

Blackhawk Technical College
Regular District Board Meeting
August 17, 2016
Central Campus – Administrative Center – Board Room
5:00 PM

AGENDA

At 5:00 PM, District Board members will be provided a tour of the new Health Sciences wing at Central Campus. Several demonstrations within the classrooms/labs will be provided. No action will be taken during the tour. **Regular agenda business will begin at approximately 6:00 PM in the Board Room.**

AGENDA

1. Call to Order
2. Public Comment
Persons who wish to address the District Board may make a statement as long as it pertains to a specific agenda item. Persons who raise issues not on the agenda may be invited back to repeat their comments at a later Board meeting when the subject is properly noticed on the agenda. Unless requested by the Board Chair from the audience, regarding a specific agenda topic, public comments or dialogue are not allowed during other portions of the Board meeting and/or discussion.
3. Special Reports
 - a. Student Representative to the Board Report (On hiatus until Fall 2016)
4. Information/Discussion
 - a. Financial Statement – Quarterly Update (Information – Renea Ranguette)
 - b. President’s Report (Dr. Tracy Pierner)
 1. Activities for the Month
 2. Legislative Update
 3. BTC in the News
 4. Other Communications
 - c. Community Education Aid Code 60 Course Pricing - Milton Woodworking Course (Information – Dr. Gina McConoughey)

Enc. #1

Enc. #2

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

Enc. #3 a. Approval of Minutes of the Annual and Regular Meeting Held on July 11, 2016 (Action)

Enc. #4 b. Approval of Minutes from the Special District Board Meeting Held on July 29, 2016 (Action)

Enc. #5 c. Approval of Current Bills (Action – Renea Ranguette)

Enc. #6 d. Approval of Contract Training (Action – Dr. Gina McConoughey)

Enc. #7 e. Confirmation of Non-Exempt Non-Instructional Employment Contract Issued for the Position of Program Advisor (Anthony Landowski) (Action – Brian Gohlke)

Enc. #8 f. Confirmation of an Instructional Employment Contract Issued for the Position of IT Web Software Development Instructor (David Linton) (Action – Brian Gohlke)

6. Action Items

7. Committee Reports

Finance Committee

Barbara Barrington-Tillman, Chairperson

No July Meeting Held

No August Meeting Scheduled

Committee-related Items Follow

Enc. #9 a. Approval of Modifications to the Fiscal Year 2015-16 Budget (Action – Renea Ranguette)

Enc. #10 b. Approval of Modifications to the Fiscal Year 2016-17 Budget (Action- Renea Ranguette)

Personnel Committee

Rick Richard, Chairperson

No July Meeting Held

No August Meeting Scheduled
Committee-related Item Follows

- Enc. #11
- c. Approval of Support Staff Base Wages for Fiscal Year 2016-17
(Action – Brian Gohlke)
- 8. New Business
 - 9. Other Business
 - a. Report on District Boards Association Summer Meeting – July 15-16, Wausau
 - b. District Boards Association Annual Planning Meeting – August 28-29, Madison
 - c. Association of Community College Trustees 2016 Leadership Congress – October 5-8 – New Orleans, Louisiana
 - d. District Boards Association Fall Meeting – October 28-29, Milwaukee
 - 10. Future Agenda Items

At the conclusion of the regular meeting business at approximately 7:00 p.m., the Blackhawk Technical College District Board will entertain a motion to move into closed session pursuant to Wisconsin Statutes 19.85 (1)(f) for the purpose of an update on specific personnel issues. No action will be taken in closed session. Upon conclusion of a closed session, the District Board would return to open session for the purpose meeting adjournment.

ENCLOSURE #1

Blackhawk Technical College
General Fund
 Comparative Statement of Revenues and Expenditures
 For The Month Ended July 31, 2016 and 2015

	2016-2017				2015-2016						
	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	5,920,052	5,920,052	-	0.00%	5,810,524	5,810,524	-	0.00%	5,834,526	100.41%	24,002
Other Local Government	(3,000)	(3,000)	-	0.00%	(11,000)	(11,000)	-	0.00%	2,861	-26.01%	13,861
State Aid	12,964,287	12,964,287	456,141	3.52%	13,069,682	13,069,682	466,058	3.57%	12,727,832	97.38%	(341,850)
Program Fees	5,857,153	5,857,153	2,496,800	42.63%	6,433,128	5,753,476	2,715,160	47.19%	5,673,556	98.61%	(79,920)
Material Fees	387,400	387,400	177,988	45.94%	396,810	373,350	184,142	49.32%	385,451	103.24%	12,101
Other Student Fees	448,300	448,300	112,024	24.99%	387,900	370,476	90,057	24.31%	418,312	112.91%	47,836
Institutional Revenue	760,266	760,266	16,723	2.20%	710,491	732,515	44,306	6.05%	1,340,171	182.95%	607,656
Federal Revenue	13,000	13,000	-	0.00%	12,000	12,000	-	0.00%	8,227	68.56%	(3,773)
Total Revenue	26,347,458	26,347,458	3,259,676	12.37%	26,809,535	26,111,023	3,499,723	13.40%	26,390,936	101.07%	279,913
Other Resources											
Trsf fr Res & Des Fund Bal	-	-	-	0.00%	662,397	735,953	-	0.00%	-	0.00%	(735,953)
Other Funding Sources	-	-	-	0.00%	-	-	-	0.00%	-	0.00%	-
Total Other Resources	-	-	-	0.00%	662,397	735,953	-	0.00%	-	0.00%	(735,953)
Total Resources	26,347,458	26,347,458	3,259,676	12.37%	27,471,932	26,846,976	3,499,723	13.04%	26,390,936	98.30%	(456,040)
Expenditures											
Instruction	15,192,449	15,192,449	244,744	1.61%	15,590,348	15,434,442	80,642	0.52%	15,617,930	101.19%	(183,488)
Instructional Resources	1,494,077	1,494,077	106,727	7.14%	2,262,654	1,535,146	88,293	5.75%	1,402,883	91.38%	132,263
Student Services	2,255,886	2,255,886	208,156	9.23%	2,415,383	2,365,042	179,005	7.57%	2,275,281	96.20%	89,761
General Institutional	4,741,101	4,741,101	506,902	10.69%	4,554,329	4,789,103	358,669	7.49%	4,645,921	97.01%	143,182
Physical Plant	2,559,874	2,559,874	162,907	6.36%	2,639,218	2,710,149	155,257	5.73%	2,696,478	99.50%	13,671
Auxiliary Services	-	-	-	0.00%	-	-	-	0.00%	-	0.00%	-
Total Expenditures	26,243,387	26,243,387	1,229,436	4.68%	27,461,932	26,833,882	861,866	3.21%	26,638,493	99.27%	195,389
Other Uses											
Trsf fr Res & Des Fund Bal	-	-	-	0.00%	-	-	-	0.00%	-	0.00%	-
Other Uses	104,071	104,071	-	0.00%	10,000	13,094	-	0.00%	-	0.00%	13,094
Total Other Uses	104,071	104,071	-	0.00%	10,000	13,094	-	0.00%	-	0.00%	13,094
Total Uses	26,347,458	26,347,458	1,229,436	4.67%	27,471,932	26,846,976	861,866	3.21%	26,638,493	99.22%	208,483
Budgeted Resources Over (Under) Expenditures	-	-	2,030,240		-	-	2,637,857		(247,557)		
Beginning Fund Balance	10,073,668	10,073,668	10,073,668		10,321,225	10,321,225	10,321,225		10,321,225		
Change in Fund Balance	-	-	-		(662,397)	(735,953)	2,637,857		(247,557)		
Ending Fund Balance	10,073,668	10,073,668	12,103,908		9,658,828	9,585,272	12,959,082		10,073,668		
Reserved for Prepaid Items	75,000	75,000	75,000		200,000	200,000	200,000		75,000		
Designated for Operations	6,531,000	6,531,000	6,531,000		6,250,000	6,250,000	6,866,000		6,531,000		
Designated for State Aid Fluc	313,000	313,000	313,000		257,000	257,000	299,000		313,000		
Designated for Sub Years	470,000	470,000	470,000		386,000	386,000	448,000		470,000		
Designated for Sub Year	2,684,668	2,684,668	4,714,908		2,565,828	2,492,272	5,146,082		2,684,668		

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

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

Blackhawk Technical College
Special Revenue Fund
 Comparative Statement of Revenues and Expenditures
 For The Month Ended July 31, 2016 and 2015

