



District Board Meeting

September 16, 2020, 5:00 pm
North Commons

Blackhawk Technical College



DISTRICT BOARD MEETING

REVISED AGENDA

DATE: SEPTEMBER 16, 2020

TIME: 5:00 P.M.

LOCATION: CENTRAL CAMPUS – NORTH COMMONS, 6004 S COUNTY RD G,
JANESVILLE WI 53546-9458

CALL TO ORDER

- A. Roll Call
- B. Public Comment

Persons who wish to address the District Board may make a statement as long as 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 Board meeting when the subject is properly noticed on the agenda. Unless requested by the Board Chair from the audience, regarding a specific agenda topic, public comments or dialogue are not allowed during other portions of the Board meeting and/or discussion.

SPECIAL REPORTS

- A. Student Success Story (*Information – Jen Thompson*)
- B. Student Representative to the Board Report (*Information – W. Ryan Lewis*)
- C. IDEAL Opportunity Scholarship (*Information – Lisa Hurda*)

DISTRICT BOARD PROFESSIONAL DEVELOPMENT

- A. Mental Health Services/Behavior Intervention Team Overview (*Information – Tony Landowski, Dr. Melissa Lantta, and Laura Becker*)

INFORMATION/DISCUSSION

- A. Financial Statement (*Information - Renea Ranguette*)
- B. President's Update (*Information - Dr. Tracy Pierner*)
 - 1. Community Engagement Update
 - 2. Internal Communications
 - 3. Review of College Events
 - 4. Upcoming Events
 - 5. Other Communications

- C. Update on Public Safety & Transportation Training Center Project (*Information – Dr. Tracy Pierner*)
- D. WTCS Consortium Update (*Information – Representative*)

CONSENT AGENDA

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

- A. Approval of August 19, 2020, District Board Retreat Meeting Minutes (*Action*)
- B. Approval of August 19, 2020, District Board Regular Meeting Minutes (*Action*)
- C. Approval of Current Bills (*Action – Renea Ranguette*)
- D. Approval of Training Contracts (*Action – Mark Borowicz*)
- E. Confirmation of Administrative Employment Contract Issued for the Position of Purchase Manager to Tyler Ratkowski (*Action – Kathy Broske*)
- F. Confirmation of Administrative Employment Contract Issued for the Position of ERP Business Analyst to Adrian Sanchez (*Action – Kathy Broske*)
- G. Acceptance of Resignation (Karli Paynter) (*Action – Kathy Broske*)

ACTION ITEMS

- A. Request for Nominations of the 2021 Board Member of the Year Award (*Action – Dr. Tracy Pierner*)
- B. Approval of Second Reading of Revisions to Policy A-210, District Board Power and Authority (*Action – Chairperson Thornton*)
- C. Approval of Second Reading of Revisions to Policy A-220, District Board Duties and Responsibilities (*Action – Chairperson Thornton*)
- D. Approval of Second Reading of Revisions to Policy F-100, Naming College Facilities (*Action – Chairperson Thornton*)
- E. Approval of the Sale of Center for Transportation Studies (CTS) Building and the Associated Lease (*Action – Dr. Tracy Pierner*)
- F. Approval of Public Safety and Transportation Center Project Contingent Upon Wisconsin Technical College System Board (WTCSB) Approval and Citizen Support of Referendum.

COMMITTEES**FINANCE**

- A. Finance Committee Meeting – No September Meeting Scheduled

PERSONNEL

- A. Personnel Committee Meeting – No September Meeting Scheduled

NEW BUSINESS

- A. Employee Turnover Report (*Information – Kathy Broske*)
- B. Fall 2020 Enrollment Report (*Information – Dr. Jon Tysse*)
- C. First Reading of Revised and New District Board Policies (*Discussion – Chairperson Thornton*)
1. Board Policy A-230, Board Composition & Terms of Office
 2. Board Policy A-240, Delegation of Authority to the President/District Director
 3. Board Policy A-250, Selection of President/District Director
 4. Board Policy A-260, President/District Director Succession
 5. Board Policy A-270, Evaluation of the President/District Director
 6. Board Policy A-300, Mission, Vision, and Values
 7. Board Policy A-400, Organizational Structure
 8. Board Policy A-500, Accreditation
 9. Board Policy C-250, Reimbursement of Relocation Expenses
 10. Board Policy E-210, Public Records Law (Public's Right to Know)
 11. Board Policy E-212, Records Retention and Destruction
 12. Board Policy E-750, Institutional Planning

OTHER BUSINESS

- A. Report on District Boards Association Virtual Annual Planning Meeting, August 28, 2020 (*Board Member, Laverne Hays*)
- B. Board Member Committee Interest (*Discussion – Chairperson Thornton*)
- C. ACCT Conference Leadership Congress, October 5-8, Virtual

FUTURE AGENDA ITEMS**ADJOURNMENT**



SEPTEMBER 16, 2020

SPECIAL REPORTS

- Student Success Story
- IDEAL Opportunity Scholarship

SPECIAL REPORTS – ITEM A.

Student Success Story

Each month, the District Board recognizes a student or group of students from the College. In September, we will recognize the new leadership of the Blackhawk Technical College Student Government Association (SGA). Despite the pandemic, this new group of leaders is eager to connect with students.

The mission of the BTC Student Government Association is to represent the current and future student needs and wants for the greater benefit of the student body. The SGA is part of the Wisconsin Student Government Association and the students on the SGA represent Blackhawk at Wisconsin Student Government meetings and conferences, as well as meet with Wisconsin state legislators on important issues. Their goal is to provide opportunities for fellowship, networking, and professional growth among students.

This year's SGA board includes:

Ryan Lewis, President (Janesville)
Area of study: Information Technology

Josh Lichtfuss, Executive Vice President (Janesville)
Area of study: Business Management

Sarah Potter, Parliamentarian (Beloit)
Area of study: Network Specialist

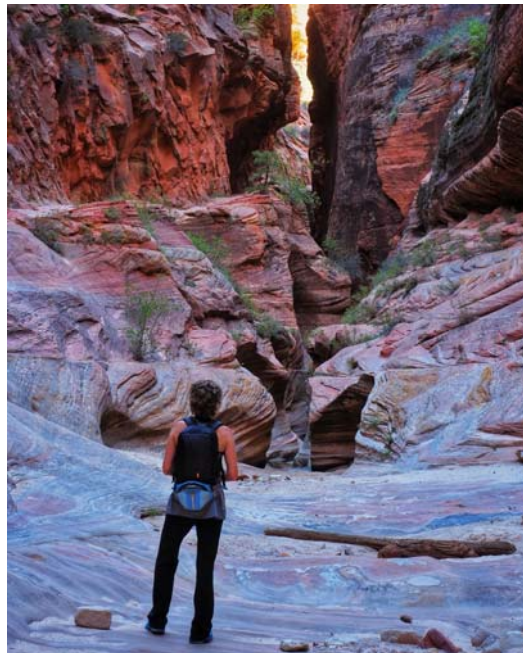
Dana Pierce, Event Liaison (Janesville)
Area of study: Human Services

We recognize this group of students for the contributions they make to Blackhawk Technical College.



IDEAL Opportunity Scholarship

District Board Meeting
September 16, 2020



Worry

Doubt

IDEAL Opportunity Scholarship



I = Inclusion
D = Diversity
E = Equity
A = Accessibility
L = Launch

Scholarship Components



1. Workplace/Internship Component with a Business/Industry Employer

- On-the-job work experience/mentoring program with a business employer
- Flexible paid hours per week with a matched business employer

2. Faculty Mentorship Component

- Students would receive support from an assigned faculty mentor.
- Students would receive advisement, coaching, and mentorship during their two years of full-time study at BTC.

3. Tuition, Fees, & Required Materials Scholarship

- The students selected for this scholarship would either have their tuition, fees, and required materials paid for through either
 - A Pell Grant through Federal Student Financial Aid (FAFSA) application; or
 - Blackhawk Technical College would award the scholarship recipient an "institutional" scholarship that would be paid with College funds.

Scholarship Components (cont.)



4. Cost of Living Scholarship (New to BTC!)

- The Foundation would award the two (2) selected recipients a "cost of living" scholarship to pay for things they encounter while attending BTC such as...
 - ☐ Housing expenses (room and board)
 - ☐ Food costs
 - ☐ Utilities
 - ☐ Internet services
 - ☐ Transportation
- Why award this new "Cost of Living" Scholarship?
- This supplemental cost of living scholarship support is vital for student success and degree completion since "life responsibilities" are the single greatest barrier to student success.
- This type of scholarship has not historically been provided at Blackhawk Technical College.

Scholarship Components (cont.)



4. Cost of Living Scholarship (New to BTC!)

- This "Cost of Living" Scholarship wraps support beyond the Pell Grant or Institutional Scholarship (tuition & fees) and the work experience earned income to support living expenses while the student is enrolled and attending full-time.
- The scholarship amount is calculated based upon WTCS Cost of Attendance calculation (as adjusted for tuition and fees) and annualized (rather than nine months). This amount is then reduced by the student's earned income from the work experience.
- Example of Independent Student:
 - Annualized Cost of Living/Attendance = \$18,060 (per WTCS 2020-2021 data)
 - Minimum Work Internship Earnings = - \$ 8,250 (with a business/industry employer in our region)
 - Cost of Living Portion Scholarship** \$ 9,500/year (or \$4,750/semester with disbursement over the semester)



Pledge Form

Donor Information

Name		
Address		
City	State	Zip
Phone	Email Address	

Pledge Information

I (we) pledge a total of \$_____ to be paid: ☐ now ☐ following the below schedule

Date: _____ Amount: _____

Date: _____ Amount: _____

Date: _____ Amount: _____

Date: _____ Amount: _____

I (we) plan to make this contribution in the form of: ☐ cash ☐ check ☐ credit card (Secure CC payments can be made online.)

(For in-kind gifts or stock transfers, please contact the foundation.)

Gift will be matched by (company/family/foundation) _____

Gift Designation

I (we) intend for our gift to be used for the following purpose: (Examples: Annual Fund, Coins4Caring, Current Capital Campaign, Specific Academic Division or College Department)

Acknowledgement Information

Please use the following name(s) in all acknowledgements: _____

(Optional) Please soft-credit (will not receive credit for tax purposes) the following individual or organization:

Signature(s)

Date

**Please make checks, corporate matches,
or other gifts payable to:**

**Blackhawk Technical College Foundation
6004 S County Road G
PO BOX 5009
Janesville, WI 53547-5009**



SEPTEMBER 16, 2020

INFORMATION/DISCUSSION

- Financial Statement

INFORMATION/DISCUSSION - ITEM A.

