



BLACKHAWK
TECHNICAL COLLEGE

DISTRICT BOARD MEETING

BELOIT~JANESVILLE CAMPUS
PRESIDENT'S SUITE 2613
6004 S COUNTY ROAD G
JANESVILLE WI 53546



District Board Meeting | AGENDA



BELOIT-JANESVILLE CAMPUS
President's Suite 2613
6004 S Cty Rd G, Janesville, WI 53546



October 16, 2024



5-7 pm

I. 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 appropriately noticed on the agenda. Unless requested by the District Board Chairperson from the audience regarding a specific agenda topic, public comments or dialogue are not allowed during other portions of the District Board meeting and discussion.

II. SPECIAL REPORTS

- a. Student Representative to the District Board Report (Information – Rebecca Barnett)
- b. Five-Year Equal Opportunity/Affirmative Action Plan (Information – Kathy Broske and Tony Landowski)

III. CONSENT AGENDA ITEMS

- a. Approval of the Draft September 18, 2024, District Board Regular Meeting Minutes (Action)
- b. Approved of Current Bills (Action – Jim Nemeth)
- c. Approval of Training Contracts (Action – Dr. Karen Schmitt)
- d. Adoption of Resolution to Designate District Positions Subject to Wisconsin's Code of Ethics (Action – Dr. Tracy Pierner)
- e. Confirmation of Instructional Employment Contract issued to Dennis Worden, Paramedic Instructor – September 23, 2024 (Action – Kathy Broske)

IV. COMMITTEE REPORTS

Finance Committee (Information – Chairperson Barrington-Tillman)

- a. No Meeting Scheduled

Personnel Committee (Information – Chairperson Deprez)

- a. No Meeting Scheduled

V. ACTION ITEMS

- a. Establishment of the Mill Rate and Tax Levy for the Fiscal Year 2024-2025 (Action – Jim Nemeth)
- b. Acceptance of the Fiscal Year 2023-2024 Procurement Report (Action – Jim Nemeth)

Finance Committee Action Items – No Action Items

Personnel Committee Action Items – No Action Items

VI. POLICY REVIEW

- a. None



District Board Meeting | AGENDA



BELOIT-JANESVILLE CAMPUS
President's Suite - 2613
6004 S Cty Rd G, Janesville, WI 53546



October 16, 2024



5-7 pm

VII. INFORMATION/DISCUSSION

- a. Financial Statement and Quarterly Update (Information – Jim Nemeth)
- b. President's Update (Information – Dr. Tracy Pierner)
 - i. Community and Internal Engagement
 - ii. College and Upcoming Events
 - iii. Other Communications
 - iv. Construction Projects
- c. Finance Committee (Information – Chairperson Barrington-Tillman) – No Meeting
- d. Personnel Committee (Information – Chairperson Deprez) – No Meeting
- e. Staff Changes (For Information Only. Not for District Board Action)
 - i. New Hires:
 - i. Nile Finney, PT Athletic Director (LTE) - September 19, 2024
 - ii. Amber Williams, Instructional Design Specialist – October 14, 2024
 - ii. New Positions:
 - i. Suzy Dantuma, LTE Transfer Coordinator – September 17, 2024
 - iii. Resignations:
 - i. Emily Rankin, Student Engagement Specialist – September 30, 2024
 - iv. Retirements:
 - i. None
- f. Health Benefits Update (Information – Dr. Tracy Pierner)
- g. Process for District Board Input to College Direction and Goals (Discussion – District Board Members and Dr. Tracy Pierner)

VIII. WTCS CONSORTIUM UPDATES

- a. District Board Association (DBA) (Information – Representative)
- b. District Mutual Insurance (DMI) (Information)
- c. Insurance Trust (WTC) (Information – Representative)
- d. Marketing Consortium (Information – Representative)
- e. Purchasing Consortium (Information – Representative)
- f. Wisconsin Technical College Employee Benefit Consortium (WTCEBC) (Information – Representative)

IX. FUTURE AGENDA ITEMS

- a. Suggestions for Future Agenda Items

X. ADJOURNMENT

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



OCTOBER 15, 2024

SPECIAL REPORTS

b. Five-Year Equal Opportunity/Affirmative Action Plan



SPECIAL REPORTS ITEM b.



**BLACKHAWK
TECHNICAL COLLEGE**

Five-Year Equal Opportunity/Affirmative Action Plan

July 1, 2024 – June 30, 2029

Dr. Tracy Pierner, President

Plan contributors:

Kathy Broske, Executive Director – Human Resources and Organizational Development

Tony Landowski, Executive Director – Student Services

Table of Contents

Introduction.....	1
Section I: Equal Opportunity/Affirmative Action Policy Statement	3
Section II: Distribution of Equal Opportunity/Affirmative Action Information	5
Section III: Workforce Demographics and Goals	6
Section IV: Employment Program Affirmative Action Initiatives	9
Section V: Student Demographics and Initiatives.....	13
Section VI: Annual Updates.....	18
Appendix	
2022-2023 Affirmative Action Compliance Report.....	19
2021-2022 Affirmative Action Student Data	27

(THIS PAGE INTENTIONALLY LEFT BLANK)

Introduction

The Blackhawk Technical College Five-Year Equal Opportunity/Affirmative Action Plan for the period of July 1, 2024 through June 30, 2029 documents the College's commitment to ensuring equal opportunity, affirmative action and nondiscrimination for students and employees.

Furthermore, the plan affirms the College's intent to implement state and federal equal opportunity and affirmative action laws, executive orders, rules, and regulations.

The plan was developed in accordance with the guidelines established by the Wisconsin Technical College System Office. Data and input from the following sources were reviewed and incorporated into the plan as appropriate: Wisconsin Technical College System Office workforce and student demographic data; PACE Racial Diversity Report; Diversity and Equity Campus Climate Survey data; BTC Strategic Enrollment Management Plan; WTCS Completion, Student Success, and Equity and Inclusion Grants; Inclusion, Diversity, Equity and Accessibility (IDEA) and Student Success Committees; and staff in the Student Services, Academics, Institutional Research and Effectiveness, Marketing, and Human Resources Departments.


The following elements of the College's Strategic Plan establish the College's commitment to diversity and inclusion:

- College Environment Strategic Goal: *Create a supportive and inclusive College environment.*
- College Environment Strategic Initiative: *Improve Inclusion, Diversity, Equity, and Accessibility.*
- College Inclusive Value: *Cultivating a climate in which all students and employees feel welcomed, valued, and included.*
- College Diversity Statement: *In an effort to provide flexible education and a supportive environment, the College aspires to create a climate in which all students, employees, and community members feel welcomed, valued, and included. To that end, the College strives to use inclusive and accessible practices to create a community of diverse ideas, abilities, cultures, and lifestyles.*

College leadership is committed to carrying out the initiatives outlined in this plan. In addition, all College employees are responsible for the application of this plan and adherence to all equal opportunity and affirmative action policies and procedures.

(THIS PAGE INTENTIONALLY LEFT BLANK)

Section I: Equal Opportunity/Affirmative Action Policy Statement

 BLACKHAWK TECHNICAL COLLEGE SECTION E – GENERAL INSTITUTION POLICY	
E-220 – EQUAL OPPORTUNITY	
Authority	President/District Director
Effective Date	September 15, 1982
Revision Date(s)	February 28, 2024; September 15, 2021; February 15, 2017; February 18, 2009; September 15, 2004; November 14, 2001; March 8, 1995; March 20, 1991
Reviewed Date(s)	October 18, 2006
Related Forms	
Related Policies and/or Procedures	E-219 – Nondiscrimination E-221 – Prohibition of Harassment
In Compliance With	Title VI of the Civil Rights Act of 1964 Title VII of the Civil Rights Act of 1964 Title IX of the Education Amendments Act of 1972 Age Discrimination in Employment Act of 1967 Age Discrimination Act of 1975 Americans with Disabilities Act of 1990 ADA Amendments Act of 2008 Section 504 of the Rehabilitation Act of 1973 Title II of the Genetic Information Nondiscrimination Act of 2008 Pregnancy Discrimination Act of 1978 Vocational Education Programs Guidelines for Eliminating Discrimination and Denial of Services on the Basis of Race, Color, National Origin, Sex, and Handicap Wisconsin Fair Employment Act
<p>The College desires to build a community in which opportunity is equalized and a climate of acceptance is fostered, with the inclusion of Students and Employees from a wide variety of backgrounds. The College recognizes that diversity in the academic environment fosters cultural awareness, mutual understanding, and respect, and provides suitable role models for all Students. The College is committed to providing services to Students in a non-discriminatory manner and cultivating an educational climate that is conducive to and supportive of cultural and ethnic diversity.</p> <p>In accordance with federal, state, and local nondiscrimination laws and executive orders, equal opportunity will be provided for all persons regardless of political affiliation, age, race, creed, color, disability, marital status, sex, religion, national origin, ancestry, sexual orientation, parental status, pregnancy, arrest or conviction record, service in the armed forces, genetic testing and the use or non-use of lawful products off the College's premises during non-working hours.</p> <p>The purpose of affirmative action is to increase workplace and educational opportunities for underrepresented populations. Affirmative action is required for women, racial/ethnic minorities, and persons with disabilities in all College educational programs and job categories.</p> <p>Affirmative action will be implemented in all employment practices including recruitment, hiring, transfers, promotions, training, layoffs, terminations, retention, certification, testing, and committee appointments.</p>	
Page 1 of 2	

E-220 – EQUAL OPPORTUNITY

The College will seek assurance from all contractors and suppliers of products and services that they do not discriminate. The purchase of products and services from businesses owned by women, minorities, and individuals with disabilities will be encouraged.

The College will provide reasonable accommodations to Employees for religious observances and practices.

Reasonable accommodations for persons with disabilities will be made to ensure access to programs and employment. The College will also ensure physical accessibility to programs and College Premises.

All administrators, supervisors, and employees are responsible for the implementation of the Equal Opportunity/Affirmative Action Plan and adherence to all nondiscrimination and equal opportunity policies and procedures as part of their job performance. As part of the diversity and inclusion competency on the annual performance evaluation, Employees are assessed on how they cultivate a climate in which all Students and Employees feel welcomed, valued, and included and how they support the College's mission, values, and diversity initiatives.

The College is committed to providing an academic and work environment that is free from harassment. Harassment based on any of the following statuses is unlawful and prohibited: sex or gender, national origin, religion, age (40 or older), gender identity, gender expression, race, color, genetic information, sexual orientation, disability, military and veteran status, pregnancy and any other protected class established by applicable state, federal, or local law.

Any Student, Employee, or other member of the College Community who believes they have been harassed should report such incidents by following the procedure described in **Procedure E-221.2 – Discrimination and Harassment Reporting**. The College requires Employees to report all incidents of harassment.

As outlined in **Procedure E-221.2 – Discrimination and Harassment Reporting**, reports of discrimination or harassment should be submitted to the College's Equal Opportunity Officer. The College's equal opportunity, nondiscrimination, and prohibition of harassment policies and procedures are published on the College's website and employee intranet.

An Equal Opportunity/Affirmative Action Plan for equal opportunity in employment and education will be monitored by the College's Equal Opportunity Officer. The President/District Director has appointed the Executive Director of Human Resources and Organizational Development as the Equal Opportunity Officer. The Equal Opportunity Officer may be contacted at 6004 S. County Road G, P.O. Box 5009, Janesville, WI 53547-5009, (608)757-7773, WI Relay: 711.

Signed by Dr. Tracy P. Pierner, Ph.D., President of Blackhawk Technical College:



Signature

14 Mar 2024

Date

Section II: Distribution of Equal Opportunity/Affirmative Action Information

The College provides the Equal Opportunity/Affirmative Action Five-Year Plan and Annual Updates to the District Board, College leadership, College employees and other stakeholders as appropriate. The plan and annual updates are also provided to the Wisconsin Technical College System Office. The Equal Opportunity/Affirmative Action Five-Year Plan and Annual Updates are available as printed documents and on the College's intranet.

The College's equal opportunity, nondiscrimination and prohibition of harassment policies and procedures are published in the BTC Policy and Procedure Manual, which is accessible to all students and employees along with the general public on the College's website. Students can also access the equal opportunity, nondiscrimination and prohibition of harassment policies and procedures in the BTC Student Handbook. Employees can also access the equal opportunity, nondiscrimination and prohibition of harassment policies and procedures on the College's intranet and in the BTC Employee Handbook. A link to the College's nondiscrimination web page where the equal opportunity, nondiscrimination and prohibition of harassment policies and procedures are also located is included on the global footer on the College's website. A link to the nondiscrimination web page is located on the College's employment web page as well. In addition, equal opportunity, nondiscrimination, and prohibition of harassment information is communicated to students and employees through their respective onboarding processes.

Procedure E-221.2 – Discrimination and Harassment Reporting is published in each of the locations noted above. In addition, the online discrimination and harassment complaint form is available to all on both the nondiscrimination web page and the general student, staff, and community appeal and complaint web page. This information is also published in the BTC Student and Employee Handbooks.

The process for employees to obtain reasonable accommodations is published on the employee intranet and in the BTC Employee Handbook. It is also published on the College's employment web page and communicated during the employee recruitment and onboarding processes.

The process for students to obtain reasonable accommodations is published on the College's website and in the BTC Student Handbook. A link to accessibility information and resources is included on the global footer on the College's website. This information is also communicated during the new student advising, registration and onboarding sessions.

The College's annual nondiscrimination public notice is published in English and Spanish in district newspapers and on the College's website and intranet and is also communicated to students and employees via email and the weekly Blackhawk Updates. The College's continuous nondiscrimination notification statement is included in all College publications including recruitment and application materials for students and employees. The College's continuous nondiscrimination notification statement is also included in the global footer on the College's website.

Section III: Workforce Demographics and Goals

Data from the Blackhawk Technical College 2022-23 Affirmative Action Compliance Report was used to conduct a workforce analysis and determine the College’s workforce goals for July 1, 2024 through June 30, 2029. The 2022-23 Affirmative Action Compliance Report is based on staffing as of June 30, 2023 and is included in the Appendix for reference.

The objective of the employment initiatives outlined in Section IV is to improve in all areas in which the College may be underutilized with a goal of being fully utilized for all demographic groups in all job categories. The overall employment goal for all job categories based on the All Staff analysis is to improve utilization for racial/ethnic, Hispanic, and multiracial employees. Specific goals for each job category are outlined below.

BLACKHAWK TECHNICAL COLLEGE WORKFORCE ANALYSIS											
CATEGORY	TOTAL	FEMALES		PERSONS WITH DISABILITIES		RACIAL/ETHNIC GROUPS		HISPANIC INDIVIDUALS		MULTIRACIAL INDIVIDUALS	
		#	%	#	%	#	%	#	%	#	%
All Staff											
Employees	191	111	58.12%	15	7.85%	21	10.99%	5	2.62%	0	0%
Workforce	101,290	48,167	47.55%	6,347	6.27%	13,982	13.80%	7,203	7.11%	2,287	2.26%
% Difference (+ or -)			10.56%		1.59%		-2.81%		-4.49%		-2.26%
May be underutilized (yes/no)			No		No		Yes		Yes		Yes

All Staff Goal: Reach utilization for racial/ethnic, Hispanic, and multiracial employees.

