



District Board Meeting

3rd Wednesday of the Month

5:00 pm

Administration Building

Blackhawk Technical College

DISTRICT BOARD MEETING

AGENDA

DATE: NOVEMBER 15, 2023

TIME: 5:00 P.M.

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

CALL TO ORDER

A. Public Comment

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

SPECIAL REPORTS

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

B. Enrollment Analysis Presentation (*Information – Dr. Jon Tysse*)

INFORMATION/DISCUSSION

A. Financial Statement (*Information – Jim Nemeth*)

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

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

C. Finance Committee Report Out and Recommendations (*Information – Chairperson Thornton*)
a. No Meeting Scheduled for November 15, 2023.

D. Personnel Committee Report Out and Recommendations (*Information – Chairperson Deprez*)
a. No Meeting Scheduled for November 15, 2023.

E. Staff Changes (*For Information Only. Not for District Board Action*)

- a. New Hires:
 - i. Emily Rankin, Student Engagement Specialist – PT November 6, 2023; FT January 3, 2024
- b. New Positions:
 - i. Caitlin Lehr, Assistant Registrar – October 16, 2023
- c. Resignations:
 - i. Rebecca Bohm, Enrollment Services Assistant – October 27, 2023
- d. Retirements: None

CONSENT AGENDA

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

- A. Approval of the Draft October 18, 2023, District Board Regular Meeting Minutes (*Action*)
- B. Approval of Current Bills (*Action – Jim Nemeth*)
- C. Approval of Training Contracts (*Action – Dr. Karen Schmitt*)

POLICY REVIEW

- A. Reviewed Policy A-100 – District Legal Status
- B. Reviewed Policy A-210 – District Board Authorities
- C. Reviewed Policy A-220 – District Board Powers and Duties

ACTION ITEMS

- A. Approval of Modifications to the Fiscal Year 2022-23 Budget (*Action – J. Nemeth*)
- B. Approval of Modifications to the Fiscal Year 2023-24 Budget (*Action – J. Nemeth*)

Finance Committee Action Items

- A. No Action Items

Personnel Committee Action Items

- A. No Action Items

WTCS CONSORTIUM UPDATES

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

FUTURE AGENDA ITEMS

- A. Suggestions for Future Agenda Items

ADJOURNMENT

Blackhawk Technical College does not discriminate on the basis of race, color, national origin, sex, gender identity, disability, or age in its programs and activities. The following person has been designated to manage inquiries regarding the nondiscrimination policies: Title IX Coordinator/Equal Opportunity Officer, 6004 S County Road G, P.O. Box 5009, Janesville, WI 53547-5009, (608) 757-7796 or (608) 757-7773, WI Relay: 711.

BTC is committed to providing universal access to events. If you are an individual with a disability and would like to request an accommodation, please contact the Assistant to the President and District Board at 608-757-7772 at least 72 hours before the District Board meeting.

NOVEMBER 15, 2023

INFORMATION/DISCUSSION

➤ Financial Statement

INFORMATION/DISCUSSION ITEM A.

BLACKHAWK TECHNICAL COLLEGE Summary of Revenue and Expenditures as of October 31, 2023