BLACKHAWK TECHNICAL COLLEGE Summary of Revenue and Expenditures as of August 31, 2020

<u>COMBINED FUNDS</u>	2020-21 CURRENT BUDGET	2020-21 ACTUAL TO DATE	2020-21 PERCENT INCURRED	2019-20 ACTUAL TO DATE	2019-20 PERCENT INCURRED
REVENUE & OTHER RESOURCES:					
Local Government	\$ 15,935,275	\$ 14,624	0.1%	\$ 152,593	1.0%
State Aids	14,734,272	995,552	6.8%	1,002,240	6.3%
Statutory Program Fees	5,503,459	2,801,635	50.9%	2,967,033	51.9%
Material Fees	274,600	162,823	59.3%	202,310	51.5%
Other Student Fees	850,859	475,401	55.9%	427,498	45.4%
Institutional	2,753,706	150,291	5.5%	230,285	8.4%
Federal	9,776,864	-	0.0%	448	0.0%
Other Sources (Bond/Transfer from Other Fund)	<u>5,154,625</u>	<u>70,000</u>	1.4%	<u>64,000</u>	1.3%
Total Revenue & Other Resources	<u>\$ 54,983,660</u>	<u>\$ 4,670,326</u>	8.4%	<u>\$ 5,046,407</u>	9.2%
EXPENDITURES BY FUNCTION:					
Instruction	\$ 18,643,932	\$ 1,644,584	8.8%	\$ 1,893,142	9.6%
Instructional Resources	3,016,810	858,906	28.5%	527,565	24.8%
Student Services	11,930,010	465,932	3.9%	514,068	4.1%
General Institutional	7,637,644	1,741,378	22.8%	888,769	14.0%
Physical Plant	13,857,713	578,110	4.2%	432,676	3.2%
Auxiliary Services	309,965	215,533	69.5%	210,518	62.8%
Other Uses (Transfer to Other Fund)	<u>154,625</u>	<u>-</u>	0.0%	<u>-</u>	0.0%
Total Expenditures & Other Uses	<u>\$ 55,550,699</u>	<u>\$ 5,504,443</u>	9.9%	<u>\$ 4,466,738</u>	8.2%
EXPENDITURES BY FUNDS:					
General	\$ 28,042,662	\$ 3,609,617	12.9%	\$ 3,045,060	10.8%
Special Revenue	2,989,102	271,652	9.1%	338,838	10.1%
Capital Projects	6,045,060	1,289,708	21.3%	773,205	15.7%
Debt Service	8,629,644	32,500	0.4%	35,950	0.4%
Enterprise	82,965	4,135	5.0%	7,822	6.3%
Internal Service	227,000	211,398	93.1%	202,696	96.5%
Trust & Agency	9,379,641	85,433	0.9%	63,167	0.7%
Other Uses (Transfer to Other Fund)	<u>154,625</u>	<u>-</u>	0.0%	<u>-</u>	0.0%
Total Expenditures	<u>\$ 55,550,699</u>	<u>\$ 5,504,443</u>	9.9%	<u>\$ 4,466,738</u>	8.2%
Fund Balances, Beginning	\$ 18,861,393	\$ 18,861,393		\$ 16,900,529	
Change in Fund Balance	<u>(567,039)</u>	<u>(834,117)</u>		<u>579,669</u>	
Fund Balances, Ending	<u>\$ 18,294,354</u>	<u>\$ 18,027,276</u>		<u>\$ 17,480,198</u>	
Debt Service Detail					
Principal Payments	7,425,000	-	0.0%	-	0.0%
Interest Payments	1,136,644	-	0.0%	-	0.0%
Other Debt Service Expenses	<u>68,000</u>	<u>32,500</u>	47.8%	<u>35,950</u>	52.9%
Total Debt Service Payments	<u>\$ 8,629,644</u>	<u>\$ 32,500</u>		<u>\$ 35,950</u>	



AUGUST 19, 2020

CONSENT AGENDA

- August 19, 2020, District Board Retreat Meeting Minutes
- August 19, 2020, District Board Regular Meeting Minutes
- Current Bills
- Training Contracts
- Administrative Employment Contract Issued for the Position of Purchase Manager to Tyler Ratkowski
- Administrative Employment Contract Issued for the Position of ERP Business Analyst to Adrian Sanchez
- Resignation of Karli Paynter



DISTRICT BOARD/FOUNDATION BOARD RETREAT WEDNESDAY AUGUST 19, 2020

MINUTES

CALL TO ORDER

Chairperson Thornton called the Blackhawk Technical College District Board Retreat to order at 8:35 a.m.

Board Members Present: Eric Thornton, Chairperson; Barbara Tillman, Vice Chairperson; Laverne Hays, Secretary; Rick Richard (arrived 12:30 pm), Treasurer; Rachel Andres; Traci Davis (departed 12:00 pm); Rich Deprez; Mark Mayer; and Steve Pophal (arrived 10:30 am)

Board Members Absent: None

Staff Present: Dr. Tracy Pierner; Tony Landowski; Renea Ranguette; Dr. Karen Schmitt; Jen Thompson; Dr. Jon Tysse; Julie Barreau; Moira Lafayette; Troy Egger; Rob Balsamo

Foundation Board Members Present: Lisa Hurda, Dave Holterman, Jill Leitzen

Guest: Kit Dailey

2020-2021 STRATEGIC PLAN PROJECTS

The Strategic Plan's Fiscal Year 2020-21 initiatives and projects were presented.

BOXED LUNCH

The Board recessed for lunch in the North Commons at 11:30 a.m.; no business was discussed.

PUBLIC SAFETY & TRANSPORTATION CENTER OVERVIEW/TIMELINE PROCESS

Dr. Pierner and Kit Dailey provided an overview and timeline of the Public Safety & Transportation Center.

FY21 PRESIDENTIAL GOALS

Dr. Pierner reviewed a SWOT analysis of the presidential goals for FY21.

CLOSED SESSION

Chairperson Thornton stated the Board would entertain a motion to adjourn to a closed session pursuant to Wis. Stats. 19.85 (1)(c) for the purpose of conducting a District Board self-evaluation process. No action would be taken.

It was moved by Ms. Tillman and seconded by R. Andres to adjourn to a closed session at 2:31p.m. pursuant to Wis. Stats. 19.85 (1)(c) for the purpose of conducting a District Board self-evaluation process.

Motion Carried.

Ms. Barreau was excused from the closed session.

It was moved by Mr. Mayer and seconded by Mr. Deprez to adjourn the closed session at 3:12 p.m.

Motion Carried.

ADJOURN RETREAT

As there was no additional business, the Retreat was adjourned at 3:13 p.m.

Motion carried.

Laverne E. Hays

Secretary



**DISTRICT BOARD MEETING
WEDNESDAY AUGUST 19, 2020
3:00 P.M.**

MINUTES

CALL TO ORDER

Chairperson Thornton called the Blackhawk Technical College District Board meeting to order at 3:15 p.m.

Board Members Present: Eric Thornton, Chairperson; Barbara Tillman, Vice Chairperson; Laverne Hays, Secretary; Rick Richard, Treasurer; Rachel Andres; Rich Deprez; Mark Mayer; and Steve Pophal

Board Members Absent: Traci Davis

Staff Present: Dr. Tracy Pierner; Tony Landowski; Renea Ranguette; Dr. Karen Schmitt; Jen Thompson; Dr. Jon Tysse; Julie Barreau; Moira Lafayette

Chairperson Thornton called for Public Comment. There were no comments.

SPECIAL REPORTS

Chairperson Thornton called for Special Reports. There were none.

DISTRICT BOARD PROFESSIONAL DEVELOPMENT

Chairperson Thornton called for District Board Professional Development. There were none.

INFORMATION/DISCUSSION

Chairperson Thornton called for Information/Discussion items.

- A. The July Financial Statement and Quarterly Update were reviewed.
- B. Dr. Pierner presented his monthly report.
 - Community Engagement Update: WCLO in-studio interview, presented to Forward Janesville, attended a Rotary meeting, attended a President's Association meeting.

- Review of College Events: Bookstore Pick-up, virtual Welcome Back Session, in-person Welcome Back Luncheon.
 - Upcoming Events: Meeting with Housing Developer in Milwaukee.
- C. Public Safety & Transportation Training Center Project. An update was provided at the Board Retreat.
- D. WTCS Consortium Update. There were no updates.

CONSENT AGENDA

Chairperson Thornton called for the Consent Agenda.

It was moved by Ms. Tillman and seconded by Mr. Pophal to approve the consent agenda, which included:

- A. July 13, 2020, District Board Annual and Regular Meeting Minutes.
- B. Current Bills – The July bills include:
- Starting Check Number #00275180 and Ending Check Number #00276523
 - Direct Deposit Expense Reimbursements = \$2,902,284.52 (includes student related payments)
 - Payroll = \$925,264.42
 - Payroll Tax Wire Transfers = \$643,641.83
 - Other Wire Transfers = \$73,484.08
 - WRS Wire Transfers = \$201,612.34
 - P-card Disbursements = \$102,158.71
 - Bond Payment = \$0
 - Health Insurance Wire Transfer = \$286,388.52
 - Grand Total for the month = \$5,134,834.42
- C. Training Contracts – Report Totals:
- Number Served: 35
 - Estimated FTEs: 1.78
 - BTC Cost Formula: \$16,337
 - LAB Cost Formula: \$8,928
 - Actual Contract Cost: \$16,389
- D. Confirmation of Instructional Employment Contract Issued for the Position of Dental Program Instructor to Kristen Ziegler, Compensation Level: \$65,000, Start Date: August 14, 2020.

E. Confirmation of Instructional Employment Contract Issued for the Position of Dental Program Instructor to Lisa Johnson, Compensation Level: \$65,000, Start Date: August 14, 2020.

F. Acceptance of Resignation – Tiffany Kelly, Last Day: August 18, 2020.

All in favor. Motion Carried.

ACTION ITEMS

Chairperson Thornton called for Action Items.

A. Initial Resolution Authorizing General Obligation Bonds or Promissory Notes in an Amount Not to Exceed \$32,000,000.

It was moved by Mr. Richard and seconded by Mr. Deprez to approve the Initial Resolution Authorizing General Obligation Bonds or Promissory Notes in an Amount Not to Exceed \$32,000,000.

The roll was called. The following members voted affirmatively: Ms. Andres, Mr. Deprez, Mr. Hays, Mr. Mayer, Mr. Pophal, Mr. Richard, Mr. Thornton, and Ms. Tillman.

Motion carried unanimously.

B. Resolution Providing for a Referendum Election on the Question of the Approval of an Initial Resolution Authorizing the Issuance of General Obligation Bonds or Promissory Notes in an Amount Not to Exceed \$32,000,000.

It was moved by Mr. Deprez and seconded by Mr. Hays to approve the Resolution Providing for a Referendum Election on the Question of the Approval of an Initial Resolution Authorizing the Issuance of General Obligation Bonds or Promissory Notes in an Amount Not to Exceed \$32,000,000.

The roll was called. The following members voted affirmatively: Ms. Andres, Mr. Deprez, Mr. Hays, Mr. Mayer, Mr. Pophal, Mr. Richard, Mr. Thornton, and Ms. Tillman.

Motion carried unanimously.

C. Moira Lafayette presented on the Dental Hygiene Program. This associate degree program prepares individuals for a career as a dental Hygienist. The dental hygienist is a member of the dental team and helps individuals maintain oral health and prevent oral diseases. BTC currently offers the Dental Assistant Program which is a one-year technical diploma. Eight WTCS districts offer the Dental Hygiene program: CVTC; FVCT; MATC, MATC-MSN, NATC, NTC, NWTC and WCTC. Previously, BTC offered the Dental Hygiene program as a shared program with WCTC.

It was moved by Mr. Richard and seconded by Mr. Mayer to approve the Concept Review for Dental Hygiene Program, as presented.

All in favor. Motion Carried.

- D. Administration presented proposed revision to Board Policy A-100, District Legal Status. The modification references Wisconsin Statutes Chapter 38.

It was moved by Mr. Pophal and seconded by Mr. Mayer to approve the District Board Policy A-100, District Legal Status.

All in favor. Motion Carried.

- E. Administration presented a new Board Policy A-110, The Blackhawk Technical College District.

It was moved by Mr. Pophal and seconded by Mr. Mayer to approve the District Board Policy A-110, The Blackhawk Technical College District.

All in favor. Motion Carried.

- F. Policy A-210, District Board Power and Authority
G. Policy A-220, District Board Duties and Responsibilities
H. Policy F-100, Naming College Facilities

A discussion took place regarding Policies A-210, A-220, and F-100. It was agreed to table these policies until the next scheduled District Board Meeting in order for Board Members to have time to review said policies.

It was moved by Mr. Richard and seconded by Barb Tillman to table Policies A-210, A-220, and F-100 until the next scheduled District Board Meeting.

All in favor. Motion Carried.

- I. Administration proposed the new Policy, E-222, Prohibition of Sexual Harassment under Title IX.

It was moved by Mr. Pophal and seconded by Mr. Richard to approve the District Board Policy, E-222, Prohibition of Sexual Harassment under Title IX.

All in favor. Motion Carried.

COMMITTEES

Chairperson Thornton called for Committee Reports.

