health premium increases on the College and our employees. The BTC employer health insurance premium contribution will increase by 9% for 2024. Leadership will begin to investigate alternate health insurance options.

### ADJOURNMENT

As there was no additional business, Chairperson Deprez adjourned the meeting at 5:01 p.m.





OCTOBER 18, 2023

## CONSENT AGENDA

- Draft September 20, 2023, District Board Regular Meeting Minutes
- Current Bills
- Training Contracts
- Grant Awards for October 2023
- Resolution to Designate District Positions Subject to Wisconsin's Code of Ethics





# CONSENT AGENDA ITEM A.



**BLACKHAWK** Technical College

## REGULAR DISTRICT BOARD MEETING WEDNESDAY, SEPTEMBER 20, 2023 5:00 P.M.

### MINUTES

#### CALL TO ORDER

The Blackhawk Technical College District Board regular meeting was held on Wednesday, September 20, 2023, at the Central Campus, 6004 S County Road G, Janesville, in the Administration Building.

**Board Members Present:** Barbara Barrington-Tillman, Chairperson; Rich Deprez, Secretary; Rob Hendrickson; Suzann Holland; and Kathy Sukus.

**Board Members Absent:** Rachel Andres, Mark Holzman, and Eric Thornton, Vice-Chairperson.

**Staff Present:** Julie Barreau; Kathy Broske; T. Landowski, Jim Nemeth; Liz Paulsen; Dr. Tracy Pierner; Dr. Karen Schmitt; and Dr. Jon Tysse.

**Student Representatives:** Amy Powell and Rebecca Barnett.

**Guests:** None.

Chairperson Barrington-Tillman called the Blackhawk Technical College District Board meeting to order at 5:05 p.m. Chairperson Barrington-Tillman called for Public Comments. There were no comments.

#### ELECTION OF OFFICER OF THE DISTRICT BOARD

- A. Chairperson Barrington-Tillman called for nominations for the office of Treasurer of the District Board for FY 2023-24. Ms. Barrington-Tillman nominated Ms. Sukus for the office of Treasurer of the District Board for FY 2023-24. **All in favor. Motion carried.**

#### SPECIAL REPORTS

Chairperson Barrington-Tillman called for Special Reports.

- A. The Student Representative to the District Board, Amy Powell, provided a report on student activities.
- B. Dr. Jon Tysse presented on the Fall 2023 Enrollment Report.
- C. Dr. Jon Tysse reviewed the 2022-23 Outcomes-Based Funding Report.
- D. Dr. Tracy Pierner discussed the Higher Learning Commission Final Report.

#### INFORMATION/DISCUSSION

Chairperson Barrington-Tillman called for Information/Discussion items.

- A. Jim Nemeth reviewed the August Financial Statement with the District Board members.
- B. Dr. Tracy Pierner presented his monthly report to the District Board members.
- C. The Finance Committee did not meet in August: no report or recommendations.
- D. The Personnel Committee meeting was scheduled for September 20, 2023. Chairperson Deprez provided a brief overview of the Personnel Committee meeting.
- E. Staff changes consisting of new hires, new positions, resignations, and retirements were reviewed.

**CONSENT AGENDA**

Chairperson Barrington-Tillman called for the Consent Agenda. It was moved by Mr. Hendrickson and seconded by Mr. Deprez to approve the consent agenda, which includes the following:

- A. Draft August 16, 2023, District Board Regular Meeting Minutes.
- B. Current Bills – The August bills include (Starting Check: #00298101 and Ending Check: #00298348):

Direct Deposit Expense Reimbursements	\$ 5,306,951.99
Payroll	\$ 938,769.86
Payroll Tax Wire Transfers	\$ 376,602.14
Other Wire Transfers	\$ 52,397.25
WRS Wire Transfers	\$ 171,938.72
P-Card Disbursements	\$ 120,278.07
Bond Payment	\$ 0.00
Health Insurance Wire Transfer	\$ 299,437.36
<b>Grand Total for the Month</b>	<b>\$ 7,266,375.39</b>

- C. Training Contracts – Report Totals:

Number Served	Estimated FTEs	BTC Cost Formula	LAB Cost Formula	Actual Contract Cost
145	4.44	\$76,025	\$67,602	\$80,688

- D. Confirmation of Instructional Employment Contract issued to Julio Negron, Automotive Technician Instructor.

**All in favor. Motion carried.**

**POLICY REVIEW**

- A. None for review.

**ACTION ITEMS**

Chairperson Barrington-Tillman called for Action Items.

- A. The Naming of Wisconsin Technical College District Boards Association Delegate.

It was moved by Mr. Deprez and seconded by Mr. Hendrickson to nominate Ms. Barrington-Tillman as the Blackhawk Technical College voting delegate to the Wisconsin Technical College District Boards Association for two (2) years.

- B. Jim Nemeth reviewed the modifications to the Fiscal Year 2022-23 Budget.

It was moved by Mr. Hendrickson and seconded by Mr. Deprez to approve the Modifications to the Fiscal Year 2022-2023 Budget.

The roll was called. The following members voted affirmatively: Ms. Barrington-Tillman, Mr. Deprez, Mr. Hendrickson, Ms. Holland, and Ms. Sukus. **All in favor. Motion Carried.**

- C. Jim Nemeth reviewed the modifications to the Fiscal Year 2023-24 Budget.

It was moved by Mr. Hendrickson and seconded by Ms. Sukus to approve the Modifications to the Fiscal Year 2023-2024 Budget.

The roll was called. The following members voted affirmatively: Ms. Barrington-Tillman, Mr. Deprez, Mr. Hendrickson, Ms. Holland, and Ms. Sukus. **All in favor. Motion Carried.**

*Finance Committee Action Items*

- A. No Action Items.

*Personnel Committee Action Items*

A. No Action Items.

**WTCS CONSORTIUM UPDATES**

Chairperson Barrington-Tillman called for WTCS Consortium updates. There were none.

**FUTURE AGENDA ITEMS**

Chairperson Barrington-Tillman called for Future Agenda Items. Chairperson Barrington-Tillman would like an update on the Strategic Plan RFP.