<u>COMBINED FUNDS</u>	2023-24 CURRENT BUDGET	2023-24 ACTUAL TO DATE	2023-24 PERCENT INCURRED	2022-23 ACTUAL TO DATE	2022-23 PERCENT INCURRED
REVENUE & OTHER RESOURCES:					
Local Government	\$ 17,123,043	\$ 2,915	0.0%	\$ 22,621	0.1%
State Aids	16,486,225	2,930,174	17.8%	2,788,527	17.0%
Statutory Program Fees	6,265,379	4,598,870	73.4%	4,207,691	74.2%
Material Fees	343,972	249,055	72.4%	217,745	69.9%
Other Student Fees	860,750	625,691	72.7%	562,158	69.7%
Institutional	3,281,995	1,492,397	45.5%	669,947	23.5%
Federal	7,698,957	4,001,389	52.0%	3,784,028	44.3%
Other Sources (Bond/Transfer from Other Fund)	<u>7,031,250</u>	<u>5,463,962</u>	77.7%	<u>3,909,801</u>	70.6%
Total Revenue & Other Resources	<u>\$ 59,091,571</u>	<u>\$ 19,364,452</u>	23.0%	<u>\$ 16,162,518</u>	20.4%
EXPENDITURES BY FUNCTION:					
Instruction	\$ 19,400,853	\$ 4,768,796	24.6%	\$ 4,618,823	23.0%
Instructional Resources	1,788,978	569,666	31.8%	439,891	25.3%
Student Services	12,065,097	5,555,310	46.0%	5,253,978	45.6%
General Institutional	9,199,878	2,795,452	30.4%	2,578,858	28.5%
Physical Plant	40,857,599	7,620,400	18.7%	2,865,227	8.1%
Auxiliary Services	422,865	282,976	66.9%	255,467	70.4%
Other Uses (Transfer to Other Fund)	<u>231,250</u>	<u>-</u>	0.0%	<u>-</u>	0.0%
Total Expenditures & Other Uses	<u>\$ 83,966,520</u>	<u>\$ 21,592,600</u>	25.8%	<u>\$ 16,012,244</u>	20.5%
EXPENDITURES BY FUNDS:					
General	\$ 30,784,785	\$ 8,653,201	28.1%	\$ 7,892,870	26.6%
Special Revenue	2,624,494	526,856	20.1%	688,323	23.1%
Capital Projects	31,353,320	6,534,325	20.8%	1,889,196	6.9%
Debt Service	10,033,553	899,257	9.0%	846,418	9.1%
Enterprise	154,865	24,753	16.0%	8,988	8.8%
Internal Service	280,000	258,223	92.2%	246,479	94.8%
Trust & Agency	8,504,253	4,695,985	55.2%	4,439,970	51.6%
Other Uses (Transfer to Other Fund)	<u>231,250</u>	<u>-</u>	0.0%	<u>-</u>	0.0%
Total Expenditures	<u>\$ 83,966,520</u>	<u>\$ 21,592,600</u>	25.8%	<u>\$ 16,012,244</u>	20.5%
Fund Balances, Beginning	\$ 43,814,676	\$ 43,814,676		\$ 41,529,293	
Change in Fund Balance	<u>(24,874,949)</u>	<u>(2,228,147)</u>		<u>150,274</u>	
Fund Balances, Ending	<u>\$ 18,939,727</u>	<u>\$ 41,586,529</u>		<u>\$ 41,679,567</u>	

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



NOVEMBER 15, 2023

CONSENT AGENDA

- Draft October 18, 2023, District Board Regular Meeting Minutes
- Current Bills
- Training Contracts

**REGULAR DISTRICT BOARD MEETING
WEDNESDAY, OCTOBER 18, 2023
5:00 P.M.**

MINUTES

CALL TO ORDER

The Blackhawk Technical College District Board regular meeting was held on Wednesday, September 20, 2023, at the Central Campus, 6004 S County Road G, Janesville, in the Student Success Center, Room 2201.

Board Members Present: Rachel Andres (left 5:50 p.m.); Barbara Barrington-Tillman, Chairperson; Eric Thornton, Vice-Chairperson Rich Deprez, Secretary; Kathy Sukus, Treasurer; Rob Hendrickson; Suzann Holland; and Mark Holzman.

Board Members Absent: None.

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

Student Representatives: Rebecca Barnett.

Guests: None.

Chairperson Barrington-Tillman called the Blackhawk Technical College District Board meeting to order at 5:00 p.m. Chairperson Barrington-Tillman called for Public Comments. There were no comments.

SPECIAL REPORTS

Chairperson Barrington-Tillman called for Special Reports.

- A. The Student Representative to the District Board, Amy Powell, provided a report on student activities.

INFORMATION/DISCUSSION

Chairperson Barrington-Tillman called for Information/Discussion items.

- A. Jim Nemeth reviewed the September Financial Statement and Quarterly Report with the District Board members.
- B. Dr. Tracy Pierner presented his monthly report to the District Board members.
- C. The Finance Committee did not meet in October.
- D. The Personnel Committee did not meet in October.
- E. Staff changes consisting of new hires, new positions, resignations, and retirements were reviewed.