	2016-2017				2015-2016							
	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	686,549	686,549	-	0.00%	647,075	647,075	-	0.00%	647,075	100.00%	-	
Other Local Government	-	-	-	0.00%	-	-	-	0.00%	-	0.00%	-	
State Aid	911,806	911,806	8,740	0.96%	854,617	856,117	-	0.00%	768,726	89.79%	(87,391)	
Program Fees	-	-	-	0.00%	-	-	-	0.00%	-	0.00%	-	
Material Fees	1,325	1,325	-	0.00%	1,325	1,325	-	0.00%	215	16.23%	(1,110)	
Other Student Fees	25,171	25,171	-	0.00%	25,171	25,171	-	0.00%	4,406	17.50%	(20,765)	
Institutional Revenue	-	-	-	0.00%	10,000	40,450	2,500	6.18%	62,015	153.31%	21,565	
Federal Revenue	986,260	986,260	-	0.00%	1,114,994	1,109,712	-	0.00%	935,088	84.26%	(174,624)	
Total Revenue	2,611,111	2,611,111	8,740	0.33%	2,653,182	2,679,850	2,500	0.09%	2,417,525	90.21%	(262,325)	
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	2,611,111	2,611,111	8,740	0.33%	2,653,182	2,679,850	2,500	0.09%	2,417,525	90.21%	(262,325)	
Expenditures												
Instruction	1,601,933	1,601,933	33,029	2.06%	1,724,058	1,722,776	39,018	2.26%	1,659,309	96.32%	63,467	
Instructional Resources	50,476	50,476	5,420	10.74%	50,283	50,283	5,365	10.67%	51,519	102.46%	(1,236)	
Student Services	905,434	905,434	54,653	6.04%	814,269	814,269	44,323	5.44%	669,220	82.19%	145,049	
General Institutional	53,268	53,268	1,668	3.13%	64,572	64,572	5,320	8.24%	67,740	104.91%	(3,168)	
Physical Plant	-	-	-	0.00%	-	27,950	-	0.00%	27,950	100.00%	-	
Total Expenditures	2,611,111	2,611,111	94,770	3.63%	2,653,182	2,679,850	94,026	3.51%	2,475,738	92.38%	204,112	
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	2,611,111	2,611,111	94,770	3.63%	2,653,182	2,679,850	94,026	3.51%	2,475,738	92.38%	(204,112)	
Budgeted Resources Over (Under) Expenditures	-	-	(86,030)		-	-	(91,526)		(58,213)			
Beginning Fund Balance	556,921	556,921	556,921		615,134	615,134	615,134		615,134			
Change in Fund Balance	-	-	-		-	-	(91,526)		(58,213)			
Ending Fund Balance	556,921	556,921	470,891		615,134	615,134	523,608		556,921			

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

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

Blackhawk Technical College
Operating Budget
General Fund & Special Revenue Funds Combined
For The Month Ended July 31, 2016 and 2015

	2016-2017				2015-2016							
	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	6,606,601	6,606,601	-	0.00%	6,457,599	6,457,599	-	0.00%	6,481,601	100.37%	24,002	
Other Local Government	(3,000)	(3,000)	-	0.00%	(11,000)	(11,000)	-	0.00%	2,861	-26.01%	13,861	
State Aid	13,876,093	13,876,093	464,881	3.35%	13,924,299	13,925,799	466,058	3.35%	13,496,558	96.92%	(429,241)	
Program Fees	5,857,153	5,857,153	2,496,800	42.63%	6,433,128	5,753,476	2,715,160	47.19%	5,673,556	98.61%	(79,920)	
Material Fees	388,725	388,725	177,988	45.79%	398,135	374,675	184,142	49.15%	385,666	102.93%	10,991	
Other Student Fees	473,471	473,471	112,024	23.66%	413,071	395,647	90,057	22.76%	422,718	106.84%	27,071	
Institutional Revenue	760,266	760,266	16,723	2.20%	720,491	772,965	46,806	6.06%	1,402,186	181.40%	629,221	
Federal Revenue	999,260	999,260	-	0.00%	1,126,994	1,121,712	-	0.00%	943,315	84.10%	(178,397)	
Total Revenue	28,958,569	28,958,569	3,268,416	11.29%	29,462,717	28,790,873	3,502,223	12.16%	28,808,461	100.06%	17,588	
Other Resources												
Trsf fr Res & Des Fund Bal	-	-	-	0.00%	662,397	735,953	-	0.00%	-	0.00%	(735,953)	
Other Funding Sources	-	-	-	0.00%	-	-	-	0.00%	-	0.00%	-	
Total Other Resources	-	-	-	0.00%	662,397	735,953	-	0.00%	-	0.00%	735,953	
Total Resources	28,958,569	28,958,569	3,268,416	11.29%	30,125,114	29,526,826	3,502,223	11.86%	28,808,461	97.57%	(718,365)	
Expenditures												
Instruction	16,794,382	16,794,382	277,773	1.65%	17,314,406	17,157,218	119,660	0.70%	17,277,239	100.70%	(120,021)	
Instructional Resources	1,544,553	1,544,553	112,147	7.26%	2,312,937	1,585,429	93,658	5.91%	1,454,402	91.74%	131,027	
Student Services	3,161,320	3,161,320	262,809	8.31%	3,229,652	3,179,311	223,328	7.02%	2,944,501	92.61%	234,810	
General Institutional	4,794,369	4,794,369	508,570	10.61%	4,618,901	4,853,675	363,989	7.50%	4,713,661	97.12%	140,014	
Physical Plant	2,559,874	2,559,874	162,907	6.36%	2,639,218	2,738,099	155,257	5.67%	2,724,428	99.50%	13,671	
Auxiliary Services	-	-	-	0.00%	-	-	-	0.00%	-	0.00%	-	
Total Expenditures	28,854,498	28,854,498	1,324,206	4.59%	30,115,114	29,513,732	955,892	3.24%	29,114,231	98.65%	399,501	
Other Uses												
Trsf fr Res & Des Fund Bal	-	-	-	0.00%	-	-	-	0.00%	-	0.00%	-	
Other Uses	104,071	104,071	-	0.00%	10,000	13,094	-	0.00%	-	0.00%	13,094	
Total Other Uses	104,071	104,071	-	0.00%	10,000	13,094	-	0.00%	-	0.00%	13,094	
Total Uses	28,958,569	28,958,569	1,324,206	4.57%	30,125,114	29,526,826	955,892	3.24%	29,114,231	98.60%	412,595	
Budgeted Resources												
Over (Under) Expenditures	-	-	1,944,210		-	-	2,546,331		(305,770)			
Beginning Fund Balance	10,630,589	10,630,589	10,630,589		10,936,359	10,936,359	10,936,359		10,936,359			
Change in Fund Balance	-	-	-		(662,397)	(735,953)	2,546,331		(305,770)			
Ending Fund Balance	10,630,589	10,630,589	12,574,799		10,273,962	10,200,406	13,482,690		10,630,589			
Reserved for Prepaid Items	75,000	75,000	75,000		200,000	200,000	200,000		75,000			
Designated for Operations	6,531,000	6,531,000	6,531,000		6,250,000	6,250,000	6,866,000		6,531,000			
Designated for State Aid Fluc	313,000	313,000	313,000		257,000	257,000	299,000		313,000			
Designated for Sub Years	470,000	470,000	470,000		386,000	386,000	448,000		470,000			
Designated for Sub Year	3,241,589	3,241,589	5,185,799		3,180,962	3,107,406	5,669,690		3,241,589			

Operating Budget - General and Special Revenue Combined are the funds used to record revenue and expenditures used to manage the operations of BTC. It is this budget that is restricted by the 1.5 mill rate limit.

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

Blackhawk Technical College
Capital Projects Fund
 Comparative Statement of Revenues and Expenditures
 For The Month Ended July 31, 2016 and 2015

	2016-2017				2015-2016				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	189,198	189,198	-	0.00%	45,000	45,000	-	0.00%	-	0.00%	(45,000)
Institutional Revenue	505,000	505,000	-	0.00%	-	31,565	896	2.84%	16,752	53.07%	(14,813)
Federal Revenue	-	-	-	0.00%	-	38,434	-	0.00%	23,478	61.09%	(14,956)
Total Revenue	694,198	694,198	-	0.00%	45,000	114,999	896	0.78%	40,230	34.98%	(74,769)
Other Resources											
Trsf fr Res & Des Fund Bal	236,938	236,938	-	0.00%	4,385,000	6,077,518	-	0.00%	-	0.00%	(6,077,518)
Other Funding Sources	8,500,000	8,500,000	1,570,000	18.47%	11,300,000	11,300,000	1,500,000	13.27%	11,300,000	100.00%	-
Total Other Resources	8,736,938	8,736,938	1,570,000	17.97%	15,685,000	17,377,518	1,500,000	8.63%	11,300,000	65.03%	(6,077,518)
Total Resources	9,431,136	9,431,136	1,570,000	16.65%	15,730,000	17,492,517	1,500,896	8.58%	11,340,230	64.83%	(6,152,287)
Expenditures											
Instruction	1,541,765	1,541,765	31,995	2.08%	2,929,993	4,135,920	76,541	1.85%	3,290,807	79.57%	845,113
Instructional Resources	1,276,000	1,276,000	3,169	0.25%	2,160,500	2,001,869	-	0.00%	1,456,417	72.75%	545,452
Student Services	60,000	60,000	-	0.00%	8,550	8,550	-	0.00%	7,075	82.75%	1,475
General Institutional	589,371	589,371	-	0.00%	399,437	648,404	6,470	1.00%	423,021	65.24%	225,383
Physical Plant	5,844,000	5,844,000	-	0.00%	9,773,585	10,010,492	44,095	0.44%	8,900,595	88.91%	1,109,897
Auxiliary Services	-	-	-	0.00%	-	-	-	0.00%	-	0.00%	-
Total Expenditures	9,311,136	9,311,136	35,164	0.38%	15,272,065	16,805,235	127,106	0.76%	14,077,915	83.77%	2,727,320
Other Uses											
Trsf fr Res & Des Fund Bal	-	-	-	0.00%	318,415	547,762	-	0.00%	-	0.00%	547,762
Other Uses	120,000	120,000	-	0.00%	139,520	139,520	-	0.00%	139,520	100.00%	-
Total Other Uses	120,000	120,000	-	0.00%	457,935	687,282	-	0.00%	139,520	20.30%	547,762
Total Uses	9,431,136	9,431,136	35,164	0.37%	15,730,000	17,492,517	127,106	0.73%	14,217,435	81.28%	3,275,082
Budgeted Resources Over (Under) Expenditures	-	-	1,534,836		-	-	1,373,790		(2,877,205)		
Beginning Fund Balance	(546,800)	(546,800)	(546,800)		2,330,405	2,330,405	2,330,405		2,330,405		
Change in Fund Balance	(236,938)	(236,938)	-		(4,066,585)	(5,529,756)	1,373,790		(2,877,205)		
Ending Fund Balance	(783,738)	(783,738)	988,036		(1,736,180)	(3,199,351)	3,704,195		(546,800)		

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 \$500 and a life expectancy of at least two years.

