



# 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:** MAY 15, 2024  
**TIME:** 5:00 P.M.  
**LOCATION:** CENTRAL CAMPUS – ROOM 2603  
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 correctly 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 discussion.*

### SPECIAL REPORTS

- A. Recognition of BTC Retiree Cynthia Delcourt (*Chairperson Barrington-Tillman and Dr. Tracy Pierner*)
- B. Student Representative to the District Board Report (*Information – Rebecca Barnett*)
- C. 2023-24 Public Safety and Transportation Complex Usage Report (*Information – Troy Egger*)

### INFORMATION/DISCUSSION

- A. Financial Statement (*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 May
  - b. April 17, 2024, Finance Committee Minutes
- D. Personnel Committee Report Out and Recommendations (*Information – Chairperson Deprez*)
  - a. Meeting Scheduled for May 15, 2024
  - b. April 17, 2024, Personnel Committee Minutes
- E. Staff Changes (*For Information Only. Not for District Board Action*)
  - a. New Hires: None.
  - b. New Positions: None.
  - c. Resignations:
    - i. Kelly Maass, Student Success Specialist – May 17, 2024
    - ii. Tom Pleuger, LTE CNC Instructor – May 17, 2024
  - d. 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 April 17, 2024, District Board Regular Meeting Minutes (*Action*)
- B. Approval of Current Bills (*Action – Jim Nemeth*)
- C. Approval of Training Contracts (*Action – Dr. Karen Schmitt*)

## POLICY REVIEW

- A. None

## ACTION ITEMS

- A. Approval of the 2023-24 Remission of Out-of-State Tuition Report (*Action – Tony Landowski*)
- B. Adoption of the Fiscal Year 24-25 Budget for Presentation at a Public Hearing; Setting a Date for the Public Hearing (*Action – Jim Nemeth*)
- C. Award of Contract for Parking Lot Repair and Reconfiguration (*Action – Jim Nemeth*)
- D. Award of Contract to Move from AMTC (*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 get in touch with the Assistant to the President and District Board at 608-757-7772 at least 72 hours before the District Board meeting.

MAY 15, 2024

## SPECIAL REPORTS

- Recognition of BTC Retiree Cynthia Delcourt



# SPECIAL REPORTS ITEM A.



## BLACKHAWK TECHNICAL COLLEGE RETIREE CYNTHIA DELCOURT

Cynthia Delcourt is retiring after over 14 years as the Teaching and Learning Specialist at Blackhawk Technical College.

Cynthia has been a Teaching and Learning Specialist for her entire time at the College. However, the position's shape, scope, and responsibilities have grown, so it feels like she has served in several positions!

Additionally, Cynthia was asked to design and facilitate one of the FQAS courses on Diversity just before the structure of the New Faculty Experience changed to its current form. Thank you to the IDEA committee for the grant that sponsored her to obtain the Diversity, Equity, and Inclusion Certificate from Cornell University.

Cynthia participated in the following committees, special projects, and conferences:

- IDEA Committee (as well as its previous iteration as the Diversity Committee)
  - a. Land Acknowledgement Statement Sub-Committee
  - b. Helping to facilitate the “Ouch!” That Stereotype Hurt” training and debrief sessions for staff.
- Academic Technology Committee
  - a. Video storage and distribution RFP
  - b. Web Conferencing RFP
- Next Generation Learning Committee (formerly Online Learning Committee) and numerous sub-committees including:
  - a. LMS Research Sub-Committee
  - b. Blackboard Upgrade (UBN) Sub-Committee
  - c. Grades Journey Adoption
  - d. Blackboard Ultra Course View
- Health MDs Committee
  - a. Taught an Introduction to Tai Chi Class
- Presented at the annual Quality Matters Connect Conference on incorporating the Quality Matters Rubric for Course Design into the Blackboard Level 2 faculty development training.

During Cynthia’s career at the College, she is most proud of:

- Building authentic relationships with faculty and staff.
- Despite her grassroots approach, becoming an effective and knowledgeable Blackboard Administrator.
- Facilitating the Blackboard Upgrade to UBN and being a part of the transition to Ultra course view align with the College’s Mission of providing a flexible education in a supportive environment.
- Participating in the IDEA committee as we have worked to shift the ethos of BTC’s community to a more inclusive environment.

Cynthia’s retirement plans include sleeping for about a month, planning a few trips, catching up with family, and opening myself up to the next adventure!





MAY 15, 2024

## INFORMATION/DISCUSSION

- Financial Statement
- April 17, 2024, Finance Committee Minutes
- April 17, 2024, Personnel Committee Minutes



# INFORMATION/DISCUSSION ITEM A.

## BLACKHAWK TECHNICAL COLLEGE Summary of Revenue and Expenditures as of April 30, 2024

<u>COMBINED FUNDS</u>	2023-24 CURRENT BUDGET	2023-24 ACTUAL TO DATE	2023-24 PERCENT INCURRED	2022-23 ACTUAL TO DATE	2022-23 PERCENT INCURRED
<b>REVENUE &amp; OTHER RESOURCES:</b>					
Local Government	\$ 17,062,820	\$ 17,095,676	100.2%	\$ 16,320,696	100.2%
State Aids	16,564,070	15,658,623	94.5%	15,644,935	93.4%
Statutory Program Fees	6,265,379	6,406,777	102.3%	6,104,784	107.7%
Material Fees	343,972	351,661	102.2%	329,816	105.9%
Other Student Fees	860,750	1,006,334	116.9%	990,935	122.9%
Institutional	3,393,547	3,562,682	105.0%	2,574,407	81.4%
Federal	8,080,883	8,112,092	100.4%	9,724,088	115.2%
Other Sources (Bond/Transfer from Other Fund)	<u>7,031,250</u>	<u>7,032,948</u>	100.0%	<u>5,469,711</u>	98.7%
Total Revenue & Other Resources	<u>\$ 59,602,671</u>	<u>\$ 59,226,792</u>	69.7%	<u>\$ 57,159,372</u>	71.7%
<b>EXPENDITURES BY FUNCTION:</b>					
Instruction	\$ 19,857,841	\$ 15,199,545	76.5%	\$ 14,182,031	70.4%
Instructional Resources	1,788,978	1,162,273	65.0%	1,687,781	98.7%
Student Services	12,080,731	11,546,089	95.6%	12,244,846	102.7%
General Institutional	9,319,936	6,777,211	72.7%	6,824,876	73.9%
Physical Plant	40,779,002	31,615,572	77.5%	16,489,477	46.7%
Auxiliary Services	422,865	333,183	78.8%	277,279	76.5%
Other Uses (Transfer to Other Fund)	<u>231,250</u>	<u>-</u>	0.0%	<u>-</u>	0.0%
Total Expenditures & Other Uses	<u>\$ 84,480,603</u>	<u>\$ 66,633,873</u>	79.1%	<u>\$ 51,706,290</u>	65.7%
<b>EXPENDITURES BY FUNDS:</b>					
General	\$ 30,784,785	\$ 23,960,289	77.8%	\$ 23,012,551	76.7%
Special Revenue	3,011,686	1,769,141	58.7%	1,965,472	60.7%
Capital Projects	31,449,506	21,677,953	68.9%	7,310,785	26.8%
Debt Service	10,033,553	9,767,037	97.3%	9,174,329	99.8%
Enterprise	154,865	81,467	52.6%	35,553	34.6%
Internal Service	280,000	256,945	91.8%	241,726	93.0%
Trust & Agency	8,534,958	9,121,040	106.9%	9,965,874	115.7%
Other Uses (Transfer to Other Fund)	<u>231,250</u>	<u>-</u>	0.0%	<u>-</u>	0.0%
Total Expenditures	<u>\$ 84,480,603</u>	<u>\$ 66,633,873</u>	79.1%	<u>\$ 51,706,290</u>	65.7%
Fund Balances, Beginning	\$ 44,286,478	\$ 44,286,478		\$ 41,529,290	
Change in Fund Balance	<u>(24,877,932)</u>	<u>(7,407,081)</u>		<u>5,453,082</u>	
Fund Balances, Ending	<u>\$ 19,408,546</u>	<u>\$ 36,879,398</u>		<u>\$ 46,982,372</u>	