CONSENT AGENDA

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

- A. Draft September 20, 2023, District Board Regular Meeting Minutes.
- B. Current Bills – The September bills include (Starting Check: #00298349 and Ending Check: #00299065):

Direct Deposit Expense Reimbursements	\$ 4,691,448.44
Payroll	\$ 1,107,725.57
Payroll Tax Wire Transfers	\$ 243,162.23
Other Wire Transfers	\$ 40,820.14
WRS Wire Transfers	\$ 178,532.10
P-Card Disbursements	\$ 154,236.45
Bond Payment	\$ 839,707.29
Health Insurance Wire Transfer	\$ 311,085.74
<i>Grand Total for the Month</i>	<i>\$ 7,476,717.96</i>

C. Training Contracts – Report Totals:

Number Served	Estimated FTEs	BTC Cost Formula	LAB Cost Formula	Actual Contract Cost
72	1.02	\$29,009	\$26,685	\$35,845

D. Acceptance of Grant Awards for October 2023.

E. Adoption of Resolution to Designate District Positions Subject to Wisconsin’s Code of Ethics.

F. Confirmation of Instructional Employment Contract issued to Ryan Bradley, Computer Numerical Controls (CNC) Technician Instructor.

G. Confirmation of Instructional Employment Contract issued to Thomas Pleuger, LTE Computer Numerical Controls (CNC) Technician Instructor.

H. Confirmation of Instructional Employment Contract issued to Michael Dallio, Information Technology (IT) Network Instructor.

All in favor. Motion carried.

POLICY REVIEW

A. Dr. Tracy Pierner reviewed Policy C-050 – Commitment to Diversity with the District Board members.

It was moved by Mr. Thornton and seconded by Mr. Holzman to approve the reviewed Policy C-050 – Commitment to Diversity. **All in favor. Motion carried.**

ACTION ITEMS

Chairperson Barrington-Tillman called for Action Items.

A. Dr. Tracy Pierner presented the 2023-24 Distinguished Alumni Award Nominee with the District Board members.

It was moved by Mr. Holzman and seconded by Mr. Thornton to nominate Tinika Kilgore as the 2023-24 Distinguished Alumni Award Nominee. **All in favor. Motion carried.**

B. Dr. Tracy Pierner presented the 2023-24 Rising Star Alumni Award Nominee with the District Board members.

It was moved by Mr. Thornton and seconded by Mr. Hendrickson to nominate Kaleb Shafer as the 2023-24 Rising Star Alumni Award Nominee. **All in favor. Motion carried.**

C. It was moved by Mr. Deprez and seconded by Ms. Holland to approve the Board Resolution designating the depositories in which District funds will be deposited and the individuals authorized to make transactions for FY 2023-24. **All in favor. Motion carried.**

D. Jim Nemeth reviewed the Mill Rate and Tax Levy for Fiscal Year 2023-24 with the District Board members. Administration recommends the operational levy of \$7,632,820 with an operational mill rate of 0.35005, and the debt service levy of \$9,425,000 with a debt service mill rate of .43224. The total levy proposed is \$17,057,820 with a total mill rate of 0.78230 per \$1,000 equalized valuation. The State requires the reporting of a total levy which includes the value of personal property that is exempt from the local tax levy. Including the value of exempt

personal property brings the BTC total tax levy to \$17,232,270 for 2023-24. The actual local tax levy for 2023-24 will be \$17,057,820 as noted above since BTC will receive state aid in lieu of local property taxes on exempt personal property.

It was moved by Mr. Deprez and seconded by Mr. Hendrickson to authorize a \$17,057,820 tax levy which is 0.78230 mills (including debt service) on \$21,804,771,653 of equalized value, and that the clerks of the various taxing entities be properly informed of their appropriate share of the District's levy. **All in favor. Motion carried.**

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

- E. Jim Nemeth presented the Fiscal Year 2022-2023 Procurement Report to the District Board members. The Wisconsin Technical College System (WTCS) procurement rules require each District to review purchases of similar goods, supplies, or services each year to determine if a more competitive process should be used. In addition, the WTCS Financial Accounting Manual specifies that the district reviews vendors whose annual purchases exceed \$50,000. The review findings must be communicated to the District Board by October 31.