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

Blackhawk Technical College
Debt Service
 Comparative Statement of Revenues and Expenditures
 For The Month Ended July 31, 2016 and 2015

	2016-2017				2015-2016						
	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	8,254,350	8,254,350	-	0.00%	7,419,676	7,419,676	-	0.00%	7,188,785	96.89%	(230,891)
Institutional Revenue	2,000	2,000	-	0.00%	1,200	1,200	175	14.58%	5,593	466.08%	4,393
Total Revenue	8,256,350	8,256,350	-	0.00%	7,420,876	7,420,876	175	0.00%	7,194,378	96.95%	(226,498)
Other Resources											
Trsf fr Res & Des Fund Bal	-	-	-	0.00%	-	-	-	0.00%		0.00%	-
Other Funding Sources	120,000	120,000	-	0.00%	139,520	139,520	-	0.00%	139,520	100.00%	-
Total Other Resources	120,000	120,000	-	0.00%	139,520	139,520	-	0.00%	139,520	100.00%	-
Total Resources	8,376,350	8,376,350	-	0.00%	7,560,396	7,560,396	175	0.00%	7,333,898	97.00%	(226,498)
Expenditures											
Physical Plant	8,376,350	8,376,350	35,750	0.43%	7,560,396	7,560,396	34,150	0.45%	7,082,032	93.67%	478,364
Total Expenditures	8,376,350	8,376,350	35,750	0.43%	7,560,396	7,560,396	34,150	0.45%	7,082,032	93.67%	478,364
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	8,376,350	8,376,350	35,750	0.43%	7,560,396	7,560,396	34,150	0.45%	7,082,032	93.67%	478,364
Budgeted Resources											
Over (Under) Expenditures	-	-	(35,750)		-	-	(33,975)		251,866		
Beginning Fund Balance	713,656	713,656	713,656		461,790	461,790	461,790		461,790		
Change in Fund Balance	-	-	-		-	-	(33,975)		251,866		
Ending Fund Balance	713,656	713,656	677,906		461,790	461,790	427,815		713,656		

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

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

Blackhawk Technical College
Enterprise Fund
 Comparative Statement of Revenues and Expenditures
 For The Month Ended July 31, 2016 and 2015

	2016-2017				2015-2016				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	169,950	169,950	12,718	7.48%	150,125	156,125	4,696	3.01%	138,646	88.80%	(17,479)
Federal Revenue	-	-	-	0.00%	-	-	-	0.00%	-	0.00%	-
Total Revenue	169,950	169,950	12,718	7.48%	150,125	156,125	4,696	3.01%	138,646	88.80%	(17,479)
Other Resources											
Trsf fr Res & Des Fund Bal	-	-	-	0.00%	5,000	5,000	-	0.00%	-	0.00%	(5,000)
Other Funding Sources	5,000	5,000	-	0.00%	10,000	10,000	-	0.00%	-	0.00%	(10,000)
Total Other Resources	5,000	5,000	-	0.00%	15,000	15,000	-	0.00%	-	0.00%	(15,000)
Total Resources	174,950	174,950	12,718	7.27%	165,125	171,125	4,696	2.74%	138,646	81.02%	(32,479)
Expenditures											
Instruction	-	-	-	0.00%	-	-	-	0.00%	-	0.00%	-
Auxiliary Services	132,700	132,700	756	0.57%	155,125	161,125	424	0.26%	56,213	34.89%	104,912
Total Expenditures	132,700	132,700	756	0.57%	155,125	161,125	424	0.26%	56,213	34.89%	104,912
Other Uses											
Trsf fr Res & Des Fund Bal	37,250	37,250	-	0.00%	-	-	-	0.00%	-	0.00%	-
Other Uses	5,000	5,000	-	0.00%	10,000	10,000	-	0.00%	-	0.00%	10,000
Total Other Uses	42,250	42,250	-	0.00%	10,000	10,000	-	0.00%	-	0.00%	10,000
Total Uses	174,950	174,950	756	0.43%	165,125	171,125	424	0.25%	56,213	32.85%	114,912
Budgeted Resources Over (Under) Expenditures	-	-	11,962		-	-	4,272		82,433		
Beginning Fund Balance	497,931	497,931	497,931		415,498	415,498	415,498		415,498		
Change in Fund Balance	37,250	37,250	-		(5,000)	(5,000)	4,272		82,433		
Ending Fund Balance	535,181	535,181	509,893		410,498	410,498	419,770		497,931		

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

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

Blackhawk Technical College
Internal Service Fund
 Comparative Statement of Revenues and Expenditures
 For The Month Ended July 31, 2016 and 2015

	2016-2017				2015-2016				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	210,000	210,000	-	0.00%	167,470	167,470	-	0.00%	167,470	100.00%	-
Total Revenue	210,000	210,000	-	0.00%	167,470	167,470	-	0.00%	167,470	100.00%	-
Other Resources											
Trsf fr Res & Des Fund Bal	-	-	-	0.00%	20,000	42,500	-	0.00%	-	0.00%	(42,500)
Other Funding Sources	-	-	-	0.00%	-	-	-	0.00%	-	0.00%	-
Total Other Resources	-	-	-	0.00%	20,000	42,500	-	0.00%	-	0.00%	(42,500)
Total Resources	210,000	210,000	-	0.00%	187,470	209,970	-	0.00%	167,470	79.76%	(42,500)
Expenditures											
Instruction	-	-	-	0.00%	-	-	-	0.00%	-	0.00%	-
Student Services	-	-	-	0.00%	-	-	-	0.00%	-	0.00%	-
Auxiliary Services	210,000	210,000	182,506	86.91%	187,470	209,970	2,793	1.33%	208,692	99.39%	1,278
Total Expenditures	210,000	210,000	182,506	86.91%	187,470	209,970	2,793	1.33%	208,692	99.39%	1,278
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	210,000	210,000	182,506	86.91%	187,470	209,970	2,793	1.33%	208,692	99.39%	1,278
Budgeted Resources											
Over (Under) Expenditures	-	-	(182,506)		-	-	(2,793)		(41,222)		
Beginning Fund Balance	237,868	237,868	237,868		279,090	279,090	279,090		279,090		
Change in Fund Balance	-	-	-		(20,000)	(42,500)	(2,793)		(41,222)		
Ending Fund Balance	237,868	237,868	55,362		259,090	236,590	276,297		237,868		

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

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

Blackhawk Technical College
Trust and Agency Fund
 Comparative Statement of Revenues and Expenditures
 For The Month Ended July 31, 2016 and 2015

	2016-2017				2015-2016						
	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	819,000	819,000	-	0.00%	919,000	922,094	-	0.00%	748,563	81.18%	(173,531)
Other Student Fees	250,000	250,000	124,113	49.65%	303,000	303,000	135,786	44.81%	285,938	94.37%	(17,062)
Institutional Revenue	247,500	247,500	18,220	7.36%	223,000	229,500	10,603	4.62%	223,183	97.25%	(6,317)
Federal Revenue	9,990,000	9,990,000	-	0.00%	12,160,000	12,160,000	50,000	0.41%	9,308,816	76.55%	(2,851,184)
Total Revenue	11,306,500	11,306,500	142,333	1.26%	13,605,000	13,614,594	196,389	1.44%	10,566,500	77.61%	(3,048,094)
Other Resources											
Trsf fr Res & Des Fund Bal	165,766	165,766	-	0.00%	115,498	115,498	-	0.00%	-	0.00%	(115,498)
Other Funding Sources	-	-	-	0.00%	10,000	13,094	-	0.00%	-	0.00%	(13,094)
Total Other Resources	165,766	165,766	-	0.00%	125,498	128,592	-	0.00%	-	0.00%	(128,592)
Total Resources	11,472,266	11,472,266	142,333	1.24%	13,730,498	13,743,186	196,389	1.43%	10,566,500	76.89%	(3,176,686)
Expenditures											
Instruction	-	-	-	0.00%	-	-	-	0.00%	-	0.00%	-
Student Services	11,342,266	11,342,266	75,584	0.67%	13,625,498	13,638,186	78,817	0.58%	10,386,569	76.16%	3,251,617
General Institutional	130,000	130,000	11,503	8.85%	105,000	105,000	9,520	9.07%	140,882	134.17%	(35,882)
Physical Plant	-	-	-	0.00%	-	-	-	0.00%	-	0.00%	-
Total Expenditures	11,472,266	11,472,266	87,087	0.76%	13,730,498	13,743,186	88,337	0.64%	10,527,451	76.60%	3,215,735
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	11,472,266	11,472,266	87,087	0.76%	13,730,498	13,743,186	88,337	0.64%	10,527,451	76.60%	3,215,735
Budgeted Resources											
Over (Under) Expenditures	-	-	55,246		-	-	108,052		39,049		
Beginning Fund Balance	781,364	781,364	781,364		812,862	812,862	812,862		742,315		
Change in Fund Balance	(165,766)	(165,766)	-		(115,498)	(115,498)	108,052		39,049		
Ending Fund Balance	615,598	615,598	836,610		697,364	697,364	920,914		781,364		