<b>Debt Service Detail</b>					
Principal Payments	8,025,000	7,875,000	98.1%	7,395,000	100.0%
Interest Payments	1,903,553	1,798,237	94.5%	1,709,679	92.9%
Other Debt Service Expenses	<u>105,000</u>	<u>93,800</u>	89.3%	<u>69,650</u>	99.5%
Total Debt Service Payments	<u>\$ 10,033,553</u>	<u>\$ 9,767,037</u>		<u>\$ 9,174,329</u>	



# INFORMATION/DISCUSSION ITEM C. b.



## FINANCE COMMITTEE MEETING

### MINUTES

**DATE:** APRIL 17, 2024  
**TIME:** 4:30 P.M. – 5:00 P.M.  
**LOCATION:** CENTRAL CAMPUS – ROOM 2603  
6004 S COUNTY ROAD G, JANESVILLE, WI 53546-9458

### CALL TO ORDER

The Finance Committee meeting was held in the Administration Building on Wednesday, April 17, 2024, at the Central Campus, 6004 S County Road G, Janesville.

**Board Members Present:** Eric Thornton, Chairperson; Rachel Andres; Barbara Barrington-Tillman; and Mark Holzman.

**Board Members Absent:** Rob Hendrickson.

**Other Board Members Present:** Rich Deprez and Suzann Holland.

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

**Guests Present:** None.

Barb Barrington-Tillman called the Blackhawk Technical College Finance Committee meeting to order at 4:47 p.m.

### INFORMATION/DISCUSSION/ACTION

#### A. Preliminary Fiscal Year 2023-2024 Budget

Jim Nemeth, Vice President for Finance and College Operations, presented the draft Fiscal Year 2024-25 Budget to the Finance Committee members.

Operational Budget Highlights:

- Budget Priorities
  - Increase General Education courses supporting Associate of Arts and Associate of Science Degrees and transfer credits.
  - Development of a Paramedic Training Program.
  - Continue with year three (3) of the Ellucian Banner (ERP) Optimization Project.
- General Fund (92% of the Operational Budget)
  - Revenue and transfers in – \$31,975,000 (3.1% increase from FY24 budget).
  - Expenses and transfers out – \$31,949,000 (3.7% increase from FY24 budget).
  - Transfer to fund balance: \$26,000
  - Budget flexibility: \$650,000

## Operational Highlights:

- Special Review – Grants (8% of the Operating Budget)
  - Revenue and expenses: \$2,555,000.
    - Only grants awarded before the budget adoption are included.
    - State grants are awarded before the budget.
    - State grant awards an increase of \$1,012,000 from FY24.
    - Additional grants are expected in FY25 and will be added to the budget via a budget modification in January 2025.

## Operating Revenue Assumptions:

- Property Taxes – An increase of \$186,000 and a 1% increase in Net New Construction.
- State Aid – An increase of \$47,000. Projected flat to projected.
- Enrollment Revenue – An increase of \$377,000.
  - FY25 enrollment flat to FY24 projected enrollment.
  - Tuition rate WTCS Board – An increase of 2.25% (\$149.50/credit hour).
  - Material fees – No change.
- Federal Grants – A decrease of \$234,000.
  - Grants are awarded after the budget is adopted.
- Institutional Revenue – An increase of \$163,000.
  - Investment income budget of \$375,000 is lower than current FY24 projections of \$685,000.
- Total Operating Revenues – An increase of \$492,000 (1.5%)
  - From the FY23-24 Adjusted Budget.

## Operating Expense Assumptions:

- Personnel General Fund – 76% of expenses.
- New initiative and one-time items – \$811,000 funded.
- Expenses – Increased 1.5% over the FY24 Adjusted Budget.

## General Fund Balance

- Projected (23-24) – \$12,454,000
- Budgeted (24-25) – \$12,479,000

## Long Range Capital Investment Plan for FY 2024-25

- Bond Issuances - \$6,800,000
  - Annual Capital - \$3,800,000
  - Biology and Environmental Science Labs Remodel - \$1,500,000
  - Chemistry, Physics, Biology Labs Remodel - \$1,500,000
    - Total project cost is \$1,850,000, with the remaining \$350,000 coming from reserves.
- Other Potential Projects
  - Dental Suite Remodel – \$1,750,000 (Will be funded with a WTCS Grant).
  - Public Safety Complex Site Work. Once the Public Safety Center construction is completed, we will use the remaining referendum dollars.

## Annual Capital Detail

- Annual Capital Bond Issue - \$3,800,000
- Facility Improvements - \$1,350,000
- Equipment – \$2,450,000

#### Facility Capital Investment Projects

- Chemistry, Physics, and Anatomy Learning Center (24/25)
- Biology and Environmental Science Learning Center (24/25)
- Dental Suite Expansion (24/25) – Grant Funded
- Central Campus 2600 Refresh (25/26)
- Board Room and Administrative Suite (25/26)

#### Property Values and Tax Levey

- Total Levy
  - Actual (23/24) - \$17,057,820
  - Projected (24/25) - \$17,737,589

#### Property Tax Mill Rate

- Total Mills
  - Actual (23/24) – 0.78230
  - Projected (24/25) – 0.79363

## ADJOURNMENT

As there was no additional business, Chairperson Thornton adjourned the meeting at 5:09 p.m.





# INFORMATION/DISCUSSION ITEM D. b.



## PERSONNEL COMMITTEE MEETING WEDNESDAY, APRIL 17, 2024 4:00 P.M. – 4:30 P.M.

### MINUTES

#### CALL TO ORDER

The Personnel Committee meeting was held on Wednesday, April 17, 2024, at the Central Campus, 6004 S County Road G, Janesville, in Room 2603.

**Board Members Present:** Rich Deprez, Chairperson; Barb Barrington-Tillman; Suzann Holland (arrived 4:16 pm); and Eric Thornton.

**Board Members Absent:** Kathy Sukus.

**Other Board Members Present:** Rachel Andres (arrived 4:25 pm) and Mark Holzman.

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

Chairperson Deprez called the meeting to order at 4:02 p.m.

#### INFORMATION/DISCUSSION/ACTION

##### A. 2024-25 Employee Compensation

Kathy Broske, Executive Director – Human Resources, reviewed the 2024-2025 Compensation Proposal with the Personnel Committee members, including the 2024 median pay trends per QTI.

Administration recommends a 2.5 – 3% increase to the wage (administrative hourly) and salary (administrative salaried and faculty) schedules, a 3.5% across-the-board pay increase, and below-midpoint adjustments. BTC is reviewing positions and salary ranges due to the anticipated FLSA minimum salary threshold increase.

##### B. Health Insurance Update

Kathy Broske, Executive Director – Human Resources, reviewed the Wisconsin Technical College Employee Benefit Consortium (WTCEBC) document with the Personnel Committee members.

Key Highlights:

- Founded in July 2015 with five colleges; eight colleges currently have consortium health plans.
- Group purchasing power and consultant to negotiate contracts/renewals.
- Self-funded with risk sharing methodology that shares risk for claims over \$100,000 with all member colleges.
- Colleges maintain autonomy in benefit plan design.
- Reserves are maintained at the individual college level.
- Expertise of the Executive Director and consulting and actuarial partner (Gallagher) guides member colleges on plan design and management.

The initial projected cost to join the consortium is 7% over current health plan costs. Based on Gallagher's current actuarial pricing trend assumption of 8%, estimated savings for BTC would be \$40,000 in the first year. The Gallagher actuary team adapted their forecasting methodology since ETF cannot provide claims data.

More information will be provided at the scheduled Personnel Committee meeting in May.

