

Blackhawk Technical College
Regular District Board Meeting
September 21, 2016
Central Campus – Administrative Center – Board Room
5:00 PM

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 (Roger Haecker)

4. Information/Discussion

Enc. #1 a. Financial Statement (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

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. #2 a. Approval of Minutes of the Regular District Meeting Held on August 17, 2016 (Action)

Enc. #3 b. Approval of Minutes from the District Board Retreat Held on August 23, 2016 (Action)

- Enc. #4 c. Approval of Current Bills (Action – Renea Ranguette)
- Enc. #5 d. Approval of Contract Training (Action – Dr. Diane Nyhammer)
- Enc. #6 e. Confirmation of Exempt Administrative Employment Contract Issued
for the Position of Chief Information Officer (Peter Mizera) (Action –
Brian Gohlke)
6. Action Items
- Enc. #7 a. 2017 Board Member of the Year Award – Request for Nomination
(Action – Dr. Tracy Pierner)
7. Committee Reports
- Finance Committee
Barbara Barrington-Tillman, Chairperson
- No August Meeting Held
- Meeting Scheduled – 9/21/16 – 4:00 PM
- Enc. #8 a. Approval of Modifications to the Fiscal Year 2015-16 Budget
(Finance Committee Recommendation – Action)
- Personnel Committee
Rick Richard, Chairperson
- No August Meeting Held
- No September Meeting Scheduled
8. New Business
- Enc. #9 a. Learning Operations Reports
1. Health Sciences (Information – Nancy Lightfield)
2. Assessment of Student Learning (Information – Lynn Neitzel)
- Enc. #10 b. Fall 2016 Enrollment Report (Information – Edward Robinson)

- Enc. #11
- c. Update on Moving Forward with Sale of Center for Transportation Studies Facility (Information – Dr. Tracy Pierner)
- 9. Other Business
 - a. Report on District Boards Association Annual Planning Meeting – August 26-27 (Laverne Hays)
 - b. District Boards Association Fall Meeting – October 28-29, Milwaukee
 - c. Association of Community College Trustees 2016 Leadership Congress – October 5-8 – New Orleans, Louisiana
 - 10. Future Agenda Items

At the conclusion of the regular meeting business at approximately 6:30 p.m., the Blackhawk Technical College District Board will entertain a motion to move into closed session pursuant to Wisconsin Statutes 19.85 (1)(c)(f) for the purpose of discussion on personnel-related matters. 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.

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

ENCLOSURE #1

	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	692	0.01%	5,810,524	5,810,524	-	0.00%	5,971,175	102.76%	160,651	
Other Local Government	(3,000)	(3,000)	-	0.00%	(11,000)	(11,000)	386	-3.51%	2,861	-26.01%	13,861	
State Aid	12,964,287	12,964,287	867,402	6.69%	13,069,682	13,069,682	907,496	6.94%	12,727,832	97.38%	(341,850)	
Program Fees	5,857,153	5,857,153	2,804,706	47.89%	6,433,128	5,753,476	2,724,663	47.36%	5,673,556	98.61%	(79,920)	
Material Fees	387,400	387,400	200,162	51.67%	396,810	373,350	190,616	51.06%	385,113	103.15%	11,763	
Other Student Fees	448,300	448,840	140,598	31.32%	387,900	370,476	116,340	31.40%	411,369	111.04%	40,893	
Institutional Revenue	760,266	763,281	65,186	8.54%	710,491	1,551,490	82,625	5.33%	1,530,549	98.65%	(20,941)	
Federal Revenue	13,000	13,000	-	0.00%	12,000	12,000	(1,503)	-12.53%	8,227	68.56%	(3,773)	
Total Revenue	26,347,458	26,351,013	4,078,746	15.48%	26,809,535	26,929,998	4,020,623	14.93%	26,710,682	99.19%	(219,316)	
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	26,351,013	4,078,746	15.48%	27,471,932	27,665,951	4,020,623	14.53%	26,710,682	96.55%	(955,269)	
Expenditures												
Instruction	15,192,449	15,196,004	1,433,721	9.43%	15,590,348	16,211,617	1,082,858	6.68%	15,675,249	96.69%	536,368	
Instructional Resources	1,494,077	1,494,077	335,918	22.48%	2,262,654	1,535,146	336,190	21.90%	1,412,048	91.98%	123,098	
Student Services	2,255,886	2,255,886	338,668	15.01%	2,415,383	2,408,042	339,637	14.10%	2,278,657	94.63%	129,385	
General Institutional	4,741,101	4,741,101	867,478	18.30%	4,554,329	4,789,103	815,195	17.02%	4,624,358	96.56%	164,745	
Physical Plant	2,559,874	2,559,874	360,571	14.09%	2,639,218	2,708,949	402,701	14.87%	2,714,796	100.22%	(5,847)	
Auxiliary Services	-	-	363	No Budget	-	-	-	0.00%	-	0.00%	-	
Total Expenditures	26,243,387	26,246,942	3,336,719	12.71%	27,461,932	27,652,857	2,976,581	10.76%	26,705,108	96.57%	947,749	
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	26,351,013	3,336,719	12.66%	27,471,932	27,665,951	2,976,581	10.76%	26,705,108	96.53%	960,843	
Budgeted Resources												
Over (Under) Expenditures	-	-	742,027		-	-	1,044,042		5,574			
Beginning Fund Balance	9,459,359	9,459,359	9,459,359		9,453,785	9,453,785	9,453,785		9,453,785			
Change in Fund Balance	-	-	-		(662,397)	(735,953)	1,044,042		5,574			
Ending Fund Balance	9,459,359	9,459,359	10,201,386		8,791,388	8,717,832	10,497,827		9,459,359			
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	2,070,359	2,070,359	2,812,386		1,698,388	1,624,832	2,684,827		2,070,359			