BLACKHAWK TECHNICAL COLLEGE WORKFORCE ANALYSIS											
CATEGORY	TOTAL	FEMALES		PERSONS WITH DISABILITIES		RACIAL/ETHNIC GROUPS		MULTIRACIAL INDIVIDUALS			
		#	%	#	%	#	%	#	%		
Administrative											
Employees	36	18	50.00%	1	2.78%	6	16.67%	0	0.00%		
Workforce	9,181	4,253	46.32%	476	5.18%	832	9.06%	293	3.19%		
% Difference (+ or -)			3.68%		-2.41%		7.60%		-3.19%		
May be underutilized (yes/no)			No		Yes*		No		Yes		

*An underutilization has been noted; however, it is less than a person and no goal has been established.

Administrative Goal: Reach utilization for multiracial employees.

BLACKHAWK TECHNICAL COLLEGE WORKFORCE ANALYSIS									
CATEGORY	TOTAL	FEMALES		PERSONS WITH DISABILITIES		RACIAL/ETHNIC GROUPS		ASIAN INDIVIDUALS	
		#	%	#	%	#	%	#	%
Faculty									
Employees	74	37	50.00%	6	8.11%	7	9.46%	2	2.70%
Workforce	679	181	26.66%	9	1.33%	45	6.63%	44	6.48%
% Difference (+ or -)			23.34%		6.78%		2.83%		-3.78%
May be underutilized (yes/no)			No		No		No		Yes

Faculty Goal: Reach utilization for Asian employees.

BLACKHAWK TECHNICAL COLLEGE WORKFORCE ANALYSIS											
CATEGORY	TOTAL	FEMALES		PERSONS WITH DISABILITIES		RACIAL/ETHNIC GROUPS		BLACK INDIVIDUALS		HISPANIC INDIVIDUALS	
		#	%	#	%	#	%	#	%	#	%
Professional Non-Faculty											
Employees	32	27	84.38%	2	6.25%	3	9.38%	1	3.13%	0	0.00%
Workforce	2,054	1,650	80.33%	98	4.77%	338	16.46%	85	4.14%	217	10.56%
% Difference (+ or -)			4.04%		1.48%		-7.08%		-1.01%		-10.56%
May be underutilized (yes/no)			No		No		Yes		Yes*		Yes

*An underutilization has been noted; however, it is less than a person and no goal has been established.

Professional Non-Faculty Goal: Reach utilization for racial/ethnic and Hispanic employees.

BLACKHAWK TECHNICAL COLLEGE WORKFORCE ANALYSIS									
CATEGORY	TOTAL	FEMALES		PERSONS WITH DISABILITIES		RACIAL/ETHNIC GROUPS		ASIAN INDIVIDUALS	
		#	%	#	%	#	%	#	%
Clerical/Secretarial									
Employees	30	27	90.00%	2	6.67%	2	6.67%	0	0.00%
Workforce	3,964	3,584	89.96%	141	3.54%	486	12.20%	41	1.03%
% Difference (+ or -)			0.04%		3.13%		-5.53%		-1.03%
May be underutilized (yes/no)			No		No		Yes		Yes*

*An underutilization has been noted; however, it is less than a person and no goal has been established.

Clerical/Secretarial Goal: Reach utilization for racial/ethnic employees.

BLACKHAWK TECHNICAL COLLEGE WORKFORCE ANALYSIS									
CATEGORY	TOTAL	FEMALES		PERSONS WITH DISABILITIES		RACIAL/ETHNIC GROUPS		BLACK INDIVIDUALS	
		#	%	#	%	#	%	#	%
Technical/Paraprofessional									
Employees	12	2	16.67%	3	25.00%	3	25.00%	0	0.00%
Workforce	2,496	1,592	63.78%	147	5.89%	247	9.90%	107	4.29%
% Difference (+ or -)			-47.12%		19.11%		15.10%		-4.29%
May be underutilized (yes/no)			Yes		No		No		Yes*

*An underutilization has been noted; however, it is less than a person and no goal has been established.

Technical/Paraprofessional Goal: Reach utilization for female employees.

BLACKHAWK TECHNICAL COLLEGE WORKFORCE ANALYSIS							
CATEGORY	TOTAL	FEMALES		PERSONS WITH DISABILITIES		RACIAL/ETHNIC GROUPS	
		#	%	#	%	#	%
Skilled Crafts							
Employees	0	0	N/A	0	N/A	0	N/A
Workforce	1,926	907	47.09%	68	3.53%	447	23.21%
% Difference (+ or -)			N/A		N/A		N/A
May be underutilized (yes/no)			N/A		N/A		N/A

Skilled Crafts Goal: Not Applicable

BLACKHAWK TECHNICAL COLLEGE WORKFORCE ANALYSIS											
CATEGORY	TOTAL	FEMALES		PERSONS WITH DISABILITIES		RACIAL/ETHNIC GROUPS		BLACK INDIVIDUALS		HISPANIC INDIVIDUALS	
		#	%	#	%	#	%	#	%	#	%
Service/Maintenance											
Employees	7	0	0.00%	1	14.29%	0	0.00%	0	0.00%	0	0.00%
Workforce	8,440	3,774	44.72%	795	9.42%	1,351	16.01%	469	5.56%	718	8.51%
% Difference (+ or -)			-44.72%		4.87%		-16.01%		-5.56%		-8.51%
May be underutilized (yes/no)			Yes		No		Yes		Yes*		Yes*

*An underutilization has been noted; however, it is less than a person and no goal has been established.

Service/Maintenance Goal: Reach utilization for female and racial/ethnic employees.

Section IV: Employment Program Affirmative Action Initiatives

Program 1: Increase utilization rates for all categories for which the College may be underutilized with the objective of being fully utilized.

Program 1 Initiative A: Improve tracking and reporting of applicants and employees identifying as multiracial and as persons with a disability.

<u>Activity/Steps</u>	<u>Timeframe</u>
Determine an appropriate method to report multiple races for an employee in the college’s HR information system.	2024-2025
Provide employees the opportunity to modify their demographic information to report as multiracial.	2025-2026
Review applicant tracking system functionality to streamline self-identification as an individual with a disability during the recruitment process.	2024-2025
Continue to administer an employee disability/military service status survey every two years, inviting employees to share information on their disability and military service status. Follow up with employees to discuss requests for accommodation.	2024-2025 2026-2027 2028-2029

Method of Evaluation: Documented modifications to Banner HR Information System and iCIMS applicant tracking system, annual applicant and employee demographic data reports, and biennial disability/military service status survey results.

Program 1 Initiative B: Expand the College’s recruitment strategy for diverse candidates.

<u>Activity/Steps</u>	<u>Timeframe</u>
Enhance the BTC employment website to better engage candidates and communicate the College’s commitment to diversity and inclusion.	2024-2025 2026-2027
Review/update at least biennially.	2028-2029
Review and update the BTC community outreach recruitment network to enhance the effectiveness of recruitment outreach to underutilized populations.	2024-2025 and ongoing
Schedule in-person meetings with organizations in the BTC community outreach recruitment network to build stronger connections and more diverse candidate pools.	2024-2025 and ongoing

Review minimum qualifications on job postings for opportunities to remove qualifications that are not essential and could have a negative impact on the recruitment of diverse candidates.	2024-2025 and ongoing
--	--------------------------

Method of Evaluation: Documented employment website updates, annual applicant and employee demographic data reports, feedback from the community outreach recruitment network, applicant referral data, and statistics from job sites.

Program 1 Initiative C: Develop a recruitment strategy specific to individuals identifying as Hispanic.

<u>Activity/Steps</u>	<u>Timeframe</u>
Add a subscription to HispanicsInHigherEd.com to the College’s recruitment plan.	2024-2025
Identify opportunities to partner with regional Latinx organizations such as Adelante Janesville Latino Outreach Program and La Voz of Beloit to enhance recruitment outreach to the Hispanic workforce.	2024-2025 and ongoing
Identify opportunities to partner with Learning Support Division faculty to enhance recruitment outreach to the Hispanic workforce.	2025-2026 and ongoing

Method of Evaluation: Annual applicant and employee demographic data reports, feedback from the Hispanic community, applicant referral data, and statistics from job sites.

Program 1 Initiative D: Develop strategies designed to increase diversity in part-time faculty recruitment and hiring and develop a diverse pipeline for full-time faculty positions.

<u>Activity/Steps</u>	<u>Timeframe</u>
Work with Academics to identify an instructional area to pilot customized outreach and recruitment strategies to increase the diversity of candidates and hires for the program.	2025-2026
Work with Academics to identify additional instructional area(s) to implement customized outreach and recruitment strategies to increase the diversity of candidates and hires for the program.	2026-2027

Method of Evaluation: Annual applicant and employee demographic data for part-time and full-time faculty positions, applicant referral data, and statistics from job sites.

Program 2: Enhance employee skill and knowledge development in diversity, equity, and Inclusion.

<u>Activity/Steps</u>	<u>Timeframe</u>
Implement FranklinCovey Unconscious Bias training for all hourly and salaried administrative staff.	2024-2025
Highlight and promote diversity and inclusion in employee learning content through the FranklinCovey All Access Pass OnDemand Microcourses and Microlearning Library.	2024-2025 2025-2026
Implement FranklinCovey Inclusive Leadership training for all supervisors.	2025-2026
Implement FranklinCovey Inclusive Hiring training for all supervisors.	2025-2026
Update and schedule hiring manager training to increase supervisor understanding of the equal opportunity and affirmative action plan, nondiscrimination and equal opportunity policies and procedures, and inclusive hiring practices.	2024-2025 and ongoing
Review and update diversity and inclusion training included in the new hire online orientation.	2025-2026 2027-2028
Communicate an annual training expectation related to diversity, equity, and inclusion as part of the employee diversity and inclusion performance evaluation competency.	2024-2025 and ongoing
Promote and support annual in-service and employee development activities sponsored by the Student Government Association, Multi-Cultural Alliance, the IDEA Committee, and the Center for Innovation in Teaching and Learning to include topics that support employee skill and knowledge building related to diversity and inclusion.	Ongoing

Method of Evaluation: PACE Racial Diversity Report, Diversity and Equity Campus Climate Survey data, schedule of DEI events and activities on campus, and employee DEI training completion rates.

Program 3: Implement strategies to create a supportive and inclusive college environment and to improve inclusion, diversity, equity and accessibility.

<u>Activity/Steps</u>	<u>Timeframe</u>
Work with the IDEA Committee to review and communicate results from the Diversity and Equity Campus Climate Survey administered through the Higher Education Data Sharing Consortium in Spring 2024. Recommend and implement follow-up activities based on the survey data.	2024-2025 and for future surveys
Work with the IDEA Committee to review the PACE Racial Diversity Report survey results from the PACE Climate Survey for Community Colleges administered in Fall 2023. Recommend and implement follow-up activities based on the survey data.	2024-2025 and for future surveys
Review employee turnover data for demographic differences in turnover rates.	2024-2025 and ongoing
Work with the Institutional Research Department to review and update new employee survey questions pertaining to a supportive and inclusive college environment.	2024-2025
Work with the Institutional Research Department to review and update exit interview survey questions pertaining to a supportive and inclusive college environment.	2024-2025
Determine the format to report and review feedback from new employee surveys pertaining to a supportive and inclusive college environment with the IDEA Committee and/or the executive team.	2025-2026
Determine the format to report and review feedback from exit interviews pertaining to a supportive and inclusive college environment with the IDEA Committee and/or the executive team.	2025-2026
<u>Method of Evaluation:</u> PACE Racial Diversity Report, Diversity and Equity Campus Climate Survey data, employee feedback from new employee surveys and exit surveys, and turnover data.	

Section V: Student Demographics and Initiatives

Blackhawk Technical College is required to develop plans and programs to ensure equal opportunity, affirmative action, and non-discrimination for all students. The following programs and activities are designed to address the needs of historically underrepresented populations. Additionally, the College has conducted a review and analysis of data sets across the College to identify specific enrollment, completion, and student counseling and placement outcomes that serve as evidence of gaps that the College will use to guide the development of this plan.

The review of College and Wisconsin Technical College System data reveals that the College should prioritize the following populations with intentional programming and services to close enrollment, completion, and placement gaps evident in the data below:

1. Black or African American (hereupon Black) students
2. Hispanic or Latino (hereupon Hispanic) students
3. Parenting students
4. English Language Learner (ELL) and Adult Education students

Black & Hispanic Data

<i>Population</i>	Retention Fall to Spring (3-year Average) # of Students	Retention Fall to Spring (3-year Average) % of Students	Program Completion in 3- years (3-year Average) # of Students	Program Completion in 3- years (3-year Average) % of Students	Course Completion 2.0 or Greater GPA (3-year Average) # of Students	Course Completion 2.0 or Greater GPA (3-year Average) % of Students
<i>All Students</i>	2,446	71.3%	1,353	34.6%	3,087	83.9%
<i>Black or African American</i>	161	63.3%	101	18.0%	198	69.8%
<i>Male</i>	47	61.6%	30	9.6%	55	71.1%
<i>Female</i>	114	63.8%	71	21.4%	142	69.6%
<i>Hispanic or Latino</i>	320	67.3%	174	31.0%	410	79.1%
<i>Male</i>	105	63.5%	64	22.3%	136	77.2%
<i>Female</i>	215	69.5%	111	36.0%	275	80.1%
<i>White</i>	1,779	72.9%	962	36.5%	2,244	86.0%
<i>Male</i>	635	74.3%	356	28.5%	783	84.0%
<i>Female</i>	1144	72.1%	604	41.4%	1,461	87.2%

Single Parent Data

<i>Population</i>	Retention Fall to Spring (3-year Average) # of Students	Retention Fall to Spring (3-year Average) % of Students	Program Completion in 3-years (3-year Average) # of Students	Program Completion in 3-years (3-year Average) % of Students	Course Completion 2.0 or Greater GPA (3-year Average) # of Students	Course Completion 2.0 or Greater GPA (3-year Average) % of Students
<i>All Students</i>	2,446	71.3%	1,353	34.6%	3,087	83.9%
<i>Single Parents</i>	96	73.9%	40	18.55%	234	67.0%

Access from Adult Ed/ELL to Postsecondary Programs

Of the 97 ELL students enrolled in courses at BTC, only 5.2% are also enrolled in a postsecondary program. Of the 987 students with an academic disadvantage enrolled in courses at BTC, 52.2% are also enrolled in a postsecondary program.

Equity Gaps in Program Completion

The 4-year graduation rate for all students who started their program in FY2019 is 30% (have until FY22 to graduate).

- Students with disabilities have a 4-year graduation rate of 26%, while students without disabilities have a rate of 30%.
- Black students have a 4-year graduation rate of 20%, while White students have a rate of 32% and Hispanic students have a rate of 23%.
- Female graduation rate is 32%, while male graduation rate is 25%.
- Not enough data for ELL program completion.

ENROLLMENT Goal: Between July 1, 2024, and June 30, 2029, increase enrollment in the prioritized populations by 4%.

Enrollment Initiatives:

1. Spanish Translation: High school dual credit information forms, College Viewbooks, and Financial Aid documents.
2. Financial Aid Outreach: High school workshops focused on assistance and understanding of the FAFSA process and form. This includes College representatives with Spanish language skills for presentations and individualized assistance.
3. TEDs: Tech Exploration Days to provide high school students of underserved populations the opportunity to visit the College, participate in hands-on exposure to programs, and interact with faculty and staff. This program includes providing transportation to the participants.