**ADJOURNMENT**

It was moved by Mr. Hendrickson and seconded by Mr. Deprez to adjourn the meeting at 6:46 p.m. **All in Favor. Motion carried.**

Richard Deprez

Secretary

DRAFT



# CONSENT AGENDA ITEM B.

Blackhawk Technical College

## BILL LIST SUMMARY

Period Ending September 30, 2023

Starting Check Number 00298349  
Ending Check Number 00299065 Plus Direct Deposits

### PAYROLL TAXES

Federal	207,806.09	
State	<u>35,356.14</u>	243,162.23

### PAYROLL BENEFIT DEDUCTIONS & FRINGE PAYMENTS

Retirement	-	
Health and Dental Insurance	22,257.18	
Miscellaneous	<u>13,199.19</u>	35,456.37

### STUDENT RELATED PAYMENTS

791,603.94

### CURRENT NON CAPITAL EXPENSES

658,679.12

### CAPITAL

3,205,709.01

### DEBT

-

### TOTAL BILL LISTING AND PAYROLL TAXES

4,934,610.67

### PAYROLL-NET

1,017,725.57

### SUB TOTAL BILL LISTING AND PAYROLL

5,952,336.24

### PLUS OTHER WIRE TRANSFERS

40,820.14

### PLUS WRS WIRE TRANSFERS

178,532.10

### P-CARD DISBURSEMENTS

154,236.45

### WIRE FOR LAND PURCHASE

-

### PLUS BOND PAYMENT

839,707.29

### HEALTH INSURANCE WIRES

311,085.74

### GRAND TOTAL FOR THE MONTH

7,476,717.96



## CONSENT AGENDA ITEM C.

### CONTRACT TRAINING REPORT OCTOBER 2023

The following training contracts have been negotiated since the last District Board Regular Meeting.

#### Customized Instruction Contract Detail

Contract #	Business/Industry	# Served	Est. FTEs	BTC Cost Formula	LAB Cost Formula	Actual Contract Amount
2024-1044	Multi Recipient Green Co	32	0.42	\$ 5,466	\$ 4,495	\$ 5,466
	<i>Leadership</i>					
2024-1042	SWWDB	21	0.6	\$ 6,301	\$ 5,792	\$ 6,301
	<i>Power Skills</i>					
		53	1.02	\$ 11,767	\$ 10,287	\$ 11,767

#### Technical Assistance Contract Detail

Contract #	Business/Industry	# Served	Est. FTEs	BTC Cost Formula	LAB Cost Formula	Actual Contract Amount
2024-1045	Jones Dairy	1	NA	\$ 850	\$ 788	\$ 850
	<i>Maintenance Assessment</i>					
2024-1049	Rinehart Targets	7	NA	\$ 170	\$ 163	\$ 170
	<i>Leadership Coaching</i>					
2024-1046	Frito Lay	1	NA	\$ 8,026	\$ 7,642	\$ 8,026
	<i>CDL 120 hour</i>					
2024-1047	Frito Lay	1	NA	\$ 8,026	\$ 7,642	\$ 8,026
	<i>CDL 120 hour</i>					
2024-1050	Rinehart Targets	7	NA	\$ 170	\$ 163	\$ 170
	<i>Leadership Coaching</i>					
		17	0	\$ 17,242	\$ 16,398	\$ 17,242

#### High School Customized Instruction Contract Detail

Contract #	Business/Industry	# Served	Est. FTEs	BTC Cost Formula	LAB Cost Formula	Actual Contract Amount
		0	0.00	\$ -	\$ -	\$ -

#### WAT Grant Customized Instruction Contract Detail

Contract #	Business/Industry	# Served	Est. FTEs	BTC Cost Formula	LAB Cost Formula	Actual Contract Amount
		0	0	\$ -	\$ -	\$ -

Combined Contract Totals						
		# Served	Est. FTEs	BTC Cost Formul	LAB Cost Formula	Actual Contract Amount
		70	1.02	\$ 29,009	\$ 26,685	\$ 29,009
High School At Risk Detail						
Contract #	Business/Industry	# Served	Est. FTEs	BTC Cost Formul	LAB Cost Formula	Actual Contract Amount
6810-0001	New Glarus HS	2				\$ 6,836
	<i>HSED Preparation for High School At-Risk Student(s)</i>					
Transcripted Credit Contract Detail						
Contract #	Business/Industry	# Served	Est. FTEs	BTC Cost Formul	LAB Cost Formula	Actual Contract Amount
		0	0	\$ -		\$ -
	<b>All Contracts</b>	<b>72</b>	<b>1.02</b>	<b>\$ 29,009</b>	<b>\$ 26,685</b>	<b>\$ 35,845</b>



### Contract Training Approved By The District Board

Quarter	Month	FY 2019-20		FY 2020-21		FY 2021-22		FY 2022-23		FY 2022-23	
		Month's \$	YTD \$	Month's \$	YTD \$	Month's \$	YTD \$	Month's \$	YTD \$	Month's \$	YTD \$
1st	July	\$306,616	\$306,616	\$0	\$0	\$34,748	\$34,748	\$54,931	\$54,931	\$28,725	\$28,725
	August	\$93,966	\$400,582	\$16,389	\$16,389	\$79,603	\$114,351	\$41,084	\$96,015	\$69,918	\$98,643
	September	\$51,844	\$452,426	\$17,532	\$33,921	\$63,394	\$177,745	\$96,205	\$192,220	\$80,688	\$179,331
2nd	October	\$18,826	\$471,252	\$29,073	\$62,994	\$22,313	\$200,058	\$69,654	\$261,874	\$35,845	\$215,176
	November	\$75,772	\$547,024	\$59,156	\$122,150	\$52,930	\$252,988	\$47,449	\$309,323		
	December	\$54,312	\$601,336	\$18,026	\$140,176	\$54,656	\$307,644	\$34,393	\$343,716		
3rd	January	\$50,873	\$652,209	\$30,791	\$170,967	\$12,501	\$320,145	\$34,793	\$378,509		
	February	\$103,533	\$755,742	\$31,829	\$202,796	\$48,571	\$368,716	\$63,011	\$441,520		
	March	\$75,337	\$831,079	\$48,171	\$250,967	\$60,958	\$429,674	\$37,786	\$479,306		
4th	April	\$2,663	\$833,742	\$26,869	\$277,836	\$26,321	\$455,995	\$68,919	\$548,225		
	May	\$2,464,616	\$3,298,358	\$1,675,805	\$1,953,641	\$1,637,142	\$2,093,137	\$57,853	\$606,078		
	June	\$70,739	\$3,369,097	\$27,698	\$1,981,339	\$29,771	\$2,122,908	\$1,451,081	\$2,057,159		
	<b>YTD TOTAL</b>		<b>\$3,369,097</b>		<b>\$1,981,339</b>		<b>\$2,122,908</b>		<b>\$2,057,159</b>		<b>\$215,176</b>

#### Historical Reference

FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24
WAT Grants: \$123,702	WAT Grants: \$145,703	Customized Instruction: \$234,389	Customized Instruction: \$279,252	Customized Instruction: \$100,190
TC w/HS: \$2,464,616*	TC w/HS: \$1,652,700	Technical Assistance: \$221,718	Technical Assistance: \$226,705	Technical Assistance: \$77,331
HSED w/HS: \$15,082	HSED w/HS: \$13,788	High School Customized Instruction: \$62,817	High School Customized Instruction: \$107,368	High School Customized Instruction: \$29,819
		WAT Grants: \$39,864	WAT Grants: \$52,024	WAT Grants: \$0
		High School At Risk: \$8,752	High School At Risk: \$21,595	High School At Risk: \$6,836
		Transcripted Credit: \$1,637,142	Transcripted Credit: \$1,382,463	Transcripted Credit: \$0

\* The Transcripted Credit dollar total has been updated to reflect \$2,464,616 due to it inadvertently being left out.