It was moved by Mr. Thornton and seconded by Mr. Holzman to accept the Procurement Annual Report as presented. **All in favor. Motion Carried.**

- F. Dr. Tracy Pierner presented the Student Technology Fee to the District Board members.

It was moved by Mr. Thornton and seconded by Mr. Deprez to approve the \$15.00 Student Technology Fee beginning in the fall of 2024. **All in favor. Motion Carried.**

- G. It was moved by Mr. Deprez and seconded by Mr. Hendrickson to approve the Resolution Authorizing the Issuance of \$1,500,000 General Obligation Promissory Notes, Series 2024A, of Blackhawk Technical College District, Wisconsin. **All in favor. Motion Carried.**

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

Finance Committee Action Items

- A. No Action Items.

Personnel Committee Action Items

- A. No Action Items.

WTCS CONSORTIUM UPDATES

Chairperson Barrington-Tillman called for WTCS Consortium updates.

- C. Purchasing Consortium Update: Tom Pellizzi is the new Director of the Wisconsin Technical College Purchasing Consortium.

FUTURE AGENDA ITEMS

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

ADJOURNMENT

It was moved by Mr. Hendrickson and seconded by Mr. Holzman to adjourn the meeting at 6:35 p.m. **All in Favor. Motion carried.**

Richard Deprez

Secretary

CONSENT AGENDA ITEM B.

Blackhawk Technical College

BILL LIST SUMMARY

Period Ending October 31, 2023

Starting Check Number 00299066
Ending Check Number 00299519 Plus Direct Deposits

PAYROLL TAXES

Federal	467,470.80	
State	<u>81,010.47</u>	548,481.27

PAYROLL BENEFIT DEDUCTIONS & FRINGE PAYMENTS

Retirement	-	
Health and Dental Insurance	20,575.14	
Miscellaneous	<u>17,050.04</u>	37,625.18

STUDENT RELATED PAYMENTS

247,767.10

CURRENT NON CAPITAL EXPENSES

701,180.71

CAPITAL

1,831,210.29

DEBT

-

TOTAL BILL LISTING AND PAYROLL TAXES

3,366,264.55

PAYROLL-NET

1,088,172.57

SUB TOTAL BILL LISTING AND PAYROLL

4,454,437.12

PLUS OTHER WIRE TRANSFERS

97,579.10

PLUS WRS WIRE TRANSFERS

173,883.57

P-CARD DISBURSEMENTS

190,011.21

WIRE FOR LAND PURCHASE

-

PLUS BOND PAYMENT

-

HEALTH INSURANCE WIRES

307,632.48

GRAND TOTAL FOR THE MONTH

5,223,543.48

CONSENT AGENDA ITEM C.

CONTRACT TRAINING REPORT - NOVEMBER 2023

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

Customized Instruction Contract Detail

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

Technical Assistance Contract Detail

Contract #	Business/Industry	# Served	Est. FTEs	BTC Cost Formula	LAB Cost Formula	Actual Contract Amount
2024-1050	Rinehart Targets	7	NA	\$ 170	\$ 163	\$ 170
	<i>Leadership Coaching</i>					
2024-1052	Alliant Energy	1	NA	\$ 6,059	\$ 6,374	\$ 6,374
	<i>CDL 120 hours</i>					
2024-1055	Jones Dairy Farm	3	NA	\$ 2,550	\$ 2,407	\$ 2,550
	<i>Maintenance Assessments</i>					
2024-1056	Rinehart Targets	7	NA	\$ 170	\$ 163	\$ 170
	<i>Leadership Coaching</i>					
		18	0	\$ 8,949	\$ 9,107	\$ 9,264

High School Customized Instruction Contract Detail

Contract #	Business/Industry	# Served	Est. FTEs	BTC Cost Formula	LAB Cost Formula	Actual Contract Amount
2024-1051	BMHS	22	2.20	\$ 13,237	\$ 3,679	\$ 13,237
	<i>Med Term</i>					
2024-1048	Edgerton HS	11	1.10	\$ 5,280	\$ 5,168	\$ 5,280
	<i>Criminal Justice</i>					
		33	3.30	\$ 18,517	\$ 8,847	\$ 18,517