4. Increased High School Connections: Intentional contact with high school staff that work directly with prioritized populations. Most high school districts have resource staff and organizations to support completion for underserved populations. The College initiative is to collaborate and capitalize on our partner efforts to increase enrollment and transition efforts. This includes an understanding of 1st Generation students and the support necessary for their success.
5. BEAM: Blackhawk Equity Access Momentum. This program most directly addresses the transition of underserved high school students. The program is designed to identify underserved students during their high school years through relationships with high school staff. BEAM has many elements and stages including early identification of students of promise and assisting with career development and academic program selection during high school, assistance with college planning, FAFSA and scholarship assistance, application and transition guidance, a summer bridge component consisting of on-campus days of English and math reviews, and College “The Way Things Work” sessions, which establish peer mentors, finalize College funding, and create resource awareness.
6. ELL and Adult Education: intentional recruitment and transition awareness for all ELL classes and Adult Education participants, including Ability to Benefit awareness. The Hispanic population is underserved and establishing a strong presence of inclusion within the ELL classes is a priority.
7. High School Visits: Increased focus on students with disabilities and their successful transition to the College. A specific example is coordinating a visit from the Wisconsin High School of the Blind to a College Information Technology class for classroom participation, a college tour, and lunch.
8. Certified Nursing Assistant students: Classroom interventions to promote progression into one- and two-year programs that focus on greater earning potential and career mobility.

COMPLETION Goal: Between July 1, 2024, and June 30, 2029, increase completion of prioritized populations by 2%.

Completion Initiatives:

1. Minority Excellence Organization: An organization for students of color with a diverse array of initiatives within the programming including leadership development, mentoring, faculty connections, and cohort Starfish alerts and interventions. Guest speakers and community engagement are also built into the program.
2. Starfish: Increased intentional use of Starfish by creating cohorts for prioritized populations to create a heightened element of identification and intervention for these students.

3. **Advisor Identification:** Intervention of pre-clinical minority students within high-earning programs (many of the BTC petition health programs are high-earning with low minority participation) and providing intentional outreach to develop an increased understanding of requirements, timelines, and success strategies.
4. **Peer Mentoring:** Efforts that continue into the College experience for BEAM students to support the persistence and retention of students over time.
5. **Parenting Support:** Accommodations, Lactation/Parenting Pods, and a support group for parenting students. Participation in and application of the 2GEN initiative.
6. **CARE:** The College's Career Advocacy Resources Engagement (CARE) Center is designed to support all students with resources and a support network that includes food resources, placement, community resources, mental health support, leadership opportunities, internship coordination, and student work opportunities that support students beyond the classroom. The Center is a prominent aspect of our programming to meet student needs beyond the classroom. The programming designed to support equity and completion is directly tied to the CARE Center to assist with student development and support.
7. **Faculty Advising and Mentoring:** Faculty advising and mentoring is beginning pilot implementation in the areas of Nursing, Criminal Justice, and Manufacturing – these are all areas identified with low completion for underserved populations. The strategy is to create meaningful relationships with faculty with an emphasis on graduation and job placement.

STUDENT COUNSELING AND PLACEMENT: Between July 1, 2024, and June 30, 2029, the goal is to increase student placement by 1%.

Student Counseling and Placement Initiatives:

1. **Increased Outreach:** to employers with emphasis on creating internship opportunities for students of color. The Job Location Development Program is an extension of the Work Study funds through the Department of Education. The program is designed to create internship positions for students as a cocurricular opportunity to support graduation, job experience, and transition to the workforce.
2. **Advising and Career Coaching:** staff are undergoing training as Career Development Facilitators to be greater advocates of placement and career counseling for students of color and all underserved populations.
3. **Webinars and Professional Development:** training that emphasizes serving Hispanic and Black students is being built into professional development initiatives for Student Services staff.

4. Career Development: Coaching will be built into the Ability to Benefit, ELL, and Adult Education programs at the College.
5. Pathway Development: To support student movement towards greater goals. We see a proportional percentage of minority students within the Certified Nursing Assistant Program, but we see less than proportionate participation in Nursing and other health programs. Providing career counseling and pathway knowledge to these students will build participation and further success.
6. DEI Lens: An emphasis on utilizing a DEI lens perspective to assure that staff maintain awareness of potential gaps that may be created in our work and design programming to target the gap areas. We are utilizing professional development, specifically Achieving the Dream Conference attendance, to build a culture of belonging to ensure equal opportunity for all students in all educational areas.

Section VI: Annual Updates

Evaluation and monitoring of the goals established in the College's 2024 – 2029 Equal Opportunity/Affirmative Action Five-Year Plan are essential to ensure progress on plan goals.

The following updates will be provided annually to the WTCS Office:

- Revisions to the College's Equal Opportunity/Affirmative Action Policy Statement (Section I).
- Report on the distribution of Equal Opportunity/Affirmative Action information (Section II).
- Updated Affirmative Action Compliance Report and evaluation of workforce demographics (Section III/Appendix).
- Progress report on each employment program affirmative action initiative outlined in Section IV. The College will report on the results of the plan activities created to address underutilized employment demographics. For workforce demographics that continue to be underutilized, the College will review affirmative action initiatives for updates/modifications. Where changes have occurred that put the College in compliance, the College will review affirmative action initiatives for removal/modifications.
- Progress report on each student initiative outlined in Section V. The College will report on the results of the plan activities created to address student enrollment, completion, and placement gaps. For student populations that continue to reflect enrollment, completion and placement gaps, the College will review initiatives for updates/modifications and/or removal.
- Awards or citations of merit for programs and a program description suitable for sharing with other technical colleges.

2022-2023 Affirmative Action Compliance Report



AFFIRMATIVE ACTION COMPLIANCE REPORT

Date Completed: 7/31/2023

Fiscal Year: 2022-23
 District: Blackhawk Technical College

ALL STAFF																					
Factors For Consideration	Total	Female		Disability		Race/Ethnic		American		Asian		Black		Hispanic		Pacific		Multi Racial		Unknown	
		Count	Percent	Count	Percent	Count	Percent	Count	Percent	Count	Percent	Count	Percent	Count	Percent	Count	Percent	Count	Percent	Count	Percent
Employees (1)	191	111	58.12%	15	7.85%	21	10.99%	3	1.57%	6	3.14%	7	3.66%	5	2.62%	0	0.00%	0	0.00%	0	0.00%
Work Force (2)	101,290	48,167	47.55%	6,347	6.27%	13,982	13.80%	126	-0.12%	1,096	1.08%	3,222	3.18%	7,203	-7.11%	48	0.05%	2,287	2.26%	N/A	N/A
% Difference (3)			10.56%		1.59%		-2.81%		1.45%		2.06%		0.48%		-4.49%		-0.05%		-2.26%		
Quotient (4)			1.22		1.25		0.80		12.63		2.90		1.15		0.37		0.00		0.00		
Female Difference (5)	20.17																				
Racial Difference (6)	5.37																				
<p>** RACE/ETHNIC ALL STAFF POPULATION MAY BE OUT OF COMPLIANCE **</p> <p>** HISPANIC ALL STAFF POPULATION MAY BE OUT OF COMPLIANCE **</p> <p>** MULTI RACIAL ALL STAFF POPULATION MAY BE OUT OF COMPLIANCE **</p>																					

- (1) Full-Time Staff Count Or Employee Count
- (2) District 16-64 Work Force value from 5-year ACS
- (3) =(Staff Count Or Employee Count % - District Work Force %)
- (4) =(Staff Count Or Employee Count % / District Work Force %)
- (5) =(Total District Employees * Female Percent of District Work Force - Female Count of District Employees)
- (6) =(Total District Employees * Race/Ethnic Percent of District Work Force - Race/Ethnic Count of District Employees)



AFFIRMATIVE ACTION COMPLIANCE REPORT

Date Completed: 7/31/2023

Fiscal Year: 2022-23
 District: Blackhawk Technical College

ADMINISTRATIVE																					
Factors For Consideration	Total	Female		Disability		Race/Ethnic		American		Asian		Black		Hispanic		Pacific		Multi Racial		Unknown	
		Count	Percent	Count	Percent	Count	Percent	Count	Percent	Count	Percent	Count	Percent	Count	Percent	Count	Percent	Count	Percent	Count	Percent
Employees (1)	36	18	50.00%	1	2.78%	6	16.67%	1	2.78%	2	5.56%	1	2.78%	2	5.56%	0	0.00%	0	0.00%	0	0.00%
Work Force (2)	9,181	4,253	46.32%	476	5.18%	832	9.06%	56	0.61%	75	0.82%	48	0.52%	360	3.92%	0	0.00%	293	3.19%	N/A	N/A
% Difference (3)			3.68%		-2.41%		7.60%		2.17%		4.74%		2.25%		1.63%		0.00%		-3.19%		
Quotient (4)			1.08		0.54		1.84		4.55		6.80		5.31		1.42		0.00		0.00		
Female Difference (5)	1.32																				
Racial Difference (6)	2.74																				

**** DISABILITY ADMINISTRATIVE POPULATION MAY BE OUT OF COMPLIANCE ****

**** MULTI RACIAL ADMINISTRATIVE POPULATION MAY BE OUT OF COMPLIANCE ****

- (1) Full-Time Staff Count Or Employee Count
- (2) District 16-64 Work Force value from 5-year ACS
- (3) =(Staff Count Or Employee Count % - District Work Force %)
- (4) =(Staff Count Or Employee Count % / District Work Force %)
- (5) =(Total District Employees * Female Percent of District Work Force - Female Count of District Employees)
- (6) =(Total District Employees * Race/Ethnic Percent of District Work Force - Race/Ethnic Count of District Employees)



AFFIRMATIVE ACTION COMPLIANCE REPORT

Date Completed: 7/31/2023

Fiscal Year: 2022-23
 District: Blackhawk Technical College

FACULTY																					
Factors For Consideration	Total	Female		Disability		Race/Ethnic		American		Asian		Black		Hispanic		Pacific		Multi Racial		Unknown	
		Count	Percent	Count	Percent	Count	Percent	Count	Percent	Count	Percent	Count	Percent	Count	Percent	Count	Percent	Count	Percent	Count	Percent
Employees (1)	74	37	50.00%	6	8.11%	7	9.46%	0	0.00%	2	2.70%	4	5.41%	1	1.35%	0	0.00%	0	0.00%	0	0.00%
Work Force (2)	679	181	26.66%	9	1.33%	45	6.63%	0	0.00%	44	6.48%	0	0.00%	1	0.15%	0	0.00%	0	0.00%	N/A	N/A
% Difference (3)			23.34%		6.78%		2.83%		0.00%		-3.78%		5.41%		1.20%		0.00%		0.00%		
Quotient (4)			1.88		6.12		1.43		0.00		0.42		0.00		9.18		0.00		0.00		
Female Difference (5)	17.27																				
Racial Difference (6)	2.10																				

**** ASIAN AMERICAN FACULTY POPULATION MAY BE OUT OF COMPLIANCE ****

- (1) Full-Time Staff Count Or Employee Count
- (2) District 16-64 Work Force value from 5-year ACS
- (3) =(Staff Count Or Employee Count % - District Work Force %)
- (4) =(Staff Count Or Employee Count % / District Work Force %)
- (5) =(Total District Employees * Female Percent of District Work Force - Female Count of District Employees)
- (6) =(Total District Employees * Race/Ethnic Percent of District Work Force - Race/Ethnic Count of District Employees)



AFFIRMATIVE ACTION COMPLIANCE REPORT

Date Completed: 7/31/2023

Fiscal Year: 2022-23
 District: Blackhawk Technical College

PROFESSIONAL NONFACULTY																					
Factors For Consideration	Total	Female		Disability		Race/Ethnic		American		Asian		Black		Hispanic		Pacific		Multi Racial		Unknown	
		Count	Percent	Count	Percent	Count	Percent	Count	Percent	Count	Percent	Count	Percent	Count	Percent	Count	Percent	Count	Percent	Count	Percent
Employees (1)	32	27	84.38%	2	6.25%	3	9.38%	1	3.13%	1	3.13%	1	3.13%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Work Force (2)	2,054	1,650	80.33%	98	4.77%	338	16.46%	0	0.00%	13	0.63%	85	4.14%	217	10.56%	0	0.00%	23	1.12%	N/A	N/A
% Difference (3)			4.04%		1.48%		-7.08%		3.13%		2.49%		-1.01%		-10.56%		0.00%		-1.12%		
Quotient (4)			1.05		1.31		0.57		0.00		4.94		0.76		0.00		0.00		0.00		
Female Difference (5)	1.29																				
Racial Difference (6)	2.27																				

**** RACE/ETHNIC PROFESSIONAL NONFACULTY POPULATION MAY BE OUT OF COMPLIANCE ****

**** BLACK PROFESSIONAL NONFACULTY POPULATION MAY BE OUT OF COMPLIANCE ****

**** HISPANIC PROFESSIONAL NONFACULTY POPULATION MAY BE OUT OF COMPLIANCE ****

**** MULTI RACIAL PROFESSIONAL NONFACULTY POPULATION MAY BE OUT OF COMPLIANCE ****

- (1) Full-Time Staff Count Or Employee Count
- (2) District 16-64 Work Force value from 5-year ACS
- (3) =(Staff Count Or Employee Count % - District Work Force %)
- (4) =(Staff Count Or Employee Count % / District Work Force %)
- (5) =(Total District Employees * Female Percent of District Work Force - Female Count of District Employees)
- (6) =(Total District Employees * Race/Ethnic Percent of District Work Force - Race/Ethnic Count of District Employees)



AFFIRMATIVE ACTION COMPLIANCE REPORT

Date Completed: 7/31/2023

Fiscal Year: 2022-23
 District: Blackhawk Technical College

CLERICAL/SECRETARIAL																					
Factors For Consideration	Total	Female		Disability		Race/Ethnic		American		Asian		Black		Hispanic		Pacific		Multi Racial		Unknown	
		Count	Percent	Count	Percent	Count	Percent	Count	Percent	Count	Percent	Count	Percent	Count	Percent	Count	Percent	Count	Percent	Count	Percent
Employees (1)	30	27	90.00%	2	6.67%	2	6.67%	0	0.00%	0	0.00%	1	3.33%	1	3.33%	0	0.00%	0	0.00%	0	0.00%
Work Force (2)	3,984	3,584	89.96%	141	3.54%	486	12.20%	11	0.28%	41	1.03%	109	2.74%	172	4.32%	0	0.00%	153	3.84%	N/A	N/A
% Difference (3)			0.04%		3.13%		-5.53%		-0.28%		-1.03%		0.60%		-0.98%		0.00%		-3.84%		
Quotient (4)			1.00		1.88		0.55		0.00		0.00		1.22		0.77		0.00		0.00		
Female Difference (5)	0.01																				
Racial Difference (6)	1.66																				

**** RACE/ETHNIC CLERICAL/SECRETARIAL POPULATION MAY BE OUT OF COMPLIANCE ****

**** ASIAN AMERICAN CLERICAL/SECRETARIAL POPULATION MAY BE OUT OF COMPLIANCE ****

**** MULTI RACIAL CLERICAL/SECRETARIAL POPULATION MAY BE OUT OF COMPLIANCE ****

- (1) Full-Time Staff Count Or Employee Count
- (2) District 16-64 Work Force value from 5-year ACS
- (3) =(Staff Count Or Employee Count % - District Work Force %)
- (4) =(Staff Count Or Employee Count % / District Work Force %)
- (5) =(Total District Employees * Female Percent of District Work Force - Female Count of District Employees)
- (6) =(Total District Employees * Race/Ethnic Percent of District Work Force - Race/Ethnic Count of District Employees)