## **CONSENT AGENDA ITEM D.**

### **Grant Awards for October 2023**

Blackhawk Technical College applies for grants to various funding sources throughout the year. Attached is a list of grant proposal abstracts to be considered for approval.

District Board action is requested to formally accept the October 2023 grants which have been received.



## October 2023 Grant Awards

Project Number	Title	Purpose	Grant Period	Number Served	Funding Source	Total Budget	Grant Award	Matching Funds
108	Assistance to Firefighters	Blackhawk Technical College will purchase minor equipment to support instruction in its Fire Protection Technician program and non-credit training program for local fire departments. The purpose is to improve training by replacing outdated equipment that has reached the end of its useful life and to purchase new equipment that will enhance and expand current training scenarios. This year funds will be spent on PPE Dryers and PPE Washer.	8/01/2023-8/15/2024	N/A	FEMA Assistance to Firefighters Grant Program passed through Wisconsin Technical College System	\$31,334	\$27,247	\$4,087
084/167	DPI Pre-College	Blackhawk Technical College will offer all-day college and career exploration days, entitled Tech Exploration days, with an emphasis on college readiness and career development. These activities will be targeted to existing high school students in grades 9-12.	7/01/2023-6/30/2024	40-80	Wisconsin Department of Public Instruction	\$35,570	\$35,570	\$0
195	Enrollment	While BTC has a broad understanding of students that stop out, the College hasn't dedicated a targeted effort to bring these students back to the campus. However, through the Enrollment grant, funding will be used to establish a baseline/identify students who stop out and implement strategies to get students (50) to transition back into college. Strategies for student engagement will include Emergency Assistance funding as well as Case Management and Outreach. In addition, Career Services will provide career preparation services to 30 students through developing career readiness skills and facilitating Career Exploration workshops.	7/01/2023 – 6/30/2024	30-50	WTCS State Leadership Grant	\$200,000	\$200,000	\$0
160	Hybrid and Electric Vehicle Training	Northeast Wisconsin Technical College (NWTC) is the fiscal lead for the Hybrid & Electric Vehicle Training for WTCS Transportation Instructional consortium Leadership project. This project is designed to provide resources to upskill faculty/staff at all 16 colleges. Each college will be allocated \$8,906.25 to send at least one faculty/staff member to a training(s) focused on hybrid and electric vehicles.	5/15/2023-6/30/2024	N/A	WTCS State Leadership Grant	8,906.25	8,906.25	\$0

		With the push to increase the number of hybrid and electrical vehicles on the road, the Wisconsin Technical College System office and program leaders from the 16 colleges identified the need to upskill faculty and staff so they prepare students for the changes in this sector.						
Project Number	Title	Purpose	Grant Period	Number Served	Funding Source	Total Budget	Grant Award	Matching Funds
203	FoTE FORT Exam Training Project	<p>In order to up-scale the WCTC pilot program, Wisconsin Technical College System (WTCS) is proposing a grant funded project with monies to support the development of a virtual training to be offered live as well as to be recorded for future viewing. The purpose of the request for funds is to engage a FoTE faculty member in developing a training, in 4 sessions, of the nuances of the FORT exam. FoTE faculty will be well-versed in the FORT exam as a result of the training and will be enabled to facilitate a thorough learning experience for the FoTE students to take the exam prior to completing their Associate degree. Successful exam takers will have one more advantage in transferring to a 4-year college partner as this national exam needs to be completed prior to the completion of the bachelor degree.</p> <p>While Blackhawk Technical College (BTC) will be the fiscal agent of these grant funds, it is to be noted that WCTC will provide the lead FoTE faculty member to develop the 4 virtual training session curriculum. State-wide college FoTE FORT Training rollout will consist of these 4 virtual sessions with grant funding to cover stipends for colleges in support of the cost of substitutes to fill in for instructors while they attend the training as well as the initial curriculum development.</p>	9/01/23-4/30/2024	NA	WTCS State Leadership Grant	\$3,843	\$3,843	0
	Manufacturing Automation Cell(MAC) Project	The goal for the Manufacturing Automation Cell (MAC) project is to serve as a catalyst and advance the field of Manufacturing education. This project aims to increase the number of qualified advanced manufacturing technicians by working collaboratively with industry partners to develop work-based learning opportunities. The project will take a multilayered approach through innovative training methods, real world hands-on projects and	7/01/2023 – 6/30/2024	20	FIERF Forging Foundation	\$97,534	\$57,143	\$40,391

Project Number	Title	Purpose	Grant Period	Number Served	Funding Source	Total Budget	Grant Award	Matching Funds
205	Lumina Foundation Small College Mobile Optimization Grant	Blackhawk Technical College (BTC) will utilize these funds to enhance our non-credit registration platform that serves our adult and continuing education audiences seeking courses in professional development, continuing education, and personal enrichment. Funds will also be used to actively engage in an effective marketing campaign which will not only make use of traditional media (tv, radio, magazines, billboards, newsletters, and newspapers) but will also efficiently move forward with a full network of social media channels. Actively pursuing all avenues of marketing will leverage our College's ability to reach all potential students regardless of barriers.	July 17, 2023-10/31/2024	N/A	Lumina Foundation	\$150,000	\$150,000	0
207	Advanced Technological Education in Manufacturing:  Redefining Technical Education and Closing the Skills-Gap Through Work-Based Learning	As manufacturing continues to become more technologically advanced regionally and nationwide, so to must the technicians needed to maintain, support, and implement these advancements. With an aging workforce moving into retirement, companies will need job-ready graduates who are capable of working independently within six months of employment rather than the typical 1-2 years. This project will research the effectiveness of implementing work-based learning in a technical education setting at shortening the time required for graduates to be job-ready and confident in their abilities. Over the 3-year project, 57 students will be recruited to complete credit-bearing courses in one of two cohorts that will result in an associate level degree within the manufacturing field of mechatronics. Through collaboration with a 20-member advisory council, and guidance from a Business Industry & Leadership Team (BILT) key competencies will be defined and implemented into the work-based learning courses that will utilize a faculty and student designed automated manufacturing cell to simulate real world work experience. Cohort A will complete the degree using	10/01/2023-9/30/2026	57	Federal: National Science Foundation	\$345,365	\$345,365	0

	<p>the current courses while cohort B will have select courses replaced with work-based learning to make up the two research groups. A skills assessment will be developed to measure the effectiveness of the two instructional methodologies and inform the need for future work. Because Blackhawk Technical College has a significant number of non-traditional occupation enrolled students within the mechatronics program areas, this project has the potential to increase the number underrepresented workers in STEM related fields. This project will also provide valuable insight as to the effectiveness of work-based learning in preparing students for gainful employment.</p> <p>The goal of the project is to shorten the time required for graduates to become confident in their skills and be capable of working independently through relevant classwork and work-based learning experience. 57 students are expected to enroll over the 3-years of the project. Cohort A will consist of half of the students and will complete the credit-bearing coursework in its current form, as a control, while the other half, cohort B, will have four, single-credit courses replaced with 288 hours of work-based instruction. Cohort B will also have a mini capstone added to select courses to further enhance hands-on learning opportunities. Qualitative and quantitative data will be used to determine the effectiveness of the work-based learning modality with results being shared regionally across the Wisconsin Technical College System and nationally through NSF-ATE conferences. Collaboration between faculty, advisory council, industry partners, and the Business and Industry Leadership Team will provide students with relevant and up-to-date information on advanced technology within the workplace. This project is funded by the Advanced Technological Education program that focuses on the education of technicians for the advanced-technology fields that drive the nation's economy.</p>							
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# **CONSENT AGENDA ITEM E.**