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 August 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	686,549	686,549	-	0.00%	647,075	647,075	-	0.00%	510,426	78.88%	(136,649)
Other Local Government	-	-	-	0.00%	-	-	-	0.00%	-	0.00%	-
State Aid	911,806	1,167,115	(8,557)	-0.73%	854,617	1,124,917	(2,693)	-0.24%	803,790	71.45%	(321,127)
Program Fees	-	-	-	0.00%	-	-	-	0.00%	-	0.00%	-
Material Fees	1,325	1,325	-	0.00%	1,325	1,325	-	0.00%	553	41.74%	(772)
Other Student Fees	25,171	25,171	-	0.00%	25,171	25,171	-	0.00%	11,349	45.09%	(13,822)
Institutional Revenue	-	10,367	(31,565)	-304.48%	10,000	40,450	2,500	6.18%	37,881	93.65%	(2,569)
Federal Revenue	986,260	986,260	(20)	0.00%	1,114,994	1,295,046	(7,068)	-0.55%	1,031,422	79.64%	(263,624)
Total Revenue	2,611,111	2,876,787	(40,142)	-1.40%	2,653,182	3,133,984	(7,261)	-0.23%	2,395,421	76.43%	(738,563)
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	2,876,787	(40,142)	-1.40%	2,653,182	3,133,984	(7,261)	-0.23%	2,395,421	76.43%	(738,563)
Expenditures											
Instruction	1,601,933	1,857,575	124,125	6.68%	1,724,058	2,154,402	139,937	6.50%	1,660,392	77.07%	494,010
Instructional Resources	50,476	50,476	8,330	16.50%	50,283	50,599	9,197	18.18%	50,599	100.00%	-
Student Services	905,434	915,468	92,328	10.09%	814,269	814,269	92,449	11.35%	668,315	82.08%	145,954
General Institutional	53,268	53,268	6,914	12.98%	64,572	86,764	10,636	12.26%	67,740	78.07%	19,024
Physical Plant	-	-	-	0.00%	-	27,950	27,515	98.44%	27,950	100.00%	-
Total Expenditures	2,611,111	2,876,787	231,697	8.05%	2,653,182	3,133,984	279,734	8.93%	2,474,996	78.97%	658,988
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	2,876,787	231,697	8.05%	2,653,182	3,133,984	279,734	8.93%	2,474,996	78.97%	(658,988)
Budgeted Resources Over (Under) Expenditures	-	-	(271,839)		-	-	(286,995)		(79,575)		
Beginning Fund Balance	535,559	535,559	535,559		615,134	615,134	615,134		615,134		
Change in Fund Balance	-	-	-		-	-	(286,995)		(79,575)		
Ending Fund Balance	535,559	535,559	263,720		615,134	615,134	328,139		535,559		

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 August 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	692	0.01%	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)	386	-3.51%	2,861	-26.01%	13,861
State Aid	13,876,093	14,131,402	858,845	6.08%	13,924,299	14,194,599	904,803	6.37%	13,531,622	95.33%	(662,977)
Program Fees	5,857,153	5,857,153	2,804,706	47.89%	6,433,128	5,753,476	2,724,663	47.36%	5,673,556	98.61%	(79,920)
Material Fees	388,725	388,725	200,162	51.49%	398,135	374,675	190,616	50.88%	385,666	102.93%	10,991
Other Student Fees	473,471	474,011	140,598	29.66%	413,071	395,647	116,340	29.40%	422,718	106.84%	27,071
Institutional Revenue	760,266	773,648	33,621	4.35%	720,491	1,591,940	85,125	5.35%	1,568,430	98.52%	(23,510)
Federal Revenue	999,260	999,260	(20)	0.00%	1,126,994	1,307,046	(8,571)	-0.66%	1,039,649	79.54%	(267,397)
Total Revenue	28,958,569	29,227,800	4,038,604	13.82%	29,462,717	30,063,982	4,013,362	13.35%	29,106,103	96.81%	(957,879)
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	29,227,800	4,038,604	13.82%	30,125,114	30,799,935	4,013,362	13.03%	29,106,103	94.50%	(1,693,832)
Expenditures											
Instruction	16,794,382	17,053,579	1,557,846	9.14%	17,314,406	18,366,019	1,222,795	6.66%	17,335,641	94.39%	1,030,378
Instructional Resources	1,544,553	1,544,553	344,248	22.29%	2,312,937	1,585,745	345,387	21.78%	1,462,647	92.24%	123,098
Student Services	3,161,320	3,171,354	430,996	13.59%	3,229,652	3,222,311	432,086	13.41%	2,946,972	91.46%	275,339
General Institutional	4,794,369	4,794,369	874,392	18.24%	4,618,901	4,875,867	825,831	16.94%	4,692,098	96.23%	183,769
Physical Plant	2,559,874	2,559,874	360,571	14.09%	2,639,218	2,736,899	430,216	15.72%	2,742,746	100.21%	(5,847)
Auxiliary Services	-	-	363	No Budget	-	-	-	0.00%	-	0.00%	-
Total Expenditures	28,854,498	29,123,729	3,568,416	12.25%	30,115,114	30,786,841	3,256,315	10.58%	29,180,104	94.78%	1,606,737
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	29,227,800	3,568,416	12.21%	30,125,114	30,799,935	3,256,315	10.57%	29,180,104	94.74%	1,619,831
Budgeted Resources											
Over (Under) Expenditures	-	-	470,188		-	-	757,047		(74,001)		
Beginning Fund Balance	9,994,918	9,994,918	9,994,918		10,068,919	10,068,919	10,068,919		10,068,919		
Change in Fund Balance	-	-	-		(662,397)	(735,953)	757,047		(74,001)		
Ending Fund Balance	9,994,918	9,994,918	10,465,106		9,406,522	9,332,966	10,825,966		9,994,918		
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	2,605,918	2,605,918	3,076,106		2,313,522	2,239,966	3,012,966		2,605,918		

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 August 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	195,000	-	0.00%	45,000	23.08%	(150,000)
Institutional Revenue	505,000	505,000	33,051	6.54%	-	31,565	896	2.84%	50,049	158.56%	18,484
Federal Revenue	-	-	-	0.00%	-	38,434	-	0.00%	37,641	97.94%	(793)
Total Revenue	694,198	694,198	33,051	4.76%	45,000	264,999	896	0.34%	132,690	50.07%	(132,309)
Other Resources											
Trsf fr Res & Des Fund Bal	236,938	1,844,361	-	0.00%	4,385,000	6,741,512	-	0.00%	-	0.00%	(6,741,512)
Other Funding Sources	8,500,000	8,500,000	1,500,000	17.65%	11,300,000	11,300,000	3,000,000	26.55%	11,300,000	100.00%	-
Total Other Resources	8,736,938	10,344,361	1,500,000	14.50%	15,685,000	18,041,512	3,000,000	16.63%	11,300,000	62.63%	(6,741,512)
Total Resources	9,431,136	11,038,559	1,533,051	13.89%	15,730,000	18,306,511	3,000,896	16.39%	11,432,690	62.45%	(6,873,821)
Expenditures											
Instruction	1,541,765	1,821,765	48,212	2.65%	2,929,993	4,285,920	476,163	11.11%	3,322,421	77.52%	963,499
Instructional Resources	1,276,000	1,496,000	86,104	5.76%	2,160,500	2,001,869	53,474	2.67%	1,476,316	73.75%	525,553
Student Services	60,000	60,000	4,106	6.84%	8,550	8,550	344	4.02%	7,075	82.75%	1,475
General Institutional	589,371	762,216	61,997	8.13%	399,437	648,404	67,307	10.38%	426,069	65.71%	222,335
Physical Plant	5,844,000	6,114,584	211,819	3.46%	9,773,585	10,674,486	610,621	5.72%	9,118,502	85.42%	1,555,984
Auxiliary Services	-	-	-	0.00%	-	-	-	0.00%	-	0.00%	-
Total Expenditures	9,311,136	10,254,565	412,238	4.02%	15,272,065	17,619,229	1,207,909	6.86%	14,350,383	81.45%	3,268,846
Other Uses											
Trsf fr Res & Des Fund Bal	-	663,994	-	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	783,994	-	0.00%	457,935	687,282	-	0.00%	139,520	20.30%	547,762
Total Uses	9,431,136	11,038,559	412,238	3.73%	15,730,000	18,306,511	1,207,909	6.60%	14,489,903	79.15%	3,816,608
Budgeted Resources Over (Under) Expenditures	-	-	1,120,813		-	-	1,792,987		(3,057,213)		
Beginning Fund Balance	(726,808)	(726,808)	(726,808)		2,330,405	2,330,405	2,330,405		2,330,405		
Change in Fund Balance	(236,938)	(1,180,367)	-		(4,066,585)	(6,193,750)	1,792,987		(3,057,213)		
Ending Fund Balance	(963,746)	(1,907,175)	394,005		(1,736,180)	(3,863,345)	4,123,392		(726,808)		