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
 For The Month Ended July 31, 2016 and 2015

	2016-2017				2015-2016				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	14,860,951	14,860,951	-	0.00%	13,877,275	13,877,275	-	0.00%	13,670,386	98.51%	(206,889)
Other Local Government	(3,000)	(3,000)	-	0.00%	(11,000)	(11,000)	-	0.00%	2,861	-26.01%	13,861
State Aid	14,884,291	14,884,291	464,881	3.12%	14,888,299	14,892,893	466,058	3.13%	14,245,121	95.65%	(647,772)
Program Fees	5,857,153	5,857,153	2,496,800	42.63%	6,433,128	5,753,476	2,715,160	47.19%	5,673,556	98.61%	(79,920)
Material Fees	388,725	388,725	177,988	45.79%	398,135	374,675	184,142	49.15%	385,666	102.93%	10,991
Other Student Fees	723,471	723,471	236,137	32.64%	716,071	698,647	225,843	32.33%	708,656	101.43%	10,009
Institutional Revenue	1,894,716	1,894,716	47,661	2.52%	1,262,286	1,358,825	63,176	4.65%	1,953,830	143.79%	595,005
Federal Revenue	10,989,260	10,989,260	-	0.00%	13,286,994	13,320,146	50,000	0.38%	10,275,609	77.14%	(3,044,537)
Total Revenue	49,595,567	49,595,567	3,423,467	6.90%	50,851,188	50,264,937	3,704,379	7.37%	46,915,685	93.34%	(3,349,252)
Other Resources											
Trsf fr Res & Des Fund Bal	402,704	402,704	-	0.00%	5,187,895	6,976,469	-	0.00%	-	0.00%	(945,706)
Other Funding Sources	8,625,000	8,625,000	1,570,000	18.20%	11,459,520	11,462,614	1,500,000	13.09%	11,439,520	99.80%	80,982
Total Other Resources	9,027,704	9,027,704	1,570,000	17.39%	16,647,415	18,439,083	1,500,000	8.13%	11,439,520	62.04%	(864,724)
Total Resources	58,623,271	58,623,271	4,993,467	8.52%	67,498,603	68,704,020	5,204,379	7.58%	58,355,205	84.94%	(4,609,897)
Expenditures											
Instruction	18,336,147	18,336,147	309,768	1.69%	20,244,399	21,293,138	196,201	0.92%	20,568,046	96.59%	725,092
Instructional Resources	2,820,553	2,820,553	115,316	4.09%	4,473,437	3,587,298	93,658	2.61%	2,910,819	81.14%	676,479
Student Services	14,563,586	14,563,586	338,393	2.32%	16,863,700	16,826,047	302,145	1.80%	13,338,145	79.27%	3,487,902
General Institutional	5,513,740	5,513,740	520,073	9.43%	5,123,338	5,607,079	379,979	6.78%	5,277,564	94.12%	329,515
Physical Plant	16,780,224	16,780,224	198,657	1.18%	19,973,199	20,308,987	233,502	1.15%	18,707,055	92.11%	1,601,932
Auxiliary Services	342,700	342,700	183,262	53.48%	342,595	371,095	3,217	0.87%	264,905	71.38%	106,190
Total Expenditures	58,356,950	58,356,950	1,665,469	2.85%	67,020,668	67,993,644	1,208,702	1.78%	61,066,534	89.81%	6,927,110
Other Uses											
Trsf fr Res & Des Fund Bal	37,250	37,250	-	0.00%	318,415	547,762	-	0.00%	-	0.00%	547,762
Other Uses	229,071	229,071	-	0.00%	159,520	162,614	-	0.00%	139,520	85.80%	23,094
Total Other Uses	266,321	266,321	-	0.00%	477,935	710,376	-	0.00%	139,520	19.64%	570,856
Total Uses	58,623,271	58,623,271	1,665,469	2.84%	67,498,603	68,704,020	1,208,702	1.76%	61,206,054	89.09%	7,497,966
Budgeted Resources Over (Under) Expenditures	-	-	3,327,998		-	-	3,995,677		(2,850,849)		
Beginning Fund Balance	12,314,608	12,314,608	12,314,608		15,236,004	15,236,004	15,236,004		15,165,457		
Change in Fund Balance	(365,454)	(365,454)	-		(4,869,480)	(6,428,707)	3,995,677		(2,850,849)		
Ending Fund Balance	11,949,154	11,949,154	15,642,606		10,366,524	8,807,297	19,231,681		12,314,608		
Reserved for Prepaid Items	75,000	75,000	75,000		200,000	200,000	200,000		75,000		
Designated for Operations	6,531,000	6,531,000	6,531,000		6,250,000	6,250,000	6,866,000		6,531,000		
Designated for State Aid Fluc	313,000	313,000	313,000		257,000	257,000	299,000		313,000		
Designated for Sub Years	470,000	470,000	470,000		386,000	386,000	448,000		470,000		
Designated for Sub Year	3,241,589	3,241,589	5,185,799		3,180,962	3,107,406	5,669,690		3,241,589		

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

Quarterly Financial Statement Review

June 30, 2016: Pre-Audit

General Fund

Revenue

Total revenues are down approximately \$146,200 (0.6%) from the prior year. The largest decrease of approximately \$561,300 (9.0%) is in Program Fees, with a lesser decrease of \$112,500 (0.9%) in State Aid. The decrease in Program Fees (tuition) is due to the decrease in enrolled students. The decline in State Aid is due to a \$54,060 reduction in current year aid received and also a further reduction of \$42,300 related to an adjustment of prior year state aid.

Offsetting these declines were increases in Property Taxes and Institutional Revenue. Property Taxes increased by approximately \$183,800 (3.3%) per the current year tax levy. Institutional Revenue increased by approximately \$322,400 (31.7%), mainly due to an increase in Customized Instruction (\$383,300) of which \$351,300 is directly related to transcribed credits. This increase is offset by decreases in proceeds from the sale of assets (\$89,200) and commissions (\$24,900).

Uses

Total uses are down by approximately \$823,600 (3.0%) from the prior year. Instructional Resources accounts for approximately \$618,600 (30.6%) of the total decrease which is mainly due to decreases in salaries and benefits (\$523,300), contractual services (\$33,100) and minor equipment purchases (\$19,000). \$535,000 of the decrease in salaries and benefits is due to a reclassification of IT resources in the current year to the General Institutional Administration area, offset by increases.

Instructional expenditures are also down approximately \$290,600 (1.8%) from the prior year, primarily due to decreases in salaries and benefits (\$393,800), minor equipment purchases (\$64,000), supplies (\$44,100) and service contracts (\$22,300). The decrease in salaries and benefits is due to lower enrollment and budget reductions. These decreases are offset by an increase in contractual services \$332,600, which is primarily due to the increase in transcribed credits expense (\$351,300) as mentioned above.

Student services expenditures are down approximately \$139,600 (5.8%) from the prior year primarily due to decreases in salaries and benefits (\$122,600), which is a result of budget reductions and unfilled vacancies.

Decreases in total uses are offset by increases in the areas of General Institutional Administration of approximately \$163,300 (3.6%) and Physical Plant of approximately \$61,900 (2.4%). The increase in General Institutional Administration is mostly due to an increase in salaries and benefits (\$467,600), of which \$535,000 is due to a reclassification of IT salaries and benefits which were included in the Instructional Resource area in the prior year. This increase is offset by decreases in contractual services (\$171,100), promotional expenses (\$43,800) and telephone expense (\$27,000) and also by increases in professional services (\$57,800).

The increase in Physical Plant expenses (\$61,900) is primarily due to an increase in facility rent (\$153,300), which is offset by declines in utility expenses (\$21,300), supplies (\$33,100), and salaries and benefits (\$20,400).

Special Revenue Fund

Revenues are up approximately \$89,500 (3.8%) compared to the prior year. State Aid is up approximately \$169,200 (28.2%), and Institutional Revenue is up approximately \$61,500 (13440.4%) from the prior year. These increases are offset by a decrease in Property Tax revenue of approximately \$36,000 (5.3%) and in Federal Revenue of approximately \$95,700 (9.3%). Total expenditures are up by approximately \$46,600 (1.9%) over the prior year. Instructional expenses increased approximately \$41,000 (2.5%), with the majority of the increase due to salaries and benefits (\$63,000), offset by various decreases. This fund is also showing increases in Physical Plant expenditures of \$27,900 and in General Institutional Administration expenditures of \$14,900 due to increased grant activity in these areas. The increases are offset by a decrease in Student Services expenditures of \$36,800 due primarily to decreases in salaries and benefits.

Capital Projects Fund

Revenue is down by approximately \$8,166,000 (41.9%) in the current year compared to the prior year primarily due to timing of debt sales by the College. In the prior year, there were nine debt issuances for a total of \$19,500,000 and in the current year, there have been four debt issuances for a total of \$11,300,000. Expenditures are down by approximately \$1,292,800 (8.3%) primarily due to the number, size, and timing of projects and when they are paid.