## **Adoption of Resolution to Designate District Positions Subject to Wisconsin's Code of Ethics**

Annually, the Wisconsin Ethics Commission requests the District Board to reaffirm its prior designations of positions in the District, appropriately identified as deputy, associate, or assistant district directors. These positions are subject to the Code of Ethics, a requirement of which is that these individuals must file "statements of economic interest." The Board previously identified the following positions:

- President/District Director
- Vice President, Academic Affairs
- Vice President, Finance and College Operations
- Executive Director, Human Resources and Organizational Development
- Executive Director, Institutional Research and Effectiveness
- Executive Director, Marketing and Communications
- Executive Director, Student Services

The District Board is requested to confirm the above positions as subject to Wisconsin's Code of Ethics by adoption of the following resolution which will be communicated to the Ethics Commission:

WHEREAS, technical college district board members, district directors, and other key administrative staff of technical college districts are subject to the State Code of Ethics.

THEREFORE, BE IT RESOLVED that, for purposes of Wisconsin's Code of Ethics for Public Officials and Employees, sec. 19.41 through 19.59, Stats., the Blackhawk Technical College District Board designated the above-named positions and indicated its intention that the current occupants of those positions and their successors be subject to the Wisconsin's Ethics Code.



OCTOBER 18, 2023

# ACTION ITEMS

- Designation of Depositories for the Blackhawk Technical College District
- Mill Rate and Tax Levy for the Fiscal Year 2023-2024.
- Fiscal Year 2022-2023 Procurement Report
- Student Technology Fee
- Resolution Authorizing the Issuance of \$1,500,000 General Obligation Promissory Notes, Series 2024A, of Blackhawk Technical College District, Wisconsin

## *Finance Committee Action Items*

- No Action Items

## *Personnel Committee Action Items*

- No Action Items



## **ACTION ITEMS ITEM C.**

### **Designation of Depositories for the Blackhawk Technical College District**

The attached resolution designates the financial institutions in which District funds will be deposited, disbursements made, and available funds will be invested. It also names the individuals who will be granted authority to make transactions for Fiscal Year 2023-24.

The authorizing signatures will need to reflect the signatures of any new officers of the District Board.



## BOARD RESOLUTION

RESOLVED BY THE BOARD OF THE BLACKHAWK TECHNICAL COLLEGE DISTRICT, A WISCONSIN TECHNICAL COLLEGE DISTRICT, WITH PRINCIPAL OFFICES LOCATED AT 6004 S. County Road G, Janesville, Rock County, Wisconsin, that the following named banking institutions:

### **Checking and Depository Institutions**

Blackhawk Bank of Beloit and Greenwoods State Bank of Monroe for the purpose of depositing funds in accordance with Section 34.05 of Wisconsin State Statutes and disbursing funds in accordance with Section 66.0607 of Wisconsin State Statutes.

### **Investment Depositories**

Greenwoods State Bank, Monroe, WI; First Community Bank, Milton, WI; Advia Credit Union, Janesville, WI; Blackhawk Bank, Beloit, WI; First National Bank & Trust Company, Beloit, WI; Old National Bank, Janesville, WI; Associated Bank, Janesville, WI; Chase Bank, Janesville, WI; BMO Harris Bank, Janesville, WI; U. S. Bancorp, Janesville, WI; Johnson Bank, Janesville, WI; Blackhawk Community Credit Union, Janesville, WI; Premier Bank, Janesville, WI; Wisconsin River Bank, Janesville, WI and State of Wisconsin Local Government Investment Pool, Madison, WI; be, and the same hereby are designated as investment depository banks of Blackhawk Technical College District for the purpose of purchasing investments in accordance with Section 66.0603 of the Wisconsin State Statutes;

FURTHER RESOLVED, that there be authorized to sign checks, drafts, certificates and other orders, purchased in the name of the Blackhawk Technical College District, the following named persons, and that for withdrawal of any funds the facsimile or specimen signatures, as indicated below, of any two (2) of the following named persons shall be required:

Chairperson of the Board	Barbara Barrington-Tillman
Treasurer of the Board	Kathren Sukus
President/District Director	Dr. Tracy Pierner
Vice President of Finance & College Operations	James Nemeth
Controller	Gerri Downing

FURTHER RESOLVED, that the Secretary is authorized and directed to furnish said banking institutions a certified copy of the Resolution, and facsimile signatures for the Chairperson and Treasurer and specimen signatures for the President/District Director and Vice President of Finance & College Operations, and that said banking institutions shall be entitled to rely thereon until written notice to the contrary is received.

\_\_\_\_\_  
Chairperson of the Board

Signed and sealed this 18<sup>th</sup> day of October 2023.

\_\_\_\_\_  
Treasurer of the Board

\_\_\_\_\_  
Secretary of the Board

\_\_\_\_\_  
President/District Director

Affix School Seal

\_\_\_\_\_  
Vice President of Finance & College Operations

\_\_\_\_\_  
Controller





# ACTION ITEMS ITEM D.

## Action Item

### **Establishment of Mill Rate and Tax Levy for Fiscal Year 2023-24 – Action (James Nemeth)**

Section 38.16 of the Wisconsin Statutes provides for the following:

"(1) Annually, by October 31<sup>st</sup>, or within 10 days after receipt of the equalized valuations from the Department of Revenue, whichever is later, the District Board may levy a tax on the full value of the taxable property of the District, for the purposes of making capital improvements, acquiring equipment, operating and maintaining the schools of the District, and paying principal and interest on valid bonds and notes now or hereafter outstanding as provided in Section 67.035 (debt service fund)."

Wisconsin Statute §38.16 defines the revenue limits applicable to District operations. The operational levy increase is limited by net new construction in the District. The Department of Revenue certifies the net new construction factor which is applied to the prior year 'total revenue' to determine the revenue limit. Total revenue, for this purpose, is defined in statute as the total tax levy (net of debt service) from the previous year plus the property tax relief aid (PTRA) received in the previous year. The District's 2023 valuation factor is 1.97329% for an operational levy increase of \$358,927 due to net new construction in the District.

The operational revenue limit was further amended (§38.16(3)(bg) Wis. Stats) to authorize the District to increase its total revenue by an amount equal to any refunded or rescinded property taxes paid by the District in the year of the levy. The Department of Revenue reported the District's total refunded or rescinded in the 2022 levy was \$23,830.