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 August 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	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	543	27.15%	1,200	1,200	175	14.58%	6,165	513.75%	4,965
Total Revenue	8,256,350	8,256,350	543	0.01%	7,420,876	7,420,876	175	0.00%	7,194,950	96.96%	(225,926)
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	543	0.01%	7,560,396	7,560,396	175	0.00%	7,334,470	97.01%	(225,926)
Expenditures											
Physical Plant	8,376,350	8,376,350	68,863	0.82%	7,560,396	7,560,396	68,800	0.91%	7,082,032	93.67%	478,364
Total Expenditures	8,376,350	8,376,350	68,863	0.82%	7,560,396	7,560,396	68,800	0.91%	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	68,863	0.82%	7,560,396	7,560,396	68,800	0.91%	7,082,032	93.67%	478,364
Budgeted Resources											
Over (Under) Expenditures	-	-	(68,320)		-	-	(68,625)		252,438		
Beginning Fund Balance	714,228	714,228	714,228		461,790	461,790	461,790		461,790		
Change in Fund Balance	-	-	-		-	-	(68,625)		252,438		
Ending Fund Balance	714,228	714,228	645,908		461,790	461,790	393,165		714,228		

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 August 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	33,778	19.88%	150,125	156,125	22,243	14.25%	127,444	81.63%	(28,681)
Federal Revenue	-	-	-	0.00%	-	-	-	0.00%	-	0.00%	-
Total Revenue	169,950	169,950	33,778	19.88%	150,125	156,125	22,243	14.25%	127,444	81.63%	(28,681)
Other Resources											
Trsf fr Res & Des Fund Bal	-	-	-	0.00%	5,000	10,900	-	0.00%	-	0.00%	(10,900)
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	20,900	-	0.00%	-	0.00%	(20,900)
Total Resources	174,950	174,950	33,778	19.31%	165,125	177,025	22,243	12.56%	127,444	71.99%	(49,581)
Expenditures											
Instruction	-	-	-	0.00%	-	-	-	0.00%	-	0.00%	-
Auxiliary Services	132,700	132,700	9,038	6.81%	155,125	167,025	3,927	2.35%	62,518	37.43%	104,507
Total Expenditures	132,700	132,700	9,038	6.81%	155,125	167,025	3,927	2.35%	62,518	37.43%	104,507
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	9,038	5.17%	165,125	177,025	3,927	2.22%	62,518	35.32%	114,507
Budgeted Resources Over (Under) Expenditures	-	-	24,740		-	-	18,316		64,926		
Beginning Fund Balance	480,424	480,424	480,424		415,498	415,498	415,498		415,498		
Change in Fund Balance	37,250	37,250	-		(5,000)	(10,900)	18,316		64,926		
Ending Fund Balance	517,674	517,674	505,164		410,498	404,598	433,814		480,424		

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 August 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	183,028	87.16%	187,470	209,970	194,347	92.56%	208,692	99.39%	1,278
Total Expenditures	210,000	210,000	183,028	87.16%	187,470	209,970	194,347	92.56%	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	183,028	87.16%	187,470	209,970	194,347	92.56%	208,692	99.39%	1,278
Budgeted Resources											
Over (Under) Expenditures	-	-	(183,028)		-	-	(194,347)		(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)	(194,347)		(41,222)		
Ending Fund Balance	237,868	237,868	54,840		259,090	236,590	84,743		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 August 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%	753,584	81.73%	(168,510)
Other Student Fees	250,000	250,000	140,472	56.19%	303,000	303,000	138,218	45.62%	285,938	94.37%	(17,062)
Institutional Revenue	247,500	247,500	29,968	12.11%	223,000	229,500	20,695	9.02%	234,385	102.13%	4,885
Federal Revenue	9,990,000	9,990,000	-	0.00%	12,160,000	12,160,000	-	0.00%	9,412,839	77.41%	(2,747,161)
Total Revenue	11,306,500	11,306,500	170,440	1.51%	13,605,000	13,614,594	158,913	1.17%	10,686,746	78.49%	(2,927,848)
Other Resources											
Trsf fr Res & Des Fund Bal	165,766	165,766	-	0.00%	115,498	158,498	-	0.00%	-	0.00%	(158,498)
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	171,592	-	0.00%	-	0.00%	(171,592)
Total Resources	11,472,266	11,472,266	170,440	1.49%	13,730,498	13,786,186	158,913	1.15%	10,686,746	77.52%	(3,099,440)
Expenditures											
Instruction	-	-	-	0.00%	-	-	-	0.00%	-	0.00%	-
Student Services	11,342,266	11,342,266	89,713	0.79%	13,625,498	13,681,186	19,788	0.14%	10,661,112	77.93%	3,020,074
General Institutional	130,000	130,000	22,844	17.57%	105,000	105,000	19,130	18.22%	140,882	134.17%	(35,882)
Physical Plant	-	-	-	0.00%	-	-	-	0.00%	-	0.00%	-
Total Expenditures	11,472,266	11,472,266	112,557	0.98%	13,730,498	13,786,186	38,918	0.28%	10,801,994	78.35%	2,984,192
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	112,557	0.98%	13,730,498	13,786,186	38,918	0.28%	10,801,994	78.35%	2,984,192
Budgeted Resources											
Over (Under) Expenditures	-	-	57,883		-	-	119,995		(115,248)		
Beginning Fund Balance	627,067	627,067	627,067		812,862	812,862	812,862		742,315		
Change in Fund Balance	(165,766)	(165,766)	-		(115,498)	(158,498)	119,995		(115,248)		
Ending Fund Balance	461,301	461,301	684,950		697,364	654,364	932,857		627,067		