WAT Grant Customized Instruction Contract Detail

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

Combined Contract Totals						
		# Served	Est. FTEs	BTC Cost Formul	LAB Cost Formula	Actual Contract Amount
		51	3.3	\$ 27,466	\$ 17,954	\$ 27,781
High School At Risk Detail						
Contract #	Business/Industry	# Served	Est. FTEs	BTC Cost Formul	LAB Cost Formula	Actual Contract Amount
	<i>HSED Preparation for High School At-Risk Student(s)</i>					
Transcripted Credit Contract Detail						
Contract #	Business/Industry	# Served	Est. FTEs	BTC Cost Formul	LAB Cost Formula	Actual Contract Amount
		0	0	\$ -		\$ -
	All Contracts	51	3.3	\$ 27,466	\$ 17,954	\$ 27,781

Contract Training Approved By The District Board

Quarter	Month	FY 2019-20		FY 2020-21		FY 2021-22		FY 2022-23		FY 2022-23	
		Month's \$	YTD \$	Month's \$	YTD \$	Month's \$	YTD \$	Month's \$	YTD \$	Month's \$	YTD \$
1st	July	\$306,616	\$306,616	\$0	\$0	\$34,748	\$34,748	\$54,931	\$54,931	\$28,725	\$28,725
	August	\$93,966	\$400,582	\$16,389	\$16,389	\$79,603	\$114,351	\$41,084	\$96,015	\$69,918	\$98,643
	September	\$51,844	\$452,426	\$17,532	\$33,921	\$63,394	\$177,745	\$96,205	\$192,220	\$80,688	\$179,331
2nd	October	\$18,826	\$471,252	\$29,073	\$62,994	\$22,313	\$200,058	\$69,654	\$261,874	\$35,845	\$215,176
	November	\$75,772	\$547,024	\$59,156	\$122,150	\$52,930	\$252,988	\$47,449	\$309,323	\$27,781	\$242,957
	December	\$54,312	\$601,336	\$18,026	\$140,176	\$54,656	\$307,644	\$34,393	\$343,716		
3rd	January	\$50,873	\$652,209	\$30,791	\$170,967	\$12,501	\$320,145	\$34,793	\$378,509		
	February	\$103,533	\$755,742	\$31,829	\$202,796	\$48,571	\$368,716	\$63,011	\$441,520		
	March	\$75,337	\$831,079	\$48,171	\$250,967	\$60,958	\$429,674	\$37,786	\$479,306		
4th	April	\$2,663	\$833,742	\$26,869	\$277,836	\$26,321	\$455,995	\$68,919	\$548,225		
	May	\$2,464,616	\$3,298,358	\$1,675,805	\$1,953,641	\$1,637,142	\$2,093,137	\$57,853	\$606,078		
	June	\$70,739	\$3,369,097	\$27,698	\$1,981,339	\$29,771	\$2,122,908	\$1,451,081	\$2,057,159		
	YTD TOTAL		\$3,369,097		\$1,981,339		\$2,122,908		\$2,057,159		\$242,957

Historical Reference

FY 2019-20	FY 2020-21	FY 2021-22		FY 2022-23		FY 2023-24	
WAT Grants: \$123,702	WAT Grants: \$145,703	Customized Instruction:	\$234,389	Customized Instruction:	\$279,252	Customized Instruction:	\$100,190
TC w/HS: \$2,464,616*	TC w/HS: \$1,652,700	Technical Assistance:	\$221,718	Technical Assistance:	\$226,705	Technical Assistance:	\$86,595
HSED w/HS: \$15,082	HSED w/HS: \$13,788	High School Customized Instruction:	\$62,817	High School Customized Instruction:	\$107,368	High School Customized Instruction:	\$48,336
		WAT Grants:	\$39,864	WAT Grants:	\$52,024	WAT Grants:	\$0
		High School At Risk:	\$8,752	High School At Risk:	\$21,595	High School At Risk:	\$6,836
		Transcripted Credit:	\$1,637,142	Transcripted Credit:	\$1,382,463	Transcripted Credit:	\$0

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



NOVEMBER 15, 2023

POLICY REVIEW

- Policy A-100 – District Legal Status (Reviewed)
- Policy A-210 – District Board Authorities (Reviewed)
- Policy A-220 – District Board Powers and Duties (Reviewed)

POLICY REVIEW ITEM A.