Additionally, the 2017 Wisconsin Act 59 exempted certain personal property from the levy. Beginning in 2019, §79.096 Wis. Stats requires the State to pay to the District an amount equal to the property taxes levied on these items of personal property. The District will receive \$104,204 in fiscal year 2023-24 due to the personal property tax exemption.

The District's 2023 operational levy limit is \$7,632,820. For purposes of establishing the mill rate, the tax levy is divided by the District's equalized property values excluding Tax Increment Districts (TID) and exempt personal property. The District's 2023 equalized valuation is \$21,804,771,653 (excluding the equalized value of Tax Increment Districts and exempt personal property). This is an increase of \$2,566,103,774 or 13.34% higher than last year.

Administration recommends the operational levy of \$7,632,820 with an operational mill rate of 0.35005, and the debt service levy of \$9,425,000 with a debt service mill rate of .43224. The total levy proposed is \$17,057,820 with a total mill rate of 0.78230 per \$1,000 equalized valuation.

The State requires the reporting of a *total* levy which includes the value of personal property that is exempt from the local tax levy. Including the value of exempt personal property brings the BTC *total* tax levy to \$17,232,270 for 2023-24.

The actual local tax levy for 2023-24 will be \$17,057,820 as noted above since BTC will receive state aid in lieu of local property taxes on exempt personal property.

For information purposes, the following items have been attached:

- Tax Levy History and Analysis
- Mill Rate History and Analysis

**It is recommended that the Board authorize a \$17,057,820 tax levy which is 0.78230 mills (including debt service) on \$21,804,771,653 of equalized value, and that the clerks of the various taxing entities be properly informed of their appropriate share of the District's levy.**

Fiscal Year	Actual				% Change from prior year			
	Equalized Valuations	Operational Levy	Debt Service Levy	Total Levy	Equalized Valuations	Operational Levy	Debt Service Levy	Total Levy
2004-05	9,471,022,002	12,912,595	3,669,520	16,582,115	6.2%	5.6%	-7.5%	2.4%
2005-06	10,214,313,441	13,629,288	3,956,149	17,585,437	7.8%	5.6%	7.8%	6.1%
2006-07	11,003,525,696	14,115,009	4,261,673	18,376,682	7.7%	3.6%	7.7%	4.5%
2007-08	11,597,147,342	15,109,593	4,552,457	19,662,050	5.4%	7.0%	6.8%	7.0%
2008-09	12,097,837,981	15,925,359	4,700,131	20,625,490	4.3%	5.4%	3.2%	4.9%
2009-10	11,998,810,726	16,031,971	4,717,332	20,749,303	-0.8%	0.7%	0.4%	0.6%
2010-11	11,501,174,128	15,888,757	3,999,993	19,888,750	-4.1%	-0.9%	-15.2%	-4.1%
2011-12	11,229,423,995	15,888,757	4,148,765	20,037,522	-2.4%	0.0%	3.7%	0.7%
2012-13	11,048,410,839	15,888,757	4,533,000	20,421,757	-1.6%	0.0%	9.3%	1.9%
2013-14	10,779,158,932	16,004,740	4,743,100	20,747,840	-2.4%	0.7%	4.6%	1.6%
2014-15	11,192,317,904	6,332,599	6,105,000	12,437,599	3.8%	-60.4%	28.7%	-40.1%
2015-16	11,400,609,427	6,481,601	7,188,785	13,670,386	1.9%	2.4%	17.8%	9.9%
2016-17	11,717,072,877	6,687,768	7,522,075	14,209,843	2.8%	3.2%	4.6%	3.9%
2017-18	12,329,756,115	6,955,491	7,874,179	14,829,670	5.2%	4.0%	4.7%	4.4%
2018-19	13,020,909,894	7,065,104	7,816,858	14,881,962	5.6%	1.6%	-0.7%	0.4%
2019-20	14,026,990,474	7,365,881	8,241,000	15,606,881	7.7%	4.3%	5.4%	4.9%
2020-21	14,821,866,157	7,671,320	8,400,000	16,071,320	5.7%	4.1%	1.9%	3.0%
2021-22	16,159,386,341	7,321,346	8,850,000	16,171,346	9.0%	-4.6%	5.4%	0.6%
2022-23	19,238,667,879	7,272,349	8,865,000	16,137,349	19.1%	-0.7%	0.2%	-0.2%
2023-24	21,804,771,653	7,632,820	9,425,000	17,057,820	13.3%	5.0%	6.3%	5.7%

Fiscal Year	Actual			% Change from prior year				
	Equalized Valuations	Operational Mill Rate	Debt Service Mill Rate	Total Mill Rate	Equalized Valuations	Operational Mill Rate	Debt Service Mill Rate	Total Mill Rate
2004-05	9,471,022,002	1.36338	0.38745	1.75083	6.2%	-0.6%	-12.9%	-3.6%
2005-06	10,214,313,441	1.33433	0.38731	1.72164	7.8%	-2.1%	0.0%	-1.7%
2006-07	11,003,525,696	1.28277	0.38730	1.67007	7.7%	-3.9%	0.0%	-3.0%
2007-08	11,597,147,342	1.30287	0.39255	1.69542	5.4%	1.6%	1.4%	1.5%
2008-09	12,097,837,981	1.31638	0.38851	1.70489	4.3%	1.0%	-1.0%	0.6%
2009-10	11,998,810,726	1.33613	0.39315	1.72928	-0.8%	1.5%	1.2%	1.4%
2010-11	11,501,174,128	1.38149	0.34779	1.72928	-4.1%	3.4%	-11.5%	0.0%
2011-12	11,229,423,995	1.41492	0.36946	1.78438	-2.4%	2.4%	6.2%	3.2%
2012-13	11,048,410,839	1.43810	0.41029	1.84839	-1.6%	1.6%	11.1%	3.6%
2013-14	10,779,158,932	1.48479	0.44003	1.92482	-2.4%	3.2%	7.2%	4.1%
2014-15	11,192,317,904	0.56580	0.54546	1.11126	3.8%	-61.9%	24.0%	-42.3%
2015-16	11,400,609,427	0.56853	0.63056	1.19909	1.9%	0.5%	15.6%	7.9%
2016-17	11,717,072,877	0.57077	0.64198	1.21275	2.8%	0.4%	1.8%	1.1%
2017-18	12,329,756,115	0.56412	0.63863	1.20275	5.2%	-1.2%	-0.5%	-0.8%
2018-19	13,020,909,894	0.54260	0.60033	1.14293	5.6%	-3.8%	-6.0%	-5.0%
2019-20	14,026,990,474	0.52512	0.58751	1.11263	7.7%	-3.2%	-2.1%	-2.7%
2020-21	14,821,866,157	0.51757	0.56673	1.08430	5.7%	-1.4%	-3.5%	-2.5%
2021-22	16,159,386,341	0.45307	0.54767	1.00074	9.0%	-12.5%	-3.4%	-7.7%
2022-23	19,238,667,879	0.37801	0.46079	0.83880	19.1%	-16.6%	-15.9%	-16.2%
2023-24	21,804,771,653	0.35005	0.43224	0.78230	13.3%	-7.4%	-6.2%	-6.7%