AFFIRMATIVE ACTION COMPLIANCE REPORT

Date Completed: 7/31/2023

Fiscal Year: 2022-23
 District: Blackhawk Technical College

TECHNICAL/PARAPROFESSIONAL

Factors For Consideration	Total	Female		Disability		Race/Ethnic		American		Asian		Black		Hispanic		Pacific		Multi Racial		Unknown	
		Count	Percent	Count	Percent	Count	Percent	Count	Percent	Count	Percent	Count	Percent	Count	Percent	Count	Percent	Count	Percent	Count	Percent
Employees (1)	12	2	16.67%	3	25.00%	3	25.00%	1	8.33%	1	8.33%	0	0.00%	1	8.33%	0	0.00%	0	0.00%	0	0.00%
Work Force (2)	2,496	1,592	63.78%	147	5.89%	247	9.90%	0	0.00%	14	0.56%	107	4.29%	88	3.53%	0	0.00%	38	1.52%	N/A	N/A
% Difference (3)			#####		19.11%		15.10%		8.33%		7.77%		-4.29%		4.81%		0.00%		-1.52%		
Quotient (4)			0.26		4.24		2.53		0.00		14.86		0.00		2.36		0.00		0.00		
Female Difference (5)	5.65																				
Racial Difference (6)	1.81																				

**** FEMALE TECHNICAL/PARAPROFESSIONAL POPULATION MAY BE OUT OF COMPLIANCE ****

**** BLACK TECHNICAL/PARAPROFESSIONAL POPULATION MAY BE OUT OF COMPLIANCE ****

**** MULTI RACIAL TECHNICAL/PARAPROFESSIONAL POPULATION MAY BE OUT OF COMPLIANCE ****

- (1) Full-Time Staff Count Or Employee Count
- (2) District 16-64 Work Force value from 5-year ACS
- (3) =(Staff Count Or Employee Count % - District Work Force %)
- (4) =(Staff Count Or Employee Count % / District Work Force %)
- (5) =(Total District Employees * Female Percent of District Work Force - Female Count of District Employees)
- (6) =(Total District Employees * Race/Ethnic Percent of District Work Force - Race/Ethnic Count of District Employees)



AFFIRMATIVE ACTION COMPLIANCE REPORT

Date Completed: 7/31/2023

Fiscal Year: 2022-23
 District: Blackhawk Technical College

SKILLED CRAFTS																					
Factors For Consideration	Total	Female		Disability		Race/Ethnic		American		Asian		Black		Hispanic		Pacific		Multi Racial		Unknown	
		Count	Percent	Count	Percent	Count	Percent	Count	Percent	Count	Percent	Count	Percent	Count	Percent	Count	Percent	Count	Percent	Count	Percent
Employees (1)	0	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!
Work Force (2)	1,926	907	47.09%	68	3.53%	447	23.21%	0	0.00%	6	0.31%	162	8.41%	226	11.73%	0	0.00%	53	2.75%	N/A	N/A
% Difference (3)			#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		#DIV/0!		
Quotient (4)			0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		
Female Difference (5)	0.00																				
Racial Difference (6)	0.00																				
#DIV/0!																					
#DIV/0!																					
#DIV/0!																					
#DIV/0!																					
#DIV/0!																					
#DIV/0!																					
#DIV/0!																					
#DIV/0!																					
#DIV/0!																					

- (1) Full-Time Staff Count Or Employee Count
- (2) District 16-64 Work Force value from 5-year ACS
- (3) =(Staff Count Or Employee Count % - District Work Force %)
- (4) =(Staff Count Or Employee Count % / District Work Force %)
- (5) =(Total District Employees * Female Percent of District Work Force - Female Count of District Employees)
- (6) =(Total District Employees * Race/Ethnic Percent of District Work Force - Race/Ethnic Count of District Employees)



AFFIRMATIVE ACTION COMPLIANCE REPORT

Date Completed: 7/31/2023

Fiscal Year: 2022-23
 District: Blackhawk Technical College

SERVICE/MAINTENANCE																					
Factors For Consideration	Total	Female		Disability		Race/Ethnic		American		Asian		Black		Hispanic		Pacific		Multi Racial		Unknown	
		Count	Percent	Count	Percent	Count	Percent	Count	Percent	Count	Percent	Count	Percent	Count	Percent	Count	Percent	Count	Percent	Count	Percent
Employees (1)	7	0	0.00%	1	14.29%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Work Force (2)	8,440	3,774	44.72%	795	9.42%	1,351	16.01%	0	0.00%	36	0.43%	469	5.56%	718	8.51%	48	0.57%	80	0.95%	N/A	N/A
% Difference (3)			-44.72%		4.87%		-16.01%		0.00%		-0.43%		-5.56%		-8.51%		-0.57%		-0.95%		
Quotient (4)			0.00		1.52		0.00		0.00		0.00		0.00		0.00		0.00		0.00		
Female Difference (5)	3.13																				
Racial Difference (6)	1.12																				

**** FEMALE SERVICE/MAINTENANCE POPULATION MAY BE OUT OF COMPLIANCE ****

**** RACE/ETHNIC SERVICE/MAINTENANCE POPULATION MAY BE OUT OF COMPLIANCE ****

**** BLACK SERVICE/MAINTENANCE POPULATION MAY BE OUT OF COMPLIANCE ****

**** HISPANIC SERVICE/MAINTENANCE POPULATION MAY BE OUT OF COMPLIANCE ****

- (1) Full-Time Staff Count Or Employee Count
- (2) District 16-64 Work Force value from 5-year ACS
- (3) =(Staff Count Or Employee Count % - District Work Force %)
- (4) =(Staff Count Or Employee Count % / District Work Force %)
- (5) =(Total District Employees * Female Percent of District Work Force - Female Count of District Employees)
- (6) =(Total District Employees * Race/Ethnic Percent of District Work Force - Race/Ethnic Count of District Employees)

2021-2022 Affirmative Action Student Data

Blackhawk Technical College FY22 AA Data

Contents

Enrollment Access Compared with District Population

Evidence of Disproportionate Enrollment Across Programs

Gender

Race/Ethnicity

Students with Disabilities

Access from Adult Ed/ELL to Postsecondary Programs

Equity Gaps in Program Completion

Equity Gaps by Gender

Equity Gaps for Students with Disabilities

Equity Gaps for Students of Color

Enrollment Access Compared with District Population

Category	Total	Females	Persons with Disabilities	English Language Learner	American Indian	Asian American	Black	Hispanic	Multi-Racial	Pacific Islander, Native Hawaiian
BTC Enrollments	5,850	60.97% 3,567	9.90% 579	1.66% 97	0.44% 26	1.62% 95	6.46% 378	14.41% 843	3.35% 196	0.14% 8
BTC Program Students	3,050	68.16% 2,079	14.49% 442	0.16% 5	0.56% 17	1.31% 40	7.31% 223	13.34% 407	3.28% 100	0.07% 2
BTC Dual Credit Students	2,391	55.37% 1,324	5.81% 139	0.00% 0	0.21% 5	2.01% 48	4.02% 96	12.21% 292	3.76% 90	0.25% 6
District Population	100,027	47.82% 47,833	6.36% 6,362	4.43% 4,429	0.19% 192	0.95% 949	3.22% 3,223	6.70% 6,703	1.76% 1,760	0.04% 45
Equity Gap				****						

BTC enrollments are shown for specific student groups:

- Enrolled in FTE-generating postsecondary courses and adult education/ELL courses
- Program-enrolled students
- Students enrolled in dual credit courses

District Population (18-64 years old) Values from 5-year ACS

Evidence of Disproportionate Enrollment Across Programs

Focused on programs with 30 or more enrollments in FY22. ELL program students are significantly underrepresented overall, and thus there is not an additional 'by-program' analysis.

Gender

Enrollments by gender follow nontraditional occupation patterns. Women are significantly underrepresented (less than 25%) in:

- Welding
- Electricity (Construction) Apprentice
- Heating, Ventilation & Air Conditioning/Refrigeration
- IT – Network Specialist
- IT Web Software Developer
- Fire Protection Technician
- Criminal Justice Law Enforcement 720 Academy
- Automotive Technician
- Gas Metal Arc Welding
- Electrician Apprentice (ABC)
- Diesel & Heavy Equipment Technician
- Industrial Maintenance Mechanic
- Electromechanical Technology

Race/Ethnicity

Black students make up 7.31% of BTC program students, but are underrepresented (less than 5%) in:

- Welding
- Physical Therapist Assistant
- EMT
- Electricity (Construction) Apprentice
- Accounting
- Heating, Ventilation & Air Conditioning/Refrigeration
- IT – Network Specialist
- Accounting Assistant
- Dental Hygienist
- Electrician Apprentice (ABC)
- Diesel & Heavy Equipment Technician
- Industrial Maintenance Mechanic

Hispanic students make up 13.34% of BTC program students, but are underrepresented (less than 11%) in:

- Welding
- Human Services Associate
- Physical Therapist Assistant
- Electricity (Construction) Apprentice
- IT – Network Specialist
- Substance Abuse Education
- Substance Use Disorder Counseling
- Criminal Justice Law Enforcement 720 Academy
- Electrician Apprentice (ABC)
- Diesel & Heavy Equipment Technician

Students with Disabilities

Students with disabilities make up 14.49% of BTC program students, but are underrepresented (less than 12%) in:

- Nursing Assistant
- Electricity (Construction) Apprentice
- Surgical Technology
- Criminal Justice Law Enforcement 720 Academy
- Accounting Assistant
- Electrical Power Distribution
- Dental Hygienist
- Medical Laboratory Technician
- Dental Assistant
- Electrician Apprentice (ABC)

Access from Adult Ed/ELL to Postsecondary Programs

Of the 97 ELL students enrolled in courses at BTC, only 5.2% are also enrolled in a postsecondary program. Of the 987 students with an academic disadvantage enrolled in courses at BTC, 52.2% are also enrolled in a postsecondary program.

Equity Gaps in Program Completion

The 4-year graduation rate for all students who started their program in FY2019 is 30% (have until FY22 to graduate).

- Students with disabilities have a 4-year graduation rate of 26%, while students without disabilities have a rate of 30%.
- Black students have a 4-year graduation rate of 20%, while White students have a rate of 32% and Hispanic students have a rate of 23%.
- Female graduation rate is 32%, while male graduation rate is 25%
- Not enough data for ELL program completion.

Below is a summary of programs in which there are significant equity gaps in 4-year graduation rates for particular student populations. A significant equity gap is defined as at least a 10-percentage point difference in graduation rates (e.g., difference between students with and without disabilities). Only programs with 30 or more first-year program students in FY2019 are included with at least 10 students in the different populations.

Equity Gaps by Gender

Male students have lower completion rates:

- Nursing Assistant
- Culinary Arts

Equity Gaps for Students with Disabilities

- Radiography


Equity Gaps for Students of Color

- Nursing Associate (program & waitlist): Black 7%, Hispanic 4%, and White 20%
- Business Management: 8% Black, 0% Hispanic, 14% Multiracial, 15% White
- Human Services Associate: 17% Hispanic, 30% White



OCTOBER 16, 2024

CONSENT AGENDA

- a. Draft September 18, 2024, District Board Regular Meeting Minutes
 - b. Current Bills
 - c. Training Contracts
 - d. Resolution to Designate District Positions Subject to Wisconsin's Code of Ethics
- 



District Board Meeting | MINUTES



BELOIT-JANESVILLE CAMPUS
District Board Room
6004 S Cty Rd G, Janesville, WI 53546



September 18, 2024



5-7 p.m.

ATTENDANCE

District Board Members Present: Eric Thornton, Chairperson; Barbara Barrington-Tillman, Vice-Chairperson; Rich Deprez, Secretary; Kathy Sukus, Treasurer; Rachel Andres; Rob Hendrickson; Mark Holzman (arrived 5:10 pm/left 6:07 pm); and Dave Marshick.

District Board Members Absent: Suzann Holland.

Staff: Julie Barreau, Kathy Broske, Tony Landowski, Jim Nemeth, Dr. Tracy Pierner, Dr. Karen Schmitt, Dr. Jon Tysse.

Student Representative: Rebecca Barnett.

Guests: Jordan Masnica.

CALL TO ORDER

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

SPECIAL REPORTS

Chairperson Thornton called for Special Reports.

- a. The Student Representative to the District Board, Rebecca Barnett, provided a report on student activities.
- b. Dr. Jon Tysse presented the Fall 2024 Enrollment Report to the District Board members.
- c. Dr. Jon Tysse reviewed the 2023-24 Outcomes-Based Bunding Report.

CONSENT AGENDA

Chairperson Thornton called for the Consent Agenda. Ms. Barrington-Tillman moved, and Ms. Andres seconded the motion to approve the Consent Agenda Items a. – c. **Ayes: 8; Opposed: 0. The motion carried.**

- a. Draft August 21, 2024, District Board Regular Meeting Minutes.
- b. Current Bills for the period ending August 31, 2024, include starting check #00301965 and ending check #00302155, totaling \$4,557,374.93 for the month.
- c. Training Contracts: The number served is 147 for an actual contract amount of \$93,198.
- d. It was moved by Ms. Andres and seconded by Ms. Barrington-Tillman to approve adopting the Resolution to Withdraw from the Wisconsin Public Employers' Group Health Insurance Program. **Ayes: 8; Opposed: 0. The motion carried.**

ACTION ITEMS

Chairperson Thornton called for Action Items.



District Board Meeting | MINUTES



BELOIT-JANESVILLE CAMPUS
District Board Room
6004 S Cty Rd G, Janesville, WI 53546



September 18, 2024



5-7 p.m.

- a. Jordan Masnica of Robert W. Baird reviewed the results from competitive bids from the sale of \$1,500,000 General Obligation Promissory Notes, Series 2024D.

It was moved by Ms. Barrington-Tillman and seconded by Mr. Marshick to approve the Resolution Awarding the Sale of \$1,500,000 General Obligation Promissory Notes, Series 2024D of Blackhawk Technical College District, Wisconsin, to Huntington Securities, Inc. at an interest rate of 3.0448%.

The roll was called. The following members voted: Ms. Andres, yes; Ms. Barrington-Tillman, yes; Mr. Deprez, yes; Mr. Hendrickson, yes; Mr. Marshick, yes; Ms. Sucus, yes; and Mr. Thornton, yes—**Ayes: 7; Opposed: 0. Motion Carried.**

- b. It was moved by Ms. Sucus and seconded by Ms. Andres to approve the EPD/Sheriff Substation Remodel and award of contract to JP Cullen for \$494,423 for construction bids and A&E fees. **Ayes: 8; Opposed: 0. The motion carried.**
- c. It was moved by Mr. Deprez and seconded by Mr. Marshick to approve the I-MEC Exterior Remodels and award the contract to JP Cullen for the change order for \$297,951. **Ayes: 8; Opposed: 0. The motion carried.**
- d. It was moved by Mr. Deprez and seconded by Mr. Marshick to approve modifications to the Fiscal Year 2023-24 Budget. **Ayes: 8; Opposed: 0. The motion carried.**

The roll was called. The following members voted: Ms. Andres, yes; Ms. Barrington-Tillman, yes; Mr. Deprez, yes; Mr. Hendrickson, yes; Mr. Holzman, yes; Mr. Marshick, yes; Ms. Sucus, yes; and Mr. Thornton, yes—**Ayes: 8; Opposed: 0. Motion Carried.**

- e. It was moved by Ms. Andres and seconded by Ms. Barrington-Tillman to approve modifications to the Fiscal Year 2024-25 Budget. **Ayes: 8; Opposed: 0. The motion carried.**

The roll was called. The following members voted: Ms. Andres, yes; Ms. Barrington-Tillman, yes; Mr. Deprez, yes; Mr. Hendrickson, yes; Mr. Holzman, yes; Mr. Marshick, yes; Ms. Sucus, yes; and Mr. Thornton, yes—**Ayes: 8; Opposed: 0. Motion Carried.**

POLICY REVIEW

Chairperson Thornton called for Policy Review.