FINANCE

A. Finance Committee Meeting – No August Meeting Scheduled

B. Modifications to the Fiscal Year 2019-20 Budget were reviewed.

Amendment 1 – Recognize increase in transcribed credit activity

Amendment 2 – Recognize increase in property tax revenue due to decrease in grant match requirement

Amendment 3 – Recognize increase in various revenue accounts

Amendment 4 – Recognize decrease in various expenditure accounts

Amendment 5 – Recognize transfer from reserves to capital project fund

Amendment 6 – Recognize transfer of Perkins Equity grant funds to support capital purchase

Amendment 7 – Recognize decrease in Perkins Special Populations grant funding

Amendment 8 – Recognize WTCS Insurance Trust grant for COVID-19 impact expenditures

Amendment 9 – Recognize Wisconsin CARES Grant award

Amendment 10 – Recognize reduction in Wisconsin Youth Apprenticeship grant funding and local match requirement

Amendment 11 – Recognize grant fund transfer to support capital expenditure

Amendment 12 – Recognize grant funding for capital expenditures

Amendment 13 – Recognize grant funding for capital expenditures

Amendment 14 – Record carryover of capital funds for FY21 Anatomy Learning Center improvements

Amendment 15 – Record interfund transfer in from general fund

Amendment 16 – Recognize increase in employee (cafeteria) benefit plan revenues and expenditures

It was moved by Mr. Richard and seconded by Ms. Andres to approve the Modifications to the Fiscal Year 2019-20 Budget Ver. 2.

All in favor. Motion Carried.

C. Modifications to the Fiscal Year 2020-21 Budget were reviewed.

Amendment 1 – Recognize reduction in personnel expenditures for reduction in force

Amendment 2 – Reclass facility rental expense

Amendment 3 – Restore funding for instructional lab support

Amendment 4 – Reallocate contingency funds among functions

Amendment 5 – Transfer funds in support of student scholarships

Amendment 6 – Recognize CARES Institutional Grant funds carried forward

- Amendment 7 – Recognize CARES SIP Grant funds carried forward
- Amendment 8 – Recognize Wisconsin CARES Grant funds carried forward
- Amendment 9 – Recognize increase in Adult Basic Skills grant funding
- Amendment 10 – Recognize WTC Insurance Trust COVID-19 impact grant funds carried forward
- Amendment 11 – Recognize DMI COVID-19 impact grant funds carried forward
- Amendment 12 – Recognize grant funds transfer to support capital purchase
- Amendment 13 – Recognize grant funds transfer to support capital purchase
- Amendment 14 – Record FY20 capital carryover
- Amendment 15 – Recognize CARES Institutional grant funding for capital expenditures
- Amendment 16 – Recognize WISC CARES grant funding for capital expenditures
- Amendment 17 – Recognize interest expense paid with bond premium
- Amendment 18 – Transfer funds in support of student scholarships
- Amendment 19 – Recognize employee net benefit contribution for student pantry support

It was moved by Mr. Mayer and seconded by Mr. Pophal to approve the Modifications to the Fiscal Year 2020-21 Budget.

All in favor. Motion Carried.

PERSONNEL

- A. Personnel Committee Meeting Held – July 13, 2020 (Minutes Enclosed)
- B. Personnel Committee Meeting – No August Meeting Scheduled

NEW BUSINESS

Chairperson Thornton called for New Business. There were none.

OTHER BUSINESS

Chairperson Thornton called of Other Business.

- A. ACCT Conference Leadership Congress, October 5-8, Virtual

Mr. Hays will be attending the virtual conference in October.

- B. Report on District Boards Association Summer Meeting, July 24, Virtual

A brief report was provided on the District Boards Association (DBA) Summer Meeting. Mr. Hays stated that the virtual summer meeting went well and encouraged other board members to go to the DBA website to view recorded sessions and materials.

Ms. Tillman, Vice Chairperson, commented that she likes the new agenda format. It is easy to read.

FUTURE AGENDA ITEMS

Chairperson Thornton called for Future Agenda Items. There were none.

ADJOURNMENT

It was moved by Mr. Deprez and seconded by Ms. Andres to adjourn the meeting at 4:50 p.m.

All in Favor. Motion carried.

Laverne E. Hays

Secretary

CONSENT AGENDA - ITEM C.

Blackhawk Technical College

BILL LIST SUMMARY

Period Ending August, 2020

Starting Check Number	00276524	
Ending Check Number	00276769	Plus Direct Deposits
PAYROLL TAXES		
Federal	321,631.74	
State	<u>63,572.23</u>	
		385,203.97
PAYROLL BENEFIT DEDUCTIONS & FRINGE PAYMENTS		
Retirement	-	
Health and Dental Insurance	27,761.50	
Miscellaneous	<u>10,501.25</u>	
		38,262.75
STUDENT RELATED PAYMENTS		31,572.33
CURRENT NON CAPITAL EXPENSES		654,824.29
CAPITAL		987,768.78
DEBT		<u>22,825.00</u>
TOTAL BILL LISTING AND PAYROLL TAXES		2,120,457.12
PAYROLL-NET		<u>1,036,162.07</u>
SUB TOTAL BILL LISTING AND PAYROLL		3,156,619.19
PLUS OTHER WIRE TRANSFERS		49,355.03
PLUS WRS WIRE TRANSFERS		172,636.73
P-CARD DISBURSEMENTS		307,052.37
WIRE FOR LAND PURCHASE		-
PLUS BOND PAYMENT		-
HEALTH INSURANCE WIRES		<u>293,226.42</u>
GRAND TOTAL FOR THE MONTH		<u><u>3,978,889.74</u></u>

CONSENT AGENDA - ITEM D.

CONTRACT TRAINING REPORT

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

FULL CONTRACT DETAIL						
Contract #	Business/Industry	# Served	Est. FTEs	BTC Cost Formul	LAB Cost Formula	Actual Contract Cost
2021-1029	Multiple Recipient	12	0.80	\$4,821	\$4,809	\$4,821
	<i>Certified Nursing Assistant</i>					
	- Milton High School	7				\$2,812
	- Edgerton High School	5				\$2,009
2021-1033	Multiple Recipient	15	1.50	7,050	\$3,593	\$7,050
	<i>Medical Terminology</i>					
	- Brodhead High School	9				\$4,230
	- Juda High School	4				\$940
	- Monticello High School	2				\$1,880
2021-1024	NOVARES	30	0.10	\$891	\$697	\$259
	<i>Introduction to Excel</i>					
	--WAT Grant Funding					\$632
2021-1025	NOVARES	30	0.10	\$891	\$697	\$259
	<i>Intermediate Excel</i>					
	--WAT Grant Funding					\$632
2021-1026	NOVARES	30	0.10	\$891	\$697	\$259
	<i>Advanced Excel</i>					
	--WAT Grant Funding					\$632
2021-1011	Multiple Recipient	38	0.13	\$1,494	\$1,017	\$464
	<i>Leadership</i>					
	Orchid Monroe, LLC	11				\$134
	Kuhn North America, Inc.	20				\$244
	Klondike Cheese Company	7				\$85
	--WAT Grant Funding					\$1,030
2021-1012	Multiple Recipient	36	0.04	\$1,494	\$1,021	\$464
	<i>Leadership</i>					
	Kuhn North America, Inc.	19				\$245
	Orchid Monroe, LLC	10				\$129
	Klondike Cheese Company	7				\$90
	--WAT Grant Funding					\$1,030
TOTALS		191	2.77	\$17,532	\$12,531	\$13,576

CONSENT AGENDA – ITEM E., F., G.

EMPLOYMENT AND RESIGNATION

- A. Confirmation of Administrative Employment Contract Issued for the Position of Purchase Manager to Tyler Ratkowski – Compensation Level: \$70,000, Start Date: October 5, 2020.
- B. Confirmation of Administrative Employment Contract Issued for the Position of ERP Business Analyst to Adrian Sanchez – Compensation Level: \$68,000, Start Date: September 14, 2020.
- C. Acceptance of Karli Paynter Resignation – Last Day: September 4, 2020.

SEPTEMBER 16, 2020

ACTION ITEMS

- 2021 Board Member of the Year Award
- Policy A-210, District Board Power and Authority
- Policy A-220, District Board Duties and Responsibilities
- Policy F-100, Naming College Facilities
- Public Safety and Transportation Center Project Contingent
Upon Wisconsin Technical College System Board (WTCSB)
Approval and Citizen Support of Referendum

ACTION ITEMS – ITEM A.

2021 Board Member of the Year

The Association's Awards Committee requests your board's help identifying nominees for the 2021 Board Member of the Year. This award recognizes a district board member who has made an outstanding contribution to technical and vocational education through participation as a trustee on the local, state, regional and national levels. The award will be presented at the January 2021 Boards Association meeting.

Each district may nominate only one individual. Any district board member, *not previously selected as Board Member of the Year*, is eligible to be nominated. Each district may use the process it thinks appropriate to select a nominee. Boards may nominate a trustee from another board.

Nominations are due **November 2, 2020**.

AWARD: **2021 Board Member of the Year Award**
Wisconsin Technical College District Boards Association

Purpose: To recognize a district board member who has made an outstanding contribution to technical and vocational education through participation as a trustee on the local, state, regional and national levels.

The award will be presented at the January 2021 Association Meeting.

Nomination submissions must be formatted as follows: size 12 Font, typed, double-spaced, and no more than 2 pages of 8-1/2 x 11 size paper. Submissions that do not follow this format will be disqualified. Nominations must be received at the Boards Association Office no later than November 2, 2020.

Please nominate a board member who has not previously won the Board Member of the Year Award.

1. **Local** 65 Points
 - Attendance at district board meetings
 - Demonstrates dedication and a significant contribution to the college
 - Demonstrates a positive and supportive attitude about the college
 - Demonstrates involvement with community, educational entities, business and industry, and government

2. **State** 30 Points
 - Attendance at District Boards Association meetings
 - Attends and participates in Boards Association committee meetings
 - Participates in state level functions, such as legislative advocacy and attending State Board functions

3. **Regional/National** 5 Points
 - Attendance at ACCT events
 - Presents at or has held office on regional/national ACCT level



Past Board Member of the Year Award Recipients

Year	Member	College
1976	William Pierce	Waukesha
1978	Walter Calvert	Southwest WI
1979	Leah Rigler	WI Indianhead
1980	Ben Guthrie	Nicolet
1990	Jacqueline DeBaker	Lakeshore
1991	Joan Jenstead	Waukesha County
1992	Donald McGrath	Blackhawk
1993	Conrad Zander	Nicolet
1994	Ruth Harker	Lakeshore
1995	James Munro	Blackhawk
1995	Jerald Schoenike	Fox Valley
1996	Ken Day	Northcentral
1997	Deborah Streuli	WI Indianhead
1998	Linda Christman	Madison
1999	Robert Beaver	Mid-State
2000	Philip Baranowski	Moraine Park
2001	Audrey Hein	Blackhawk
2002	Sandra Haasl	Mid-State
2003	Ruth Mundt	Southwest WI
2004	Joan Jenstead	Waukesha
2005	David Logghe	WI Indianhead
2006	Jean Trempe	Northcentral
2007	James Munro	Blackhawk
2008	John Lukas	Lakeshore
2009	Ronald Bertieri	Waukesha
2010	Lauren Baker	Milwaukee
2011	Vernon Jung	Moraine Park
2012	Russell Moyer	Southwest WI
2013	Patrick Costello	Mid-State
2014	Ramona Mathews	Chippewa Valley
2015	John Lukas	Lakeshore
2016	Ramona Mathews	Chippewa Valley
2017	Robert Beaver	Mid-State
2018	John Lukas	Lakeshore
2019	Betty Bruski Mallek	Mid-State
2020	Carla Hedtke	Northeast Wisconsin

ACTION ITEMS – ITEM B.

DISTRICT BOARD POWER AND AUTHORITY

A-210

As a body created under law by the State of Wisconsin, Wisconsin Statutes Chapter 38, the Blackhawk Technical College District Board has full authority, within the limitations of federal and state laws and the interpretation of time, to carry out the will of the people of this District in matters of technical and adult education.

The legal authority of the District is derived from the State, which determines the degree of discretionary power of the District Boards and the people of the District for the exercise of local autonomy.

Legal authority is granted only to the Board as a whole. Individual Board members or groups of Board members do not have independent authority to speak for the Board and should make no out-of-meeting commitments unless directed to do so on behalf of the Board.

The District Board is committed to fulfilling its duties and responsibilities according to Board Policy A-220. In Wisconsin Statute Chapter 38.14 (1) – (14), the District Board powers include:

- Legal Proceedings - The District Board may sue and be sued in the name of the District and may prosecute or defend all suits brought by or against the District.

The individual members of the Board and Administrative Staff of Blackhawk Technical College District shall be held harmless for any liability which they may incur in the normal course of their duties.