## **ADJOURNMENT**

As there was no additional business, Chairperson Deprez adjourned the meeting at 4:45 p.m.

MAY 15, 2024

## CONSENT AGENDA

- Draft April 17, 2024, District Board Regular Meeting Minutes
- Current Bills
- Training Contracts



**REGULAR DISTRICT BOARD MEETING  
WEDNESDAY, APRIL 17, 2024  
5:00 P.M.**

**MINUTES**

**ATTENDANCE**

The Blackhawk Technical College District Board regular meeting was held on Wednesday, April 17, 2024, at the Central Campus, 6004 S County Road G, Janesville, in Room 2603.

**Board Members Present:** Rachel Andres; Barbara Barrington-Tillman, Chairperson; Eric Thornton, Vice-Chairperson; Rich Deprez, Secretary; Mark Holzman; and Suzann Holland.

**Board Members Absent:** Rob Hendrickson, Dave Marshick, and Kathy Sukus, Treasurer.

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

**Student Representatives:** None.

**Guests:** None.

**CALL TO ORDER**

Chairperson Barrington-Tillman called the Blackhawk Technical College District Board meeting to order at 5:13 p.m. Chairperson Barrington-Tillman called for Public Comments. There were no comments.

**SPECIAL REPORTS**

Chairperson Barrington-Tillman called for Special Reports.

- A. The Student Representative to the District Board, Rebecca Barnett, could not attend the District Board meeting due to attending the Ambassador Banquet in the Wisconsin Dells.

**INFORMATION/DISCUSSION**

Chairperson Barrington-Tillman called for Information/Discussion items.

- A. Jim Nemeth reviewed the March Financial Statement and Quarterly Report with the District Board members.
- B. Dr. Tracy Pierner presented his monthly report to the District Board members.
- C. The Personnel Committee met before the April District Board meeting.
- D. The Finance Committee met before the April District Board 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. Mr. Deprez moved, and Mr. Thonnton seconded the motion to approve the consent agenda, which includes the following. **Ayes: 6; Opposed: 0. The motion carried.**

- A. Draft March 20, 2024, District Board Regular Meeting Minutes.
- B. Current Bills – The March bills include (Starting Check: #00300908 and Ending Check: #00301187):

Direct Deposit Expense Reimbursements	\$ 2,501,230.12
Payroll	\$ 1,085,915.23
Payroll Tax Wire Transfers	\$ 407,737.35
Other Wire Transfers	\$ 72,261.32
WRS Wire Transfers	\$ 178,235.49
P-Card Disbursements	\$ 174,363.72
Bond Payment	\$ 8,833,529.52
Health Insurance Wire Transfer	\$ 344,819.94
<i>Grand Total for the Month</i>	<i>\$13,598,092.69</i>

C. Training Contracts – Report Totals:

Number Served	Estimated FTEs	BTC Cost Formula	LAB Cost Formula	Actual Contract Cost
20	0.22	\$13,598	\$12,594	\$13,598

D. Grant Awards for April 2024.

E. Issue Annual Contracts to Faculty.

F. Annual Contract issued to Anthony Haffelder, Electric Power Distribution Instructor – August 12, 2024.

G. Annual Contract issued to Kayce Visger, LTE Physical Therapist Assistant Instructor – August 12, 2024.

## POLICY REVIEW

A. Jim Nemeth reviewed Policy D-300 – Fiscal Management with the District Board members.

It was moved by Mr. Thornton and seconded by Ms. Andres to approve Policy D-300 – Fiscal Management. **Ayes: 6; Opposed: 0. Motion carried.**

B. Jim Nemeth reviewed Policy D-310 – Tax Incremental Finance Districts with the District Board members.

It was moved by Ms. Andres and seconded by Mr. Deprez to approve Policy D-310 – Tax Incremental Finance Districts. **Ayes: 6; Opposed: 0. Motion carried.**

## ACTION ITEMS

Chairperson Barrington-Tillman called for Action Items.

A. The College plans to expand its existing Dental Suite. The planned renovation would remodel a classroom to add five (5) operatories to the Dental Suite. In addition, the sterile processing area would be expanded to increase sterilization capacity to meet the needs of the Dental Hygienist Program. Lastly, to improve patient access to the Dental Suite, an existing fire road onto the back of campus would be replaced with a 2-lane drive to the rear of the building with parking along the side of the drive. A vestibule would be constructed to enter the building adjacent to an existing stairwell leading to the Dental Suite. The remodel of the Dental Suite is included in the College's Updated Three-Year Facilities Master plan. The project will be funded through a debt issue of \$1,500,000 and \$250,000 in capital reserves.

The College is also applying for a State of Wisconsin grant of \$1,430,000. If awarded, the project will be funded with the grant and capital reserve funds. The College was initially eligible for \$1,430,000 in funding; however, in March, WTCS allocated additional funds, increasing the grant to \$1,694,545 with a 20% required match from the College. In March, the Delta Dental Foundation committed to providing a grant to cover 50% of the College's required match or \$211,818. If the College is awarded these grants, the project will be funded through the two (2) grants and annual capital funds. Administration recommends that the District Board approve the following resolution to remodel the Dental Suite.

It was moved by Mr. Thornton and seconded by Ms. Andres to approve the Adoption of the Resolution to Approve the Remodeling of the Dental Suite Upon Wisconsin Technical College System Board (WTCSB) Approval and to Request WTCSB Approval of the Project—**Ayes: 6; Opposed: 0. Motion Carried.**

- B. The College is proposing a renovation project targeting a section of its 2300 wing, intending to enhance educational facilities for its biology course offerings and expand environmental science course offerings. The Biology and Environmental Science Lab's remodel is included in the College's Three-Year Facilities Master plan. The project will be funded through a debt issue of \$1,500,000. Administration recommends that the District Board approve the following resolution to remodel the Biology and Environmental Science Labs.

It was moved by Mr. Deprez and seconded by Mr. Thornton to approve the Adoption of the Resolution to Approve the Remodeling of the Biology and Environmental Science Labs Upon Wisconsin Technical College System Board (WTCSB) Approval and to Request WTCSB Approval of the Project—**Ayes: 6; Opposed: 0. Motion Carried.**

- C. The College is proposing a renovation project targeting a section of its 2300 wing to enhance educational facilities for Chemistry, Physics, and Anatomy course offerings. The remodeling of the Chemistry, Physics, and Anatomy Labs is included in the College's Three-Year Facilities Master plan. The project will be funded through a debt issue of \$1,500,000 and \$350,000 capital reserves. Administration recommends that the District Board approve the following resolution to remodel the Chemistry, Physics, and Anatomy Labs.

It was moved by Ms. Andres and seconded by Mr. Thornton to approve the Adoption of the Resolution to Approve the Remodeling of the Chemistry, Physics, and Anatomy Labs Upon Wisconsin Technical College System Board (WTCSB) Approval and to Request WTCSB Approval of the Project—**Ayes: 6; Opposed: 0. Motion Carried.**

#### *Finance Committee Action Items*

- A. No Action Items.

#### *Personnel Committee Action Items*

- A. No Action Items.

### **WTCS CONSORTIUM UPDATES**

Chairperson Barrington Tillman updated the District Board Association (DBA). The DBA's Budget is down by 6.2%. The College's annual fee will not increase; it will stay the same. The same officers from last year were reelected.

### **FUTURE AGENDA ITEMS**

Chairperson Barrington-Tillman called for Future Agenda Items. There were none.