# ACTION ITEMS ITEM E.

## 2022-2023 Annual Procurement Report

For the Fiscal Year 2022-2023, 57 vendors were each paid a total of \$50,000 or more. These vendors are categorized as outlined in the following table:

Category	Spend Amount	# of Vendors	%
Payroll [excludes employee net pay]	\$11,656,737.05	11	29.9%
Debt Service	\$9,071,228.76	1	23.2%
Maintenance/Building	\$10,898,047.94	12	27.9%
Other	\$1,565,175.78	4	4.0%
Information Technology/Copiers	\$2,953,626.42	12	7.6%
Instructional Materials	\$536,748.88	4	1.4%
Utilities/Postage	\$851,385.41	4	2.2%
Governmental	\$595,904.04	4	1.5%
Legal, Financial & Insurance	\$294,153.68	2	0.8%
Office Supplies/Furniture	\$517,157.83	2	1.3%
Marketing	\$104,321.52	1	0.3%
<b>Total</b>	<b>\$39,044,487.31</b>	<b>57</b>	<b>100.0%</b>

*A summary of each category is provided at the end of this report*

Of the above vendors, 56 fell into one of the following categories:

- Approved Cooperative contract (i.e. State contract, UW contract, GSA, etc.)
- Properly bid by College and/or under a current contract or lease.
- Not required to use competitive procurement procedures for payroll, intergovernmental purchases, natural gas, electricity, water services, emergency purchases, and WTCS cooperative activities.

The expenditure detail was reviewed for the remaining vendor who did not fall clearly into one of the categories listed above, with a summary of findings provided.

**Exceptions:** For the following vendors, BTC did not issue a RFP or RFB nor used an approved cooperative contract for the purchases made in fiscal year 2022-2023.

1. Lakeside International, LLC (\$65,209.90) - non-serial purchases made at different times throughout the year for repair services on various trucks. **Required Action:** None at this time.

### **Purchasing Card Usage:**

BTC's purchasing card transaction volume decreased this fiscal year resulting in a rebate to Blackhawk Technical College of \$33,690 on purchases made between 7/1/22 – 6/30/23. This is a decrease of \$1,470 from the prior fiscal year (FY2021-2022: \$35,160).

### **Conclusion:**

The overall procurement audit results were extremely positive. The Procurement department will address any actions noted in this report and continue to focus on identifying cost savings opportunities by investigating contracts that are available to piggyback and through best purchasing practices.

During the coming fiscal year, the Procurement department will be reviewing the purchasing card program to verify the current program is working effectively. We will also assess the total risk exposure of the College by reviewing the credit limits for all employees who currently have a purchasing card.

### **Description of Procurement Categories:**

- **Debt Service:** Payment of interest, principal and other debt service costs relating to long-term note and bond borrowings
- **Governmental:** Payments made to other technical colleges for cooperative projects, WTCS System Office, and other governmental agencies not reported in another category
- **Information Technology/Copiers:** Include IT consultants, purchases of new computers, servers, computer-related equipment, and copier lease payments
- **Instructional Materials:** Items specific to a particular program or class
- **Legal, Financial & Insurance:** Legal counsel, bond counsel, and property and liability insurance
- **Maintenance/Building:** Vendors providing construction and maintenance supplies and services (e.g. cleaning services/supplies, facility improvements, painting, plumbing)
- **Marketing:** Advertisements, promotional materials, high-end printing
- **Office Supplies/Furniture:** Paper, office supplies, and furniture
- **Other:** Bookstore, cafeteria, advertising, publishing legal notices, facilities rental, and other activities not reported under another category
- **Payroll:** Payments made to other for employee benefits and deductions (e.g. taxes, health insurance, retirement accounts and annuities)
- **Utilities/Postage:** Includes electricity, gas, telecommunications and postage
- **Emergency:** Necessitated by a threat to the continued operation of the district or to the health, safety or welfare of students, staff, or the general public.

# ACTION ITEMS ITEM F.

## Student Technology Fee

Administration has received a recommendation to continue to offer students affordable access to laptops and a reduced number of Wi-Fi Hotspots throughout the College and initiate cost recovery to ensure budget sustainability. This recommendation is the result of the Next Generation Learning Committee's research in reviewing strategies since spring 2022 to plan for the sustainability of student access to laptops and hotspots that were provided during the pandemic.

Administration requests approval to implement a \$15.00 per semester student technology fee to all credit students for offering laptop and hotspot loans and expanding educational equipment offerings for all students effective with the fall 2024 semester.

### NGL Long Term Loan Equipment Strategy Recommendations

Prepared by the Next Generation Learning Committee, Summer 2023

Estimated Cost to Maintain Program		Cost Recovery Annual Estimate	
Estimated annual cost to maintain laptop collection (350 on five-year life cycle)	\$89,025	\$15 fee, fall and spring semester (credit students – ~2,300 estimate from IRE)	\$69,000

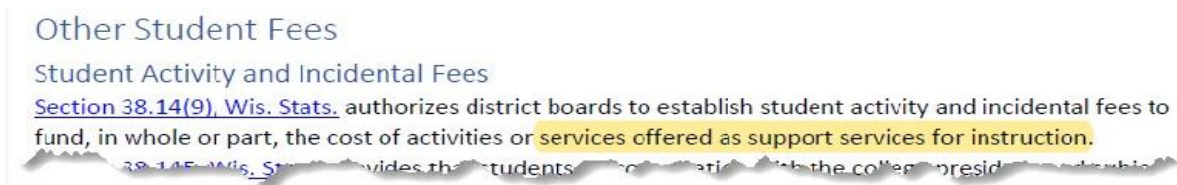
### Credit Student Service Fee

Charge a technology service fee to all credit students for offering laptop and Wi-Fi hotspot loans and expanding educational equipment offerings for all students. (Similar to Transportation fee.) The fee would ensure continued funding for necessary loaner equipment and could be covered by student's financial aid awards. In addition, as technology needs change, the collected funds could potentially be allocated towards purchasing additional educational support technology e.g., audio recording booths, 3D printers or specialized design software that would be made available to all students. The recommended fee is comparable to what was being charged at peer institutions but the amount and what equipment is offered can be adjusted. *(Less than 10% of technology checkouts are by students only enrolled in non-credit courses and will continue to be made available to them.)*

There are currently 115 Wi-Fi hotspots; we recommend reducing to 50 to support students without access to the internet. We check out an average of 90 hotspots a semester although only an average of 20 students per semester explicitly reported that they had no, or poor internet access determined through an application process. A new check-out procedure will be instituted to ensure less misuse of this offering. The number of hotspots maintained can be adjusted if demand decreases.