- Buildings and Equipment - For the use of District schools, the District Board may:
 - Purchase or lease materials, supplies and equipment.
 - Purchase or lease suitable land and buildings and rent to others any portion of such land and buildings not needed for school purposes.
 - Construct, enlarge and improve buildings. Existing school buildings shall be used as far as practicable.
 - All conveyances, leases and contracts shall be in the name of the District.
- Contracts for Services - The District Board may enter into contracts to provide educational services to public and private educational institutions, local governmental bodies, federal and state agencies, industries and businesses. It may contract with a foreign government or any business which is not operating in this state, if the District Board can demonstrate that the District will receive a direct and measurable benefit from the contract and that the contract will not result in a reduction in the quality of education at the College. Such contracts are subject to statutory conditions.

- Gifts and Grants - The District Board may accept gifts, grants and bequests to be used in the execution of its function.
- Advisory Committees - The District Board may establish advisory committees representing every occupation in the District.
- Transportation - The District Board may provide transportation for students within the District, but no state aid may be paid for this service.
- Sale of Articles - The District Board may sell at market value articles manufactured within the College. The proceeds from such sales shall be paid to the district treasurer.
- Activity, Incidental, and Vocational-Adult Seminar and Workshop Fees - The District Board may establish student activity and incidental fees to fund, in whole or in part, the cost of services and activities offered as support services for regular instruction. With the approval of the WTCS President/State Director, the District Board may establish fees for vocational-adult seminars and workshops, not to exceed the full cost of the seminar or workshop less the fee charged under Wisconsin Stats. 38.24 (1m).
- Bonds for Officers and Employees - The District Board may require an officer or employee of the District Board to give security for the faithful performance of his or her duties in such form and amount as the District Board determines and may require at any time additional bonds and sureties of any officer or employee.
- Displaced Homemakers Program - The District Board may apply for and spend grant funds from the State Board for displaced homemakers' programs. Such funds may be spent for contracts with local community organizations.
- Initiatives to Provide Coordinated Services - The District Board may participate in an initiative to provide coordinated services under s. 59.53(7) and may enter into written interagency agreements or contracts under the initiative, if the county board of supervisors establishes such an initiative.
- Parking Regulations and Fees - The District Board may establish parking regulations and fees for parking of motor vehicles on property under its jurisdiction.
- Student Identification Numbers - The District Board may assign to each student enrolled in the District a unique identification number which is not identical to or incorporates the student's social security number. This does not prohibit the Board from requiring the student to disclose his or her social security number.

Further, Wisconsin Statute Chapter 38.15 and 38.16 powers include:

- The District Board may levy an annual 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 or notes now or hereafter outstanding as provided in s. 67.035.
- The District Board may borrow money and levy taxes to be used for the purchase or construction of buildings, enlargements and improvements to buildings, and for acquisition of sites and equipment. The District Board may issue its bonds or promissory notes under ch. 67 to pay the cost thereof.

Reference: Wisconsin Statute 38.01 and 38.14 (1) – (14), Policy A-220

Policy Adopted: February 20, 1974

Revised: December 16, 1987; February 16, 2000; March 17, 2004

Reviewed: March 15, 2006; June 18, 2008; December 15, 2010;
November 16, 2016

Revised: August 19, 2020

ACTION ITEMS – ITEM C.

DISTRICT BOARD DUTIES AND RESPONSIBILITIES A-220

The District Board governs on behalf of the citizens of the Blackhawk Technical College District in accordance with the authority granted to it by state law. The District Board is committed to fulfilling its responsibilities to:

- Represent the public interest
- Establish policies that define the institutional mission and set prudent, ethical, and legal standards for college operations
- Hire and evaluate the President/District Director;
- Delegate power and authority to the President/District Director to effectively lead the College
- Assure fiscal health and stability
- Monitor institutional performance and educational quality
- Advocate and protect the College

The District Board is committed to fulfilling its duties in the following areas as described in Wisconsin Statutes Chapter 38.12:

- **Control of District Schools** – Except as otherwise provided by statute, exclusive control of the district schools established by it and of property acquired for the use of such schools
- **District Funds and Treasurer** - The District Board shall deposit all money received by it with the District Board Treasurer who shall be accountable for such funds. All expenditures exceeding \$2,500 shall be approved by the District Board.
- **District Director and Other Employees** - The District Board shall employ and fix compensation of the President/District Director, Administrative, Professional, Paraprofessional and Custodial personnel and other employees as are necessary.
- **Publication of Proceedings; Open Records** - The District Board shall publish the proceedings of the District Board meetings within forty-five days after the meeting in the officially designated newspaper of the District.
- **Annual Audit** - The District Board shall annually authorize an audit of the District, and shall submit the audit report to the Board no later than six months following the end of each fiscal year.
- **Annual Budget** - The District Board shall prepare its annual budget in compliance with rules promulgated by the State Board under Wis. Stats. 38.04 (11) (a). It shall submit an approved copy to the State Board by July 1 of each year and shall report any subsequent budget modification to the State Board within 30 days of approval by the District Board.

- **Transportation Planning** - The District Board shall work with regional planning commissions and local authorities to develop a transportation plan for the District schools.
- **District Policies** - The District Board shall establish specific written policies on District matters including all those enumerated under Wis. Stats. 38.04 (14).
- **Cooperation With Other State Agencies** - The District Board shall actively coordinate, with the Department of Public Instruction and public school boards, the responsibility for providing vocational training to pupils attending high school and providing education to persons who have dropped out of high school. Annually by July 1, the District Board shall report to the school boards of every district within the boundaries of the district on the steps the District Board has taken in the previous year to satisfy this responsibility.

The District Board shall actively coordinate with institutions within the University of Wisconsin System, the sharing of programs and facilities, including the collegiate transfer program, adult education and evening courses and part-time student and associate degree programs in order to reduce the duplication of such programs and facilities.

- **Fire Fighter Training Programs** - The District Board shall make available to members of volunteer and paid fire departments maintained by cities, villages and towns located in the District a fire fighter training program. The District Board may not charge a fee for this training.
- **Controlled Substance and Controlled Substance Analogs; Discipline** - The District Board shall adopt rules providing nonacademic misconduct disciplinary sanctions for any student who engages in an activity, on district premises or at a district-sponsored event, that constitutes a violation of the Uniform Controlled Substances Act.
- **Orientation Program; Information on Sexual Assault and Sexual Harassment** - The District Board shall incorporate information on sexual assault and sexual harassment in its orientation program for newly entering students.
- **Armed Forces** - The District Board shall ensure that a student who is a service member, as identified in s. 36.11 (47M) (a), is given priority in registering for courses at the College.

If a student must withdraw from school because of being called into active service with the Wisconsin National Guard or a reserve unit of the U. S. Armed Forces, for a period of at least 30 days, the District Board shall, reenroll the student beginning in the semester in which he or she is discharged, demobilized, or deactivated from active duty or the next succeeding semester, whichever the student prefers, shall give the student the same priority in registering for courses that the student would have had if she or she had registered for courses at the beginning of the registration period, and, at the student's request, do one of the following for all courses from which the student had to withdraw: reimburse the student all tuition and fees paid for all courses or grant the student an incomplete in all the courses and permit the student to complete the courses within six (6) months after leaving state service or active service without paying additional tuition and fees.

Reference: Wisconsin Statutes 38.12 (1) – (13)
Wisconsin Statutes 961

Policy Adopted: February 20, 1974
Revised: December 16, 1987; February 16, 2000; March 17, 2004;
April 19, 2006; July 14, 2008
Reviewed: December 15, 2010
Revised: December 21, 2016; August 19, 2020

ACTION ITEMS – ITEM D.

NAMING COLLEGE FACILITIES

F-100

The Blackhawk Technical College District Board retains the sole authority to determine whether the name of an individual, business, or organization will be attached to all or part of a college facility. All recommendations for naming buildings shall be submitted to the District Board by the President/District Director for action.

All recommendations shall comply with the following criteria:

- Recognize a major financial gift to support construction or renovation of a college building or to support college programming which may take place in the facility
- A major financial gift will mean one-half of the total project cost or an amount agreed upon by the President and the District Board
- When naming is being considered, the Board shall assess the individual's integrity, public respect and esteem, and superior standing or importance to their profession
- When a name being considered is that of a corporation, the appropriateness of the corporate name in a public context should be taken into consideration.

Parts of a building or area may be named separately to recognize benefactors who wish to underwrite the cost of the sub-unit or portion thereof, or persons who have made substantial contributions to the College or Blackhawk Technical College Foundation. In such a case, an appropriate plaque may be installed to acknowledge the naming. It will not be the practice of the College to attach names for the purpose of recognition to facilities which it leases.

Facilities will not be named for persons who are actively involved in or related to College operations. This includes members of the faculty and staff, District Board members, advisory committee members, legislators, and government officials. Facilities may be named for persons who have retired from active employment with the College after a sufficient time has elapsed from the date of the individual's retirement.

Facility naming decisions will be permanent for the period the facility exists, except in special circumstances. Revoking a facility name requires prior approval by the District Board.

Reference:

Policy Adopted:	September 15, 2004
Revised:	February 17, 2010
Reviewed:	September 19, 2018
Revised:	August 19, 2020

ACTION ITEMS – ITEM F.

Adoption of Resolution to Approve the Public Safety & Transportation Training Center Contingent Upon Wisconsin Technical College System Board (WTCSB) Approval and to Request WTCSB Approval of Project

A research & planning committee comprised of public stakeholders and college representatives was convened in 2019 to study the College's public safety and transportation training facilities. The committee determined that existing facilities are inadequate, limit training opportunities, and create unsafe conditions. The committee identified the need for:

- a safe, isolated behind-the-wheel training facility for transportation and public safety students and community partners;
- a high-speed track for law enforcement academy students and local police agency training; and
- relocation of noisy and space-intensive public safety and transportation related programs to a specialized, dedicated training facility.

Additionally, a dedicated training facility will provide the College with the opportunity to:

- support workforce demand in the growing and strategically importance transportation and distribution sector;
- support demand for train-the-trainer courses for local law enforcement and fire agencies (e.g. water rescue, firearms, EVOC);
- leverage growing demand for contract training with area transportation companies and public safety agencies; and
- improve the efficiency of college operations by eliminating facilities rental costs and consolidating campus resources.

These recommendations informed planning which resulted in the proposed Public Safety and Transportation Center to be located on recently acquired vacant land contiguous to the Central Campus [see site plan]. The Center will support law enforcement academy, jail academy, fire protection technician, emergency medical technician (basic and advanced), commercial truck driving, automotive mechanic, diesel & heavy equipment technician, and electric power distribution program instructional delivery and workforce training. Program employment outlook and enrollment history are provided in the attached program summary.

An environmental impact study of the project was concluded last spring with no significant findings and the report was approved by both the District and WTCS Boards. Last month, the District Board adopted resolutions 1) authorizing borrowing an amount not to exceed \$32 million, and 2) providing for a referendum election on the question of approval of the borrowing resolution; which places funding for this capital project on the November 3rd ballot for voter consideration.

WTCS Board approval of the project is also required. Capital projects exceeding \$1.5 million require a two meeting review process. District Board adoption of this resolution is necessary to commence the first review by the WTCS Board at their November 11th meeting.

The second review will occur as construction documents are developed. With design and construction of the Transportation Studies Building and the outdoor training elements substantially less complex than the Educational Building, these components are expected to progress for second review more quickly. If the referendum succeeds, the Transportation Studies Building's second review is projected for January 19th, 2021 to allow for winter award of contract with early spring start of construction and fall occupancy.

Administration recommends District Board approval of the following resolution to construct the Public Safety & Transportation Center:

RESOLUTION:

Whereas, the demand for skilled workers in the public safety and transportation sectors is strong and student demand for these programs remains high; and

Whereas, the existing training facility is insufficient to meet existing and projected instructional and workforce training needs; and

Whereas, the Public Safety & Transportation Center is designed to meet these needs and opportunities;

It is therefore Resolved, that the Blackhawk Technical College District Board approve the construction of the Public Safety & Transportation Training Center at a cost not to exceed \$32,000,000 which is contingent upon district voter approval of the same and is also contingent upon WTCS Board approval and to request Wisconsin Technical College System Board approval of this capital project.