### **ADJOURNMENT**

It was moved by Ms. Andres and seconded by Mr. Deprez to adjourn the meeting at 6:11 p.m.—**Ayes: 6; Opposed: 0. Motion carried.**

Richard Deprez

Secretary





# CONSENT AGENDA ITEM B.

Blackhawk Technical College

## BILL LIST SUMMARY

Period Ending April 30, 2024

Starting Check Number           00301188  
Ending Check Number           00301380     Plus Direct Deposits

### PAYROLL TAXES

Federal	360,218.75	
State	<u>61,375.70</u>	421,594.45

### PAYROLL BENEFIT DEDUCTIONS & FRINGE PAYMENTS

Retirement	-	
Health and Dental Insurance	21,574.69	
Miscellaneous	<u>16,227.86</u>	37,802.55

### STUDENT RELATED PAYMENTS

23,644.39

### CURRENT NON CAPITAL EXPENSES

404,117.36

### CAPITAL

2,069,668.76

### DEBT

-

### TOTAL BILL LISTING AND PAYROLL TAXES

2,956,827.51

### PAYROLL-NET

1,083,600.19

### SUB TOTAL BILL LISTING AND PAYROLL

4,040,427.70

### PLUS OTHER WIRE/ACH TRANSFERS

75,046.20

### PLUS WRS WIRE TRANSFERS

188,034.78

### P-CARD DISBURSEMENTS

143,308.67

### WIRE FOR LAND PURCHASE

-

### PLUS BOND PAYMENT

### HEALTH INSURANCE WIRES

342,468.22

### GRAND TOTAL FOR THE MONTH

4,789,285.57



## CONSENT AGENDA ITEM C.

### CONTRACT TRAINING REPORT MAY

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
2024-1110	<b>Multi-Recipient</b>	13	0.22	\$ 3,636	\$ 3,592	\$ 3,636
	<i>Leadership/Lean</i>					
2024-1114	<b>AM Castle</b>	20	0.03	\$ 850	\$ 671	\$ 850
	<i>Fire Extinguisher</i>					
2025-1008	<b>SWWDB</b>	20	0.67	\$ 5,324	\$ 5,545	\$ 5,545
	<i>Mechanics of Learning</i>					
2025-1009	<b>SWWDB</b>	20	0.67	\$ 5,412	\$ 5,545	\$ 5,545
	<i>Safety</i>					
2025-1010	<b>SWWDB</b>	20	0.67	\$ 7,529	\$ 7,985	\$ 7,985
	<i>TIMS</i>					
		93	2.26	\$ 22,751	\$ 23,338	\$ 23,561

#### Technical Assistance Contract Detail

Contract #	Business/Industry	# Served	Est. FTEs	BTC Cost Formula	LAB Cost Formula	Actual Contract Amount
2024-1106	<b>Frito Lay</b>	1	NA	\$ 8,639	\$ 8,499	\$ 8,639
	<i>CDL 160 hours</i>					
2024-1111	<b>Rock Co Public Works</b>	1	NA	\$ 500	\$ 273	\$ 500
	<i>Welding Assessment</i>					
2024-1112	<b>Williams Bay Public Works</b>	1	NA	\$ 3,039	\$ 3,384	\$ 3,039
	<i>CDL 60 hr Collaboration</i>					
		3	0	\$ 12,178	\$ 12,156	\$ 12,178

#### High School Customized Instruction Contract Detail

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

<b>WAT Grant Customized Instruction Contract Detail</b>						
<b>Contract #</b>	<b>Business/Industry</b>	<b># Served</b>	<b>Est. FTEs</b>	<b>BTC Cost Formula</b>	<b>LAB Cost Formula</b>	<b>Actual Contract Amount</b>
2024-1107	Green Co Consortium	11	0.04	\$ 596	\$ 496	\$ 596
	<i>Intermediate Excel</i>					
2024-1108	Green Co Consortium	14	0.19	\$ 2,547	\$ 2,155	\$ 2,547
	<i>Leadership</i>					
2024-1109	Green Co Consortium	16	0.05	\$ 596	\$ 496	\$ 596
	<i>Advanced Excel</i>					
2024-1113	Green Co Consortium	16	0.05	\$ 596	\$ 496	\$ 596
	<i>Intermediate Excel</i>					
2024-1115	Monroe Truck	20	0.07	\$ 526	\$ 431	\$ 526
	<i>Leadership</i>					
		77	0.4	\$ 4,861	\$ 4,074	\$ 4,861
<b>Combined Contract Totals</b>						
		<b># Served</b>	<b>Est. FTEs</b>	<b>BTC Cost Formula</b>	<b>LAB Cost Formula</b>	<b>Actual Contract Amount</b>
		173	2.66	\$ 39,790	\$ 39,568	\$ 40,600
<b>High School At Risk Detail</b>						
<b>Contract #</b>	<b>Business/Industry</b>	<b># Served</b>	<b>Est. FTEs</b>	<b>BTC Cost Formula</b>	<b>LAB Cost Formula</b>	<b>Actual Contract Amount</b>
<b>Transcripted Credit Contract Detail</b>						
<b>Contract #</b>	<b>Business/Industry</b>	<b># Served</b>	<b>Est. FTEs</b>	<b>BTC Cost Formula</b>	<b>LAB Cost Formula</b>	<b>Actual Contract Amount</b>
		0	0	\$ -		\$ -
	<b>All Contracts</b>	173	2.66	\$ 39,790	\$ 39,568	\$ 40,600

## 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	\$27,781	\$242,957
	December	\$54,312	\$601,336	\$18,026	\$140,176	\$54,656	\$307,644	\$34,393	\$343,716	\$33,481	\$276,438
3rd	January	\$50,873	\$652,209	\$30,791	\$170,967	\$12,501	\$320,145	\$34,793	\$378,509	\$79,645	\$356,083
	February	\$103,533	\$755,742	\$31,829	\$202,796	\$48,571	\$368,716	\$63,011	\$441,520	\$52,717	\$408,800
	March	\$75,337	\$831,079	\$48,171	\$250,967	\$60,958	\$429,674	\$37,786	\$479,306	\$21,190	\$429,990
4th	April	\$2,663	\$833,742	\$26,869	\$277,836	\$26,321	\$455,995	\$68,919	\$548,225	\$4,959	\$434,949
	May	\$2,464,616	\$3,298,358	\$1,675,805	\$1,953,641	\$1,637,142	\$2,093,137	\$57,853	\$606,078	\$40,600	\$475,549
	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>\$475,549</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	Cusomized Instruction:	\$234,389	Cusomized Instruction:	\$279,252	Cusomized Instruction:	\$182,059
TC w/HS: \$2,464,616*	TC w/HS: \$1,652,700	Technical Assistance:	\$221,718	Technical Assistance:	\$226,705	Technical Assistance:	\$173,850
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:	\$99,374
* The Transcribed Credit dollar total has been updated to reflect \$2,464,616 due to it inadvertently being left out.		WAT Grants:	\$39,864	WAT Grants:	\$52,024	WAT Grants:	\$12,430
		High School At Risk:	\$8,752	High School At Risk:	\$21,595	High School At Risk:	\$6,836
		Transcribed Credit:	\$1,637,142	Transcribed Credit:	\$1,382,463	Transcribed Credit:	\$0



MAY 15, 2024

# ACTION ITEMS

- Remission of Out-of-State Tuition Report
- The Fiscal Year 24-25 Budget for Presentation at a Public Hearing;  
Setting a Date for the Public Hearing
- Contract for Parking Lot Repair and Reconfiguration
- Contract to Move from AMTC

## *Finance Committee Action Items*

- No Action Items

## *Personnel Committee Action Items*

- No Action Items





# ACTION ITEMS ITEM A.

## Remission of Out-of-State Tuition Report 2023-2024 Academic Year

Number of Students	Total Credits/Full-Time Equivalencies	Financial Impact	% Total Projected Credits/FTE's
2	35/1.17	\$2,558.50	.0005

The table above shows information related to remission of out-of-state tuition for the 2023-2024 academic year (Summer 2023, Fall 2024, Spring 2024). Two (2) students were granted the remission.

In the remission process for needy and worthy students, districts are authorized to remit tuition for a pre-established number of students and credits in a fiscal year. Delegated staff is to annually report remission activity for the academic year.