Other Funds

Debt Service Fund revenue is up approximately \$993,400 (15.7%). This fund is used to account for the accumulation of resources and the payment of principal and interest for general long-term debt and long-term lease purchase debt. The majority of revenue is derived from property taxes, of which an allocation is done to place amounts in this fund. In the current year, more property tax funds were allocated compared to the prior year, which is planned. Expenditures are up by approximately \$1,099,100 (18.4%). This increase is related to the principal and interest payments in the current year compared to the prior year as there is more debt outstanding and was expected based on the debt maturities schedules.

Enterprise Fund revenue is up by approximately \$20,800 (17.7%) compared to the prior year. The increase is all in Institutional Revenue and relates to sales being up from the prior year. Expenditures are down by approximately \$57,000 (50.4%). The main areas decreasing are salaries and benefits (\$16,400), supplies (\$15,600), and equipment repair (\$11,500). The remainder of expenditures increased or decreased slightly.

Internal Service Fund revenue is unchanged from the prior year. 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 on a cost-reimbursement basis. Expenses are up 21.9% year-over-year due to an increase in workers' compensation insurance and cyber risk coverage for the current year.

Agency Fund revenue decreased by approximately \$22,600 (6.6%) from the prior year due primarily to lower student activity fees (\$29,400). Expenditures increased by approximately \$12,800 (5.7%) due to an increase in salaries and benefits (\$27,100). This increase is offset by a decrease in the current expense-student accounts area (\$14,400).

Trust Fund revenue decreased by approximately \$1,978,000 (16.2%) in the current year compared to the prior year. This decrease was due primarily to decreases of approximately \$1,889,000 (16.9%) in Federal Revenue and \$125,900 (14.4%) in State Aid. The changes in both these areas are due in part to the timing of when the revenue is received. Expenses are down approximately \$1,970,100 (16.1%) due to a reduction in student financial aid.

ENCLOSURE #2

4. Information/Discussion

c. Community Education Aid Code 60 Course Pricing – Milton Woodworking Course (Information – Dr. Gina McConoughey)

Since 2013, Blackhawk Technical College's Business and Community Development (BCD) office has been working to assure all Community Education non-credit courses align with a cost recovery model. Aid Code 60 (Adult Avocational) courses have a base tuition rate that is established locally by the District Board at each of the individual technical colleges. The current base rates for Aid Code 60 courses are \$4.00 per hour with a 15% discount to senior citizens. This rate was approved by the District Board in February 2016 and is comparable to other Wisconsin Technical College System (WTCS) institutions.

Historically, BTC has priced courses using only the hourly rate, the number of hours the course meets, and instructor wage and fringe. Many WTCS institutions price courses using these factors as well as the expenses for offering the course. Researching a resolution to cover actual course costs included a meeting and follow-up emails with the WTCS Service Coordinator, meeting with instructor Jim Polarski, meeting with the Milton High School principal, and gathering information from other WTCS institutions. The WTCS Service Coordinator clarified that the State Statutes are completely silent on fees related to the Community Education courses, and the absence of any specific language on the matter gives the College freedom to establish rates based on any methodology the District deems appropriate. The idea of working with the BTC Foundation was discussed with the WTCS Service Coordinator but is not a recommended solution because of the ongoing implementation and execution complexity that would create.

In order to meet community requests for courses that have high supply costs, lab rental fees, or other documented costs associated with offering a course, and to meet BTC's expectations of cost recovery, effective Spring 2017, the Business and Community Development Office will price courses to include the actual documented cost to offer the course. In the operations of scheduling, this calculation will become part of our normal process to meet cost recovery. This pricing method will apply to the Woodworking and Refinishing courses, as well as any community education Aid Code 60 course that has documented costs that are not covered by tuition.

ENCLOSURE #3

Annual and Regular Meeting
of the
Blackhawk Technical College District Board

July 11, 2016

Minutes

The combined annual and regular meeting of the Blackhawk Technical College Board was held on Monday, July 11, 2016, at the BTC Administrative Center, 6004 S. County Road G, Janesville, in the Board Room. The following members were present: Barbara Tillman, Chairperson; Eric Thornton, Vice Chairperson; Rick Richard, Treasurer; Laverne Hays, Secretary; Traci Davis; Tom Heeg; Mark Mayer; and Malik Surani (departed meeting at 5:58 p.m.). Board members absent: Dr. Karen Schulte. Staff present: Dr. Tracy Pierner; Dr. Diane Nyhammer; Brian Gohlke; Renea Ranguette; Ed Robinson; Jackie Pins; and Gary Kohn.

Chairperson Tillman called the meeting to order at 5:00 p.m.

Reappointed Board members Barbara Tillman, Laverne Hays, and Mark Mayer signed their oaths of office.

President Tracy Pierner temporarily chaired the meeting and called for nominations for the office of Chairperson of the Board for FY 2016-17.

Mr. Hays nominated Eric Thornton for the office of Chairperson of the Board.

Following a call for additional nominations, it was moved by Mr. Mayer and seconded by Ms. Davis to close nominations for the office of Chairperson of the Board for FY 2016-17 and to cast one unanimous ballot for Eric Thornton for the office of Chairperson of the Board for FY 2016-17.

Motion carried.

Chairperson Thornton called for nominations for the office of Vice Chairperson of the Board for FY 2016-17.

Mr. Hays nominated Barbara Tillman for the office of Vice Chairperson of the Board.

Following three calls for nominations, it was moved by Mr. Hays and seconded by Mr. Thornton to close nominations and to cast one unanimous ballot for Barbara Tillman for the office of Vice Chairperson of the Board for FY 2016-17.

Motion carried.

Chairperson Thornton called for nominations for the office of Secretary of the Board for FY 2016-17.

Ms. Tillman nominated Mr. Hays for the office of Secretary of the Board.

Following three calls for nominations, it was moved by Ms. Tillman and seconded by Mr. Richard to close nominations and to cast one unanimous ballot for Laverne Hays for the office of Secretary of the Board for FY 2016-17.

Motion carried.

Chairperson Thornton called for nominations for the office of Treasurer of the Board for FY 2016-17.

Ms. Tillman nominated Rick Richard for the office of Treasurer of the Board.

Following three calls for nominations, it was moved by Ms. Tillman and seconded by Mr. Thornton to close nominations and to cast one unanimous ballot for Rick Richard for the office of Treasurer of the Board for FY 2016-17.

Motion carried.

Chairperson Thornton called for public comment. There was none.

Chairperson Thornton called for Special Reports. There were none.

Chairperson Thornton called for Information/Discussion items.

The June financial statement was presented.

Dr. Pierner presented the President's monthly report. He met with Janesville City Manager Mark Freitag, Janesville Innovation Center Operations Manager Mike Mathews, Green County Development Corporation Executive Director Mike Johnson, and Highland Community College President Tim Hood. The Janesville Gazette interviewed Dr. Pierner; the article ran in today's paper. Wage negotiations have begun with the Educational Support Personnel union. The current vacancy for Director of Advancement and Community Relations is on hold. An evaluation of the position is being done; duties have been assigned to individuals in the interim. Later this week, Dr. Pierner will be attending the Presidents' Association Meeting and the District Boards Association Summer Meeting.

Chairperson Thornton called for Annual Meeting Business.

It was moved by Mr. Hays and seconded by Mr. Mayer to hold regular monthly meetings of the Board on the third Wednesday of each month at the Administrative Center of Blackhawk Technical College at 5:00 p.m., with the following exceptions—the Wednesday, October 19, 2016, meeting will be held at 5:00 p.m. at the Advanced Manufacturing Training Center in Room 118; and the Wednesday, March 15, 2017, meeting will be held at 5:00 p.m. at the Monroe Campus in Rooms 413 and 414.

Motion carried.

It was moved by Mr. Mayer and seconded by Ms. Davis to combine the annual and regular meeting of the Board and hold the meeting on July 10, 2017, at 5:00 p.m. at the Administrative Center of Blackhawk Technical College.

Motion carried.

It was moved by Mr. Heeg and seconded by Mr. Richard to name The Janesville Gazette, as next in rotation, as the official newspaper of Blackhawk Technical College for FY 2016-17 and 2017-18.

Motion carried.

It was noted that Laverne Hays would continue to serve as the Board's voting delegate to the Wisconsin Technical College District Boards Association for FY 2016-17.

The following designations were made for the District Boards Association committees:

Legislative Committee Representatives	Mark Mayer Rick Richard
Human Resources Committee Representatives	Barbara Tillman Malik Surani
Program Committee Representatives	Traci Davis
Marketing/Public Relations & Awards Committee Representatives	Dr. Karen Schulte Tom Heeg
Interdistrict/Interagency Cooperation Committee Representatives	Laverne Hays
Bylaws, Policies & Procedures Committee Representatives	Eric Thornton Laverne Hays

It was moved by Mr. Richard and seconded by Mr. Surani to approve the attached resolution designating the depositories in which District funds will be deposited and the individuals authorized to make transactions for FY 2016-17.

Motion carried.

It was moved by Ms. Davis and seconded by Ms. Tillman to retain Attorney David Moore of Nowlan & Mouat LLP, Janesville, for local legal issues, and Attorney Michael Aldana of Quarles & Brady LLP, Milwaukee, for labor relations and general higher education legal issues for FY 2016-17.

Motion carried.

It was noted that no action would be needed on the designation of an auditor for the Blackhawk Technical College District. Wipfli LLP was awarded a 3-year contract in April 2014, with optional renewals through fiscal year ending 2018.

Chairperson Thornton called for the Consent Agenda.