BLACKHAWK TECHNICAL COLLEGE SECTION A – DISTRICT ORGANIZATION POLICY

A-100 – DISTRICT LEGAL STATUS

Authority	District Board
Effective Date	February 20, 1974
Revision Date(s)	January 19, 2011; July 14, 2008; February 16, 2000
Reviewed Date(s)	November 15, 2023; August 19, 2020; November 16, 2016; March 15, 2006; March 3, 2004; December 16, 1987
Related Forms	
Related Policies and/or Procedures	
In Compliance With	Chapter 292, Laws of Wisconsin of 1965 Chapter 327, Laws of Wisconsin of 1967 Wisconsin Act 399 of 1993 Wisconsin Statutes Chapter 38

The Wisconsin State Legislature in 1965 adopted Chapter 292, Laws of 1965, which stated, “In order to broaden the educational opportunities for the youth and adults of Wisconsin, the State District Board of Vocational, Technical and Adult Education shall establish a program of instruction at institutions throughout the State which will equip all this State’s people to find their place in the competitive labor market of today. This act is to be construed as an enactment of statewide concern for the purpose of establishing a statewide system of vocational, technical, and adult education.”

The core of the implementation was the requirement of Chapter 292 that, “by July 1, 1970, the State District Board of Vocational, Technical and Adult Education shall act to include all areas in such school districts of vocational, technical and adult education as the State District Board designates.”

In the fall of 1966, the State District Board and the former Coordinating Council on Higher Education conducted a series of public hearings throughout the State as to how the State plan should be implemented.

As a result of these hearings, Rock and Green Counties were designated as District 5 of the State Plan, and by the action of the county District Boards of Rock and Green Counties, in 1967, Vocational, Technical, and Adult Education District Five (5) was formed on July 1, 1968.

Subsequently, by State District Board action, the name was changed to Blackhawk Vocational, Technical and Adult Education District on September 26, 1972.

On July 29, 1987, by State District Board action, “technical institute” was changed to “technical college” for all the schools within the Wisconsin Technical College System. And on July 21, 1994, the legal titles of the Colleges within the System were changed. “Blackhawk Vocational, Technical and Adult Education District” became “Blackhawk Technical College District.”

A-100 DISTRICT LEGAL STATUS

The District constitutes a corporate body that possesses all the usual powers of a corporation for public purposes and, in that name, may sue and be sued, purchase, hold and sell personal property and real estate, and enter such obligations as are authorized by law.

POLICY REVIEW ITEM B.



BLACKHAWK TECHNICAL COLLEGE SECTION A – DISTRICT ORGANIZATION POLICY

A-210 – DISTRICT BOARD AUTHORITIES

Authority	District Board
Effective Date	February 20, 1974
Revision Date(s)	September 16, 2020; March 17, 2004; February 16, 2000; December 16, 1987
Reviewed Date(s)	November 15, 2023; November 16, 2016; December 15, 2010; June 18, 2008; March 15, 2006
Related Forms	
Related Policies and/or Procedures	A-220 – District Board Powers and Duties
In Compliance With	Wisconsin Statute 38.01 and 38.14 (1) – (14)

As a body created under the law by the State of Wisconsin, Wisconsin Statutes Chapter 38, the 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 District Board as a whole. Individual District Board members or groups of District Board members do not have independent authority to speak for the District Board and should make no out-of-meeting commitments unless directed to do so on behalf of the District Board.

The District Board is committed to fulfilling its duties and responsibilities according to **Policy A-220 – District Board Powers and Duties**. In Wisconsin Statute Chapter 38.14 (1) – (14), the District Board's 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 District Board and Administrative Staff of the 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.
 - 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 contracts to provide educational services to public and private educational institutions, local governmental bodies, federal

A-210 DISTRICT BOARD AUTHORITIES

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 their 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 District Board for displaced homemakers' programs. Such funds may be spent on 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 District Board of Supervisors establishes such an initiative.
- **Parking Regulations and Fees:** The District Board may establish parking regulations and fees for the 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 that is not identical to or incorporates the student's social security number. This does not prohibit the District Board from requiring the student to disclose his or her social security number.