The District Board is requested to approve the report so the information can be submitted to the Wisconsin Technical College System office.

Tony Landowski, Executive Director of Student Services, will be present at the May 15, 2024 meeting to review the report and answer any questions.



## **ACTION ITEMS ITEM B.**

### Adoption of Fiscal Year 2024-25 Budget for Presentation at a Public Hearing: Setting of Date for Public Hearing (Action – James Nemeth)

The Finance Committee reviewed the proposed FY2024-25 Governmental fund budgets (operational, capital, and debt service) at their meeting on April 17, 2024.

The Fiscal Year 2024-25 combined budget comprises the governmental funds and all remaining funds: enterprise, internal services, trust, and agency.

Administration recommends forwarding the Fiscal Year 2024-25 budget as summarized in the attached documents for presentation at a public hearing. This budget is based upon the best information currently available and may require amendment after adoption as better information becomes available.

Administration recommends that the public hearing be held in conjunction with the regular Board meeting on June 19, 2024, at 4:30 p.m.

WHEREAS, the total operational expenditures budget for 2024-25 is proposed to be \$34,350,743;

WHEREAS, the combined expenditures budget for 2024-25 is proposed to be \$61,819,058;

WHEREAS, the proposed combined 2024-25 property tax levy is \$17,743,589;

WHEREAS, the 2024-25 budget proposes borrowing \$6,800,000 and drawing \$350,000 from capital reserves for capital equipment, and building improvement projects;

WHEREAS, the equalized value of the District is estimated to increase 2.5%;

WHEREAS, the proposed 2024-25 operational mil rate is 0.34983, and the proposed debt service mil rate is 0.44385 for a total mil rate of 0.79368;

NOW, THEREFORE, BE IT RESOLVED, by the Blackhawk Technical College District Board that the proposed FY 2024-25 budget be presented to the electors of the District at a public hearing on June 19, 2024, at 4:30 p.m., and that a full hearing be held thereon.





2024-2025  
Preliminary Budget and  
Three-Year Projection



**BLACKHAWK TECHNICAL COLLEGE  
PRELIMINARY 2024-2025 OPERATIONAL BUDGET**

	2020-21 Actual	2021-22 Actual	2022-23 Actual	2023-24 Budget	2024-25 Projected	2025-26 Projected	2026-27 Projected
<b>Revenue &amp; Other Sources</b>							
Local Government	\$7,668,946	\$7,321,346	\$7,272,349	\$7,632,820	\$7,818,589	\$8,043,590	\$8,293,590
Local Government - Other	20,680	32,781	205,863	32,000	30,000	30,000	30,000
Tax Levy Refunds	-13,281	-19,691	-22,487	-27,000	-25,000	-25,000	-25,000
State Aid	13,155,679	13,890,930	14,558,969	14,327,762	14,490,014	14,490,014	14,490,014
State Grants	739,187	761,977	993,440	1,429,508	1,314,623	1,314,623	1,314,623
Program Fees	5,272,378	5,635,157	6,262,889	6,265,379	6,552,500	6,650,800	6,750,600
Material Fees	315,586	315,988	336,325	343,972	354,200	354,200	357,781
Other Student Fees	558,553	480,876	499,960	480,750	560,000	560,000	560,000
Institutional - Contract	1,787,944	2,119,830	1,973,629	1,744,018	1,739,270	1,774,100	1,809,600
Institutional - Other	548,345	650,409	1,012,175	679,884	847,500	847,500	847,500
Federal	2,140,903	1,581,721	1,099,954	1,002,761	768,786	769,000	769,000
Transfers In	670,274	320,047	319,285	100,000	80,000	75,000	75,000
<b>Total Revenue &amp; Sources</b>	<b>\$ 32,865,193</b>	<b>\$ 33,091,371</b>	<b>\$34,512,352</b>	<b>\$34,011,854</b>	<b>\$ 34,530,482</b>	<b>\$ 34,883,827</b>	<b>\$ 35,272,708</b>
	0.9%	0.7%	4.3%	-1.5%	1.5%	1.0%	1.1%
<b>Expenditures &amp; Other Uses</b>							
Administrative Salaries	\$6,106,085	\$6,096,428	\$6,403,207	\$6,594,763	\$6,945,035	\$7,084,000	\$7,226,000
Faculty Association Salaries	6,695,230	6,898,066	6,697,635	6,933,630	6,849,333	6,986,000	7,126,000
Instructional Hourly	1,444,764	1,534,331	1,783,461	1,763,479	1,519,432	1,550,000	1,581,000
Support Salaries	1,579,093	1,565,730	1,647,611	1,723,219	1,700,980	1,735,000	1,770,000
Support Hourly	1,029,483	978,662	1,252,116	1,267,668	1,110,032	1,132,000	1,155,000
Other Compensation	21,288	31,274	45,093	440,373	914,771	\$933,000	\$952,000
Health Insurance	2,685,807	2,777,472	2,785,162	2,829,971	3,120,992	\$3,183,000	\$3,247,000
Dental Insurance	272,509	269,143	252,110	259,078	258,466	258,000	258,000
Other Fringe Benefits	2,365,052	2,510,592	2,463,512	3,131,826	3,904,312	3,904,000	3,904,000
Travel, Training & Memberships	297,439	389,841	401,951	557,921	456,216	\$465,000	\$465,000
Supplies, Books, Reference & Software	1,558,264	1,668,227	1,718,513	1,715,254	1,692,885	\$1,727,000	\$1,727,000
Postage, Copiers, Promotion & Certification	471,983	573,970	621,454	684,575	534,797	\$545,000	\$545,000
Contracted Services	3,229,535	4,063,513	3,601,097	3,289,962	2,994,573	\$3,054,000	\$3,054,000
Equipment & Facility Rental	379,832	386,491	390,017	443,253	35,150	\$36,000	\$36,000
Professional & Uncollected Student Fees	554,244	151,009	86,292	159,800	132,500	\$135,000	\$135,000
Insurance & Unemployment	314,755	254,566	288,238	314,000	347,000	\$354,000	\$354,000
Utilities	802,999	769,921	842,824	793,097	931,500	\$932,000	\$932,000
Student Grants & Organizations	169,300	42,576	45,625	111,380	45,000	45,000	45,000
Transfers out	2,661,850	1,900,093	2,207,551	26,250	159,160	159,000	159,000
Current portion of OPEB	0	0	0	0	0	0	0
New Initiatives & Contingency	0	0	0	783,222	857,769	650,000	600,000
<b>Total Expenditures &amp; Uses</b>	<b>\$ 32,639,511</b>	<b>\$ 32,861,905</b>	<b>\$ 33,533,470</b>	<b>\$ 33,822,721</b>	<b>\$ 34,509,903</b>	<b>\$ 34,867,000</b>	<b>\$ 35,271,000</b>
	0.4%	0.7%	2.0%	0.9%	2.0%	1.0%	1.2%
<b>Revenues Over (Under) Expenditures &amp; Change to Fund Balance</b>	<b>\$225,682</b>	<b>\$229,466</b>	<b>\$978,881</b>	<b>\$189,133</b>	<b>\$20,579</b>	<b>\$16,827</b>	<b>\$1,709</b>