It was moved by Mr. Hays and seconded by Mr. Richard to approve the consent agenda, which included the combined minutes of the Public Hearing on the FY 2016-17 Budget and Regular Meeting held on June 15, 2016; current bills from the month of June – Voucher #00236886 to and including #00237158 and direct deposit expense reimbursements in the total amount of \$655,822.18 (includes

student related payments), a payroll total for the month of June of \$708,755.23, payroll tax wire transfers for the month of June of \$394,726.42, other wire transfers for the month of June of \$45,883.12, WRS wire transfers for the month of June of \$155,726.45, P-card disbursements for the month of June of \$184,325.74, a bond payment for the month of June of \$0, health insurance wire transfers for the month of June of \$316,722.60, for a grand total of \$2,461,961.74; three training contracts totaling \$17,083; confirmation of an instructional employment contract issued to Sarah Hubert for the position of Nursing Assistant Instructor at a salary of \$65,955, effective July 11, 2016; acceptance of the resignation of Sarah Dillman, Nursing Assistant Instructor, effective June 23, 2016; and acceptance of intents to retire for Timothy Cantwell, Maintenance Technician, effective January 6, 2017, David Gile, Economics Instructor, effective February 22, 2017, and Jeffrey Scott, Programmer Analyst Instructor, effective August 24, 2016.

Motion carried.

Chairperson Thornton called for Action Items.

Administration presented the 2016-2019 Three-Year Facilities Plan for approval. The Plan is updated annually to provide the Wisconsin Technical College State Board (WTCSB) with information on construction and major remodeling projects. Projects contained within the Plan were included in the Facilities Master Plan with the exception of the potential lab space within the proposed Green County Development Corporation's Innovation Center. Ms. Ranguette stated the projects contained in the Plan are not set in stone and remain subject to separate approval action by both the District Board and the Wisconsin Technical College System Board. She also indicated, following discussions with Dr. Pierner, a suggested topic at the Board Retreat is a review of the Facilities Master Plan and the related capital financing plan in consideration of the College's debt level and its impact on the debt service mill rate. Mr. Richard stated he was concerned about adding another project (lab space within GCDC Innovation Center) to the Facilities Plan, especially with the debt that been taken on over recent years. Mr. Mayer stated he would support a Green County project as all recent borrowing has been for projects in Rock County. Board members agreed with the inclusion of discussion on the Facilities Master Plan and capital financing plan at the Retreat.

It was moved by Mr. Mayer and seconded by Ms. Tillman to approve the Three-Year Facilities Plan for 2016-2019 and to submit the document to the Wisconsin Technical College State Board.

Motion carried with Mr. Richard voting no.

It was moved by Mr. Hays and seconded by Mr. Mayer to submit the nomination of Barbara Barrington-Tillman for the District Board Association's 2016 Distinguished Alumni Award.

Motion carried.

Brad Viegut, of Robert W. Baird, reviewed the results of the competitive bids for the borrowing of \$3,500,000 for annual capital equipment and building improvements which were included within the Fiscal Year 2016-17 budget.

It was moved by Mr. Hays and seconded by Ms. Davis to adopt the attached resolution awarding the bid for borrowing of \$3,500,000 to Hutchinson, Shockey, Erley & Co., Chicago, Illinois, at an interest rate of 1.5531% and a net interest cost of \$440,278.

The roll was called. The following members voted affirmatively: Mr. Hays, Ms. Tillman, Mr. Mayer, Ms. Davis, Mr. Surani, Mr. Richard, Mr. Heeg, and Mr. Thornton.

Motion carried unanimously.

Chairperson Thornton called for New Business.

An enrollment report was provided for year end 2015-16 and Summer 2016. Year-end totals for 2015-16 reflected a 13% decline in headcount and an 11% decline in FTEs. Summer 2016 enrollment for credit-based courses reflects an 8% decline in headcount and a 7% increase in FTEs. Additional information was requested for inclusion in the Fall 2016 Enrollment Report – the number of high school graduates transitioning to BTC from each high school and an enrollment breakdown by program. Additional information requested for discussion at the Board Retreat was pre-facility/post-facility enrollments at AMTC.

Mr. Surani departed the meeting at 5:58 p.m.

Chairperson Thornton called for Other Business.

A reminder was provided on the District Boards Association Summer Meeting being held July 15-16 in Wausau.

Chairperson Thornton called for Future Agenda Items. A request was made to conduct a Board Self-Evaluation to obtain feedback for discussion at the Retreat. District Board members will also review 2015-16 Presidential goals and determine which have been accomplished and what remains. Goals for 2016-17 will be discussed with Dr. Pierner at the Retreat.

It was moved by Mr. Mayer and seconded by Mr. Richard to adjourn the meeting at 6:13 p.m.

Motion carried.

Laverne Hays
Secretary

ENCLOSURE #4

Special Meeting

of the

Blackhawk Technical College District Board

July 29, 2016

Minutes

A special meeting of the Blackhawk Technical College Board was held on Friday, July 29, 2016, at the BTC Administrative Center, 6004 S. County Road G, Janesville, in the Board Room. The following members were present: Eric Thornton, Chairperson; Barbara Tillman, Vice Chairperson; Laverne Hays, Secretary; Rick Richard, Treasurer; Traci Davis (via phone; disconnected from the meeting at 3:56 p.m.); Tom Heeg; Mark Mayer; Dr. Karen Schulte; and Malik Surani. Board members absent: None. BTC staff present: Dr. Tracy Pierner and Jackie Pins. Guests: Attorneys Michael Aldana, Jon Hackbarth, Matt Vogel (via phone), and Brian Lanser (via phone).

Chairperson Thornton called the meeting to order at 3:35 p.m. He indicated the District Board would entertain a motion to move into closed session pursuant to Wisconsin Statutes 19.85 (1)(f) and (g) for the purpose of preliminary consideration of specific personnel issues and for the purpose of conferring with legal counsel who is rendering advice concerning strategy with respect to litigation in which it is or is likely to become involved. No action would be taken.

It was moved by Mr. Hays and seconded by Mr. Heeg to adjourn to a closed session pursuant to Wisconsin Statutes 19.85 (1)(f) and (g) for the purpose of preliminary consideration of specific personnel issues and for the purpose of conferring with legal counsel who is rendering advice concerning strategy with respect to litigation in which it is or is likely to become involved.

The roll was called and the following voted affirmatively: Dr. Schulte, Mr. Surani, Ms. Davis, Ms. Tillman, Mr. Richard, Mr. Hays, Mr. Mayer, Mr. Heeg, and Mr. Thornton.

Motion carried.

Ms. Davis disconnected from the conference call at 3:56 p.m.

It was moved by Mr. Mayer and seconded by Mr. Surani to adjourn the closed session at 5:08 p.m.

The roll was called and the following voted affirmatively: Dr. Schulte, Mr. Surani, Ms. Tillman, Mr. Richard, Mr. Hays, Mr. Mayer, Mr. Heeg, and Mr. Thornton.

Motion carried.

Chairperson Thornton called the meeting to order in open session.

It was moved by Mr. Mayer and seconded by Mr. Richard to adjourn the meeting at 5:09 p.m.

Motion carried.

Laverne E. Hays
Secretary

ENCLOSURE #5

5. Consent Agenda

c. Approval of Current Bills (Action – Renea Ranguette)

The July bills include Voucher #00237159 to and including #00237324 and direct deposit expense reimbursements in the total amount of \$2,504,803.57 (includes student related payments), a payroll total for the month of July of \$1,239,800.43, payroll tax wire transfers for the month of July of \$384,101.83, other wire transfers for the month of July of \$45,949.58, WRS wire transfers for the month of July of \$158,548.56, P-card disbursements for the month of July of \$100,963.98, a bond payment for the month of June of \$0, and a health insurance wire transfer for the month of July of \$324,554.30, for a grand total of \$4,758,722.25.

Blackhawk Technical College

BILL LIST SUMMARY
 Period Ending July, 2016

Starting Check Number 00237159
 Ending Check Number 00237324 Plus Direct Deposits

PAYROLL TAXES			
Federal		332,707.92	
State		<u>59,547.53</u>	
			392,255.45
PAYROLL BENEFIT DEDUCTIONS & FRINGE PAYMENTS			
Retirement		-	
Health and Dental Insurance		25,356.62	
Miscellaneous		<u>15,984.45</u>	
			41,341.07
STUDENT RELATED PAYMENTS			32,302.50
CURRENT NON CAPITAL EXPENSES			578,832.32
CAPITAL			1,844,174.06
DEBT			<u>-</u>
TOTAL BILL LISTING AND PAYROLL TAXES			2,888,905.40
PAYROLL-NET			<u>1,239,800.43</u>
SUB TOTAL BILL LISTING AND PAYROLL			4,128,705.83
PLUS OTHER WIRE TRANSFERS			45,949.58
PLUS WRS WIRE TRANSFERS			158,548.56
P-CARD DISBURSEMENTS			100,963.98
PLUS BOND PAYMENT			-
HEALTH INSURANCE WIRES			<u>324,554.30</u>
GRAND TOTAL FOR THE MONTH			<u><u>4,758,722.25</u></u>

Memo

Bill List Total	2,504,803.57
Wire Transfer - Payroll Taxes	384,101.83

5. Consent Agenda

d. Approval of Contract Training (Action - Dr. Gina McConoughey)

The following training contracts have been negotiated since the last meeting:

Contract #	Business/Industry	FULL CONTRACT DETAIL INFORMATION				Actual Contract Cost
		# Served	Est. FTEs	BTC Cost Formula	LAB Cost Formula	
2016-1069	Albany High School <i>Transcribed Credit</i>	10	1.00	\$4,090	N/A	\$4,090
2017-1017	Albany High School <i>Transcribed Credit</i>	100	10.00	\$41,646	N/A	\$41,646
2017-1032	AMTEC <i>Heartsaver AED First Aid</i>	8	0.05	\$687	\$402	\$687
2017-1035	ANGI Energy Systems <i>Scaffold Safety Training</i>	6	0.02	\$707	\$460	\$707
2017-1015	Belleville High School <i>Transcribed Credit</i>	24	2.40	\$10,359	N/A	\$10,359
2017-1025	Beloit Health System <i>Generations in the Workplace - Technical Assistance</i>	40	0.00	\$375	\$252	\$375
2017-1006	Brodhead High School <i>Transcribed Credit</i>	210	28.00	\$120,851	N/A	\$120,851
2017-1031	Cedar Crest, Inc. <i>Training and Coaching</i>	12	0.04	\$1,235	\$944	\$1,235
2016-1043	Clinton High School <i>Transcribed Credit</i>	75	10.00	\$42,546	N/A	\$42,546
2017-1007	Clinton High School <i>Transcribed Credit</i>	72	9.60	\$41,435	N/A	\$41,435

* BTC charges do not meet LAB formula.

5. Consent Agenda

Contract #	Business/Industry	FULL CONTRACT DETAIL INFORMATION				Actual Contract Cost
		# Served	Est. FTEs	BTC Cost Formula	LAB Cost Formula	
2017-1008	Edgerton High School <i>Transcribed Credit</i>	98	13.07	\$43,327	N/A	\$43,327
2017-1018	Edgerton High School <i>Transcribed Credit</i>	24	2.40	\$10,611	N/A	\$10,611
2016-1067	FJ Turner High School <i>Transcribed Credit</i>	25	2.50	\$10,899	N/A	\$10,899
2017-1005	FJ Turner High School <i>Transcribed Credit</i>	330	39.00	\$167,473	N/A	\$167,473
2016-1063	Janesville Craig High School <i>Transcribed Credit</i>	148	14.80	\$62,968	N/A	\$62,968
2017-1009	Janesville Craig High School <i>Transcribed Credit</i>	760	94.67	\$460,041	N/A	\$460,041
2017-1019	Janesville Craig High School <i>Transcribed Credit</i>	168	16.8	\$53,926	N/A	\$53,926
2016-1075	Janesville Parker High School <i>Transcribed Credit</i>	25	3.33	\$14,182	N/A	\$14,182
2017-1010	Janesville Parker High School <i>Transcribed Credit</i>	736	92.80	\$452,622	N/A	\$452,622
2017-1020	Janesville Parker High School <i>Transcribed Credit</i>	128	12.80	\$40,751	N/A	\$40,751
2016-1065	Milton High School <i>Transcribed Credit</i>	45	0.90	\$12,336	N/A	\$12,336

* BTC charges do not meet LAB formula.

5. Consent Agenda

Contract #	Business/Industry	FULL CONTRACT DETAIL INFORMATION				Actual Contract Cost
		# Served	Est. FTEs	BTC Cost Formula	LAB Cost Formula	
2017-1011	Milton High School <i>Transcribed Credit</i>	336	30.77	\$135,428	N/A	\$135,428
2017-1021	Milton High School <i>Transcribed Credit</i>	54	4.40	\$18,310	N/A	\$18,310
2017-1012	Monroe High School <i>Transcribed Credit</i>	120	14.00	\$60,425	N/A	\$60,425
2017-1033	North American Pipe Corp. <i>Introduction to PLC</i>	10	0.22	\$4,718	\$3,517	\$4,718
2017-1014	Parkview School District <i>Transcribed Credit</i>	75	7.50	\$32,936	N/A	\$32,936
2017-1030	South Central Wisconsin Area Health Education Center <i>Simulation Mannequin Demonstrations - Technical Assistance</i>	250	0.00	\$5,000	\$1,486	\$5,000
2017-1016	Southwest WI Workforce Development Board <i>Culinary Academy</i>	12	1.28	\$42,661	\$29,355	\$42,661
<i>Report Subtotal</i>		<i>3,901</i>	<i>412.35</i>	<i>\$1,892,545</i>	<i>\$36,416</i>	<i>\$1,892,545</i>

* BTC charges do not meet LAB formula.

ENCLOSURE #6

8/17/2016

5. Consent Agenda

	MULTIPLE RECEIPT, GRANT OR OTHER COMPLEX CONTRACT BREAKDOWN INFORMATION			FULL CONTRACT DETAIL INFORMATION							
	# Served	Est. FTEs	BTC Cost Formula	LAB Cost Formula	Actual Contract Cost	# Served	Est. FTEs	BTC Cost Formul	LAB Cost Formula	Actual Contract Cost	
2017-1023 SSI Technologies, Inc. <i>Yellow Belt</i> --WAT Grant Funding						16	0.53	\$9,179	\$6,863	\$2,849	
										\$6,330	
2017-1024 SSI Technologies, Inc. <i>Principles of Lean Manufacturing</i> --WAT Grant Training						12	0.04	\$1,167	\$686	\$362	
										\$805	
2017-1026 SSI Technologies, Inc. <i>Real Colors</i> --WAT Grant Funding						50	0.17	\$2,615	\$1,353	\$625	
										\$1,990	
2017-1027 SSI Technologies, Inc. <i>Generation Gaps in the Workplace</i> --WAT Grant Funding						45	0.15	\$2,149	\$1,199	\$667	
										\$1,482	
2017-1028 SSI Technologies, Inc. <i>Stop Wasting Time and Start Getting Things Done</i> --WAT Grant Funding						60	0.20	\$2,367	\$1,199	\$735	
										\$1,632	
2017-1028 SSI Technologies, Inc. <i>Principles of Lean Manufacturing</i> --WAT Grant Funding						24	0.04	\$1,196	\$686	\$725	
										\$1,610	
						<i>Report Subtotal</i>	<i>207</i>	<i>1.13</i>	<i>\$18,673</i>	<i>\$11,986</i>	<i>\$19,812</i>
						4,108	413.48	\$1,911,218	\$48,402	\$1,912,357	

* BTC charges do not meet LAB formula.

CONTRACT TRAINING APPROVED BY BTC BOARD

	Month	FY 2012-13		FY 2013-14		FY 2014-15		FY 2015-16		FY 2015-16	
		Month's \$	YTD \$	Month's \$	YTD \$	Month's \$	YTD \$	Month's \$	YTD \$	Month's \$	YTD \$
1st Qtr.	July	\$3,535	\$3,535	\$52,148	\$52,148	\$36,837	\$36,837	\$64,607	\$64,607	\$17,083	\$17,083
	August	\$5,555	\$9,090	\$40,224	\$92,372	\$88,157	\$124,994	\$31,803	\$96,410	\$1,912,317	\$1,929,400
	September	\$2,797	\$11,887	\$43,942	\$136,314	\$4,242	\$129,236	\$22,000	\$118,410		\$1,929,400
2nd Qtr.	October	\$49,820	\$61,707	\$25,200	\$161,514	\$26,983	\$156,219	\$52,506	\$170,916		\$1,929,400
	November	\$21,902	\$83,609	\$34,725	\$196,239	\$56,992	\$213,211	\$622,564	\$793,480		\$1,929,400
	December	\$11,439	\$95,048	\$307,342	\$503,581	\$408,509	\$621,720	\$275,514	\$1,068,994		\$1,929,400
3rd Qtr.	January	\$342,694	\$437,742	\$0	\$503,581	\$76,855	\$698,575	\$52,828	\$1,121,822		\$1,929,400
	February	\$306,330	\$744,072	\$455,099	\$958,680	\$124,335	\$822,910	\$14,624	\$1,136,446		\$1,929,400
	March	\$150,257	\$894,329	\$46,981	\$1,005,661	\$56,331	\$879,241	\$64,158	\$1,200,604		\$1,929,400
4th Qtr.	April	\$76,884	\$971,213	\$72,840	\$1,078,501	\$35,193	\$914,434	\$16,268	\$1,216,872		\$1,929,400
	May	\$45,068	\$1,016,281	\$50,185	\$1,128,686	\$52,003	\$966,437	\$85,469	\$1,302,341		\$1,929,400
	June	\$5,252	\$1,021,533	\$47,797	\$1,176,483	\$3,851	\$970,288	\$6,124	\$1,308,465		\$1,929,400
YTD TOTAL \$			<u>\$1,021,533</u>		<u>\$1,176,483</u>		<u>\$970,288</u>		<u>\$1,308,465</u>		<u>\$1,929,400</u>

Historical Reference

1. FY 2012-13 - WAT Grant total: \$86,233; Transcribed Credit contracts with high schools total: \$719,956
2. FY 2013-14 - WAT Grant total: \$229,793; Transcribed Credit contracts with high schools total: \$707,169
3. FY 2014-15 - WAT Grant total: \$179,200; Transcribed Credit contracts with high schools total: \$597,665
4. FY 2015-16 - WAT Grant total: \$117,606; Transcribed Credit contracts with high schools total: \$900,167; HSED contracts with high schools total: \$47,438
5. FY 2016-17 - WAT Grant total: \$14,674; Transcribed Credit contracts with high schools total: \$1,851,549; HSED contracts with high schools total: \$

ENCLOSURE #7

5. Consent Agenda

e. Confirmation of Non-Exempt Non-Instructional Employment Contract Issued for the Position of Program Advisor (Anthony Landowski) (Action – Brian Gohlke)

Anthony Landowski has been issued a non-exempt non-instructional employment contract for the position of Program Advisor at a salary of \$54,847.00, effective August 8, 2016.