Public Safety & Transportation Training Center Program Summary

If approved by the District Board and the WTCS Board, and funded by the district citizens via referendum, the 35-acre parcel contiguous to Central Campus will be developed to support Public Safety and Transportation training needs. Programs served by the training center include basic law enforcement and jail academies, fire protection technician, emergency medical technician, commercial truck driving, automotive mechanic, diesel & heavy equipment technician, and electric power distribution.

Program information and employment outlook data for each program is provided herein.

Law Enforcement Academy: The Law Enforcement Basic Recruit Academy is a 720-hour training program which prepares cadets for certification as a law enforcement officer. Upon completion, recruits are eligible for certification with the Wisconsin Department of Justice, Law Enforcement Training and Standards Board. Graduates of the academy are primarily employed as police officers. Emsi's Regional Occupational Projections for 2020-2025 predicts a 2.5% (70 jobs) increase in number of jobs for Police and Sheriff Patrol Officers with an average regional salary of \$31.73 per hour.

Jail Academy: The Basic Jail Academy is a 200-hour training program that prepares cadets for an entry-level position as a correctional officer within the county jails. Upon completion, recruits are eligible for certification with the Wisconsin Department of Justice – Law Enforcement Training and Standards Board. Emsi's Regional Occupational Projections for 2020-2025 predicts a 5% decline (50 fewer) in the number of jobs for Correctional Officers and Jailers with an average regional salary of \$20.35 per hour.

Fire Protection Technician: The Fire Protection Technician program provides graduates with professional and technical knowledge to make decisions regarding fire protection in both public and private domains. It also provides a stable foundation for continuous higher learning in fire protection, administration, and management, or a career in sales and services with companies that manufacture and distribute fire protection equipment and related supplies. Graduates are employed as Fire Fighters, Fire Protection Technician, Fire Fighting Equipment Specialist/Sales, Fire Inspector, Fire Investigator, and Fire Fighter Emergency Medical Technician. Emsi's Regional Occupational Projections for 2020-2025 predict a 1% (26 additional) increase in number of jobs for Fire Fighters with an average regional salary of \$18.04 per hour.

Emergency Medical Technician [EMT]: The Basic and Advanced Emergency Medical Technician programs prepare graduates to work on a private ambulance, as a firefighter, a police officer, or a number of other careers in the medical field. Emsi's Regional Occupational Projections for 2020-2025 predicts a 3% (47 additional) increase in number of jobs for

Emergency Medical Technicians and Paramedics with an average regional salary of \$15.98 per hour.

Truck Driver: The Truck Driver technical diploma is a short term program (12-14 weeks) that prepares graduates to earn a Class A commercial driver's license (CDL). Also available is a five-credit course for commercial driver license which prepares students to earn a Class B CDL. Emsi's Regional Occupational Projections for 2020-2025 predicts a 2% (207 additional) increase in number of jobs for Heavy and Tractor-Trailer Truck Drivers and a 5% (249 additional) increase in Light Truck Drivers jobs. Average regional salaries for Heavy and Tractor-Trailer Truck Drivers is \$22.97 per hour.

Diesel & Heavy Equipment Technician: The Diesel & Heavy Equipment Technician is a two-year technical diploma program designed to train graduates for a career in either "on-highway" or "off-road" industry by offering theory and hands-on instruction about diesel and heavy equipment service and repair. Graduates find employment as a Diesel Mechanic, Engine Maintenance Mechanic, Farm Equipment Mechanic, and Service Engine Repairer. Emsi's Regional Occupational Projections for 2020-2025 predicts a 4% (43 additional) increase in number of jobs for Truck Mechanics and Diesel Engine Specialists with an average regional salary of \$23.56 per hour.

Automotive Mechanic: The Automotive Mechanic Technician is a two-year technical diploma program which is certified by Automotive Service Excellence (ASE), preparing graduates for the ASE exam. Graduates find employment as Automotive Line Technician, Automotive Specialty Technician, Diagnostic Technician, Service Manager, and Automotive Parts Manager. Emsi's Regional Occupational Projections for 2020-2025 predicts a 3% (81 additional) increase in number of jobs for Automotive Service Technicians & Mechanics with an average regional salary of \$20.42 per hour.

Electric Power Distribution [EPD]: Electric Power Distribution is a one-year technical diploma to train graduates in the construction, operation, and maintenance of power line equipment for residential, commercial and industrial customers. Graduates may find employment as an Electric Utility Lineman, Cable Installer, Equipment Operator, and Line Inspector, or advance to an electric line technician apprenticeship. Emsi's Regional Occupational Projections for 2020-2025 predicts a 15% (71 additional) increase in number of jobs for Electrical Power-Line Installers and Repairers with an average regional salary of \$36.09 per hour.

Blackhawk Technical College Enrollment Trends

Demand for public safety and transportation training is expected to remain high as the Wisconsin and national economies move forward in recovery during and beyond the pandemic. The enrollment trends for the programs served by the Public Safety and Transportation Training Center, as well as for Blackhawk Technical College as a whole, are provided below.

	2020-21 Fall Semester		2019-20			2018-19				2017-18			
Program	FTEs	Head Count	FTEs	Head Count	Grads*	FTEs	Head Count	Grads	Grads Employed ^A	FTEs	Head Count	Grads	Grads Employed ^A
Police Science (504)	77	154	135	235	53	166	284	97	100%	158	284	117	92%
Fire Technology (503)	12	37	27	64	3	24	51	7	-	21	50	4	100%
Emergency Services (531)	16	67	35	122	72	10	51	68	92%	19	86	76	-
Semi Over-the-Road (458)	2	4	5	13	10	9	25	8	33%	7	18	3	100%
Diesel & Heavy Equipment (412)	22	23	22	36	3	24	44	5	100%	35	49	17	100%
Automotive Technology (602)	12	31	28	54	5	33	57	12	100%	45	72	9	100%
Electric Power Dist. (413)	10	26	21	27	17	21	27	18	-	20	25	17	67%
Blackhawk Technical College Totals	673	2627	1456	5487	617	1561	6076	701	86%	1502	6184	659	83%
A = percentage of respondents available for work and employed in related field													
*Graduate Follow-up for 2019-20 will not be completed until the end of February													
Source: BTC Office of Institutional Research and Effectiveness													

Land Use Site Plan/Facility Design: The land use plan is designed to provide a dedicated, controlled environment for specialized training equipment which includes a road course for behind-the-wheel practice for law enforcement, fire safety, EMT, bus and truck driver training. Centrally located, the comprehensive multi-purpose facility is easily accessible to serve students and community partners in Rock & Green Counties to support specialized training, recertification, and increasingly complex and rigorous training requirements for the workforce.

Capital Estimate: The Public Safety & Transportation Training Center proposal was developed based upon the following assumptions:

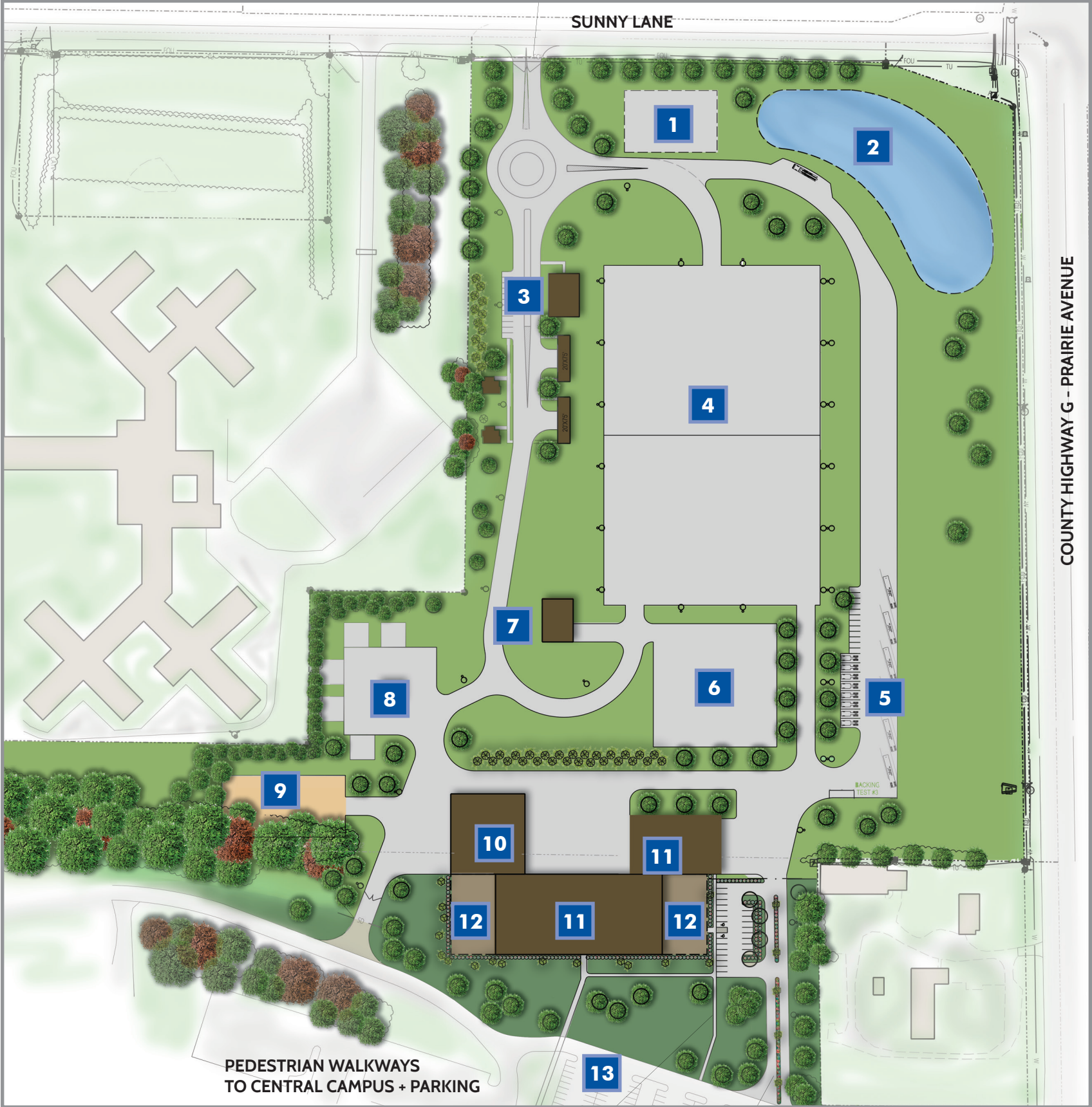
Conceptual Cost Estimate	Amount	Notes
Site Work	\$1,560,000	Clearing, erosion control, earthwork, utilities, landscaping, etc.
Paving & Concrete	\$2,770,000	Track, roadways, parking, etc.
Buildings	\$20,600,000	Education Center, Transportation Studies, and Outbuildings (EVOC, Tactical village, fire training, etc.)
Other Project Costs	\$6,300,000	Furniture, Fixtures, & Equipment, Fees, Contingencies, & Other Project Costs
New Construction Capital Referendum	\$32,000,000	Three bond issues to finance project with debt retired over twenty (20) years

PROPOSED PUBLIC SAFETY + TRANSPORTATION CENTER



ESSENTIAL TRAINING FOR SAFER COMMUNITIES

BLACKHAWK
TECHNICAL COLLEGE



PRELIMINARY SITE PLAN BY ANGUS YOUNG ARCHITECTS

↓ TO CENTRAL CAMPUS

1 CONFINED SPACE + TRENCH
TRAINING AREA

2 WATER RESCUE TRAINING
AREA + STORMWATER POND

3 SCENARIO TRAINING VILLAGE

4 EMERGENCY VEHICLE OPERATOR
COURSE (EVOC)

5 SEMI TRUCK PARKING
+ TRAINING COURSE

6 MOTORCYCLE
TRAINING COURSE

7 EMERGENCY VEHICLE OPERATOR
COURSE (EVOC) BUILDING

8 MULTI-PURPOSE FIRE TRAINING
TOWER AREA

9 ELECTRIC POWER DISTRIBUTION
TRAINING AREA

10 RELOCATED CENTER FOR
TRANSPORTATION STUDIES

11 INSTRUCTIONAL CENTER

12 FUTURE BUILDING EXPANSION
OPPORTUNITIES

13 EXISTING PARKING LOT



The Blackhawk Technical College District Board is working to finalize the plan for a potential referendum on November 3, 2020. More information about the proposed project and costs is available at www.blackhawk.edu/pstc