**BLACKHAWK TECHNICAL COLLEGE  
PRELIMINARY 2024-2025 OPERATIONAL BUDGET**

	2020-21 Actual	2021-22 Actual	2022-23 Actual	2023-24 Budget	2024-25 Projected	2025-26 Projected	2026-27 Projected
<b>ENROLLMENT ASSUMPTIONS</b>							
Associate Degree	1,123	1,153	1,254	1,297	1,297	1,297	1,297
Technical Diploma	166	180	191	198	198	198	198
Vocational Adult	34	40	44	44	44	44	44
Non-Postsecondary	72	60	60	60	60	60	60
Community Services	1	-	1	1	1	1	1
<b>BTC Total FTEs</b>	<b>1,396</b>	<b>1,433</b>	<b>1,550</b>	<b>1,600</b>	<b>1,600</b>	<b>1,600</b>	<b>1,600</b>
Assoc/Tech Degree FTE Percentage Change	-3.66%	3.41%	8.40%	3.46%	0.00%	0.00%	0.00%
BTC Total FTE Percentage Change	-4.12%	2.65%	8.16%	3.23%	0.00%	0.00%	0.00%
<b>TUITION ASSUMPTIONS</b>							
<b>Tuition Rate</b>	<b>\$138.90</b>	<b>\$141.00</b>	<b>\$143.45</b>	<b>\$146.20</b>	<b>\$149.50</b>	<b>\$151.75</b>	<b>\$154.05</b>
<b>Tuition Rate Change</b>	<b>1.8%</b>	<b>1.5%</b>	<b>1.7%</b>	<b>1.9%</b>	<b>2.3%</b>	<b>1.5%</b>	<b>1.5%</b>
<b>TAX LEVY ASSUMPTIONS</b>							
Operational Tax Levy	\$ 7,671,320	\$ 7,321,346	\$ 7,272,349	\$ 7,632,820	\$ 7,818,589	\$ 8,043,590	\$ 8,293,590
Debt Service Tax Levy	\$ 8,400,000	\$ 8,850,000	\$ 8,865,000	\$ 9,425,000	\$ 9,920,000	\$ 9,950,000	\$ 9,770,000
<b>Total Tax Levy</b>	<b>\$ 16,071,320</b>	<b>\$ 16,171,346</b>	<b>\$ 16,137,349</b>	<b>\$ 17,057,820</b>	<b>\$ 17,738,589</b>	<b>\$ 17,993,590</b>	<b>\$ 18,063,590</b>
<b>Tax Levy % Change</b>							
Operational Levy Change	4.1%	-4.6%	-0.7%	5.0%	2.4%	2.9%	3.1%
Debt Service Levy Change	1.9%	5.4%	0.2%	6.3%	5.3%	0.3%	-1.8%
<b>Total Tax Levy Increase</b>	<b>3.0%</b>	<b>0.6%</b>	<b>-0.2%</b>	<b>5.7%</b>	<b>4.0%</b>	<b>1.4%</b>	<b>0.4%</b>
<b>Equalized Property Value Growth</b>	<b>5.7%</b>	<b>9.0%</b>	<b>19.1%</b>	<b>13.3%</b>	<b>2.5%</b>	<b>2.0%</b>	<b>2.0%</b>
<b>Equalized Property Value</b>	<b>14,821,866,157</b>	<b>16,159,386,341</b>	<b>19,238,667,879</b>	<b>21,804,771,643</b>	<b>22,349,890,934</b>	<b>22,796,888,753</b>	<b>23,252,826,528</b>
<b>Mill Rate Projections</b>							
Operational Mill Rate	0.51757	0.45307	0.37801	0.35005	0.34983	0.35284	0.35667
Debt Service Mill Rate	0.56673	0.54767	0.46079	0.43224	0.44385	0.43646	0.42016
<b>Total Mill Rate</b>	<b>1.08430</b>	<b>1.00074</b>	<b>0.83880</b>	<b>0.78230</b>	<b>0.79368</b>	<b>0.78930</b>	<b>0.77683</b>
<b>Mill Rate % Change</b>							
Operational Mill Rate	-1.4%	-12.5%	-16.6%	-7.4%	-0.1%	0.9%	1.1%
Debt Service Mill Rate	-3.5%	-3.4%	-15.9%	-6.2%	2.7%	-1.7%	-3.7%
<b>Total Mill Rate Increase</b>	<b>-2.5%</b>	<b>-7.7%</b>	<b>-16.2%</b>	<b>-6.7%</b>	<b>1.5%</b>	<b>-0.6%</b>	<b>-1.6%</b>



**BLACKHAWK TECHNICAL COLLEGE  
PRELIMINARY 2024-2025 OPERATIONAL BUDGET**

	2020-21 Actual	2021-22 Actual	2022-23 Actual	2023-24 Budget	2024-25 Projected	2025-26 Projected	2026-27 Projected
<b>Analysis of Fund Balance - Operational Funds</b>							
<b>Total Operational Year Expenditures &amp; Transfers-out (Fund 1000-2000)</b>	\$ 32,639,511	\$ 32,861,905	\$ 33,533,470	\$ 33,822,721	\$ 34,509,903	\$ 34,867,000	\$ 35,271,000
<b>General State Aid [Formula]</b>	\$ 3,312,093	\$ 3,285,402	\$ 3,440,373	\$ 3,322,415	\$ 3,481,000	\$ 3,481,000	\$ 3,481,000
<b>End of Year Fund Balance</b>	\$ 12,202,717	\$ 12,432,183	\$ 13,411,064	\$ 13,600,197	\$ 13,620,776	\$ 13,637,603	\$ 13,639,311
Designated for Operations	\$ 7,390,703	\$ 5,599,106	\$ 7,681,429	\$ 7,681,429	\$ 8,627,476	\$ 8,716,750	\$ 8,817,750
Designated for State Aid Fluctuations	\$ 315,000	\$ 350,000	\$ 203,000	\$ 330,000	\$ 348,100	\$ 348,100	\$ 348,100
Designated for Subsequent Years	\$ 475,000	\$ 500,000	\$ 974,809	\$ 500,000	\$ 522,150	\$ 522,150	\$ 522,150
Designated for Subsequent Year	\$ 3,939,669	\$ 5,875,796	\$ 4,410,948	\$ 4,947,261	\$ 3,983,050	\$ 3,975,603	\$ 3,876,311
Reserved for Prepaids	\$ 82,345	\$ 107,281	\$ 140,878	\$ 141,507	\$ 140,000	\$ 75,000	\$ 75,000
<b>Percentage of Expenditures (1):</b>							
Designated for Operations (16.7-25%)	22.64%	17.04%	22.91%	22.71%	25.00%	25.00%	25.00%
<b>Percentage of State Aid Revenue (2)</b>							
Designated for State Aid Fluctuations (10%)	9.51%	10.65%	5.90%	9.93%	10.00%	10.00%	10.00%
Designated for Subsequent Years (15%)	14.34%	15.22%	28.33%	15.05%	15.00%	15.00%	15.00%
<b>Percentage of Expenditures (3)</b>							
Designated for Subsequent Year	12.07%	17.88%	13.15%	14.63%	11.54%	11.40%	10.99%
<b>Percentage of Total Fund Balance to Sub</b>	37.13%	36.02%	38.46%	38.56%	39.06%	38.67%	37.91%

(1) % of Current Fiscal Year's Budgeted (or Actual) Expenditures & Transfers Out

(2) % of Current Year's Budgeted General State Aid [Formula] Revenue

(3) All Fund Balance not reserved or designated above

**Blackhawk Technical College**  
**PRELIMINARY 2024-2025 OPERATIONAL BUDGET**  
**Capital Projects Funds**

	2020-21 Actual	2021-22 Actual	2022-23 Actual	2023-24 Budget	2024-25 Projected	2025-26 Projected	2026-27 Projected
<b>Fund Balance - Beginning</b>	\$ 3,829,284	\$ 9,380,225	\$ 25,345,994	\$ 27,092,879	\$ 2,354,451	\$ 2,354,451	\$ 2,459,451
<b>Resources:</b>							
State & Federal Aid	1,885,531	3,242,847	1,094,682	139,571	-	-	-
Institutional Revenue	160,895	1,295,785	7,691,815	156,944	-	-	-
Transfers in	2,000,000	1,700,000	2,000,000	-	419,000	-	-
Bond / Note Proceeds	11,000,000	29,800,000	5,300,000	6,800,000	6,800,000	6,800,000	6,800,000
<b>Total Resources</b>	<b>15,046,426</b>	<b>36,038,632</b>	<b>16,086,497</b>	<b>7,096,515</b>	<b>7,219,000</b>	<b>6,800,000</b>	<b>6,800,000</b>
<b>Expenditures:</b>							
Capital Equipment	5,147,796	6,788,842	3,611,356	3,200,789	2,769,000	2,965,000	2,965,000
Capital Improvements	4,263,689	13,107,020	10,332,717	28,248,717	4,450,000	3,730,000	3,730,000
Land Acquisition	-	-	325,540	-	-	-	-
Transfers out	84,000	177,000	70,000	385,437	-	-	105,000
<b>Total Expenditures</b>	<b>9,495,485</b>	<b>20,072,863</b>	<b>14,339,613</b>	<b>31,834,943</b>	<b>7,219,000</b>	<b>6,695,000</b>	<b>6,800,000</b>
<b>Fund Balance - Ending</b>	<b>\$ 9,380,225</b>	<b>\$ 25,345,994</b>	<b>\$ 27,092,879</b>	<b>\$ 2,354,451</b>	<b>\$ 2,354,451</b>	<b>\$ 2,459,451</b>	<b>\$ 2,459,451</b>