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 August 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	14,860,951	14,860,951	692	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)	386	-3.51%	2,861	-26.01%	13,861
State Aid	14,884,291	15,139,600	858,845	5.67%	14,888,299	15,311,693	904,803	5.91%	14,330,206	93.59%	(981,487)
Program Fees	5,857,153	5,857,153	2,804,706	47.89%	6,433,128	5,753,476	2,724,663	47.36%	5,673,556	98.61%	(79,920)
Material Fees	388,725	388,725	200,162	51.49%	398,135	374,675	190,616	50.88%	385,666	102.93%	10,991
Other Student Fees	723,471	724,011	281,070	38.82%	716,071	698,647	254,558	36.44%	708,656	101.43%	10,009
Institutional Revenue	1,894,716	1,908,098	130,961	6.86%	1,262,286	2,177,800	129,134	5.93%	2,153,943	98.90%	(23,857)
Federal Revenue	10,989,260	10,989,260	(20)	0.00%	13,286,994	13,505,480	(8,571)	-0.06%	10,490,129	77.67%	(3,015,351)
Total Revenue	49,595,567	49,864,798	4,276,416	8.58%	50,851,188	51,688,046	4,195,589	8.12%	47,415,403	91.73%	(4,272,643)
Other Resources											
Trsf fr Res & Des Fund Bal	402,704	2,010,127	-	0.00%	5,187,895	7,689,363	-	0.00%	-	0.00%	(945,706)
Other Funding Sources	8,625,000	8,625,000	1,500,000	17.39%	11,459,520	11,462,614	3,000,000	26.17%	11,439,520	99.80%	80,982
Total Other Resources	9,027,704	10,635,127	1,500,000	14.10%	16,647,415	19,151,977	3,000,000	15.66%	11,439,520	59.73%	(864,724)
Total Resources	58,623,271	60,499,925	5,776,416	9.55%	67,498,603	70,840,023	7,195,589	10.16%	58,854,923	83.08%	(4,609,897)
Expenditures											
Instruction	18,336,147	18,875,344	1,606,058	8.51%	20,244,399	22,651,939	1,698,958	7.50%	20,658,062	91.20%	1,993,877
Instructional Resources	2,820,553	3,040,553	430,352	14.15%	4,473,437	3,587,614	398,861	11.12%	2,938,963	81.92%	648,651
Student Services	14,563,586	14,573,620	524,815	3.60%	16,863,700	16,912,047	452,218	2.67%	13,615,159	80.51%	3,296,888
General Institutional	5,513,740	5,686,585	959,233	16.87%	5,123,338	5,629,271	912,268	16.21%	5,259,049	93.42%	370,222
Physical Plant	16,780,224	17,050,808	641,253	3.76%	19,973,199	20,971,781	1,109,637	5.29%	18,943,280	90.33%	2,028,501
Auxiliary Services	342,700	342,700	192,429	56.15%	342,595	376,995	198,274	52.59%	271,210	71.94%	105,785
Total Expenditures	58,356,950	59,569,610	4,354,140	7.31%	67,020,668	70,129,647	4,770,216	6.80%	61,685,723	87.96%	8,443,924
Other Uses											
Trsf fr Res & Des Fund Bal	37,250	701,244	-	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	930,315	-	0.00%	477,935	710,376	-	0.00%	139,520	19.64%	570,856
Total Uses	58,623,271	60,499,925	4,354,140	7.20%	67,498,603	70,840,023	4,770,216	6.73%	61,825,243	87.27%	9,014,780
Budgeted Resources Over (Under) Expenditures	-	-	1,422,276		-	-	2,425,373		(2,970,320)		
Beginning Fund Balance	11,327,697	11,327,697	11,327,697		14,368,564	14,368,564	14,368,564		14,298,017		
Change in Fund Balance	(365,454)	(1,308,883)	-		(4,869,480)	(7,141,601)	2,425,373		(2,970,320)		
Ending Fund Balance	10,962,243	10,018,814	12,749,973		9,499,084	7,226,963	16,793,937		11,327,697		
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	2,605,918	2,605,918	3,076,106		2,313,522	2,239,966	3,012,966		2,605,918		

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

ENCLOSURE #2

Regular Meeting

of the

Blackhawk Technical College District Board

August 17, 2016

Minutes

The regular meeting of the Blackhawk Technical College Board was held on Wednesday, August 17, 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; Tom Heeg, and Malik Surani. Board members absent: Mark Mayer and Dr. Karen Schulte. Staff present: Dr. Tracy Pierner; Brian Gohlke; Renea Ranguette; Ed Robinson; Jackie Pins; Gary Kohn; Dr. Gina McConoughey; Dr. Sally Vogl-Bauer; and Megan Ostrowsky. Guest: Jim Fowler and five additional members of the public.

Prior to the start of the meeting, District Board members participated in a tour of the recently renovated Health Sciences wing. No business was conducted.

Chairperson Thornton called the meeting to order at 6:23 p.m.

Chairperson Thornton called for public comment. Jim Fowler addressed the Board regarding the Milton woodworking community education class. He asked that students be notified when the second class is reinstated, be provided clarification on the registration procedure, and be advised the cost elements of the class if the fees are reassessed.

Chairperson Thornton called for Special Reports. There were none.

Chairperson Thornton called for Information/Discussion items.

The July financial statement and quarterly update were reviewed. A revised financial statement was provided to reflect the correct Beginning Fund Balance indicated under the Pre-Audit column.

Dr. Pierner presented the President's monthly report, which reflected attendance at two Presidents' Association meetings, the DBA Summer meeting, the Janesville Innovation Center Board meeting, a legislative breakfast in Beloit where he met Lt. Gov. Kleefisch, the Let's Go Further Faster fundraising event held at the Beloit Club, and student events held on campus. Meetings were held throughout the community with: local economic development leaders; the Beloit, Janesville, and Milton City Managers; the new Town Administrator for Beloit Township; Lindsay Healless of Beloit School District; Rhonda Suda of the Southwest Wisconsin Workforce Development Board; Janesville School District leadership team; and John Larsen, President of WP&L and Julie Bauer, Executive Director of the Alliant Energy Foundation. Dr. Pierner toured Beloit Health Systems and SSI Technologies and met with the CTE Director at Beloit Public Schools and toured Beloit Memorial High School and their Automotive Lab. A meeting was held with Edgerton Fire Department to discuss how BTC could better serve their Department.

He also met with Dr. Joy Ngobi regarding her organization, Hope Institute of Uganda, about their start-up of a technical school in Uganda. Dr. Pierner has joined the Janesville Noon Rotary Club. A presentation was made to the Greater Beloit Chamber of Commerce Board. The State Office informed Administration the College cannot move forward with the purchase of the AMTC. BTC had several press releases of note—the JP Cullen award and Chef Mark Olson's cooking exhibition at the State Fair. A small realignment has been implemented—the Monroe Campus Director will report to the Vice President of Learning and the Director of Institutional Effectiveness and the Marketing Manager will report to the President. The Executive Team held a retreat in early August. An internal team consisting of individuals who work with K-12 outreach and business outreach have begun to meet to develop recommendations to better serve these areas. A Culinary Arts graduation event was held for individuals who completed a Southwest Wisconsin Workforce Development Board training program. The Rock University High School Board met at BTC Executive Leadership on August 22; a potential opportunity exists in becoming a partner with that high school by having the high school being located at Central Campus. This would be a very unique opportunity for the Janesville School District and BTC.

Information was shared on a change to community education Aid Code 60 course pricing. Effective with Spring 2017, the BCD Office will price Aid Code 60 courses to include the actual documented cost to offer the course. Implementing this practice will allow the College to attain cost recovery for courses which have documented costs that are not covered by tuition.