SEPTEMBER 16, 2020

NEW BUSINESS

- Employee Turnover Report
- Fall 2020 Enrollment Report
- Policy A-230, Board Composition & Terms of Office
- Policy A-240, Delegation of Authority to the President/District Director
- Policy A-250, Selection of President/District Director
- Policy A-260, President/District Director Succession
- Policy A-270, Evaluation of the President/District Director
- Policy A-300, Mission, Vision, and Values
- Policy A-400, Organizational Structure
- Policy A-500, Accreditation
- Policy C-250, Reimbursement of Relocation Expenses
- Policy E-210, Public Records Law (Public's Right to Know)
- Policy E-212, Records Retention and Destruction
- Policy E-750, Institutional Planning

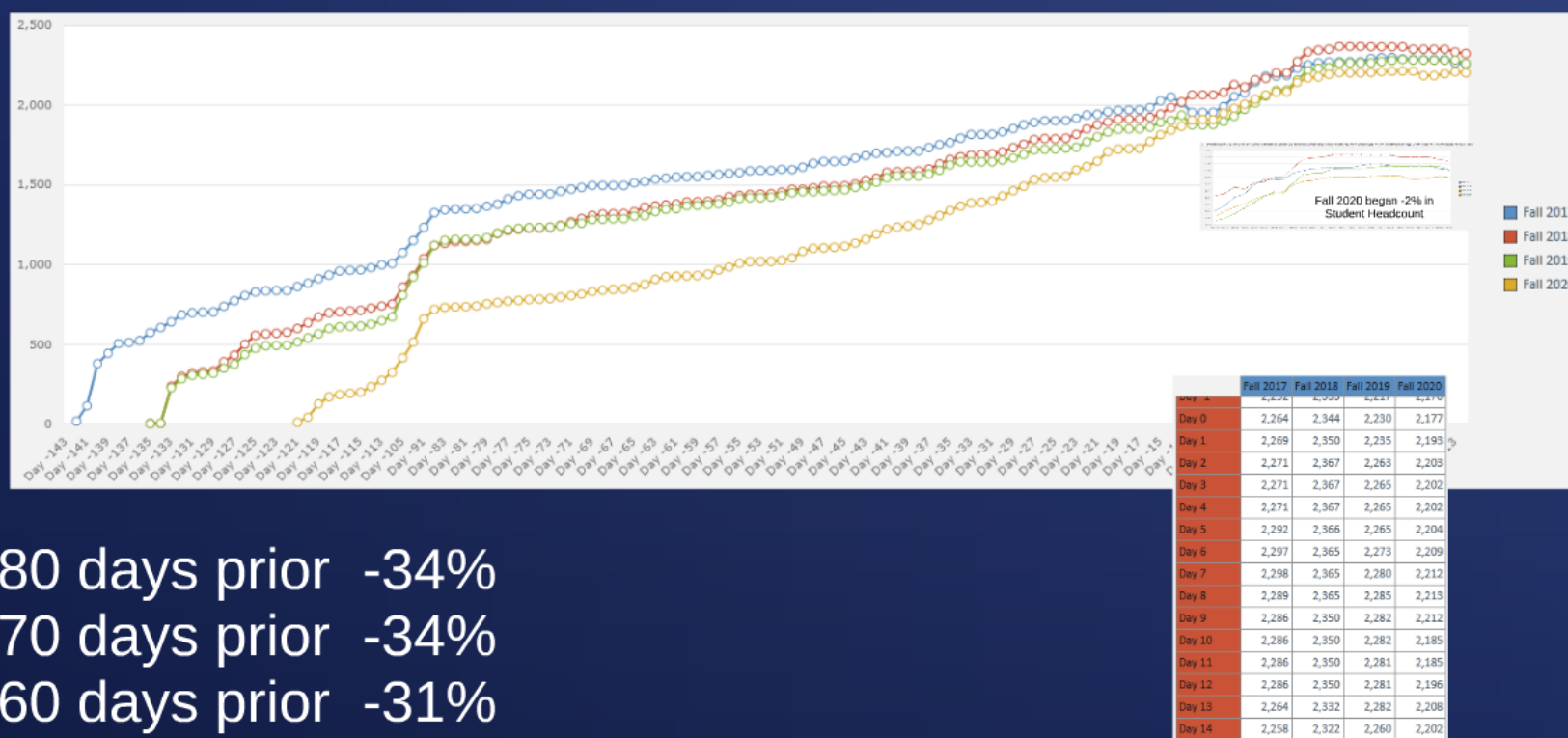
Fall 2020 Enrollment



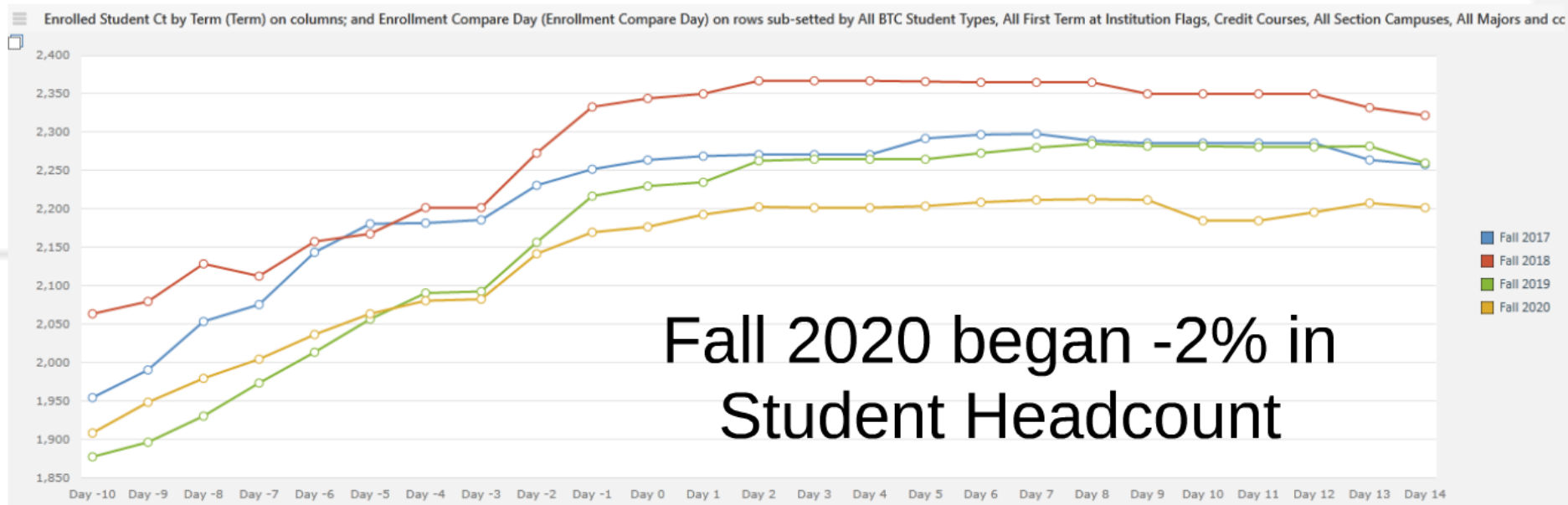
Blackhawk Technical College (BTC)

Distinct Headcount for Credit and Pre-College Students, Fall 2017- 2020

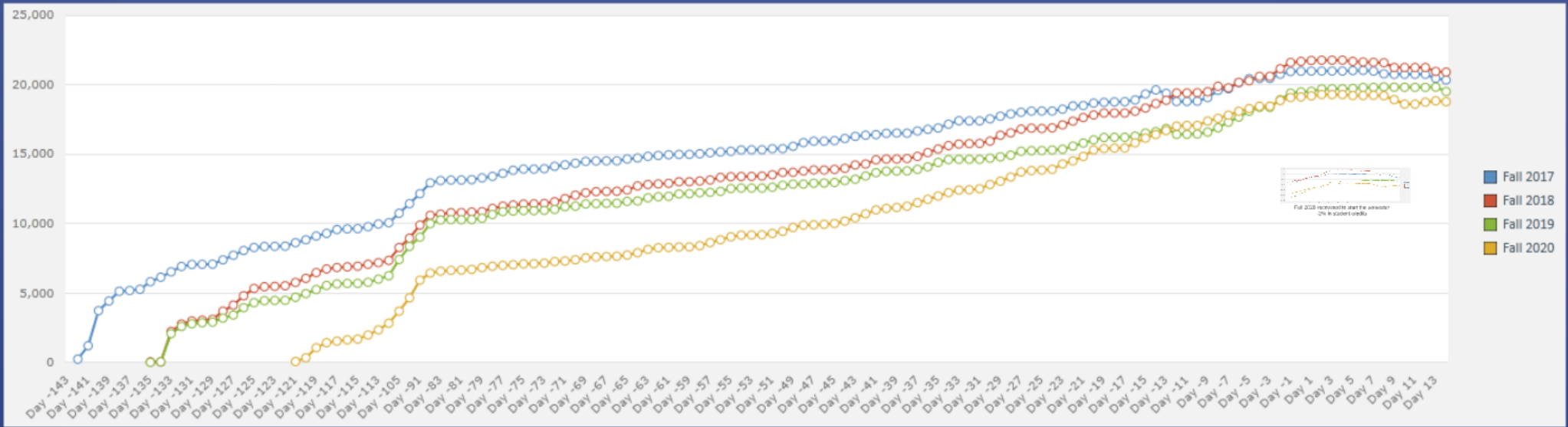
Fall 2020 began with significant enrollment declines and with equally bleak projections.

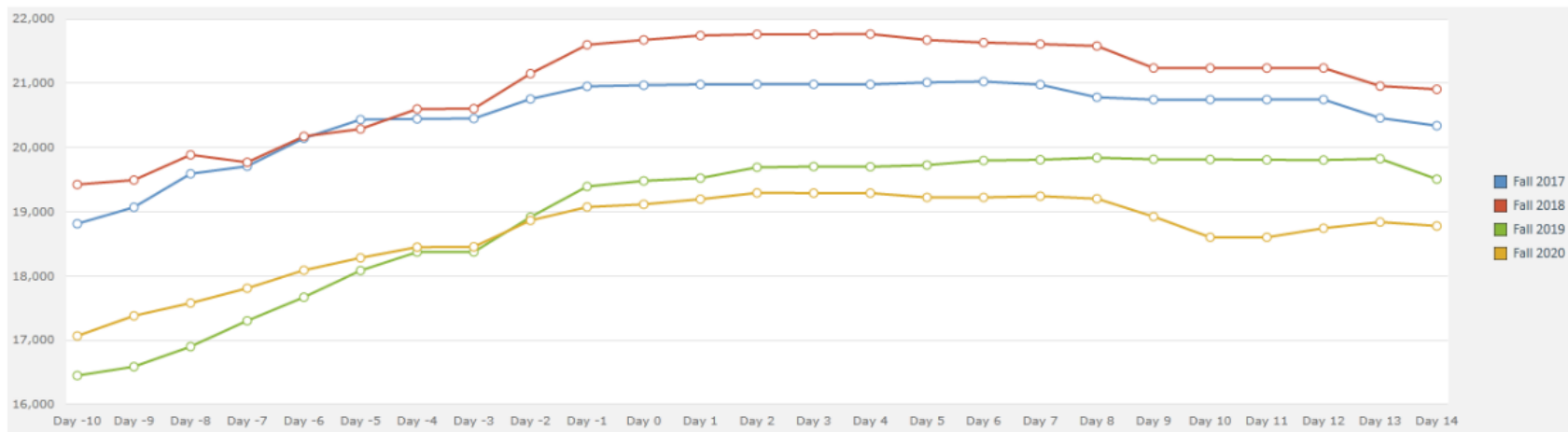


80 days prior -34%
70 days prior -34%
60 days prior -31%
50 days prior -25%
40 days prior -19%
30 days prior -15%



BTC Credit and Pre-College Total Credits at “Tenth” Day, Fall 2018- 2020





Fall 2020 recovered to start the semester
-2% in student credits

Questions?

NEW BUSINESS – ITEM C. 1.