<b>Debt Retirement Assumptions</b>
Category 1 Software Licensing
Category 2 Software Equipment
Category 3 Computer Equipment
Category 4 Other Equipment
Category 5 Extended Life Equipment
Category 6 Building Improvements

**Blackhawk Technical College**  
**PRELIMINARY 2024-2025 OPERATIONAL BUDGET**  
**Debt Service Fund**

	2020-21 Actual	2021-22 Actual	2022-23 Actual	2023-24 Budget	2024-25 Projected	2025-26 Projected	2026-27 Projected
Fund Balance - Beginning	\$ 1,067,042	\$ 1,060,736	\$ 2,252,950	\$ 2,275,772	\$ 1,772,219	\$ 1,717,219	\$ 1,662,977
<b>Resources:</b>							
Property Taxes	8,400,000	8,850,000	8,865,000	9,425,000	9,920,000	9,950,000	9,770,000
Institutional Revenue	565	1,771	92,915	-	50,000	-	-
Bond Premium	35,061	964,973	169,711	-	-	-	-
Transfers in	84,000	177,000	70,000	105,000	-	-	-
<b>Total Resources</b>	<b>8,519,626</b>	<b>9,993,744</b>	<b>9,197,626</b>	<b>9,530,000</b>	<b>9,970,000</b>	<b>9,950,000</b>	<b>9,770,000</b>
<b>Expenditures:</b>							
Principal Payment	7,425,000	7,495,000	7,395,000	8,025,000	8,215,000	8,130,000	7,930,000
Interest Payment	1,024,082	1,127,954	1,709,679	1,903,553	1,755,000	1,819,242	1,841,098
Other Expenses	76,850	178,575	70,125	105,000	55,000	55,000	55,000
<b>Total Expenditures</b>	<b>8,525,932</b>	<b>8,801,529</b>	<b>9,174,804</b>	<b>10,033,553</b>	<b>10,025,000</b>	<b>10,004,242</b>	<b>9,826,098</b>
Fund Balance - Ending	\$ 1,060,736	\$ 2,252,950	\$ 2,275,772	\$ 1,772,219	\$ 1,717,219	\$ 1,662,977	\$ 1,606,879

**Blackhawk Technical College  
PROPOSED 2024-2025 BUDGET**

<b>All Funds by Function</b>	<b>General Fund</b>	<b>Special Revenue</b>	<b>Operational Funds</b>	<b>Capital Projects</b>	<b>Debt Service</b>	<b>Enterprise</b>	<b>Internal Service</b>	<b>Agency</b>	<b>Trust</b>	<b>Total All Funds</b>
<b>Revenues:</b>										
Property Tax Revenue	7,283,000	540,589	7,823,589	-	9,920,000	-	-	-	-	17,743,589
State Aid Revenue	14,550,014	1,254,623	15,804,637	-	-	-	-	-	1,052,500	16,857,137
Program (Tuition) Fees	6,552,500	-	6,552,500	-	-	-	-	-	-	6,552,500
Material Fees	354,200	-	354,200	-	-	-	-	-	-	354,200
Other Student Fees	560,000	-	560,000	-	-	-	-	400,000	-	960,000
Institutional Revenue	2,586,770	-	2,586,770	-	50,000	221,089	305,000	211,849	160,417	3,535,125
Federal Revenue	8,500	760,286	768,786	-	-	-	-	-	7,694,999	8,463,785
<b>Total Revenues</b>	<b>\$ 31,894,984</b>	<b>\$ 2,555,498</b>	<b>\$ 34,450,482</b>	<b>\$ -</b>	<b>\$ 9,970,000</b>	<b>\$ 221,089</b>	<b>\$ 305,000</b>	<b>\$ 611,849</b>	<b>\$ 8,907,916</b>	<b>\$ 54,466,336</b>
Proceeds from Debt	-	-	-	6,800,000	-	-	-	-	-	6,800,000
Interfund Transfers In	80,000	-	80,000	69,000	-	-	-	-	90,160	239,160
Transfers from Fund Balance	-	-	-	350,000	55,000	15,306	-	157,408	-	577,714
<b>Total Revenue &amp; Other Sources</b>	<b>\$ 31,974,984</b>	<b>\$ 2,555,498</b>	<b>\$ 34,530,482</b>	<b>\$ 7,219,000</b>	<b>\$ 10,025,000</b>	<b>\$ 236,395</b>	<b>\$ 305,000</b>	<b>\$ 769,257</b>	<b>\$ 8,998,076</b>	<b>\$ 62,083,210</b>
<b>Expenditures</b>										
Instruction	17,954,486	1,278,535	19,233,021	1,368,269	-	12,000	-	35,000	-	20,648,290
Instructional Resources	1,289,107	75,028	1,364,135	191,958	-	-	-	-	-	1,556,093
Student Services	2,531,538	1,185,438	3,716,976	-	-	-	-	602,298	8,837,659	13,156,933
General Institutional	7,402,538	16,497	7,419,035	1,208,773	-	-	-	131,959	160,417	8,920,184
Physical Plant	2,617,576	-	2,617,576	4,450,000	10,025,000	-	-	-	-	17,092,576
Auxiliary Services	-	-	-	-	-	139,982	305,000	-	-	444,982
<b>Total Expenditures</b>	<b>\$ 31,795,245</b>	<b>\$ 2,555,498</b>	<b>\$ 34,350,743</b>	<b>\$ 7,219,000</b>	<b>\$ 10,025,000</b>	<b>\$ 151,982</b>	<b>\$ 305,000</b>	<b>\$ 769,257</b>	<b>\$ 8,998,076</b>	<b>\$ 61,819,058</b>
Interfund Transfers Out	159,160	-	159,160	-	-	80,000	-	-	-	239,160
Transfers To Fund Balance	20,579	-	20,579	-	-	4,413	-	-	-	24,992
<b>Total Expenditures &amp; Other Uses</b>	<b>\$ 31,974,984</b>	<b>\$ 2,555,498</b>	<b>\$ 34,530,482</b>	<b>\$ 7,219,000</b>	<b>\$ 10,025,000</b>	<b>\$ 236,395</b>	<b>\$ 305,000</b>	<b>\$ 769,257</b>	<b>\$ 8,998,076</b>	<b>\$ 62,083,210</b>
<b>Revenues/Sources Over (Under)</b>										
<b>Expenditures/Uses</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

## **ACTION ITEMS ITEM C.**

### Action Item

#### Award of Contract for Parking Lot Repair and Reconfiguration (Action – James Nemeth)

The College's multi-year facilities maintenance plan includes the replacement of parking lots in fiscal years 2023-24 and 2024-25. The Central Campus Lot H, the entrance from County Road G, the main drive through campus, and the drive on the north of the parking lots are scheduled for replacement (areas outlined in red below).