Dr. Tracy Pierner reviewed policies B-240, B-250, and B-325.

- a. It was moved by Ms. Andres and seconded by Ms. Sucus to approve Policy B-240. **Ayes: 8; Opposed: 0. The motion carried.**
- b. It was moved by Mr. Marshick and seconded by Ms. Andres to approve Policy B-250. **Ayes: 8; Opposed: 0. The motion carried.**
- c. It was moved by Ms. Andres and seconded by Mr. Holzman to approve Policy B-325. **Ayes: 8; Opposed: 0. The motion carried.**



District Board Meeting | MINUTES



BELOIT-JANESVILLE CAMPUS
District Board Room
6004 S Cty Rd G, Janesville, WI 53546



September 18, 2024



5-7 p.m.

INFORMATION/DISCUSSION

- a. Jim Nemeth reviewed the August Financial Statement with the District Board members.
- b. Dr. Tracy Pierner presented his monthly report to the District Board members.
- c. The Finance Committee did not meet in September.
- d. The Personnel Committee did not meet in September.
- e. Staff Changes consisting of new hires, new positions, resignations, and retirements were reviewed.

WTCS CONSORTIUM UPDATES

Chairperson Thornton Called for WTCS Consortium updates.

- a. District Board Association – Ms. Barrington-Tillman stated that the DBA Annual meeting will be held on September 30, 2024, at Mid-State Technical College.

FUTURE AGENDA ITEMS

Chairperson Thornton Called for Future Agenda items. There were none.0

CLOSED SESSION

Ms. Andres moved, and Mr. Deprez seconded the motion to adjourn to a closed session under Wis. Stats. 19.85 (1) (c) to conduct the President's Annual Review. The roll was called. The following members voted: Ms. Andres, yes; Ms. Barrington-Tillman, yes; Mr. Deprez, yes; Mr. Hendrickson, yes; yes; Mr. Marshick, yes; Ms. Sukus, yes; and Mr. Thornton, yes—**Ayes: 7; Opposed: 0. Motion Carried.**

All staff were excused from the closed session. Dr. Tracy Pierner was asked to join the closed session, and after a discussion, Dr. Tracy Pierner was dismissed from the closed session. It was moved by Ms. Andres and seconded by Mr. Marshick to adjourn the closed session at 7:44 p.m. The roll was called. The following members voted: Ms. Andres, yes; Ms. Barrington-Tillman, yes; Mr. Deprez, yes; Mr. Hendrickson, yes; Mr. Marshick, yes; Ms. Sukus, yes; and Mr. Thornton, yes—**Ayes: 7; Opposed: 0. Motion Carried.**

Chairperson Thornton called the meeting to order an open session at 7:44 p.m. It was moved by Ms. Sukus and seconded by Mr. Deprez to approve Dr. Tracy Pierner's Amended Contract for FY 2024-25 with an annual salary increase of 3.25% and a contract through June 30, 2027. **Ayes: 7; Opposed: 0. Motion Carried.**

ADJOURNMENT

Ms. Andres moved and was seconded by Mr. Marshick to adjourn the meeting at 7:46 p.m. **Ayes: 7; Opposed: 0. The motion was carried.**

Richard Deprez, Secretary

CONSENT AGENDA ITEM C.

CONTRACT TRAINING REPORT OCTOBER

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

Customized Instruction Contract Detail

Contract #	Business/Industry	# Served	Est. FTEs	Actual Contract Amount
2025-1042	Rock Co Circuit Court	15	0.05	\$ 1,139
	<i>Real Colors</i>			
2025-1044	All World Machinery ANGI CNG Industrial Combustion Klondike Sabrosura Scot Forge United Alloy UPG	24	0.72	\$ 12,600
	<i>Industry Electrical</i>			
2025-1056	ANGI Energy Axiom Foods Broaster Scot Forge	13	0.22	\$ 4,875
	<i>Productivity Leadership</i>			
2025-1057	Kuhn Monroe Truck	19	0.32	\$ 3,800
		71	1.31	\$ 22,414

Technical Assistance Contract Detail

Contract #	Business/Industry	# Served	Est. FTEs	Actual Contract Amount
2025-1043	Rock Co HR	200	NA	\$ 1,400
	<i>Leadership/Sexual Harassment</i>			
2025-1047	Cabin Creek Farms	1	NA	\$ 4,099
	<i>CDL - 80 hours</i>			
2025-1048	Town of Beloit	1	NA	\$ 3,279
	<i>CDL - 60 hours</i>			
2025-1052	Rock Co Public Works Dept	1	NA	\$ 4,079
	<i>CDL - 80 hours</i>			
2025-1053	Rock Co Public Works Dept	1	NA	\$ 4,079
	<i>CDL - 80 hours</i>			
2025-1054	Rock Co Public Works Dept	1	NA	\$ 4,079
	<i>CDL - 80 hours</i>			
2025-1055	Rock Co Public Works Dept	1	NA	\$ 4,079
	<i>CDL - 80 hours</i>			
		206	0	\$ 25,094

High School Customized Instruction Contract Detail				
Contract #	Business/Industry	# Served	Est. FTEs	Actual Contract Amount
		0	0	\$ -
WAT Grant Customized Instruction Contract Detail				
Contract #	Business/Industry	# Served	Est. FTEs	Actual Contract Amount
		0	0	\$ -
Combined Contract Totals				
		277	1.31	\$ 47,508
High School At Risk Detail				
Contract #	Business/Industry	# Served	Est. FTEs	Actual Contract Amount
Transcripted Credit Contract Detail				
Contract #	Business/Industry	# Served	Est. FTEs	Actual Contract Amount
		0	0	\$ -
	All Contracts	277	1.31	\$ 47,508

Contract Training Approved By The District Board

Quarter	Month	FY 2020-21		FY 2021-22		FY 2022-23		FY 2022-23		FY 2024-25	
		Month's \$	YTD \$	Month's \$	YTD \$	Month's \$	YTD \$	Month's \$	YTD \$	Month's \$	YTD \$
1st	July	\$0	\$0	\$34,748	\$34,748	\$54,931	\$54,931	\$28,725	\$28,725	\$38,831	\$38,831
	August	\$16,389	\$16,389	\$79,603	\$114,351	\$41,084	\$96,015	\$68,918	\$97,643	\$38,724	\$77,555
	September	\$17,532	\$33,921	\$63,394	\$177,745	\$96,205	\$192,220	\$80,688	\$178,331	\$93,198	\$170,753
2nd	October	\$29,073	\$62,994	\$22,313	\$200,058	\$69,654	\$261,874	\$35,845	\$214,176	\$47,508	\$218,261
	November	\$59,156	\$122,150	\$52,930	\$252,988	\$47,449	\$309,323	\$27,781	\$241,957		
	December	\$18,026	\$140,176	\$54,656	\$307,644	\$34,393	\$343,716	\$33,481	\$275,438		
3rd	January	\$30,791	\$170,967	\$12,501	\$320,145	\$34,793	\$378,509	\$79,645	\$355,083		
	February	\$31,829	\$202,796	\$48,571	\$368,716	\$63,011	\$441,520	\$52,717	\$407,800		
	March	\$48,171	\$250,967	\$60,958	\$429,674	\$37,786	\$479,306	\$21,190	\$428,990		
4th	April	\$26,869	\$277,836	\$26,321	\$455,995	\$68,919	\$548,225	\$4,959	\$433,949		
	May	\$1,675,805	\$1,953,641	\$1,637,142	\$2,093,137	\$57,853	\$606,078	\$40,600	\$474,549		
	June	\$27,698	\$1,981,339	\$29,771	\$2,122,908	\$1,451,081	\$2,057,159	\$940,832	\$1,415,381		
	YTD TOTAL		\$1,981,339		\$2,122,908		\$2,057,159		\$1,415,381		\$218,261

Historical Reference

FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25
WAT Grants: \$145,703	Customized Instruction: \$234,389	Customized Instruction: \$279,252	Customized Instruction: \$193,929	Customized Instruction: \$78,999
TC w/HS: \$1,652,700	Technical Assistance: \$221,718	Technical Assistance: \$226,705	Technical Assistance: \$188,917	Technical Assistance: \$59,405
HSED w/HS: \$13,788	High School Customized Instruction: \$62,817	High School Customized Instruction: \$107,368	High School Customized Instruction: \$113,632	High School Customized Instruction: \$76,236
	WAT Grants: \$39,864	WAT Grants: \$52,024	WAT Grants: \$14,078	WAT Grants: \$1,794
	High School At Risk: \$8,752	High School At Risk: \$21,595	High School At Risk: \$6,836	High School At Risk: \$0
	Transcripted Credit: \$1,637,142	Transcripted Credit: \$1,382,463	Transcripted Credit: \$897,989	Transcripted Credit: \$0

CONSENT AGENDA ITEM d.

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

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

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

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

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

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

OCTOBER 16, 2024

ACTION ITEMS

- a. Establishment of the Mill Rate and Tax Levy for the Fiscal Year 2024-2025
- b. The Fiscal Year 2023-2024 Procurement Report

Finance Committee Action Items

- No Action Items

Personnel Committee Action Items

- No Action Items

ACTION ITEMS ITEM a.

Action Item

Establishment of Mill Rate and Tax Levy for Fiscal Year 2024-25 – Action (James Nemeth)

Section 38.16 of the Wisconsin Statutes provides for the following:

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

Wisconsin Statute §38.16 defines the revenue limits applicable to District operations. The operational levy increase is limited by net new construction in the District. The Department of Revenue certifies the net new construction factor which is applied to the prior year 'total revenue' to determine the revenue limit. Total revenue, for this purpose, is defined in statute as the total tax levy (net of debt service) from the previous year plus the Property Tax Relief Aid (§20.292) and the Personal Property Aid (§79.096) received in the previous year. The District's 2024 valuation factor is 0.90008% resulting in an allowable operational levy increase of \$166,949 due to net new construction in the District.

The operational revenue limit was further amended (§38.16(3)(bg) Wis. Stats) to authorize the District to increase its total revenue by an amount equal to any refunded or rescinded property taxes paid by the District in the year of the levy. The Department of Revenue reported the District's total refunded or rescinded in the 2023 levy was \$10,148.

The District's 2024 operational levy limit is \$7,785,970. Administration recommends setting the operational levy of \$7,785,970 and the debt service levy of \$9,425,000, resulting in a total levy proposed is \$17,210,970.

For purposes of establishing the mill rate, the tax levy is divided by the District's equalized property values excluding Tax Increment Districts (TID) and personal property. The District's 2024 equalized valuation is \$22,718,092,417 (excluding the equalized value of Tax Increment Districts and personal property) resulting in a mill rate of \$0.75759 per \$1,000 of equalized value (operational mill rate of \$0.34272 and debt service mill rate of \$0.41487)

The State requires the reporting of a total levy which includes the value of personal property aid provided under Wisconsin Statute sections §79.095, §79.096 and §79.0965. Including the value of exempt personal property brings the BTC *total* tax levy to \$17,611,632 for 2024-25.

For information purposes, the following items have been attached:

- Operational Property Tax Levy and State Aid History
- Tax Levy History
- Mill Rate History

It is recommended that the Board authorize a \$17,210,970 tax levy which is 0.75759 mills (including debt service) on \$22,718,092,417 of equalized value, and that the clerks of the various taxing entities be properly informed of their appropriate share of the District's levy.

Operational Property Tax Levy and State Aid History

Fiscal Year	Allowable Total Revenue*	Less Property Tax Aid		Plus	BTC Operational Levy Limit	Other Property Tax Aid		Total of Levy and State Aid	Change in Total Revenue	
		Property Tax Relief Aid \$20.292	Personal Property Tax Aid \$79.096	Prior Year Rescinded / Refunded \$38.16(3)(bg)		Exempt Computers \$79.095	Personal Property Tax Repeal \$79.0965			
2013-14	16,004,740	-	-	-	16,004,740	80,067	-	16,084,807		
2014-15	16,129,961	9,797,362	-	-	6,332,599	47,029	-	16,176,990	92,183	0.57%
2015-16	16,278,963	9,797,362	-	-	6,481,601	26,535	-	16,305,498	128,508	0.79%
2016-17	16,485,130	9,797,362	-	-	6,687,768	59,537	-	16,544,667	239,169	1.47%
2017-18	16,752,853	9,797,362	-	-	6,955,491	59,556	-	16,812,409	267,742	1.62%
2018-19	16,963,704	9,797,362	131,309	30,071	7,065,104	60,431	-	17,024,135	211,726	1.26%
2019-20	17,243,256	9,797,362	86,120	6,107	7,365,881	61,894	-	17,305,150	281,015	1.65%
2020-21	17,485,656	9,797,362	40,930	23,956	7,671,320	61,894	-	17,547,550	242,400	1.40%
2021-22	17,908,424	10,497,174	100,660	10,756	7,321,346	61,894	-	17,970,318	422,768	2.41%
2022-23	18,189,281	10,835,014	100,909	18,991	7,272,349	69,673	-	18,258,954	288,636	1.61%
2023-24	18,548,208	10,835,014	104,204	23,830	7,632,820	70,246	-	18,618,454	359,500	1.97%
2024-25	18,715,157	10,835,014	104,321	10,148	7,785,970	70,249	226,092	19,011,498	393,044	2.11%

* Change Equal to Net New Construction

Tax Levy History

Fiscal Year	Equalized Valuations and Tax Levy				% Change from prior year			
	Equalized Valuations	Operational Levy	Debt Service Levy	Total Levy	Equalized Valuations	Operational Levy	Debt Service Levy	Total Levy
2013-14	10,779,158,932	16,004,740	4,743,100	20,747,840	-2.4%	0.7%	4.6%	1.6%
2014-15	11,192,317,904	6,332,599	6,105,000	12,437,599	3.8%	-60.4%	28.7%	-40.1%
2015-16	11,400,609,427	6,481,601	7,188,785	13,670,386	1.9%	2.4%	17.8%	9.9%
2016-17	11,717,072,877	6,687,768	7,522,075	14,209,843	2.8%	3.2%	4.6%	3.9%
2017-18	12,329,756,115	6,955,491	7,874,179	14,829,670	5.2%	4.0%	4.7%	4.4%
2018-19	13,020,909,894	7,065,104	7,816,858	14,881,962	5.6%	1.6%	-0.7%	0.4%
2019-20	14,026,990,474	7,365,881	8,241,000	15,606,881	7.7%	4.3%	5.4%	4.9%
2020-21	14,821,866,157	7,671,320	8,400,000	16,071,320	5.7%	4.1%	1.9%	3.0%
2021-22	16,159,386,341	7,321,346	8,850,000	16,171,346	9.0%	-4.6%	5.4%	0.6%
2022-23	19,238,667,879	7,272,349	8,865,000	16,137,349	19.1%	-0.7%	0.2%	-0.2%
2023-24	21,804,771,653	7,632,820	9,425,000	17,057,820	13.3%	5.0%	6.3%	5.7%
2024-25	22,718,092,417	7,785,970	9,425,000	17,210,970	4.2%	2.0%	0.0%	0.9%

Mill Rate History

Fiscal Year	Equalized Valuations and Mill Rates				% Change from prior year			
	Equalized Valuations	Operational Mill Rate	Debt Service Mill Rate	Total Mill Rate	Equalized Valuations	Operational Mill Rate	Debt Service Mill Rate	Total Mill Rate
2013-14	10,779,158,932	1.48479	0.44003	1.92482	-2.4%	3.2%	7.2%	4.1%
2014-15	11,192,317,904	0.56580	0.54546	1.11126	3.8%	-61.9%	24.0%	-42.3%
2015-16	11,400,609,427	0.56853	0.63056	1.19909	1.9%	0.5%	15.6%	7.9%
2016-17	11,717,072,877	0.57077	0.64198	1.21275	2.8%	0.4%	1.8%	1.1%
2017-18	12,329,756,115	0.56412	0.63863	1.20275	5.2%	-1.2%	-0.5%	-0.8%
2018-19	13,020,909,894	0.54260	0.60033	1.14293	5.6%	-3.8%	-6.0%	-5.0%
2019-20	14,026,990,474	0.52512	0.58751	1.11263	7.7%	-3.2%	-2.1%	-2.7%
2020-21	14,821,866,157	0.51757	0.56673	1.08430	5.7%	-1.4%	-3.5%	-2.5%
2021-22	16,159,386,341	0.45307	0.54767	1.00074	9.0%	-12.5%	-3.4%	-7.7%
2022-23	19,238,667,879	0.37801	0.46079	0.83880	19.1%	-16.6%	-15.9%	-16.2%
2023-24	21,804,771,653	0.35005	0.43224	0.78230	13.3%	-7.4%	-6.2%	-6.7%
2024-25	22,718,092,417	0.34272	0.41487	0.75759	4.2%	-2.1%	-4.0%	-3.2%

ACTION ITEMS ITEM b.