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 minutes of the Annual and Regular Meeting held on July 11, 2016; the minutes of the special meeting held on July 29, 2016; current bills from the month of July – 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 July 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; 34 training contracts negotiated since the last meeting totaling \$1,912,357; confirmation of a non-exempt non-instructional employment contract issued to Anthony Landowski for the position of Program Advisor at a salary of \$54,847, effective August 8, 2016; and confirmation of an instructional employment contract issued to David Linton for the position of IT Web Software Development Instructor at a salary of \$68,780, effective August 22, 2016.

Motion carried.

Chairperson Thornton called for Action Items. There were none.

Chairperson Thornton called for Committee Reports.

The Finance Committee did not meet in July or August.

It was moved by Mr. Richard and seconded by Mr. Hays to approve the attached modifications to the Fiscal Year 2015-16 budget as presented.

Motion carried unanimously.

It was moved by Mr. Heeg and seconded by Mr. Hays to approve the attached modifications to the Fiscal Year 2016-17 budget as presented.

Motion carried unanimously.

The Personnel Committee did not meet in July or August.

Negotiations with the Educational Support Professionals concluded without reaching an agreement. Administration recommended a 0% base wage increase and a provision of one (1) unpaid furlough day in 2016-17.

It was moved by Mr. Richard and seconded by Mr. Surani to approve a 0% base wage increase in 2016-17 for support staff employees represented by the Blackhawk Technical College Educational Support Professionals and to include a provision of one (1) unpaid furlough day in the 2016-17.

Motion carried unanimously.

Chairperson Thornton called for New Business. There was none.

Chairperson Thornton called for Other Business.

A brief report was provided on the District Boards Association Summer Meeting held in July in Wausau. Initial information was shared on the Association's annual planning meeting being held later in August and the Fall Meeting being held in Milwaukee in October. A reminder was provided on the ACCT Annual Leadership Congress on October 5-8 in New Orleans.

Chairperson Thornton called for Future Agenda Items. Rock County Jail enrollment will be a future agenda item.

Chairperson Thornton indicated the District Board would entertain a motion to move into closed session pursuant to Wisconsin Statutes 19.85 (1)(f) for the purpose of receiving an update on specific personnel issues. No action would be taken.

It was moved by Ms. Tillman and seconded by Mr. Surani to adjourn to a closed session pursuant to Wisconsin Statutes 19.85 (1)(f) for the purpose of receiving an update on specific personnel issues.

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

Motion carried.

Dr. Pierner and Ms. Pins were present in closed session.

It was moved by Mr. Hays and seconded by Mr. Heeg to adjourn the closed session at 8:01 p.m.

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

Motion carried.

Chairperson Thornton called the meeting to order in open session.

It was moved by Mr. Richard and seconded by Mr. Surani to adjourn the meeting at 8:02 p.m.

Motion carried.

Laverne E. Hays
Secretary

ENCLOSURE #3

BTC District Board Retreat

August 23, 2016

Minutes

The BTC District Board Retreat was held on Tuesday, August 23, 2016, at the Janesville Country Club, 2615 W. Memorial Drive, Janesville, in the Galbraith Room. The following members were present: Eric Thornton, Chairperson; Barbara Tillman, Vice Chairperson; Laverne Hays, Secretary; Rick Richard, Treasurer (arrived 9:15 a.m.); Tom Heeg; Mark Mayer; Dr. Karen Schulte; and Malik Surani. Board members absent: Traci Davis. Staff present: Dr. Tracy Pierner; Dr. Diane Nyhammer; Renea Ranguette; Brian Gohlke; Ed Robinson; and Jackie Pins.

Chairperson Thornton called the Board Retreat to order at 9:00 a.m.

Dr. Pierner welcomed everyone to the Retreat. A State of the College address was provided to employees at the opening session of in-service. The economic challenges facing the College were shared as were ideas on addressing education differently to meet the diverse needs within the District. The College community was tasked with the development of teams to: 1) develop a shared leadership model that is cross-functional and views items from the students' perspectives; 2) increase high school enrollments at BTC by 50% for Fall 2017; 3) analyze the Guided Pathways model and provide a Yes/No response if the College should move to implementation; and 4) create an RFP for the redesign of BTC's website. These teams will be formed and provide report-outs/recommendations in November 2016. A separate core team is also working on a College-wide outreach approach to K-12 and business & industry partners.

Dr. Pierner shared information on BTC moving toward becoming a pathways institution, which would change operations institution-wide. He suggested BTC also be a leader in moving from traditional delivery to on-demand education, which is project-based, competency-based, modularized, more rigorous, and has higher standards/proficiencies. Moving to this mode can provide increases in student retention, student success, and student competency. A philosophical question posed to the Board was whether the College would be a leader or a follower in changing the educational model.

Conversation continued on beginning a new strategic planning process. Balanced Scorecard was a unique approach shared. Board support was expressed for Strategic Planning with discussion held a Board meeting this fall during which the Executive Team will share options on a strategic planning process.

Operational realities were presented regarding a sustainable structure, reversing furloughs, providing wage increases for employees, and budget flexibility to support new initiatives. The FY17 adopted general fund budget breakdown by functional area was reviewed as was a comparison of the percentage by function to the WTCS FY15 small college range. Due to an enrollment decline greater than budgeted and increased AMTC lease costs due to inability to purchase the building, the FY17 budget reflects a revised shortfall of \$444,439. Administration has begun to review the facilities footprint and realignment of operations. A responsible growth mode philosophy will be used in decisions regarding what is added and how it is added. Board support was given for Administration to bring back a recommendation.

A working lunch was taken. Dr. Schulte departed the meeting at Noon and returned prior to the start of the closed session.

Facilities master planning discussion followed. Site utilization and site operational costs were reviewed as a component of geographic presence considerations. Enrollments, building costs, and administrative costs were reviewed for BTC off-campus locations. Following discussion, Board support was given for Administration to move forward with issuing an RFP for a commercial property broker to assist with the

Board Retreat Minutes

August 23, 2016

Page 2

sale of the Center for Transportation Studies building. Action is to be scheduled for the September Board meeting to authorize moving forward with the sale of the CTS building and issue an RFP for commercial property broker services if educationally feasible. Classes would tentatively be scheduled to relocate to AMTC in Fall 2017. Board support was also given for Administration to research alternative options for partnerships and offering courses in Beloit and Monroe to reduce costs.

A revised debt service plan proposal was presented. No modifications were requested for the plan.

Chairperson Thornton stated the Board would entertain a motion to adjourn to a closed session pursuant to Wis. Stats. 19.85 (1)(c) for the purpose of discussion with the President on goals and for the Board to conclude a District Board self-evaluation. No action would be taken.

It was moved by Mr. Mayer and seconded by Mr. Surani to adjourn the meeting to a closed session at 1:23 p.m. pursuant to Wis. Stats. 19.85 (1)(c) for the purpose of discussion with the President on goals and for the District Board to conclude a self-evaluation process.

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

Motion carried.

All staff except Dr. Pierner were excused from the closed session.

It was moved by Mr. Mayer and seconded by Mr. Richard to adjourn the closed session at 3:26 p.m.

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

Motion carried.