In addition, with the significant changes to campus, the College recently completed a campus appeal design project, done with the assistance of architects from Angus-Young Associates. Included in the resulting campus appeal plan is a reconfiguration of the existing parking lots to improve safety, simplify decision making for visitors, and better serve the new campus buildings (campus appeal reconfiguration presented to the District Board in February 2024).



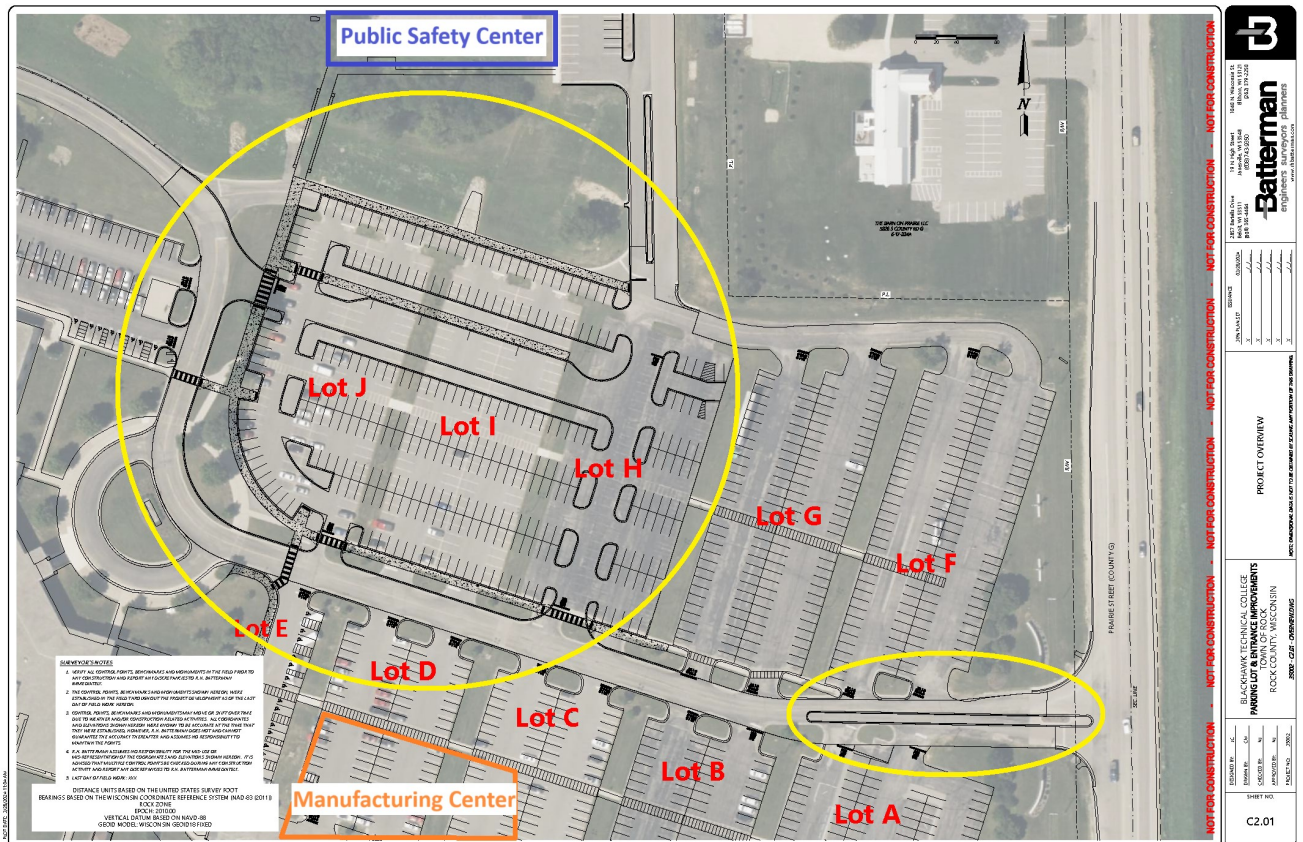
The College engaged Batterman Engineering (Batterman) to incorporate the campus appeals design into sections of the parking lot already being impacted by the planned maintenance work.

The proposed project will complete the planned parking lot repair work while also incorporating several elements of the campus appeal design including:

- Reconfiguring the northwest corner of the parking lot.
- Creating a boulevard entrance off of County Road G.
- Redirect traffic flow where the access road from Highway 51 enters the parking lot.

The reconfiguration streamlines traffic flow by eliminating a significant number of intersections in the reconfigured lots and creates a clear traffic lane to the Public Safety Center. The boulevard will provide increase safety by creating additional separation between cars entering and exiting campus, particularly during the winter months when road can be slick. Furthermore,

the realigned parking stalls will facilitate pedestrian movement along parking lanes, reducing the number of times pedestrians cross traffic lanes. Beyond safety enhancements, the reconfigured lots will better accommodate the growing campus population. With the impending opening of the Public Safety Center (PSC) to the north of campus, this layout will provide increased parking near primary pedestrian routes to the PSC’s front entrance.



Batterman is assisting the College with the bid process and construction management. The work will be completed over the summer as to minimize the impact to students.

The project will be funded out of the fiscal years 2023-24 and 2024-25 annual capital budget.

Administration recommends approving the Central Campus parking lot improvements and the award of contract to the low bidder – Rock Road of Janesville, WI in the amount of \$724,050.24.





## ACTION ITEMS ITEM D.

### Action Item

#### Award of Contract for Move from AMTC (Action – James Nemeth)

Beginning in June, I-MEC will be ready to begin receiving equipment and supplies from the educational labs located at AMTC in Milton and the temporary storage facility located in Clinton. Due to the size and complexity to move many of pieces of the equipment, the quantity of equipment and supplies to be moved, and short timeframe from the end of classes at AMTC, the College determined the need to engage a third-party company to assist with the move.

After reaching out to potential vendors to receive preliminary budgetary quotes, it was determined the cost of the move would be significant, therefore the College bid the project.

The vendor requirements consist of:

- Moving approximately 200 pieces of equipment identified as part of the bid. Some of the larger pieces, which can weigh thousands of pounds, include:
  - CNC Machines (~10,000 pounds each)
  - ABB Robotics (~3,000 pounds each)
  - Horizontal Band Saws (~4,000 pounds each)
  - Mills (~2,000 pounds each)
  - Lathes (~1,300 pounds each)
  - Residential and Commercial Heating and Cooling Systems (up to 1,500 pounds), and
  - A Large Roof Air Handler System
- Moving all other equipment and supplies in lab spaces, with the exception of information technology equipment.
- Being responsible for the proper supervision, coordination, and guidance of the overall move and employ the necessary procedures to protect the College's equipment and building property against damage by the relocation.
- Ensure all equipment and materials noted be carefully and safely disconnected (as applicable) from any mechanical fasteners, electrical, plumbing, and piping sources, packaged and protected from damage for shipment and transported to the IMEC facility.
- Place all equipment and materials in locations as directed and if applicable unpackage, setup and reconnect to all provided mechanical fasteners, electrical, plumbing, and piping sources and tested for proper operation. As an example, 99 welding receptables and 40 welding snorkels are being installed in the new building to act as power and piping sources for a fraction of the items being moved over and reconnected.
- Ensure equipment is in working order once connected.

An alternate was also included to setup the HVAC lab in the I-MEC Facility.

The project schedule is:

- Bids were released on April 1, 2024
- Pre-bid site visit/inspection was on April 9, 2024
- Questions due on April 11, 2024
  - Responses were provided via an Addenda issued April 12, 2024
- Bids due and opened on April 26, 2024 (not this was extended from April 16, 2024)
- Award of contract May 15, 2024
- Work to be completed by June 30, 2024

One bid was received for this request for proposal from J.P. Cullen for \$340,900. This bid did not include the alternate. Management recommends that District Board accept the bid as presented.



**BLACKHAWK TECHNICAL COLLEGE**

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

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