2023-2024 Annual Procurement Report

For the Fiscal Year 2023-2024, 59 vendors were each paid a total of \$50,000 or more. These vendors are categorized as outlined in the following table:

Category	Spend Amount	# of Vendors	%
Maintenance/Building	\$26,125,717.82	12	48.0%
Payroll [excludes employee net pay]	\$12,067,006.78	9	22.2%
Debt Service	\$9,673,236.81	1	17.8%
Information Technology/Copiers	\$2,189,840.76	13	4.0%
Instructional Materials	\$1,522,548.67	8	2.8%
Other	\$1,088,825.05	4	2.0%
Utilities/Postage	\$880,363.97	4	1.6%
Governmental	\$367,781.17	3	0.7%
Legal, Financial & Insurance	\$256,696.00	1	0.5%
Marketing	\$152,545.97	2	0.3%
Office Supplies/Furniture	\$143,278.33	2	0.3%
Total	\$54,467,841.33	59	100.0%

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

Of the above vendors, 59 fell into one of the following categories:

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

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

Exceptions: For the following vendors, BTC did not receive 3 quotes, issue a RFP or RFB, nor used an approved cooperative contract for the purchases made in fiscal year 2023-2024.

1. Lakeside International, LLC (\$76,855.20) - non-serial purchases made at different times throughout the year for repair services on various trucks and shuttles operated by BTC. One truck repair for \$11,646.99 was completed, but lacked documentation of 3 quotes or a competitive bid.

Required Action: The Budget Responsible Manager and the individual that authorized the service have been reminded that all purchases over \$10,000 but less than \$50,000 need to have three quotes per College policy.

Purchasing Card Usage:

BTC's purchasing card transaction volume increased this fiscal year resulting in a rebate to Blackhawk Technical College of \$37,526 on purchases made between 7/1/23 – 6/30/24. This is an increase of \$3,836 from the prior fiscal year (FY2022-2023: \$33,690).

Conclusion:

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

During the coming fiscal year, the Procurement department will be reviewing the purchasing card program to verify the current program is working effectively. We will continue to assess the total credit exposure of the College by reviewing the number of purchasing cards issued to employees, the need for each employee to hold a purchasing card, and the credit limits on each purchasing card.

Description of Procurement Categories:


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



OCTOBER 16, 2024

INFORMATION/DISCUSSION

a. Financial Statement and Quarterly Report



INFORMATION/DISCUSSION ITEM a.

Blackhawk Technical College
General Fund
 Comparative Statement of Revenues and Expenditures
 For The Months Ended September 30, 2024 and 2023

	2024-2025				2023-2024						
	Original Budget	Adjusted Budget	YTD Actual	Percent of Budget	Original Budget	Adjusted Budget	YTD Actual	Percent of Budget	Pre-Audit		
									Year End	Percent of Budget	Dollar Variance
Revenues											
Property Tax	7,278,000	7,278,000	-	0.00%	7,000,000	6,997,624	-	0.00%	7,192,286	100.00%	(0)
Other Local Government	5,000	5,000	44,933	898.66%	5,000	5,000	64	1.28%	37,908	100.00%	0
State Aid	14,550,014	14,550,014	1,611,228	11.07%	14,422,120	14,387,762	1,613,025	11.21%	14,667,293	99.91%	(13,927)
Program Fees	6,552,500	6,552,500	3,616,148	55.19%	6,243,050	6,243,050	3,522,590	56.42%	6,468,874	99.89%	(7,387)
Material Fees	354,200	354,200	191,612	54.10%	343,000	343,000	198,749	57.94%	351,176	97.66%	(8,416)
Other Student Fees	560,000	560,000	311,154	55.56%	480,750	480,750	234,952	48.87%	525,854	97.79%	(11,878)
Institutional Revenue	2,586,770	2,586,770	346,795	13.41%	2,286,558	2,286,558	404,883	17.71%	2,906,483	99.33%	(19,691)
Federal Revenue	8,500	8,500	295	3.47%	7,000	7,000	2,621	37.44%	12,540	100.00%	-
Total Revenue	31,894,984	31,894,984	6,122,164	19.19%	30,787,478	30,750,744	5,976,884	19.44%	32,162,414	99.81%	(61,299)
Other Resources											
Trsf fr Res & Des Fund Bal	-	242,505	-	0.00%	-	-	-	0.00%	-	0.00%	-
Other Funding Sources	80,000	80,000	-	0.00%	100,000	100,000	-	0.00%	137,357	100.00%	(0)
Total Other Resources	80,000	322,505	-	0.00%	100,000	100,000	-	0.00%	137,357	100.00%	(0)
Total Resources	31,974,984	32,217,489	6,122,164	19.00%	30,887,478	30,850,744	5,976,884	19.37%	32,299,770	99.81%	(61,300)
Expenditures											
Instruction	17,954,486	18,128,623	3,106,552	17.14%	17,017,069	17,017,069	2,907,196	17.08%	16,775,287	98.00%	343,000
Instructional Resources	1,289,107	1,289,107	311,291	24.15%	1,282,048	1,282,048	305,749	23.85%	1,003,102	99.61%	3,946
Student Services	2,531,538	2,514,021	510,612	20.31%	2,704,912	2,704,912	497,333	18.39%	2,308,432	99.97%	776
General Institutional	7,402,538	7,402,538	1,932,459	26.11%	7,100,842	7,055,009	1,772,253	25.12%	6,563,545	99.96%	2,673
Physical Plant	2,617,576	2,617,576	472,029	18.03%	2,679,914	2,725,747	498,444	18.29%	4,250,471	99.45%	23,703
Auxiliary Services	-	-	-	0.00%	-	-	-	0.00%	-	0.00%	-
Total Expenditures	31,795,245	31,951,865	6,332,943	19.82%	30,784,785	30,784,785	5,980,975	19.43%	30,900,838	98.80%	374,097
Other Uses											
Trsf fr Res & Des Fund Bal	20,579	20,579	-	0.00%	81,693	39,709	-	0.00%	-	0.00%	572,529
Other Uses	159,160	245,045	-	0.00%	21,000	26,250	-	0.00%	63,605	12.38%	450,001
Total Other Uses	179,739	265,624	-	0.00%	102,693	65,959	-	0.00%	63,605	5.86%	1,022,530
Total Uses	31,974,984	32,217,489	6,332,943	19.66%	30,887,478	30,850,744	5,980,975	19.39%	30,964,443	95.68%	1,396,627
Budgeted Resources Over (Under) Expenditures	-	-	(210,779)		-	-	(4,091)		1,335,327		
Beginning Fund Balance	13,788,646	13,788,646	13,788,646		12,453,319	12,453,319	12,453,319		12,453,319		
Change in Fund Balance	20,579	(221,926)	-		81,693	39,709	-		-		
Ending Fund Balance	13,809,225	13,566,720	13,577,867		12,535,012	12,493,028	12,453,319		13,788,646		
Reserved for Prepaid Items	75,000	75,000	75,000		75,000	75,000	75,000		75,000		
Designated for Operations	7,395,000	7,395,000	7,395,000		6,725,000	6,725,000	6,725,000		7,395,000		
Designated for State Aid Fluc	203,000	203,000	203,000		350,000	350,000	350,000		203,000		
Designated for Sub Years	305,000	305,000	305,000		500,000	500,000	500,000		305,000		
Designated for Sub Year	5,831,225	5,588,720	5,599,867		4,885,012	4,843,028	4,803,319		5,810,646		

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

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

Blackhawk Technical College
Special Revenue Fund
 Comparative Statement of Revenues and Expenditures
 For The Months Ended September 30, 2024 and 2023

	2024-2025				2023-2024				Pre-Audit		
	Original Budget	Adjusted Budget	YTD Actual	Percent of Budget	Original Budget	Adjusted Budget	YTD Actual	Percent of Budget	Year End	Percent of Budget	Dollar Variance
Revenues											
Property Tax	540,589	540,589	-	0.00%	465,583	467,959	-	0.00%	440,534	100.00%	0
Other Local Government	-	-	-	0.00%	-	-	-	0.00%	-	0.00%	-
State Aid	1,254,623	1,629,405	97,673	5.99%	509,529	1,291,663	96,380	7.46%	935,605	67.42%	(452,045)
Program Fees	-	33,080	-	0.00%	-	22,329	-	0.00%	34,972	86.86%	(5,289)
Material Fees	-	1,440	-	0.00%	-	972	-	0.00%	1,662	86.47%	(260)
Other Student Fees	-	-	-	0.00%	-	-	-	0.00%	1,666	81.18%	(386)
Institutional Revenue	-	56,653	-	0.00%	-	86,344	29,201	33.82%	80,691	61.20%	(51,153)
Federal Revenue	760,286	974,462	95,128	9.76%	693,056	729,014	88,877	12.19%	778,888	73.44%	(281,648)
Total Revenue	2,555,498	3,235,629	192,801	5.96%	1,668,168	2,598,281	214,458	8.25%	2,274,018	74.20%	(790,781)
Other Resources											
Trsf fr Res & Des Fund Bal	-	39,601	-	0.00%	-	26,213	-	0.00%	-	0.00%	(26,213)
Other Funding Sources	-	-	-	0.00%	-	-	-	0.00%	-	0.00%	-
Total Other Resources	-	39,601	-	0.00%	-	26,213	-	0.00%	-	0.00%	(26,213)
Total Resources	2,555,498	3,275,230	192,801	5.89%	1,668,168	2,624,494	214,458	8.17%	2,274,018	73.57%	(816,994)
Expenditures											
Instruction	1,278,535	1,910,701	188,946	9.89%	818,720	1,398,691	122,185	8.74%	1,036,150	57.07%	779,283
Instructional Resources	75,028	75,028	23,023	30.69%	75,010	75,010	19,681	26.24%	71,868	97.12%	2,130
Student Services	1,185,438	1,225,019	250,504	20.45%	761,117	1,126,415	207,811	18.45%	1,045,315	94.89%	56,248
General Institutional	16,497	64,482	12,766	19.80%	13,321	24,378	5,585	22.91%	61,542	61.53%	38,476
Physical Plant	-	-	-	0.00%	-	-	-	0.00%	-	0.00%	-
Total Expenditures	2,555,498	3,275,230	475,239	14.51%	1,668,168	2,624,494	355,262	13.54%	2,214,875	71.66%	876,137
Other Uses											
Trsf fr Res & Des Fund Bal	-	-	-	0.00%	-	-	-	0.00%	-	0.00%	-
Other Uses	-	-	-	0.00%	-	-	-	0.00%	-	0.00%	-
Total Other Uses	-	-	-	0.00%	-	-	-	0.00%	-	0.00%	-
Total Uses	2,555,498	3,275,230	475,239	14.51%	1,668,168	2,624,494	355,262	13.54%	2,214,875	84.39%	(876,137)
Budgeted Resources											
Over (Under) Expenditures	-	-	(282,437)		-	-	(140,804)		59,143		
Beginning Fund Balance	1,016,889	1,016,889	1,016,889		957,746	957,746	957,746		957,746		
Change in Fund Balance	-	(39,601)	-		-	(26,213)	-		-		
Ending Fund Balance	1,016,889	977,288	734,452		957,746	931,533	816,942		1,016,889		

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

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

Blackhawk Technical College
Operating Budget
General Fund & Special Revenue Funds Combined
For The Months Ended September 30, 2024 and 2023

	2024-2025				2023-2024				Pre-Audit		
	Original Budget	Adjusted Budget	YTD Actual	Percent of Budget	Original Budget	Adjusted Budget	YTD Actual	Percent of Budget	Year End	Percent of Budget	Dollar Variance
Revenues											
Property Tax	7,818,589	7,818,589	-	0.00%	7,465,583	7,465,583	-	0.00%	7,632,820	100.00%	-
Other Local Government	5,000	5,000	44,933	898.66%	5,000	5,000	64	1.28%	37,908	100.00%	0
State Aid	15,804,637	16,179,419	1,708,901	10.56%	14,931,649	15,679,425	1,709,405	10.90%	15,602,899	97.10%	(465,971)
Program Fees	6,552,500	6,585,580	3,616,148	54.91%	6,243,050	6,265,379	3,522,590	56.22%	6,503,846	99.81%	(12,676)
Material Fees	354,200	355,640	191,612	53.88%	343,000	343,972	198,749	57.78%	352,838	97.60%	(8,676)
Other Student Fees	560,000	560,000	311,154	55.56%	480,750	480,750	234,952	48.87%	527,520	97.73%	(12,264)
Institutional Revenue	2,586,770	2,643,423	346,795	13.12%	2,286,558	2,372,902	434,084	18.29%	2,987,174	97.68%	(70,844)
Federal Revenue	768,786	982,962	95,423	9.71%	700,056	736,014	91,498	12.43%	791,428	73.75%	(281,648)
Total Revenue	34,450,482	35,130,613	6,314,965	17.98%	32,455,646	33,349,025	6,191,342	18.57%	34,436,432	97.59%	(852,080)
Other Resources											
Trsf fr Res & Des Fund Bal	-	282,106	-	0.00%	-	26,213	-	0.00%	-	0.00%	(26,213)
Other Funding Sources	80,000	80,000	-	0.00%	100,000	100,000	-	0.00%	137,357	100.00%	(0)
Total Other Resources	80,000	362,106	-	0.00%	100,000	126,213	-	0.00%	137,357	83.97%	26,213
Total Resources	34,530,482	35,492,719	6,314,965	17.79%	32,555,646	33,475,238	6,191,342	18.50%	34,573,788	97.52%	(878,294)
Expenditures											
Instruction	19,233,021	20,039,324	3,295,498	16.45%	17,835,789	18,415,760	3,029,381	16.45%	17,811,437	94.07%	1,122,283
Instructional Resources	1,364,135	1,364,135	334,314	24.51%	1,357,058	1,357,058	325,430	23.98%	1,074,970	99.44%	6,076
Student Services	3,716,976	3,739,040	761,115	20.36%	3,466,029	3,831,327	705,144	18.40%	3,353,748	98.33%	57,023
General Institutional	7,419,035	7,467,020	1,945,225	26.05%	7,114,163	7,079,387	1,777,838	25.11%	6,625,087	99.38%	41,149
Physical Plant	2,617,576	2,617,576	472,029	18.03%	2,679,914	2,725,747	498,444	18.29%	4,250,471	99.45%	23,703
Auxiliary Services	-	-	-	0.00%	-	-	-	0.00%	-	0.00%	-
Total Expenditures	34,350,743	35,227,095	6,808,181	19.33%	32,452,953	33,409,279	6,336,237	18.97%	33,115,713	96.36%	1,250,234
Other Uses											
Trsf fr Res & Des Fund Bal	20,579	20,579	-	0.00%	81,693	39,709	-	0.00%	-	0.00%	572,529
Other Uses	159,160	245,045	-	0.00%	21,000	26,250	-	0.00%	63,605	12.38%	450,001
Total Other Uses	179,739	265,624	-	0.00%	102,693	65,959	-	0.00%	63,605	5.86%	1,022,530
Total Uses	34,530,482	35,492,719	6,808,181	19.18%	32,555,646	33,475,238	6,336,237	18.93%	33,179,318	93.59%	2,272,764
Budgeted Resources Over (Under) Expenditures	-	-	(493,216)		-	-	(144,895)		1,394,470		
Beginning Fund Balance	14,805,535	14,805,535	14,805,535		13,411,065	13,411,065	13,411,065		13,411,065		
Change in Fund Balance	20,579	(261,527)	-		81,693	13,496	-		-		
Ending Fund Balance	14,826,114	14,544,008	14,312,319		13,492,758	13,424,561	13,270,261		14,805,535		
Reserved for Prepaid Items	75,000	75,000	75,000		75,000	75,000	75,000		75,000		
Designated for Operations	8,411,889	8,372,288	8,129,452		7,682,746	7,656,533	7,541,942		8,411,889		
Designated for State Aid Fluc	203,000	203,000	203,000		350,000	350,000	350,000		203,000		
Designated for Sub Years	305,000	305,000	305,000		500,000	500,000	500,000		305,000		
Designated for Sub Year	5,831,225	5,588,720	5,599,867		4,885,012	4,843,028	4,803,319		5,810,646		