- The college would need approval from the district board to collect this fee. [Application Fee is another example of a charge for a service \(processing a student's application for admission to a program\) rather than a statutorily authorized student fee.](#)

Excerpt from WTCS Tuition & Fee Guide:



## Summary and Research

Access to technology will remain vital to academic and professional success (Gierdowski, 2019). As we increase the use of instructional technology and expand quality flexible options, it is vital to supply students with the tools to access, utilize, and learn with these options. Blackhawk Technical College (BTC) students must utilize Blackboard, digital learning materials, online support services and build competency towards the BTC core ability “Use Technology Skillfully.” In addition, jobs in the United States will continue to require staff to adapt quickly to developing digital tools; consequently, building foundational digital literacy will be essential for vocational education across disciplines (Bashay, 2020). These recommendations are designed to support student’s access to the necessary tools for learning.

In response to the COVID-19 pandemic, BTC launched the laptop and Wi-Fi hotspot loan program. To date since August 2020 there have been 1,673 laptop and 642 Wi-Fi hotspots checkouts. Students borrow equipment for a variety of reasons. [There have been 488 students since January 2022 who responded to the survey question “Why do you need loaner equipment?” 30% self-reported having no computer, 27% not being able to afford a computer.]

Many WTCS (Wisconsin Technical College System) Colleges as well as colleges nationwide have also launched their own version of equipment loaning since the start of the pandemic. In preparing these recommendations we researched 12 peer institutions equipment offerings for students [searched their websites, emailed ITS leaders regarding their budgets for equipment]. All but one of these colleges are continuing to offer students affordable access to equipment through the college and funding has been included in their annual budgets [please see supplemental documentation].

## Supplemental Materials

### Loaner Equipment Survey Breakdown

- 86 respondents described needing a laptop due to technology issues ranging from broken personal equipment, Chromebook not being compatible with Microsoft or other BTC course software necessary for their course work, needing a computer with a camera etc. - 18%
- 130 Cannot afford a laptop “right now” - 27%
- 142 Had no computer, some are waiting on a computer to be shipped to them or are in the process of being fixed- 30%
- 69 respondents indicated the reason was to complete their schoolwork, they needed for a class – 14%
- 61 respondents needing a hotspot were specific about not having Wi-Fi, their internet being unreliable, or not able to afford Wi-Fi - 12%

## COLLEGES RESEARCHED

- Chippewa Valley
- Northeast Western
- Waukesha County
- Lakeshore
- Mid-State
- Western
- Southwest
- Madison
- Fox Valley
- Rock Valley
- Riverland
- Butler



## Laptop Programs and Fees - May 2023

			Response from WTCS CIO group on if and how they are continuing any loan programs
College	Student Fees	Laptop program	
Chippewa Valley	ACTIVITY FEE 5.5% of current per-credit tuition rate <b>ACADEMIC SUPPORT FEE</b> 1.5% of current per-credit tuition rate APPLICATION PROCESSING FEE \$30 PUBLIC SAFETY FEE \$3 per credit with \$45 maximum HEALTH SERVICES FEE** \$7 - \$19 ** Fees vary based on campus location and registered credits.	Only hit for "laptop" on their site is on the Graphic Design program page: "As a student in this program you'll be required to purchase and use a preapproved laptop to complete much of your coursework."	did not respond
NWTC	Website lists various "material" fees and a "security" fee of \$3.70 per credit that funds "physical and cyber security operations".	Students must apply for an 8-week checkout and 1. Need them for their credit classes and 2. Have a lack of technology in their home (including no internet access at home if asking for a laptop paired with a hotspot) and 3. Are not able to use on-campus computers (due to dependent care needs, working late several nights a week, or transportation issues) and 4. Do not have any current financial or conduct holds on their account or prior instances of being billed for damaged or overdue equipment. There are a limited number of laptops in the collection and a separate program and application for GED/HSED/ELL students.	We built the checkout laptops into the IIT computer lifecycle budget. We are evaluating our hot spot program to see if there can be a reduction based on last 2 semesters but that was also added to the IIT operating budget.
WCTC	\$10 minimum online course fee per credit (Fee currently suspended)	No mention of a loan program on website. Bookstore sells all models and accepts financial aid. Laptops with minimum specs are listed on program pages under additional cost estimates.	Continuing the laptop loaner program and are planning for replacement in our annual budgeting process - laptops and hotspots
LTC	\$10 per credit "online, iFlex, or hybrid course fee" - currently suspended	Semester checkouts available at Library for enrolled students	Lakeshore is continuing with the laptop and hotspot checkouts. Funding for the laptops has been rolled into our regular refresh budget. Hot spots come out of Ops budget.
Mid-State	none that I can find	A limited number of laptops are available to loan out to students in need of laptops on a first come, first served basis.	As of now we are continuing the laptop loaner program and are planning for replacement in our annual budgeting process

Update: 07/20/2023

Western	\$10 per credit "online course fee" - currently suspended	None that I can find. There is a KB article about minimum specs for laptop/software "that is needed for most classes".	We are not continuing either program at Western.
SWTC	\$300 each Fall & Spring terms	Student enrolled in six or more credits of a FA eligible program are auto-enrolled and charged \$300 each for Fall & Spring terms. No opt-out, laptop belongs to student after graduation. Student Senate involved.	did not respond
Madison	"These per-credit fees cover everything from activities to book rental to parking: \$12.24: supplemental fee, Madison or online career-focused classes \$14.99: supplemental fee, Madison or online liberal arts transfer classes \$3.25: regional campus classes \$7: Textbook Rental fee \$1.46: academic achievement fee, per credit career-focused classes \$1.89: academic achievement fee, liberal arts transfer \$27: commuter services flat fee"	Lend for free to registered students.	We have rolled them into our annual refresh budget. We levy fines on folks who don't return the devices, which gives us some operational funding to support the program. We use the ops funding currently to pay VanGaurd to reimage machines for us. We have about 2000 of each laptop/hotspot out in the field.
Fox Valley	Standard Material Fee: \$4.50 Online Course Fee: \$0.00 – fee to be suspended for the 2023-24 year Student Accident Insurance: \$4.50 per semester for students taking at least one eligible post-secondary course Student Activity Fee: \$13.15 per credit Material Fees: Lecture course: \$4.50 per class. Some courses have additional material fees. Application Fee: \$30.00 nonrefundable	Cannot find info on website.	Continuing the laptop loaner program and are planning for replacement in our annual budgeting process
Rock Valley	Technology fee: \$10/credit hour Distance Learning Fee: \$53/class	Laptop rental available for \$50/semester. SGA involved.	n/a
Riverland	Technology Fee: \$10.40 (doesn't list frequency)	Leasing a laptop from the college is required for more than 6 credits per semester or a course that requires a laptop. \$550/yr or \$300/semester. Includes tech support and software.	n/a
Butler	Technology Access Fee equiv. to \$556/yr (30 credit hours)	Laptop program is for students with 9 credits or more, with three semester enrollment. Student pays \$150 in addition to per credit fee. One type of laptop is available with 3-yr extended service and remote support.	n/a