It was moved by Mr. Heeg and seconded by Dr. Schulte to adjourn the closed session at 3:27 p.m.

Motion carried.

Laverne E. Hays
Secretary

ENCLOSURE #4

5. Consent Agenda

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

The August bills include Voucher #00237325 to and including #00237484 and direct deposit expense reimbursements in the total amount of \$870,459.48 (includes student related payments), a payroll total for the month of August of \$786,873.18, payroll tax wire transfers for the month of August of \$558,523.85, other wire transfers for the month of August of \$59,461.33, WRS wire transfers for the month of August of \$159,976.77, P-card disbursements for the month of August of \$279,442.95, a bond payment for the month of August of \$0, and a health insurance wire transfer for the month of August of \$314,352.90, for a grand total of \$3,029,090.46.

Blackhawk Technical College

BILL LIST SUMMARY
 Period Ending August, 2016

Starting Check Number 00237325
 Ending Check Number 00237484 Plus Direct Deposits

PAYROLL TAXES			
Federal		473,156.47	
State		<u>85,367.38</u>	
			558,523.85
PAYROLL BENEFIT DEDUCTIONS & FRINGE PAYMENTS			
Retirement		-	
Health and Dental Insurance		25,302.60	
Miscellaneous		<u>16,912.89</u>	
			42,215.49
STUDENT RELATED PAYMENTS			16,909.93
CURRENT NON CAPITAL EXPENSES			430,771.31
CAPITAL			347,449.75
DEBT			<u>33,113.00</u>
TOTAL BILL LISTING AND PAYROLL TAXES			1,428,983.33
PAYROLL-NET			<u>786,873.18</u>
SUB TOTAL BILL LISTING AND PAYROLL			2,215,856.51
PLUS OTHER WIRE TRANSFERS			59,461.33
PLUS WRS WIRE TRANSFERS			159,976.77
P-CARD DISBURSEMENTS			279,442.95
PLUS BOND PAYMENT			-
HEALTH INSURANCE WIRES			<u>314,352.90</u>
GRAND TOTAL FOR THE MONTH			<u><u>3,029,090.46</u></u>

Memo

Bill List Total	870,459.48
Wire Transfer - Payroll Taxes	558,523.85

5. Consent Agenda

d. Approval of Contract Training (Action - Dr. Diane Nyhammer)

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	
2017-1004	Albany High School <i>Transcribed Credit</i>	140	14.00	\$60,008	N/A	\$60,008
2017-1045	Beloit Memorial High School <i>Transcribed Credit</i>	399	36.10	\$165,312	N/A	\$165,312
2017-1046	Beloit Memorial High School <i>Transcribed Credit</i>	432	28.00	\$134,758	N/A	\$134,758
2017-1040	Beloit Public Library <i>Professional Development - Technical Assistance</i>	1	0.00	\$563	\$248	\$563
2017-1036	Chemtool, Inc. <i>Customer Service</i>	30	0.10	\$2,088	\$1,115	\$2,088
2017-1039	Chemtool, Inc. <i>Real Colors</i>	18	0.06	\$1,028	\$515	\$1,028
2017-1047	Leadership Development Academy <i>Real Colors</i>	28	0.14	\$1,158	\$460	\$1,158
2017-1048	Rock County Human Resources <i>Better Business Writing</i>	5	0.02	\$594	\$552	\$594
<i>Report Subtotal</i>		<i>1053</i>	<i>78.42</i>	<i>\$365,509</i>	<i>\$2,890</i>	<i>\$365,509</i>

* BTC charges do not meet LAB formula.

5. Consent Agenda

Contract # Business/Industry		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	
2017-1037	SSI Technologies, Inc. <i>Real Colors</i> --WAT Grant Funding						20	0.07	\$1,211	\$676	\$301	
											\$910	
2017-1038	SSI Technologies, Inc. <i>GD&T/Metrology</i> --WAT Grant Funding						10	0.13	\$4,021	\$2,931	\$1,248	
											\$2,773	
2017-1042	SSI Technologies, Inc. <i>Principles of Lean Manufacturing</i> --WAT Grant Funding						24	0.08	\$2,335	\$1,373	\$725	
											\$1,610	
							<i>Report Subtotal</i>	<i>54</i>	<i>0.28</i>	<i>\$7,567</i>	<i>\$4,980</i>	<i>\$7,567</i>
							REPORT TOTALS	<u>1,107</u>	<u>78.70</u>	<u>\$373,076</u>	<u>\$7,870</u>	<u>\$373,076</u>

* 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	\$373,076	\$2,302,476
2nd Qtr.	October	\$49,820	\$61,707	\$25,200	\$161,514	\$26,983	\$156,219	\$52,506	\$170,916		\$2,302,476
	November	\$21,902	\$83,609	\$34,725	\$196,239	\$56,992	\$213,211	\$622,564	\$793,480		\$2,302,476
	December	\$11,439	\$95,048	\$307,342	\$503,581	\$408,509	\$621,720	\$275,514	\$1,068,994		\$2,302,476
3rd Qtr.	January	\$342,694	\$437,742	\$0	\$503,581	\$76,855	\$698,575	\$52,828	\$1,121,822		\$2,302,476
	February	\$306,330	\$744,072	\$455,099	\$958,680	\$124,335	\$822,910	\$14,624	\$1,136,446		\$2,302,476
	March	\$150,257	\$894,329	\$46,981	\$1,005,661	\$56,331	\$879,241	\$64,158	\$1,200,604		\$2,302,476
4th Qtr.	April	\$76,884	\$971,213	\$72,840	\$1,078,501	\$35,193	\$914,434	\$16,268	\$1,216,872		\$2,302,476
	May	\$45,068	\$1,016,281	\$50,185	\$1,128,686	\$52,003	\$966,437	\$85,469	\$1,302,341		\$2,302,476
	June	\$5,252	\$1,021,533	\$47,797	\$1,176,483	\$3,851	\$970,288	\$6,124	\$1,308,465		\$2,302,476
YTD TOTAL \$			<u>\$1,021,533</u>		<u>\$1,176,483</u>		<u>\$970,288</u>		<u>\$1,308,465</u>		<u>\$2,302,476</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: \$19,967; Transcribed Credit contracts with high schools total: \$2,211,627; HSED contracts with high schools total: \$

ENCLOSURE #6

5. Consent Agenda

- e. Confirmation of Exempt Administrative Employment Contract Issued for the Position of Chief Information Officer (Peter Mizera) (Action – Brian Gohlke)

Peter Mizera has been issued an exempt administrative employment contract for the position of Chief Information Officer at a salary of \$115,000.00, effective September 19, 2016.

Mr. Mizera holds an M.S. degree in Management Information Systems from Governors State University, University Park, Illinois, and a B.S. in Commerce from DePaul University, Chicago, Illinois. For the past 17 years he has held the position of Chief Information Officer/Associate Vice President, Information Technology Services at Governors State University in University Park, Illinois. Prior occupational experience includes positions as Director, Information Systems at Moraine Valley Community College in Palos Hills, Illinois; Technical Service Consultant at MSI Integrated Solutions in Atlanta, Georgia; and Project Manager at G.C. Services, Consulting, in Chicago, Illinois.