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

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

Blackhawk Technical College
Capital Projects Fund
 Comparative Statement of Revenues and Expenditures
 For The Months Ended September 30, 2024 and 2023

	2024-2025				2023-2024				Pre-Audit		
	Original Budget	Adjusted Budget	YTD Actual	Percent of Budget	Original Budget	Adjusted Budget	YTD Actual	Percent of Budget	Year End	Percent of Budget	Dollar Variance
	Revenues										
Property Tax	-	-	-	0.00%	-	-	-	0.00%	-	0.00%	-
State Aid	-	1,746,278	37,309	2.14%	-	-	-	0.00%	-	0.00%	-
Institutional Revenue	-	423,636	292,387	69.02%	-	124,457	525,194	421.99%	1,192,576	100.00%	(1)
Federal Revenue	-	64,622	-	0.00%	-	24,392	24,392	100.00%	74,718	100.00%	(1)
Total Revenue	-	2,234,536	329,696	14.75%	-	148,849	549,586	369.22%	1,267,294	100.00%	(2)
Other Resources											
Trsf fr Res & Des Fund Bal	350,000	5,187,570	-	0.00%	2,900,000	24,789,908	-	0.00%	-	0.00%	(24,254,234)
Other Funding Sources	6,869,000	6,869,000	5,330,000	77.59%	6,800,000	6,800,000	5,300,000	77.94%	6,800,000	93.79%	(450,000)
Total Other Resources	7,219,000	12,056,570	5,330,000	44.21%	9,700,000	31,589,908	5,300,000	16.78%	6,800,000	21.58%	(24,704,234)
Total Resources	7,219,000	14,291,106	5,659,696	39.60%	9,700,000	31,738,757	5,849,586	18.43%	8,067,294	24.62%	(24,704,236)
Expenditures											
Instruction	1,368,269	3,483,604	129,252	3.71%	739,244	963,093	140,311	14.57%	1,084,601	92.94%	82,339
Instructional Resources	191,958	272,816	111,482	40.86%	356,920	431,920	52,965	12.26%	208,904	48.37%	223,016
Student Services	-	20,550	-	0.00%	-	-	-	0.00%	22,374	44.09%	28,370
General Institutional	1,208,773	1,538,748	603,071	39.19%	1,793,622	1,860,008	362,520	19.49%	1,216,952	64.42%	672,078
Physical Plant	4,450,000	8,520,327	1,865,787	21.90%	6,424,777	28,098,299	5,107,000	18.18%	24,635,690	86.75%	3,761,769
Auxiliary Services	-	-	-	0.00%	-	-	-	0.00%	-	0.00%	-
Total Expenditures	7,219,000	13,836,045	2,709,593	19.58%	9,314,563	31,353,320	5,662,796	18.06%	27,168,521	85.07%	4,767,572
Other Uses											
Trsf fr Res & Des Fund Bal	-	455,061	-	0.00%	280,437	280,437	-	0.00%	-	0.00%	835,437
Other Uses	-	-	-	0.00%	105,000	105,000	-	0.00%	-	0.00%	-
Total Other Uses	-	455,061	-	0.00%	385,437	385,437	-	0.00%	-	0.00%	835,437
Total Uses	7,219,000	14,291,106	2,709,593	18.96%	9,700,000	31,738,757	5,662,796	17.84%	27,168,521	82.90%	5,603,009
Budgeted Resources Over (Under) Expenditures	-	-	2,950,104		-	-	186,790		(19,101,227)		
Beginning Fund Balance	7,991,649	7,991,649	7,991,649		27,092,876	27,092,876	27,092,876		27,092,876		
Change in Fund Balance	(350,000)	(4,732,509)	-		(2,619,563)	(24,509,471)	-		-		
Ending Fund Balance	7,641,649	3,259,140	10,941,753		24,473,313	2,583,405	27,279,666		7,991,649		

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

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

Blackhawk Technical College
Debt Service
 Comparative Statement of Revenues and Expenditures
 For The Months Ended September 30, 2024 and 2023

	2024-2025				2023-2024				Pre-Audit		
	Original Budget	Adjusted Budget	YTD Actual	Percent of Budget	Original Budget	Adjusted Budget	YTD Actual	Percent of Budget	Year End	Percent of Budget	Dollar Variance
Revenues											
Property Tax	9,920,000	9,920,000	-	0.00%	9,652,460	9,652,460	-	0.00%	9,425,000	100.00%	-
Institutional Revenue	50,000	50,000	25,467	50.93%	-	-	26,529	No Budget	129,989	99.25%	(986)
Total Revenue	9,970,000	9,970,000	25,467	0.26%	9,652,460	9,652,460	26,529	0.27%	9,554,989	99.99%	(986)
Other Resources											
Trsf fr Res & Des Fund Bal	55,000	55,000	-	0.00%	276,093	276,093	-	0.00%	-	0.00%	(503,553)
Other Funding Sources	-	-	261,925	No Budget	105,000	105,000	163,962	156.15%	232,948	100.00%	(1)
Total Other Resources	55,000	55,000	261,925	476.23%	381,093	381,093	163,962	43.02%	232,948	31.63%	(503,554)
Total Resources	10,025,000	10,025,000	287,392	2.87%	10,033,553	10,033,553	190,491	1.90%	9,787,937	95.10%	(504,540)
Expenditures											
Physical Plant	10,025,000	10,025,000	915,713	9.13%	10,033,553	10,033,553	899,257	8.96%	9,777,512	98.48%	151,041
Total Expenditures	10,025,000	10,025,000	915,713	9.13%	10,033,553	10,033,553	899,257	8.96%	9,777,512	98.48%	151,041
Other Uses											
Trsf fr Res & Des Fund Bal	-	-	-	0.00%	-	-	-	0.00%	-	0.00%	363,924
Other Uses	-	-	-	0.00%	-	-	-	0.00%	-	0.00%	-
Total Other Uses	-	-	-	0.00%	-	-	-	0.00%	-	0.00%	363,924
Total Uses	10,025,000	10,025,000	915,713	9.13%	10,033,553	10,033,553	899,257	8.96%	9,777,512	95.00%	514,965
Budgeted Resources											
Over (Under) Expenditures	-	-	(628,321)		-	-	(708,766)		10,426		
Beginning Fund Balance	2,286,198	2,286,198	2,286,198		2,275,772	2,275,772	2,275,772		2,275,772		
Change in Fund Balance	(55,000)	(55,000)	-		(276,093)	(276,093)	-		-		
Ending Fund Balance	2,231,198	2,231,198	1,657,877		1,999,679	1,999,679	1,567,006		2,286,198		

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

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

Blackhawk Technical College
Enterprise Fund
 Comparative Statement of Revenues and Expenditures
 For The Months Ended September 30, 2024 and 2023

	2024-2025				2023-2024				Pre-Audit		
	Original Budget	Adjusted Budget	YTD Actual	Percent of Budget	Original Budget	Adjusted Budget	YTD Actual	Percent of Budget	Year End	Percent of Budget	Dollar Variance
Revenues											
Other Student Fees	-	-	-	0.00%	-	-	-	0.00%	-	0.00%	-
Institutional Revenue	221,089	221,089	33,301	15.06%	202,053	214,053	30,615	14.30%	233,930	100.00%	(0)
Federal Revenue	-	-	-	0.00%	-	-	-	0.00%	-	0.00%	-
Total Revenue	221,089	221,089	33,301	15.06%	202,053	214,053	30,615	14.30%	233,930	100.00%	(0)
Other Resources											
Trsf fr Res & Des Fund Bal	15,306	15,306	-	0.00%	44,880	44,880	-	0.00%	-	0.00%	(94,471)
Other Funding Sources	-	-	-	0.00%	-	-	-	0.00%	-	0.00%	-
Total Other Resources	15,306	15,306	-	0.00%	44,880	44,880	-	0.00%	-	0.00%	(94,471)
Total Resources	236,395	236,395	33,301	14.09%	246,933	258,933	30,615	11.82%	233,930	71.23%	(94,471)
Expenditures											
Instruction	12,000	12,000	-	0.00%	-	-	-	0.00%	10,359	86.33%	(1,641)
Student Services	-	-	-	0.00%	-	12,000	-	0.00%	3,519		
Auxiliary Services	139,982	139,982	15,641	11.17%	142,865	142,865	14,278	9.99%	95,804	67.06%	47,061
Total Expenditures	151,982	151,982	15,641	10.29%	142,865	154,865	14,278	9.22%	109,682	59.53%	74,563
Other Uses											
Trsf fr Res & Des Fund Bal	4,413	4,413	-	0.00%	4,068	4,068	-	0.00%	-	0.00%	4,068
Other Uses	80,000	80,000	-	0.00%	100,000	100,000	-	0.00%	140,088	100.00%	0
Total Other Uses	84,413	84,413	-	0.00%	104,068	104,068	-	0.00%	140,088	97.18%	4,068
Total Uses	236,395	236,395	15,641	6.62%	246,933	258,933	14,278	5.51%	249,770	76.06%	78,631
Budgeted Resources											
Over (Under) Expenditures	-	-	17,660		-	-	16,337		(15,841)		
Beginning Fund Balance	363,367	363,367	363,367		379,208	379,208	379,208		379,208		
Change in Fund Balance	(10,893)	(10,893)	-		(40,812)	(40,812)	-		-		
Ending Fund Balance	352,474	352,474	381,028		338,396	338,396	395,545		363,367		

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

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

Blackhawk Technical College
Internal Service Fund
 Comparative Statement of Revenues and Expenditures
 For The Months Ended September 30, 2024 and 2023

	2024-2025				2023-2024				Pre-Audit		
	Original Budget	Adjusted Budget	YTD Actual	Percent of Budget	Original Budget	Adjusted Budget	YTD Actual	Percent of Budget	Year End	Percent of Budget	Dollar Variance
Revenues											
Institutional Revenue	305,000	305,000	-	0.00%	280,000	280,000	-	0.00%	256,945	91.77%	(23,055)
Total Revenue	305,000	305,000	-	0.00%	280,000	280,000	-	0.00%	256,945	91.77%	(23,055)
Other Resources											
Trsf fr Res & Des Fund Bal	-	-	-	0.00%	-	-	-	0.00%	-	0.00%	-
Other Funding Sources	-	-	-	0.00%	-	-	-	0.00%	-	0.00%	-
Total Other Resources	-	-	-	0.00%	-	-	-	0.00%	-	0.00%	-
Total Resources	305,000	305,000	-	0.00%	280,000	280,000	-	0.00%	256,945	91.77%	(23,055)
Expenditures											
Instruction	-	-	-	0.00%	-	-	-	0.00%	-	0.00%	-
Student Services	-	-	-	0.00%	-	-	-	0.00%	-	0.00%	-
Auxiliary Services	305,000	305,000	277,631	91.03%	280,000	280,000	258,223	92.22%	256,945	91.77%	23,055
Total Expenditures	305,000	305,000	277,631	91.03%	280,000	280,000	258,223	92.22%	256,945	91.77%	23,055
Other Uses											
Trsf fr Res & Des Fund Bal	-	-	-	0.00%	-	-	-	0.00%	-	0.00%	-
Other Uses	-	-	-	0.00%	-	-	-	0.00%	-	0.00%	-
Total Other Uses	-	-	-	0.00%	-	-	-	0.00%	-	0.00%	-
Total Uses	305,000	305,000	277,631	91.03%	280,000	280,000	258,223	92.22%	256,945	91.77%	23,055
Budgeted Resources											
Over (Under) Expenditures	-	-	(277,631)		-	-	(258,223)		-		
Beginning Fund Balance	251,276	251,276	251,276		251,276	251,276	251,276		251,276		
Change in Fund Balance	-	-	-		-	-	-		-		
Ending Fund Balance	251,276	251,276	(26,355)		251,276	251,276	(6,947)		251,276		

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

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

Blackhawk Technical College
Trust and Agency Fund
 Comparative Statement of Revenues and Expenditures
 For The Months Ended September 30, 2024 and 2023

	2024-2025				2023-2024				Pre-Audit		
	Original Budget	Adjusted Budget	YTD Actual	Percent of Budget	Original Budget	Adjusted Budget	YTD Actual	Percent of Budget	Year End	Percent of Budget	Dollar Variance
	Revenues										
Property Tax	-	-	-	0.00%	-	-	-	0.00%	-	0.00%	-
State Aid	1,052,500	1,052,500	428,162	40.68%	806,800	806,800	597,563	74.07%	1,087,388	99.92%	(870)
Other Student Fees	400,000	400,000	251,484	62.87%	380,000	380,000	243,110	63.98%	452,124	113.03%	52,124
Institutional Revenue	372,266	372,266	91,920	24.69%	130,007	290,583	79,530	27.37%	365,793	102.53%	9,017
Federal Revenue	7,694,999	7,694,999	3,636,079	47.25%	6,938,551	6,938,551	2,660,193	38.34%	7,995,841	99.94%	(4,656)
Total Revenue	9,519,765	9,519,765	4,407,644	46.30%	8,255,358	8,415,934	3,580,396	42.54%	9,901,146	100.56%	55,615
Other Resources											
Trsf fr Res & Des Fund Bal	157,408	157,408	(3,920)	-2.49%	56,509	62,069	-	0.00%	-	0.00%	(64,709)
Other Funding Sources	90,160	176,045	-	0.00%	21,000	26,250	-	0.00%	66,336	100.00%	(1)
Total Other Resources	247,568	333,453	(3,920)	-1.18%	77,509	88,319	-	0.00%	66,336	50.62%	(64,710)
Total Resources	9,767,333	9,853,218	4,403,724	44.69%	8,332,867	8,504,253	3,580,396	42.10%	9,967,482	99.91%	(9,095)
Expenditures											
Instruction	35,000	35,000	14,398	41.14%	-	10,000	396	3.96%	16,781	43.51%	21,792
Student Services	9,439,957	9,525,842	4,274,726	44.88%	8,222,960	8,233,770	3,629,476	44.08%	9,504,957	98.76%	119,758
General Institutional	292,376	292,376	72,378	24.76%	109,907	260,483	69,240	26.58%	306,637	97.88%	6,652
Physical Plant	-	-	-	0.00%	-	-	-	0.00%	-	0.00%	-
Total Expenditures	9,767,333	9,853,218	4,361,503	44.26%	8,332,867	8,504,253	3,699,112	43.50%	9,828,376	98.51%	148,201
Other Uses											
Trsf fr Res & Des Fund Bal	-	-	-	0.00%	-	-	-	0.00%	-	0.00%	-
Other Uses	-	-	-	0.00%	-	-	-	0.00%	-	0.00%	-
Total Other Uses	-	-	-	0.00%	-	-	-	0.00%	-	0.00%	-
Total Uses	9,767,333	9,853,218	4,361,503	44.26%	8,332,867	8,504,253	3,699,112	43.50%	9,828,376	98.51%	148,201
Budgeted Resources											
Over (Under) Expenditures	-	-	42,222		-	-	(118,716)		139,106		
Beginning Fund Balance	1,015,387	1,015,387	1,015,387		876,281	876,281	876,281		876,281		
Change in Fund Balance	(157,408)	(157,408)	3,920		(56,509)	(62,069)	-		-		
Ending Fund Balance	857,979	857,979	1,061,528		819,772	814,212	757,565		1,015,387		