Mr. Landowski holds an M.S. degree in Counseling from UW-Whitewater, and a B.A. degree in Political Science from UW-Madison. For the past 13 years he has held the position of Director of Academic Success Center at UW-Waukesha. Prior occupational experience included holding a Counselor position at Madison Area Technical College, Watertown Campus, and Owner/Operator of Arrowhead Manufacturing, Inc., Fort Atkinson.

Confirmation of Mr. Landowski's employment contract is requested.

ENCLOSURE #8

5. Consent Agenda

- e. Confirmation of Instructional Employment Contract Issued for the Position of IT Web Software Development Instructor (David Linton) (Action – Brian Gohlke)

David Linton has been issued an instructional employment contract for the position of IT Web Software Development Instructor at a salary of \$68,780, effective August 22, 2016.

Mr. Linton holds a Master's Degree in Electrical Engineering and Computer Science and a Bachelor's Degree in Applied Math and Physics from UW-Milwaukee and an Airframe and Powerplant Certificate from BTC. For the past three (3) years he has held a grant-funded Embedded Math Instructor position at BTC. Prior instructional positions held included Information Technology of Electromechanical Technology and Supervisory Management at Gateway Technical College, Kenosha; and Adjunct Instructor at Mount Mary College, Milwaukee. His occupational experience includes positions as Aircraft Mechanic at Freight Runners Express, Milwaukee; Technical Services Engineer at GS Systems, LLC, New Berlin; and Computer Engineer at Faustel, Inc., Germantown.

Confirmation of Mr. Linton's employment contract is requested.

ENCLOSURE #9

7. Committee Reports

- a. Approval of Modifications to the Fiscal Year 2015-16 Budget (Action – Renea Ranguette)

As stated in the Wisconsin Technical College System Financial Accounting manual and in accordance with Wisconsin State Statute 65.90(5), any modification to an adopted budget by fund type or function within a fund type is required to be approved by the district board. At least two-thirds of the full district board membership must approve the modification for it to take effect.

Approval of the attached modifications to the 2015-16 Budget is requested.

Proposed Modifications to the FY 2015-16 Budget			Expenditures	Revenues
General Fund				
1	To provide resources for transcribed credit contract activity			
	Increase Function 1 Instructional Expenditures		775,975	-
	Increase Institutional Revenue		-	775,975
	Total - Amendment 1		775,975	775,975
2	To provide SGA funding for shuttle transportation service			
	Increase Institutional Revenue		-	43,000
	Increase Function 3 Student Services Expenditures		43,000	-
	Total - Amendment 2		43,000	43,000
Special Revenue Fund				
3	Allocate special revenue fund revenue budget to correct classification			
	Increase Federal Revenue		-	31,565
	Decrease Institutional Revenue		-	(31,565)
	Total - Amendment 3		-	-
4	Adjust special revenue fund budget to reflect grant awards			
	Increase Function 6 General Institutional Expenditures		22,192	-
	Increase Function 1 Instructional Expenditures		431,626	-
	Increase Function 2 Instructional Resources Expenditures		316	-
	Increase State Aid Other		-	268,800
	Increase Federal Revenue		-	185,334
	Total - Amendment 4		454,134	454,134
Capital Projects Fund				
5	Allocate capital project fund revenue to correct classification			
	Increase Institutional Revenue		-	31,565
	Decrease Federal Revenue		-	(31,565)
	Total - Amendment 5		-	-
6	Increase capital projects fund budget to reflect capital grant award			
	Increase Function 1 Instructional Expenditures		150,000	-
	Increase State Aid Other		-	150,000
	Total - Amendment 6		150,000	150,000
7	Allocate capital expense budget to correct function			
	Increase Function 6 General Institutional Expenditures		5,332	-
	Decrease Function 2 Instructional Resources Expenditures		(5,332)	-
	Total - Amendment 7		-	-
8	Establish FY16 budget for Dental Lab remodeling project			
	Increase Function 7 Physical Plant Expenditures		663,994	-
	Increase Transfers from Reserves and Designated Fund Balances		-	663,994
	Total - Amendment 8		663,994	663,994
Enterprise Fund				

Proposed Modifications to the FY 2015-16 Budget

		<u>Expenditures</u>	<u>Revenues</u>
9	Utilize fund reserves for new fitness center entry system		
	Increase Function 8 Auxiliary Services Expenditures	5,900	-
	Increase Transfers from Reserves and Designated Fund Balances	-	5,900
	Total - Amendment 9	5,900	5,900
	Agency Fund		
10	To provide SGA support for shuttle transportation service		
	Increase Function 3 Student Services Expenditures	43,000	-
	Increase Transfers from Reserves and Designated Fund Balances	-	43,000
	Total - Amendment 10	43,000	43,000

ENCLOSURE #10

7. Committee Reports

- b. Approval of Modifications to the Fiscal Year 2016-17 Budget (Action – Renea Ranguette)

As stated in the Wisconsin Technical College System Financial Accounting manual and in accordance with Wisconsin State Statute 65.90(5), any modification to an adopted budget by fund type or function within a fund type is required to be approved by the district board. At least two-thirds of the full district board membership must approve the modification for it to take effect.

Approval of the attached modifications to the 2016-17 Budget is requested.

Proposed Modifications to the FY 2016-17 Budget			
		Expenditures	Revenues
General Fund			
1	To record BTC Foundation gift for the purchase of web-based software		
	Increase Institutional Revenue	-	3,015
	Increase Function 1 Instructional Expenditures	3,015	-
	Total - Amendment 1	3,015	3,015
2	Establish budget for HVACR competency exam		
	Increase Other Student Fees	-	540
	Increase Function 1 Instructional Expenditures	540	-
	Total - Amendment 2	540	540
Special Revenue Fund			
3	To record additional state grant awards		
	Increase Function 1 Instructional Expenditures	255,642	-
	Increase Function 3 Student Services Expenditures	10,034	-
	Increase State Aid Other	-	255,309
	Increase Institutional Revenue	-	10,367
	Total - Amendment 3	265,676	265,676
Capital Projects Fund			
4	Carry forward FY16 capital project fund balance for FY17 activity		
	Increase Function 1 Instructional Expenditures	10,000	-
	Increase Transfers from Reserves and Designated Fund Balances	-	10,000
	Total - Amendment 4	10,000	10,000
5	Carry forward capital project fund balance for FY17 activity		
	Increase Function 7 Physical Plant Expenditures	254,689	-
	Increase Transfers from Reserves and Designated Fund Balances	-	254,689
	Total - Amendment 5	254,689	254,689
6	Carry forward FY16 capital project fund balance for FY17 activity		
	Increase Function 7 Physical Plant Expenditures	414,097	-
	Increase Transfers from Reserves and Designated Fund Balances	-	414,097
	Total - Amendment 6	414,097	414,097
7	Carry forward FY16 capital project fund balance for FY17 activity		
	Increase Function 7 Physical Plant Expenditures	233,465	-
	Increase Function 2 Instructional Resources Expenditures	220,000	-
	Increase Function 1 Instructional Expenditures	150,000	-
	Increase Function 6 General Institutional Expenditures	123,135	-
	Increase Transfers from Reserves and Designated Fund Balances	-	726,600
	Total - Amendment 7	726,600	726,600
8	Carry forward FY16 capital project fund balance for FY17 activity		
	Increase Function 7 Physical Plant Expenditures	32,327	-
	Increase Function 1 Instructional Expenditures	120,000	-
	Increase Function 6 General Institutional Expenditures	49,710	-
	Increase Transfers from Reserves and Designated Fund Balances	-	202,037
	Total - Amendment 8	202,037	202,037
9	Reduce FY17 budget for Dental Lab remodel project work in FY16		
	Decrease Function 7 Physical Plant Expenditures	(663,994)	-
	Increase Transfers to Reserves and Designated Fund Balances	663,994	-
	Total - Amendment 9	-	-

Proposed Modifications to the FY 2016-17 Budget			
		<u>Expenditures</u>	<u>Revenues</u>
	Trust Fund		
10	Reclassify trust fund expenditure budget		
	Increase Function 6 General Institutional Expenditures	10,000	-
	Decrease Function 3 Student Services Expenditures	(10,000)	-
	Total - Amendment 10	<u>-</u>	<u>-</u>

ENCLOSURE #11

7. Committee Reports

c. Approval of Support Staff Base Wages for Fiscal Year 2016-17 (Action – Brian Gohlke)

The Administration is recommending a 0% base wage increase for support staff employees represented by the Blackhawk Technical College Educational Support Professionals (ESP). As you are aware, collective bargaining is limited to base wages only. We have concluded negotiations, without reaching an agreement. In addition, the Administration is requesting to include a provision of one (1) unpaid furlough day in 2016-2017. Therefore, the Administration is requesting your approval to proceed with implementation.

The ESP represents 38 employees in positions that include: administrative assistants, clerks, and maintenance technicians.

Administration recommends District Board approval of this request.

Brian Gohlke, Vice President of Human Resources, will be present to address questions on this recommendation.