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

ENCLOSURE #7

6. Action Items

- a. 2017 Board Member of the Year Award – Request for Nomination (Action – Dr. Tracy Pierner)

The District Boards Association annually recognizes a district board member who has made an outstanding contribution to technical and vocational education through participation as a trustee on the local, state, regional, and national levels. The award will be presented at the January 2017 Boards Association meeting in Madison.

Last year, the Board's nominee was Laverne Hays.

Each district may nominate only one individual, and any district board member is eligible to be nominated. The criteria for the award are attached. Nominations must address all three criteria areas, be limited to two typewritten pages, and must be received by the Association office no later than November 1, 2016.

AWARD: 2017 Board Member of the Year Award
Wisconsin Technical College District Boards Association

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

The award will be presented at the January 2017 Association Meeting.

Nomination submissions must be formatted as follows: size 12 Font, typed, double-spaced, and no more than 2 pages of 8-1/2 x 11 size paper. Submissions that do not follow this format will be disqualified. Nominations must be received at the Boards Association Office no later than November 1, 2016.

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

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

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

Updated 8/2009

ENCLOSURE #8

7. Committee Reports

- a. Approval of Modifications to the Fiscal Year 2015-16 Budget (Finance Committee Recommendation – Action)

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.

The Finance Committee will present its recommendation.

Proposed Modifications to the FY 2015-16 Budget

		<u>Expenditures</u>	<u>Revenues</u>
General Fund			
1	To provide resources for reclassification of FY16 invoices		
	Increase Function 7 Physical Plant Expenditures	10,000	-
	Decrease Function 1 General Institutional Expenditures	<u>(10,000)</u>	<u>-</u>
	Total - Amendment 1	<u>-</u>	<u>-</u>
2	To allocate property tax revenue and fund balance usage		
	Increase Local Government Revenue	-	136,649
	Decrease Transfers from Designated Reserves and Fund Balances	<u>-</u>	<u>(136,649)</u>
	Total - Amendment 2	<u>-</u>	<u>-</u>
Special Revenue Fund			
3	To allocate property tax revenue and fund balance usage		
	Decrease Local Government Revenue	-	(136,649)
	Increase Transfers from Designated Reserves and Fund Balances	<u>-</u>	<u>136,649</u>
	Total - Amendment 3	<u>-</u>	<u>-</u>
Trust Fund			
4	To provide resources for increased flexible benefit fund activity		
	Increase Institutional Revenue	-	51,667
	Increase Transfers to Reserves and Designated Fund Balances	12,504	-
	Increase Function 6 General Institutional Expenditures	39,163	
	Total - Amendment 4	<u>51,667</u>	<u>51,667</u>

ENCLOSURE #9

8. New Business

- a. Learning Operations Report – Health Sciences and Assessment of Student Learning
(Information – Nancy Lightfield, Dean of Health Sciences, and Lynn Neitzel, Curriculum & Assessment Coordinator)

The intent of the Administration is to bring to the Board, on a regular basis, informational items from the learning operations of the College. The purpose of these reports is to inform the Board of significant areas of learning efforts/projects and to provide an overall broad-based understanding of the learning operations.

Nancy Lightfield, Dean of Health Sciences, will provide updates on the Health Sciences Division, focusing on questions raised by Board members during their August tour of the Health Sciences facilities.

Lynn Neitzel, Curriculum and Assessment Coordinator, will provide details and results of student learning assessment efforts currently underway.

Learning Operations Reports

Assessment of Student Learning

September 21, 2016

Blackhawk Technical College assesses student learning at the course, program, and institutional level. Assessment practices help faculty to determine whether students are achieving the intended knowledge, skills, and abilities for each course and each program offered. At the institutional level, BTC's core abilities—that are developed through curricular and co-curricular programming—encompass the broad, general learning outcomes the College expects for all of its graduates, regardless of the students' program area.

Course Level Assessment

One of BTC's current AQIP Action Projects (related to "Helping Students Learn") has focused on increasing student course completion and success rates. The project included the identification of high-enrolled, gate-keeper courses and courses with higher than 35% "unsuccessful" rates. For these courses, faculty developed assessment plans that included review of course syllabi for measurable course outcomes and identification of and use of assessment tools. Faculty have begun to analyze assessment results from these common course assessments across multiple semesters and have implemented a myriad of curricular as well as instructional changes to improve student learning. Course success rates have improved overall at the College from 2014 to 2016.

Program Level Assessment

In the past year, a team has worked on development and implementation of a new Quality Review Process (QRP) which includes course and program level assessment (Outcome Assessment Plans, Technical Skills Attainment), enrollment and graduate placement data, as well as other factors that will help faculty determine ways to improve the persistence and successful degree or credential completion of students.

College Wide Core Ability Assessment

Recent efforts for core abilities assessment include the use of a common assessment tool in all programs as well as General Education courses to assess student learning on the criteria listed for three of our seven Core Abilities: Demonstrate Professional Work Behavior, Solve Problems Efficiently, and Work Effectively in Teams. Faculty were asked to determine course and/or program level assessments used to measure successful attainment of skills within these Core Abilities and overall results from all programs will be gathered and analyzed during Professional Development time in May 2017. These results are intended to be used to move forward with recommendations for improving the Core Ability skills of our students as they prepare for future employment or education.

ENCLOSURE #10

8. New Business

b. Fall 2016 Enrollment Report (Information – Edward Robinson)

The Fall 2016 Enrollment Report is attached. The data is based on Course Enrollment, as obtained from the BTC Enterprise Data Warehouse (EDW) and is collected by event date, not calendar date. This provides a true comparison for each term.

The information provided is based on the 2nd Week of Class, which is quite close to the WTCS defined Date of Record—the date when all students “count” for enrollment for the term, regardless if they drop afterward. Since these are not CALENDAR date based, the timing for each is the end of the second week of classes for each term.

Edward Robinson, Vice President of Student Services, will be present to review the report and answer any questions.