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

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

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

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

Blackhawk Technical College
All Funds
Comparative Statement of Revenues and Expenditures

	2024-2025				2023-2024				Pre-Audit		
	Original Budget	Adjusted Budget	YTD Actual	Percent of Budget	Original Budget	Adjusted Budget	YTD Actual	Percent of Budget	Year End	Percent of Budget	Dollar Variance
	Revenues										
Property Tax	17,738,589	17,738,589	-	0.00%	17,118,043	17,118,043	-	0.00%	17,057,820	100.00%	-
Other Local Government	5,000	5,000	44,933	898.66%	5,000	5,000	64	1.28%	37,908	100.00%	0
State Aid	16,857,137	18,978,197	2,174,372	11.46%	15,738,449	16,486,225	2,306,968	13.99%	16,690,287	97.28%	(466,841)
Program Fees	6,552,500	6,585,580	3,616,148	54.91%	6,243,050	6,265,379	3,522,590	56.22%	6,503,846	99.81%	(12,676)
Material Fees	354,200	355,640	191,612	53.88%	343,000	343,972	198,749	57.78%	352,838	97.60%	(8,676)
Other Student Fees	960,000	960,000	562,638	58.61%	860,750	860,750	478,062	55.54%	979,644	104.24%	39,860
Institutional Revenue	3,535,125	4,015,414	789,869	19.67%	2,898,618	3,281,995	1,095,952	33.39%	5,166,406	98.37%	(85,870)
Federal Revenue	8,463,785	8,742,583	3,731,502	42.68%	7,638,607	7,698,957	2,776,083	36.06%	8,861,987	96.87%	(286,305)
Total Revenue	54,466,336	57,381,003	11,111,073	19.36%	50,845,517	52,060,321	10,378,468	19.94%	55,650,735	98.55%	(820,509)
Other Resources											
Trsf fr Res & Des Fund Bal	577,714	5,697,390	(3,920)	-0.07%	3,277,482	25,199,163	-	0.00%	-	0.00%	(945,706)
Other Funding Sources	7,039,160	7,125,045	5,591,925	78.48%	7,026,000	7,031,250	5,463,962	77.71%	7,236,641	94.15%	80,982
Total Other Resources	7,616,874	12,822,435	5,588,005	43.58%	10,303,482	32,230,413	5,463,962	16.95%	7,236,641	22.18%	(864,724)
Total Resources	62,083,210	70,203,438	16,699,078	23.79%	61,148,999	84,290,734	15,842,430	18.79%	62,887,377	70.58%	(4,609,897)
Expenditures											
Instruction	20,648,290	23,569,928	3,439,147	14.59%	18,575,033	19,388,853	3,170,088	16.35%	18,923,178	93.91%	1,228,055
Instructional Resources	1,556,093	1,636,951	445,796	27.23%	1,713,978	1,788,978	378,395	21.15%	1,283,874	84.86%	229,092
Student Services	13,156,933	13,285,432	5,035,842	37.90%	11,688,989	12,065,097	4,334,620	35.93%	12,881,079	98.21%	234,531
General Institutional	8,920,184	9,298,144	2,620,675	28.18%	9,017,692	9,199,878	2,209,598	24.02%	8,148,677	91.88%	719,878
Physical Plant	17,092,576	21,162,903	3,253,529	15.37%	19,138,244	40,857,599	6,504,701	15.92%	38,663,673	90.76%	3,936,513
Auxiliary Services	444,982	444,982	293,272	65.91%	422,865	422,865	272,501	64.44%	352,749	83.42%	70,116
Total Expenditures	61,819,058	69,398,340	15,088,261	21.74%	60,556,801	83,723,270	16,869,903	20.15%	80,253,231	92.59%	6,418,184
Other Uses											
Trsf fr Res & Des Fund Bal	24,992	480,053	-	0.00%	366,198	324,214	-	0.00%	-	0.00%	1,775,958
Other Uses	239,160	325,045	-	0.00%	226,000	231,250	-	0.00%	203,693	31.16%	450,001
Total Other Uses	264,152	805,098	-	0.00%	592,198	555,464	-	0.00%	203,693	8.38%	2,225,959
Total Uses	62,083,210	70,203,438	15,088,261	21.49%	61,148,999	84,278,734	16,869,903	20.02%	80,456,924	90.30%	8,644,143
Budgeted Resources Over (Under) Expenditures	-	-	1,610,817		-	12,000	(1,027,473)		(17,569,547)		
Beginning Fund Balance	26,713,412	26,713,412	26,713,412		44,286,478	44,286,478	44,286,478		44,286,478		
Change in Fund Balance	(552,722)	(5,217,337)	3,920		(2,911,284)	(24,874,949)	-		-		
Ending Fund Balance	26,160,690	21,496,075	28,328,150		41,375,194	19,423,529	43,259,005		26,716,931		
Reserved for Prepaid Items	75,000	75,000	75,000		75,000	75,000	75,000		75,000		
Designated for Operations	8,411,889	8,372,288	8,129,452		7,682,746	7,656,533	7,541,942		8,411,889		
Designated for State Aid Fluc	203,000	203,000	203,000		350,000	350,000	350,000		203,000		
Designated for Sub Years	305,000	305,000	305,000		500,000	500,000	500,000		305,000		
Designated for Sub Year	5,831,225	5,588,720	5,599,867		4,885,012	4,843,028	4,803,319		5,810,646		

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

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

<u>COMBINED FUNDS</u>	2024-25 CURRENT BUDGET	2024-25 ACTUAL TO DATE	2024-25 PERCENT INCURRED	2023-24 ACTUAL TO DATE	2023-24 PERCENT INCURRED
REVENUE & OTHER RESOURCES:					
Local Government	\$ 17,743,589	\$ 44,933	0.3%	\$ 64	0.0%
State Aids	18,978,197	2,174,372	11.5%	2,306,968	14.0%
Statutory Program Fees	6,585,580	3,616,148	54.9%	3,522,590	56.2%
Material Fees	355,640	191,612	53.9%	198,749	57.8%
Other Student Fees	960,000	562,638	58.6%	478,062	55.5%
Institutional	4,015,414	789,869	19.7%	1,095,952	33.4%
Federal	8,742,583	3,731,502	42.7%	2,776,083	36.1%
Other Sources (Bond/Transfer from Other Fund)	<u>7,125,045</u>	<u>5,591,925</u>	78.5%	<u>5,463,962</u>	77.7%
Total Revenue & Other Resources	<u>\$ 64,506,048</u>	<u>\$ 16,702,998</u>	23.8%	<u>\$ 15,842,430</u>	18.8%
EXPENDITURES BY FUNCTION:					
Instruction	\$ 23,569,928	\$ 3,439,147	14.6%	\$ 3,170,088	16.4%
Instructional Resources	1,636,951	445,796	27.2%	378,395	21.2%
Student Services	13,285,432	5,035,842	37.9%	4,334,620	35.9%
General Institutional	9,298,144	2,620,675	28.2%	2,209,598	24.0%
Physical Plant	21,162,903	3,253,529	15.4%	6,504,701	15.9%
Auxiliary Services	444,982	293,272	65.9%	272,501	64.4%
Other Uses (Transfer to Other Fund)	<u>325,045</u>	<u>-</u>	0.0%	<u>-</u>	0.0%
Total Expenditures & Other Uses	<u>\$ 69,723,385</u>	<u>\$ 15,088,261</u>	21.7%	<u>\$ 16,869,903</u>	20.1%
EXPENDITURES BY FUNDS:					
General	\$ 31,951,865	\$ 6,332,943	19.8%	\$ 5,980,975	19.4%
Special Revenue	3,275,230	475,239	14.5%	355,262	13.5%
Capital Projects	13,836,045	2,709,593	19.6%	5,662,796	18.1%
Debt Service	10,025,000	915,713	9.1%	899,257	9.0%
Enterprise	151,982	15,641	10.3%	14,278	9.2%
Internal Service	305,000	277,631	91.0%	258,223	92.2%
Trust & Agency	9,853,218	4,361,503	44.3%	3,699,112	43.5%
Other Uses (Transfer to Other Fund)	<u>325,045</u>	<u>-</u>	0.0%	<u>-</u>	0.0%
Total Expenditures	<u>\$ 69,723,385</u>	<u>\$ 15,088,261</u>	21.7%	<u>\$ 16,869,903</u>	20.1%
Fund Balances, Beginning	\$ 26,713,412	\$ 26,713,412		\$ 44,286,478	
Change in Fund Balance	<u>(5,217,337)</u>	<u>1,610,817</u>		<u>(1,027,473)</u>	
Fund Balances, Ending	<u>\$ 21,496,075</u>	<u>\$ 28,324,230</u>		<u>\$ 43,259,005</u>	

Debt Service Detail					
Principal Payments	8,215,000	-	0.0%	-	0.0%
Interest Payments	1,705,000	865,913	50.8%	839,707	44.1%
Other Debt Service Expenses	<u>105,000</u>	<u>49,800</u>	47.4%	<u>59,550</u>	56.7%
Total Debt Service Payments	<u>\$ 10,025,000</u>	<u>\$ 915,713</u>		<u>\$ 899,257</u>	

Quarterly Financial Statement Review

September 30, 2024

General Fund

Revenue

Total revenues are up \$145,280 (2.4%) from the prior year. The increase is primarily due to increases of \$44,869 (+100%) in Local Government, \$93,558 (2.7%) in Program Fees, and \$76,202 (32.4%) in Other Student Fees, offset by a decrease of \$58,088 (14.3%) in Institutional Revenue.

The increase in Local Government is due to an increase in a TID (Tax Increment District) closeout distribution from the City of Beloit (\$44,933).

The increase in Program Fees is due to increases in tuition rate (\$25,924) and year-to-date enrollment (\$92,585), offset by higher tuition exemptions (\$24,952).

Other Student Fees increased due to increases in technology fees (\$43,455) and out of state tuition (\$35,483).

The decrease in Institutional Revenue is due to decreases in technical assistance (\$39,266), scrap sales (\$38,117), and investment income (\$15,789), offset by increases in customized instruction (\$24,802), and other services revenue from the Janesville Innovation Center (\$10,000), and shuttle services (\$7,519).

Uses

Total uses are up by \$351,968 (5.9%) from the prior year. Increases in Instructional \$199,356 (6.9%), and General Institutional expenditures \$160,206 (9.0%), are offset by a decrease in Physical Plant expenditures \$26,415 (5.3%).

The increase in Instructional expenditures is primarily due to salaries and benefits (\$79,256), and costs associated with the HVAC installation at the IMEC building (\$114,446).

The increase in General Institutional expenditures is due to increases in software expenses (\$138,351), primarily due to timing of software renewal payments, postage (\$18,006) due to a large marketing mailer, and salaries and benefits (\$14,735), offset by a decrease in telephone expense (\$12,463).

The decrease in Physical Plant is due to the termination of the lease at AMTC (\$132,855), offset by increases in electric utility costs (\$40,932) due to timing of the payment of the September electric bill, supplies (\$36,092), and contracted services (\$17,131).

Special Revenue Fund

Revenues are down \$21,657 (10.1%) compared to the prior year, mainly due to a business grant received from the Lumina Foundation in FY2024 (\$29,201).

Total expenditures increased by \$119,977 (33.8%) from the prior year. Instructional and Student Services expenses increased by \$66,761 (54.6%) and \$42,693 (20.5%), respectively.

The increase in Instructional expense is due to increases in salaries and benefits (\$34,075), minor equipment (\$28,050) and info/promo expenses (\$4,751). The increase in Student Services expense is primarily due to an increase in salaries and benefits (\$42,828).

Capital Projects Fund

Revenue and Other Resources are down by \$189,890 (3.2%) in the current year compared to the prior year, mainly due to a decrease in investment income (\$273,502), offset by an increase in business grants received (\$48,656).

Expenditures decreased by \$2,953,203 (52.2%), mainly due to a decrease in Physical Plant (\$3,241,213), offset by increases in General Institutional (\$240,551, and Instructional Resources (\$58,517) expenditures. Both the increases and decreases are due to the number and size of planned projects and annual capital purchases this year compared to last year in each functional area.

Other Funds

Debt Service Fund Revenue and Other Resources are up by \$96,901 (50.9%) from the prior year mainly due to the difference in the amount of bond premiums on the issued debt (\$97,963). This fund is used to account for the accumulation of resources and the payment of principal and interest for general long-term debt and long-term lease purchase debt. Most of the revenue is derived from the property tax levy for debt service obligations due in 2025, allocated later in the fiscal year and based on the expected principal and interest payments. Expenditures are up by \$16,455 (1.8%). This increase is related to an increase in interest expense (\$26,205), offset by a decrease in other debt service expense (\$9,750).

Enterprise Fund revenue and expenditures increased slightly by \$2,686 (8.8%) and \$1,363 (9.5%) respectively, compared to the prior year.

Internal Service Fund revenue is zero for both years. This fund is used to account for district operations where the cost of providing goods or services by one department or unit to other departments or units is recorded on a cost-reimbursement basis. Expenses are up \$19,408 (7.5%) due to increases in general liability and property insurance (\$15,595), and workers' comp insurance (\$3,813).

Agency Fund revenue increased by \$16,927 (5.9%) from the prior year due to increases in Institutional Revenue (\$9,188), and Other Student Fees (\$8,374). The increase in Institutional Revenue is due to an increase in miscellaneous revenue from the Stateline Manufacturing Alliance (SMA) and the increase in Other Student Fees is a result of increased enrollment. Expenses increased over the prior year by \$66,137 (101.6%), due to an increase in expenses from the SMA (\$14,002), student athletics (\$36,658), and student clubs (\$10,050).

Trust Fund revenue increased by \$806,402 (24.5%) in the current year compared to the prior year. This is primarily attributed to an increase of \$806,402 (36.7%) in Federal Revenue, offset by a decrease of \$169,401 (28.3%) in State Aid. Expenses are up \$596,254 (16.4%) from the prior year due to an increase in total financial aid disbursements in the current year.



BLACKHAWK
TECHNICAL COLLEGE