BOARD COMPOSITION & TERMS OF OFFICE

A-230

The Blackhawk Technical College Board shall be composed of nine members who are residents of the Blackhawk Technical College District, including two employers who have power to employ or discharge, two employees who do not have power to employ or discharge, three additional members, an administrator of a public school district which lies within the Blackhawk Technical College District, and one elected official who holds a state or local office. Of the three additional members, no more than two may be employers, no more than two may be employees, no more than three may be school district administrators, and no more than three may be elected officials. No two members of the District Board may be officials of the same governmental unit nor may any District Board member be a member of the school board that employs the school district administrator member.

The Plan of Representation adopted by the appointing authority, the chairs of the Rock County and Green County Boards of Supervisors, requires two members of the nine-member Board to reside in Green County and six members to reside in Rock County, based on population distribution. The Plan also indicates that the School District Administrator member will be rotated between the two counties, when possible. Additionally, the Plan states the College Board must maintain one minority member, based on the percentage of minority population of the District.

District Board members shall take office on July 1 and shall serve staggered three-year terms, with three members appointed each year.

- Members of a district board shall serve until their successors are appointed and qualified. A vacancy shall be filled for any unexpired term of more than 90 days in the manner provided for in the making of original appointments as stated in Wisconsin Statutes 38.10
- A board member shall resign when he or she no longer resides within the boundaries of the district
- Any member of a district board serving in the elected official category shall cease to be a member upon vacating his or her office as an elected official

Commented [PTP1]: Just made these bullet points to better align with Chapter 38 layout

Reference: Wisconsin Statutes 38.08 (1), (2), (2m)
Wisconsin District Board Appointment Manual - 2016

Policy Adopted: February 20, 1974
Revised: December 16, 1987; February 16, 2000; March 17, 2004
Reviewed: March 15, 2006
Revised: July 14, 2008
Reviewed: December 15, 2010
Revised: January 18, 2017; September 16, 2020

NEW BUSINESS – ITEM C. 2.

Delegation of Authority to the President/District Director A-240

The President/District Director shall be the chief executive officer of the District, shall have charge and control of the Blackhawk Technical College District subject to the policies, orders, and Executive Limitations set by the Board, and shall receive for service such compensation as the Board shall allow.

~~The President/District Director, at his/her discretion, may delegate to other District personnel, the exercise of any powers and the discharge of any duties imposed upon the President/District Director by Board policies or by a vote of the Board.~~

Commented [PTP1]: Old language

The District Board delegates to the President/District Director the executive responsibility for administering the policies adopted by the District Board and executing all decisions of the District Board requiring administrative action. The District Board delegates to the President/District Director the authority to supervise the general business procedures of the College to assure the proper administration of property and contracts; the budget, audit and accounting of funds; the acquisition of supplies, equipment and property; and the protection of assets and persons. All transactions shall comply with applicable laws and regulations.

The President/District Director may delegate any powers and duties entrusted to him/her by the District Board, but will be specifically responsible to the District Board for the execution of such delegated powers and duties.

The President/District Director is empowered to reasonably interpret District Board policy. In situations where there is no District Board policy direction, the President/District Director shall have the power to act, but such decisions shall be subject to the Executive Limitations of this policy and review by the District Board. It is the duty of the President/District Director to inform the District Board of such action and to recommend written District Board policy if one is required.

The President/District Director is expected to perform the duties contained in the President/District Director job description and fulfill other responsibilities as may be determined in annual goal-setting or evaluation sessions. The job description and goals and objectives for performance shall be developed by the District Board in consultation with the President/District Director.

The President/District Director shall ensure that the College complies with all relevant laws and regulations, and submit required reports in timely fashion.

The President/District Director shall make appropriate, periodic reports to the District Board and shall keep the District Board fully advised regarding the financial status of the College. The President/District Director shall make available any information or give any report that the District Board as a whole requests. Individual District Board Trustee requests for information shall be met if, in the opinion of the President/District Director, they are not unduly burdensome

or disruptive to the College's operations. Information provided to any District Board Trustee shall be available to all District Board Trustees.

The President/District Director shall act as the professional advisor to the District Board in policy formation.

Executive Limitations

The President/District Director shall act at all times in an exemplary manner consistent with the responsibilities and expectations vested in that office. The President/District Director shall act in a manner consistent with Board policies and with those practices, activities, decisions, and organizational circumstances which are legal, prudent, and ethical.

Accordingly, the President may not:

- Deal with students, staff or persons from the community in an inhumane, unfair or undignified manner.
- Make decisions except in an atmosphere where openness is maintained and encouraged.
- Permit financial conditions which risk fiscal jeopardy or compromise Board priorities.
- Provide information to the community, Board, or College constituencies which is knowingly untimely, inaccurate, or misleading.
- Permit conflict of interest in awarding purchases or other contracts or hiring of employees.
- Allow the day-to-day operations to impede the vision or prevent the achievement of the mission of the College.
- Manage the College without adequate administrative regulations for matters involving finances, staff, students, facilities, and College services.
- Fail to take prompt and appropriate action when the President becomes aware of any violations of any laws, rules, or regulations, or of any breach of Board policies.
- Enter into any lease or purchasing agreement for any land or facilities nor name facilities or parts of facilities without prior Board knowledge and authorization.
- Engage in or permit actions which would damage the good name or reputation of the College.

Human Relationships

The President shall create and sustain an environment for living, working, and teaching that supports the development and realization of human potential and promotes the College's core values. Treatment of and dealing with students, staff, and persons from the community, shall be humane, fair, and dignified.

Accordingly, the President may not:

- Operate without policies and/or procedures which set forth staff and student rules, provide for effective handling of complaint resolutions, and protect against wrongful actions against or by staff or students.
- Fail to comply with all laws, rules, and regulations pertaining to employees and students including those pertaining to:

Discrimination
Equal Opportunity
Sexual Harassment
Rights of Privacy

- Prevent students and staff from using established grievance procedures.
- Fail to acquaint students and staff with their rights and responsibilities.
- Fail to maintain confidentiality where appropriate.

Compensation and Benefits

The President shall maintain fiscal integrity and provide reasonable compensation, and benefits to employees, consultants, and contract workers.

Accordingly, the President may not:

- Change his or her own compensation and benefits.
- Provide for or change the compensation and benefits of other employees except in accordance with collective bargaining agreements entered into by the Board or in accordance with salary schedules and plans adopted by the Board.
- Promise or imply permanent or guaranteed employment.
- Employ persons not covered by a collective bargaining agreement for more than one year's duration without Board approval.
- Employ faculty, administration, and staff not properly certified/certifiable for the position.
- Propose new salary structures for Board consideration without conducting an appropriate market analysis of related positions.
- Fail to comply with or subject the College to fines or taxes associated with State and Federal laws regulating employee compensation and benefits.

Budgeting/Forecasting

Budgeting for any fiscal year or the remaining part of any fiscal year shall follow Board priorities, control College financial risk, and accurately reflect projections of income and expenses. Budgets will become effective upon approval by the Board.

Accordingly, the President shall:

- Propose a balanced budget with supporting information to enable a reasonable projection of revenues and expenses, separation of capital and operational items, and disclosure of planning assumptions.
- Propose a budget, within fiscal limitations, which provides the annual funds for Board operations, such as cost of fiscal audit, Board development and training, and Board professional fees.
- Propose a budget, within fiscal limitations, which includes adequate amounts for plant and facilities maintenance, instructional equipment, new program and course development, staff development, and institutional advancement.
- Propose an operating budget which meets guidelines established by the Board and does not exceed any statutory limitations, including the revenue limit imposed under Section 38.16(3), Wis. Stats.
- Propose a capital budget which meets guidelines established by the Board, is consistent with the requirements of State Statutes and the Wisconsin Technical College System administrative rules and includes an analysis of the impact of such capital plan on the debt service mill rate.
- Submit any budget changes resulting in increases, decreases, or transfers by fund and/or function to the Board for a roll call vote per Section 65.90(5), Wis. Stats. (A two-thirds affirmative vote of the entire membership is required.) and cause notice of any such change to be published as required by Section 65.90(5), Wis. Stats.

Financial Condition

The President shall administer the Board approved budget without material deviation and shall protect the College from financial risk.

It is a material deviation to:

- Expend more funds than have been received in the fiscal year without prior Board approval.
- Indebt the organization in an amount greater than (a) an amount that can be repaid by otherwise unencumbered revenues within the current fiscal year or from accounts previously established by the Board for that purpose and (b) amounts borrowed through the issuance of general obligation bonds or promissory notes authorized by the Board in accordance with State Statutes.
- Expend funds from restricted or designated accounts except for the purposes for which the account was established without prior Board approval.
- Make any purchase or commit the organization to any expenditure that deviates from the approved budget without Board approval.

Furthermore, the President may not:

- Make any purchase: (a) without prudent protection against conflict of interest; and (b) not in accordance with State Statutes or Wisconsin Technical College Code.

- Accept gifts or grants which obligate the College to make future expenditures of funds or human resources other than those created by the gift or grant without Board approval or which are not in the best interest of the College to accept.
- Fail to maintain a reserve fund balance as determined in D-630 Fund Balance of General and Special Revenue Funds. ~~in the College operational funds, defined as the general revenue fund and the special revenue fund, of not less than 16.7 percent nor more than 25.0 percent of budgeted operational fund appropriations.~~

Commented [PTP2]: Board already designates funds in D-630

Asset Protection

The President shall cause assets to be adequately maintained and protected from unnecessary risk.

Accordingly, the President may not:

- Fail to insure against theft and casualty losses in amounts consistent with replacement values or against liability losses to Board members, staff, or the College itself in amounts consistent with limits of coverage obtained by comparable organizations.
- Fail to ensure that sound internal controls are in place to protect against misappropriation of funds.
- Permit plant and equipment to be subjected to improper wear and tear or inadequate maintenance.
- Unnecessarily expose the College, the Board, or staff to claims of liability.
- Receive, process, or disburse funds under controls which are not sufficient to meet the auditor's standards.
- Invest funds in non-interest bearing accounts or in investments not permitted by Wisconsin law. Further, no investments shall be made without consideration of the following principles: (a) safety (b) liquidity and (c) yield.
- Acquire, encumber, or dispose of real property (land, buildings, fixed equipment) without Board approval.
- Fail to protect property, information, and files from improper use, loss or damage.
- Dispose of surplus property, with a value exceeding \$25,000 per item, without public notice and at less than reasonable value, nor without the approval of the WTCS President per s.38.14(2)(bm) Wis. Stats.
- Fail to protect the College's trademarks, copyrights, and intellectual property interests.

Communication and Counsel to the Board

The President shall keep the Board adequately informed.

Accordingly, the President shall:

- Submit data required by the Board in a timely, accurate, and understandable fashion.

- Make the Board aware of relevant trends, anticipated adverse media coverage, actual or anticipated legal actions, or material external and internal changes, particularly changes in the assumptions upon which any Board policy has previously been established.
- Advise the Board if, in the President's opinion, the Board is not in compliance with its own policies on Governance Process and Board-Staff Relationship, particularly in the case of Board behavior which is detrimental to the working relationship between the Board and the President.
- Present information in an appropriate form that is accurate, complete, concise, and is not misleading.
- Provide a mechanism for official Board, officer, or ad hoc committee communications.
- Address the Board on matters within the area of Board responsibility.
- Report in a timely manner an actual or anticipated non-compliance with any Board policy.

Reference: Wisconsin Statutes 38.12 (3), 38.14, 38.16(3), 65.90(5)
D-630 Fund Balance of General and Special Revenue Funds.

Board Policy Adopted: February 20, 1974
Revised: December 16, 1987; March 15, 2000; March 17, 2004
Reviewed: March 15, 2006; June 18, 2008; December 15, 2010
Revised: January 18, 2017; September 16, 2020

NEW BUSINESS – ITEM C. 3.

Selection of President/District Director

A-250

The Board shall hire a qualified President/District Director who is not a member of the Board for a term of not more than three years which term shall end on the last day of June. The employment of the President/District Director shall be by written contract which shall be in accordance with Statutes of the State of Wisconsin and shall be filed with the District Board Secretary. The contract shall set forth all the terms and conditions of employment. In the event that any vacancy occurs in the office of the President/District Director, the Board shall promptly fill such vacancy. Such vacancy may either be filled by appointment of an acting President/District Director until the first day of July next following such an appointment, or may be filled by appointment of a President/District Director. The District Board shall establish a search process to fill the vacancy. The process shall be fair and open and comply with relevant regulations.