Further, Wisconsin Statute Chapters 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 acquisition of sites and equipment. The District Board may issue its bonds or promissory notes under Ch. 67 to pay the cost thereof.

POLICY REVIEW ITEM C.



BLACKHAWK TECHNICAL COLLEGE SECTION – DISTRICT ORGANIZATION POLICY

A-220 – DISTRICT BOARD POWERS AND DUTIES

Authority	District Board
Effective Date	February 20, 1974
Revision Date(s)	September 16, 2020; December 21, 2016; July 14, 2008; April 19, 2006; March 17, 2004; February 16, 2000; December 16, 1987
Reviewed Date(s)	November 15, 2023; December 15, 2010
Related Forms	
Related Policies and/or Procedures	
In Compliance With	Wisconsin Statutes 38.12 (1) – (13); and 38.14 (1) – (14) Wisconsin Statutes 961 Uniform Controlled Substances Act

The District Board governs on behalf of the citizens of the 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 the 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 45 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 District Board no later than six (6) months following the end

A-220 DISTRICT BOARD POWERS AND DUTIES

of each fiscal year.

- **Annual Budget:** The District Board shall prepare its annual budget in compliance with rules promulgated by the State District Board under Wis. Stats. 38.04 (11) (a). It shall submit an approved copy to the State District Board by July 1 of each year and shall report any subsequent budget modification to the State District 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 District 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 District 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 firefighter 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 they are 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.

NOVEMBER 15, 2023

ACTION ITEMS

- Modifications to the Fiscal Year 2022-23 Budget
- Modifications to the Fiscal Year 2023-24 Budget

Finance Committee Action Items

- No Action Items

Personnel Committee Action Items

- No Action Items

ACTION ITEMS ITEM A.

<u>Proposed Modifications to the FY 2022-23 Budget</u>			
		<u>Expenditures & Other Uses</u>	<u>Revenues & Other Sources</u>
General Fund			
1	Adjust budget to actuals		
	Increase Function 1 Instruction Expenditures	84,241	
	Increase Function 7 Physical Plant Expenditures	27,000	
	Decrease Transfers to Reserves and Designated Fund Balances	(111,241)	
	Total - Amendment 1	<u>-</u>	<u>-</u>
Capital Projects Fund			
2	Accrue Arbitrage on Referendum		
	Decrease Institutional Revenue		(195,000)
	Decrease Transfers to Reserves and Designated Fund Balances	(195,000)	
	Total - Amendment 2	<u>(195,000)</u>	<u>(195,000)</u>

ACTION ITEMS ITEM B

<u>Proposed Modifications to the FY 2023-24 Budget</u>		
	Expenditures & Other Uses	Revenues & Other Sources
General Fund		
1	Transfer of funds between functions	
	Decrease Function 6 General Institutional Expenditures	(6,905)
	Increase Function 7 Physical Plant Expenditures	6,905
	Total - Amendment 1	-
Special Revenue Fund		
2	Establish Budgets for State and Federal Grants Awarded and Extended in FY24	
	Increase Function 1 Instruction Expenditures	69,318
	Increase Function 6 General Institutional Expenditures	51,000
	Increase State Aid Revenue	13,750
	Increase Institutional Revenue	51,000
	Increase Federal Revenue	9,314
	Total - Amendment 2	120,318
Capital Projects Fund		
3	Establish a budget for Grant Capital Fund Purchases and Annual Capital Carryforward	
	Increase Function 1 Instructional Resources Expenditures	103,666
	Increase Function 6 General Institutional Expenditures	54,022
	Decrease Function 7 Physical Plant Expenditures	(85,502)
	Increase Institutional Revenue	24,087
	Increase Federal Revenue	99,579
	Decrease Transfers from Reserves and Designated Fund Balances	(51,480)
	Total - Amendment 3	72,186
Agency Fund		
4	Establish a budget for the Stateline Manufacturing Alliance FY24 Fundraiser	
	Increase Function 1 Instructional Expenditures	19,965
	Increase Other Service Revenue	19,965
	Total - Amendment 4	19,965

BLACKHAWK TECHNICAL COLLEGE

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