*Cost Detail from previous recommendation:*

Estimated Cost for Continuing Loaner Laptops

Category	Estimate Number of Items per Year	Cost Estimate Per Item	Total Estimate
<i>Annually replacing the non-returned or damaged devices with the current model of laptop (includes warranty and configuration services)</i>	30	\$850.00	\$25,500.00
<i>Accessories: Bags (plus 10 for laptop returned without bag)</i>	40	\$20.00	\$800.00
<i>Accessories: Chargers (i.e. laptop returned without charger)</i>	10	\$40.00	\$400.00
<i>Accessories: Mice (plus 10 for laptop returned without mouse)</i>	40	\$5.00	\$200.00
		TOTAL cost per year	\$26,900.00

Category	Estimate Number of Items per Year	Cost Estimate Per Item	Total Estimate
<i>10-year cost of replacing model of laptop / <u>obsolescence</u></i>	350 laptops are needed to meet the demand for loans for 1 year. Over 10 years evened out 4-5 year life cycle would be 700 laptops	\$850.00	\$595,000.00
<i>Accessories: Bags/Mice (replace every three years due to wear and tear?)</i>	350 every three years (1050 over 10 years)	\$25.00	\$26,250.00
		TOTAL cost per 10 years <i>TOTAL per year</i>	\$621,250.00 <i>\$62,125.00</i>

Costs per Year for Continuance of Wi-Fi Hotspots (*current recommendation is to reduce to 50 hotspots*)

Category	Estimate Number of Items per Year	Cost Estimate Per Item	Total Estimate
<i>Number of Wi-Fi Hotspot Devices that would have to be purchased a year to replace non-returned or damaged devices</i>	5	\$100.00	\$500.00
<i>Cost of Wi-Fi Data Service per year at ~\$40/month</i>	115 devices	\$480.00	\$55,200.00
<i>Accessories: Chargers</i>			\$100.00
		TOTAL COST Per Year	\$55,800.00

### References

- 2020 IPEDS
- Bashay, M. (2020). Digital Skills for an Equitable Recovery: Policy Recommendations to Address the Digital Skill Needs of Workers Most Vulnerable to Displacement. National Skills Coalition.
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RESOLUTION AUTHORIZING THE ISSUANCE OF  
\$1,500,000 GENERAL OBLIGATION PROMISSORY NOTES, SERIES 2024A,  
OF BLACKHAWK TECHNICAL COLLEGE DISTRICT, WISCONSIN

WHEREAS, Blackhawk Technical College District, Rock and Green Counties, Wisconsin (the “District”) is presently in need of \$1,500,000 for the public purpose of financing building remodeling and improvement projects; and

WHEREAS, the District Board deems it necessary and in the best interest of the District to borrow the monies needed for such purposes through the issuance of general obligation promissory notes pursuant to the provisions of Section 67.12(12), Wis. Stats.;

NOW, THEREFORE, BE IT:

RESOLVED, that the District shall issue general obligation promissory notes in the amount of \$1,500,000 for the public purpose of financing building remodeling and improvement projects (the “Project”); and be it further

RESOLVED, THAT:

Section 1. Note Authorization. The District shall issue the general obligation promissory notes authorized above in the aggregate principal amount of \$1,500,000 and designated “General Obligation Promissory Notes, Series 2024A” (the “Notes”) or such other designation to be set forth in the resolution awarding the sale of the Notes, the proceeds of which shall be used for the purpose specified above in the amount authorized for that purpose.

Section 2. Notice to Electors. The Secretary shall, within ten (10) days hereafter, cause public notice of the adoption of this resolution to be given to the electors of the District by publishing a notice thereof in the official District newspaper published and having general circulation in the District, which newspaper is found and determined to be likely to give notice to the electors, such notice to be in substantially the form set forth on Exhibit A hereto.

Section 3. Official Statement. The District 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 4. Expenditure of Funds and Declaration of Official Intent. The District shall make expenditures as needed from its funds on hand to pay the cost of the Project until proceeds of the Notes become available. The District hereby officially declares its intent under Treas. Reg. Section 1.150-2 to reimburse said expenditures with proceeds of the Notes, the principal amount of which is not expected to exceed \$1,500,000.

Adopted this 18th day of October, 2023.

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Barbara J. Barrington-Tillman  
Chairperson

Attest:

---

Rich Deprez  
Secretary

(SEAL)

EXHIBIT A

NOTICE

TO THE ELECTORS OF:

Blackhawk Technical College  
District, Wisconsin

NOTICE IS HEREBY GIVEN that the District Board of the above-named District, at a meeting duly called and held on October 18, 2023, adopted pursuant to the provisions of Section 67.12(12) of the Wisconsin Statutes, a resolution providing that the sum of \$1,500,000 be borrowed through the issuance of general obligation promissory notes of the District for the public purpose of financing building remodeling and improvement projects.

A copy of said resolution is on file in the District Office, 6004 South County Road G, Janesville, Wisconsin, and is available for public inspection weekdays, except holidays, between the hours of 8:00 A.M. and 4:00 P.M., or in the alternative, by contacting the District by email at the following address:  
[officeofthepresident@blackhawk.edu](mailto:officeofthepresident@blackhawk.edu).

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 Sec. 67.12(12)(e)5, Wis. Stats., requesting a referendum thereon at a special election.

Dated October 18, 2023.

BY ORDER OF THE DISTRICT BOARD

District Secretary







OCTOBER 18, 2023

# POLICY REVIEW

- Policy C-050 – Commitment to Diversity (Reviewed)



# POLICY REVIEW ITEM A.



## BLACKHAWK TECHNICAL COLLEGE SECTION C – HUMAN RESOURCES POLICY

### C-050 – COMMITMENT TO DIVERSITY

<b>Authority</b>	District Board
<b>Effective Date</b>	November 18, 2020
<b>Revision Date(s)</b>	
<b>Reviewed Date(s)</b>	October 18, 2023
<b>Related Forms</b>	
<b>Related Policies and/or Procedures</b>	A-301 – Diversity Statement E-219 – Nondiscrimination E-220 – Equal Opportunity
<b>In Compliance With</b>	ADA Amendments Act of 2008 (ADAAA) Age Discrimination in Employment Act of 1967 (ADEA) Title VII of the Civil Rights Act of 1964 Wisconsin Fair Employment Act

The College is committed to employing qualified administrators, faculty, and staff members who are dedicated to student success. The College recognizes that diversity in the academic environment fosters cultural awareness, promotes mutual understanding and respect, and provides suitable role models for all students. The College is committed to hiring and staff development processes that support the goals of equal opportunity and diversity and provide equal consideration for all qualified candidates.

**BLACKHAWK TECHNICAL COLLEGE**

**6004 S COUNTY ROAD G  
JANESVILLE WI 53546-9458  
[WWW.BLACKHAWK.EDU](http://WWW.BLACKHAWK.EDU)**

*Blackhawk Technical College is an Equal Opportunity and Affirmative Action Educator and Employer*