Commented [PTP1]: This was added from CCLC

Policy Adopted: September 16, 2020

NEW BUSINESS – ITEM C. 4.

President/District Director Succession

A-260

The District Board delegates authority to the President/District Director to appoint an acting President to serve in his/her absence for short periods of time, not to exceed 14 calendar days at a time.

In the absence of the President/District Director and when an acting President/District Director has not been named, administrative responsibility shall reside with (in order):

- Vice President of Administrative Services/CFO
- Vice President of Academic Affairs/CAO
- Executive Director of Student Services/CSSO
- Executive Director of Human Resources/CHRO
- Executive Director of Marketing and Communications
- Executive Director of Institutional Research & Effectiveness

The District Board shall appoint an acting President/District Director for periods exceeding 14 days. In the event that any vacancy occurs in the office of the President/District Director, the Board shall promptly fill such vacancy.

Reference: A-240 Delegation of Authority to the President/District Director
 A-250 Selection of the President/District Director

Policy Adopted: September 16, 2020

NEW BUSINESS – ITEM C. 5.

Evaluation of the President/District Director

A-270

The District Board shall conduct an evaluation of President/District Director at least annually. Such evaluation shall comply with any requirements set forth in the contract of employment with the President/District Director as well as this policy.

The District Board shall evaluate the President/District Director using an evaluation process the District Board and President/District Director jointly agree to and develop.

The criteria for evaluation shall be based on District Board policy, the President/District Director's job description, and performance goals/objectives developed in accordance with A-240 Delegation of Authority to the President/District Director.

Reference: A-220 District Board Duties and Responsibilities
 A-240 Delegation of Authority to the President/District Director

Policy Adopted: September 16, 2020

MISSION, VISION, AND VALUES

A-300

The mission of Blackhawk Technical College is:

We help you build your future with flexible education in a supportive environment. (long form)

Or

Flexible education, supportive environment. (short form)

The vision of Blackhawk Technical College is:

Delivering innovative education to enrich our communities.

The values of Blackhawk Technical College are:

We deliver excellence by being:

Responsive: Meeting students when and where they learn best, providing supportive services empowering them to succeed.

Collaborative: Creating critical partnerships, adapting to community needs.

Empowering: Building an inclusive, aligned and supportive culture, allowing students and employees to develop, grow and succeed.

Strategic: Optimizing college resources to meet the needs of learners and employers through data-informed decisions and innovative solutions.

Process-driven: Developing transparent, consistent, aligned and repeatable processes and procedures, focusing on efficiency, accountability and excellence.

The District Board will evaluate and revise the mission, vision, and values of the Blackhawk Technical College on a regular basis.

Policy Adopted: October 18, 1989

Revised: June 10, 1998; December 17, 2003

Reviewed: June 21, 2006; September 17, 2008

Revised: November 16, 2011; August 16, 2018; September 16, 2020

NEW BUSINESS – ITEM C. 7.

Organizational Structure

A-400

The President/District Director shall establish organizational charts that delineate the lines of responsibility and fix the general duties of employees within the College.

Policy Adopted: September 16, 2020

NEW BUSINESS – ITEM C. 8.

Accreditation

A-500

The President/District Director shall ensure the College complies with the accreditation process and standards of the Higher Learning Commission and of other College programs that seek special accreditation.

The President/District Director shall keep the District Board informed of approved accrediting organizations and the status of accreditations.

The President/District Director shall ensure that the District Board is involved in any accreditation process in which District Board participation is required.

The President/District Director shall provide the District Board with a summary of any accreditation report and any actions taken or to be taken in response to recommendations in an accreditation report.

Operational Policy Adopted: September 16, 2020

REIMBURSEMENT OF RELOCATION EXPENSES

BP C-250

The purpose of this policy is to provide a standard procedure for the relocation of newly hired **full-time staff** to within the District boundaries of Blackhawk Technical College (College). Under the general provisions of this policy, a written relocation and repayment agreement for relocations will be entered into with the **newly hired** employee. The provisions of this policy will apply only to work assignments and relocations planned to exceed 12 months.

The College will reimburse reasonable amounts or provide advance assistance of expenses incurred because of the relocation of newly hired **full-time staff** for distances that exceed fifty (50) miles from their current place of residence to the District boundaries of the College.

The College will audit expenses against relocation agreements, and employees must document receipted expenses claimed for reimbursement.

Any request to exceed the provisions of the standard relocation policy (outlined below) must be approved by the Executive Director/CHRO and the College President.

All relocation expenses must be incurred and submitted for reimbursement within 180 days of the date the written relocation and repayment agreement is signed. Expenses incurred after this period will not be reimbursed. Some expenses will be paid directly by the College to the vendor. For all other reimbursement expenses, the employee must obtain receipts for incurred expenses and submit them along with college reimbursement request forms.

Approved Expenses – Standard Agreement

A. Per Diem and Lodging

The College will reimburse costs for per diem living expenses to include temporary lodging for eligible employees and dependents for a period not to exceed 30 days.

B. Site Visit

An employee and spouse will be reimbursed for travel costs, per diem and lodging costs to the planned relocation area to look for appropriate housing. The maximum site visit period permitted is three (3) days.

C. Transportation – Employee/Dependents

Costs for relocation travel of the employee and dependents to the new location will be reimbursed. Travel noted above will be by means of the most cost-effective common transport carrier using coach fare; however, in many cases, personal vehicles may be the preferred means of travel. Mileage reimbursement will be reimbursed at the standard IRS mileage rate.

D. Household Goods

REIMBURSEMENT OF RELOCATION EXPENSES (cont.) BP C-250

The College will pay actual costs for the packing, movement, and insuring of household goods and personal effects for such goods up to a maximum of 14,000 pounds from point of departure to point of arrival. If storage of goods is required at either point, the College will pay for up to 30 days of storage.

Any property of special value, i.e., art objects, paintings, jewelry, firearms, precious metals, and antiques should be separately insured or transported by the employee.

The College will not pay the transportation of boats, recreational vehicles, firearms, special machinery, outdoor playground equipment, hot tubs, and other specialty items of a similar nature. The transportation and boarding of small domestic pets, dogs, cats, etc. is permitted. The College will reimburse costs associated with movement and boarding of such pets for a period not to exceed 30 days.

E. Miscellaneous Household Fees

The College will pay the cost of appliance installation, fees for utilities installations, re-registration of personal vehicles and driver's licenses to a maximum of \$1,000.

Repayment Provision

If the employee resigns due to circumstances within his or her control, as determined by the College, within 24 months of the employment start date, the employee agrees to and will be subject to repayment of costs associated with the move.

Tax Considerations

Prior to or at the time the written relocation and repayment agreement is signed, the employee will meet with accounting staff to review the federal and state tax implications of all costs reimbursed by the College and its impact on the employee's W-2 taxable income. The employee will be given a written estimate of costs for tax planning purposes.

Reimbursement Maximums

As a College, we look to provide financial assistance to offset the expense of moving for a new employment opportunity. Relocation reimbursement allowance is capped at 5% of the first year's annual wage amount. The maximum reimbursable amount will be outlined within the written relocation and repayment agreement.

Board Policy Adopted: March 18, 2020

PUBLIC RECORDS LAW (Public's Right to Know)

E-210

The Blackhawk Technical College District Board is considered an authority for the purposes of the Wisconsin Public Records and Property Law. (Sec. 19.31-19.39, Stats.)

It is the declared public policy of this State that all persons are entitled to the greatest possible information regarding the affairs of government and the official acts of those officers and employees who represent them.

Providing persons with such information is declared to be an essential function of representative government and an integral part of routine duties of officers and employees whose responsibility is to provide such information.

The Blackhawk Technical College District Board reaffirms the public policy that all of the records of the Blackhawk Technical College District as defined in Section 19.32(2), Stats., are public records subject to release, inspection and reproduction except as otherwise provided for by law.

The Board designates the President/District Director as the legal custodian of the records of the Blackhawk Technical College District. The President/District Director may designate duties and responsibilities of this District pursuant to the Wisconsin Public Records Law to deputy legal custodians. The following deputies are authorized by the President/District Director to act as legal custodians:

- Executive Dean of Student Services (student records)
- Vice President of Administrative Services (financial records)
- Assistant to the President/District Director (all other public records)

It is directed that all employees of the Blackhawk Technical College District be informed of the legal custodian's duties, the requirements of the Wisconsin Public Records and Property Law, and the provisions of this policy.

All requests for the inspection, release and/or reproduction of the public records of the District shall be directed or referred to the legal custodian. The legal custodian is vested with full legal power to make decisions concerning the inspection, release or reproduction of records as permitted under Wisconsin's Public Records and Property Law. The legal custodian and/or his/her deputies is authorized to consult with the District's legal counsel in making a determination pertaining to a request for release of a record.

Any costs or fees incurred by the District in the conduct and implementation of this policy shall be indemnified by the District and will not be treated as a personal liability of the custodian,

unless penalties are incurred on account of the legal custodian or deputy's act or omission which is willful and in bad faith.

The President/District Director shall establish procedures for records management, including access by the public, that comply with the requirements of the state's open meeting and public records access laws (Sec. 19.31-19.39, Stats.). College Procedure E-210.1 Administrative Regulation K-210 shall serve as the Official Notice of the procedure for the inspection, release or reproduction of records and property of the District, and constitutes the official position of the Blackhawk Technical College District Board regarding the inspection, release and reproduction of records and property of this District, and the fees that may be charged for location and reproduction of such records and property. The Official Notice shall be prominently displayed in appropriate locations on the District premises and made available on request to any member of the public upon demand.

All records of the District shall be preserved in accordance with Section 16.61, Stats., concerning the preservation and destruction of records.

All Blackhawk Technical College records, public or not, will be retained and disposed of in accordance with College Policy E-212 applicable federal and state statutes and Administrative Regulations and may be subject to a litigation hold on disposal of such records.

References: Wisconsin Statutes 19.31-19.39
College Policy E-212 – Records Retention and Destruction
College Operational Policy J-920 – Privacy and Access to Student Records Student Records – Privacy

Board Policy Adopted: December 15, 1982
Revised: July 8, 2002; January 18, 2006; April 16, 2008; October 27, 2010
January 18, 2017; September 19, 2020

Record, Retention, and Destruction

E-212

The President/District Director shall establish college procedures to assure the retention and destruction of all College records—including electronically stored information as defined by the Federal Rules of Civil Procedure. Such records shall include, but not be limited to student records, employment records, and financial records.

“Records” means all records, maps, books, papers, data processing output, and documents of the College which it must retain, including but not limited to records created originally by computer and “electronically stored information” (“ESI”), as that term is defined by the Federal Rules of Civil Procedure.

The College will comply with current record retention and destruction laws and policies as outlined by the various federal regulatory agencies, departments, Wisconsin Statute, and the Wisconsin Public Records and Forms Board. It is the policy of the College to follow the record retention and destruction schedule set forth in College Procedure E-212.1.

References: Federal Rules of Civil Procedure, Rules 16, 26, 33, 34, 37, and 45
Wisconsin Statutes 16.61; 19.21
State of Wisconsin Public Records Board

Board Policy Adopted: September 19, 2020
Revised:

Institutional Planning

E-750

The President/District Director or designee shall ensure that the College has and implements a broad-based comprehensive, systematic, and integrated system of planning that involves appropriate segments of the college community and is supported by institutional effectiveness research.

The planning system shall include plans required by law, including, but not limited to:

- Equal Opportunity/Affirmative Action Five-Year Plan
- Strategic Plan
- Facility Master Plan (Three Year Facilities Plan)
- Annual Budget Plan

The President/District Director shall submit plans to the District Board for approval.

The President/District Director shall inform the District Board about the status of planning and the various plans.

The President/District Director shall ensure the District Board has an opportunity to assist in developing the general institutional mission and goals for the comprehensive plans.

The planning system include or address:

- Processes for developing, reviewing, updating, and implementing plans
- The committees and personnel that are involved and their responsibilities and charges
- Required approvals
- Integration of various planning efforts
- Use of institutional effectiveness research

References: WTCS Financial & Administrative Manual
WTCS Equal Opportunity/Affirmative Action Policies and Procedures

Policy Adopted: September 16, 2020