**BLACKHAWK
TECHNICAL COLLEGE**

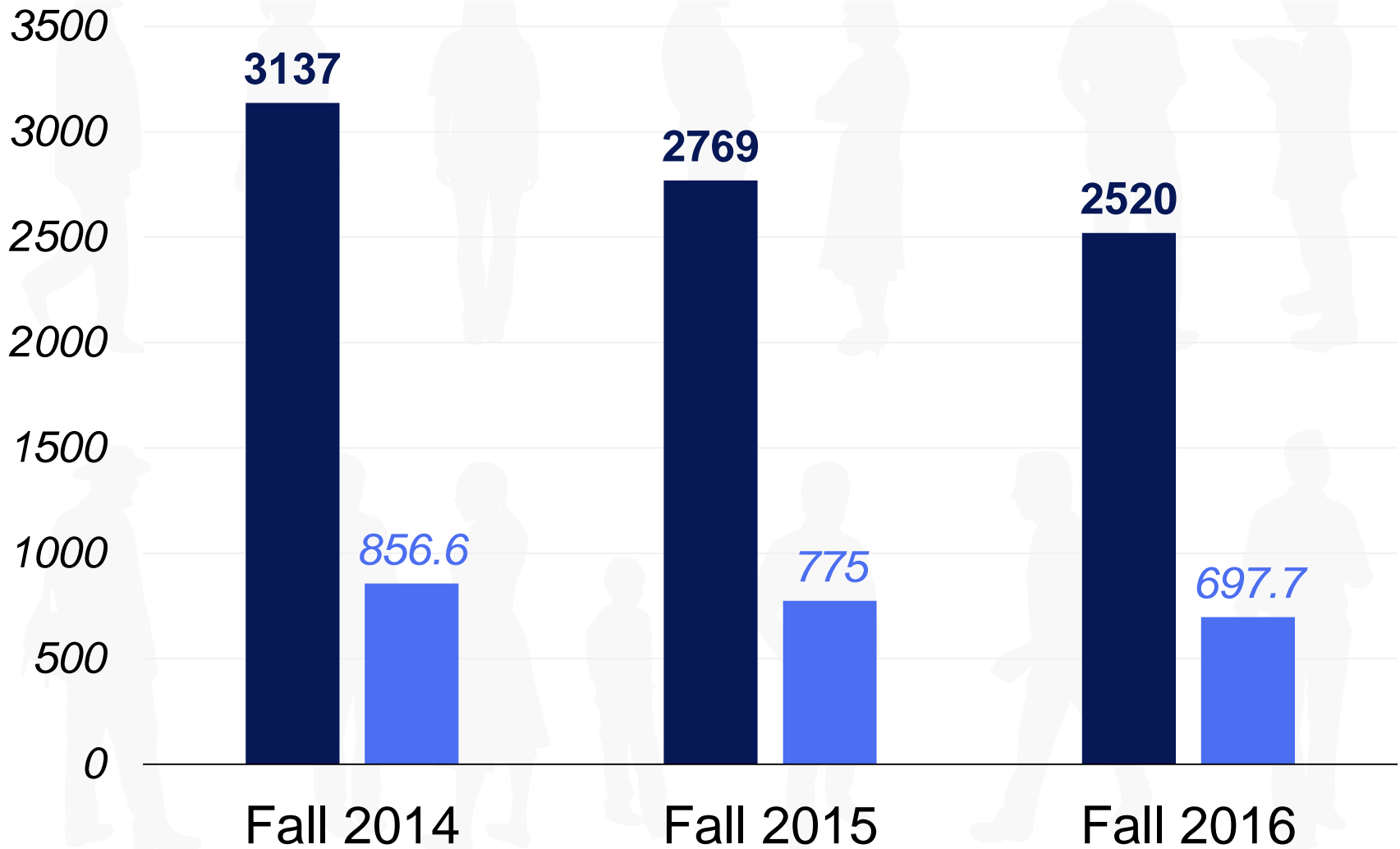
Fall Enrollment: Unduplicated Headcount and FTE as Week 2 of Classes



The statistical data contained in this document have been reviewed and verified by BTC Institutional Effectiveness.

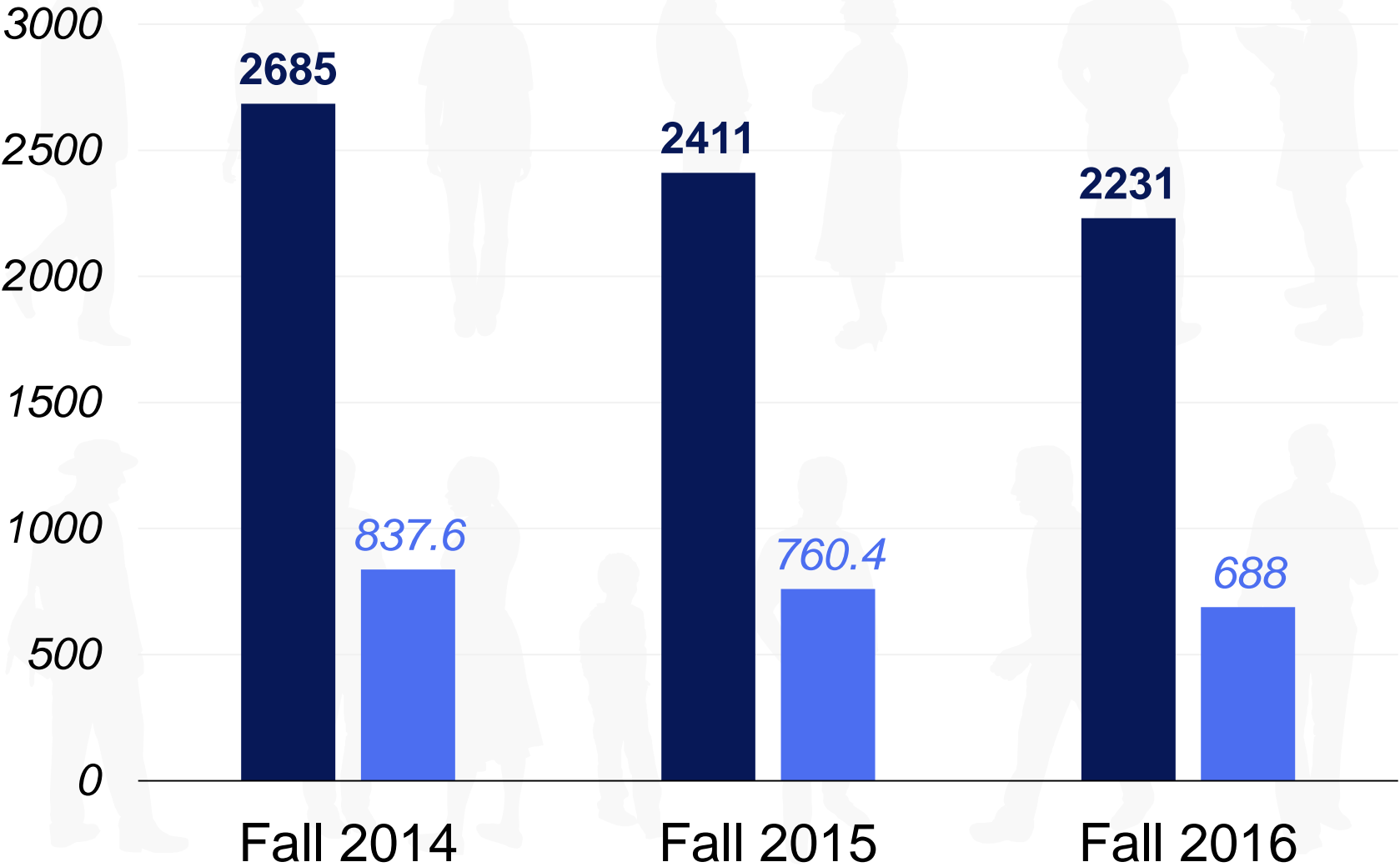
September 9, 2016

Unduplicated Headcount and FTEs – All Course Levels



■ Unduplicated Headcount (ALL) ■ FTE (ALL)

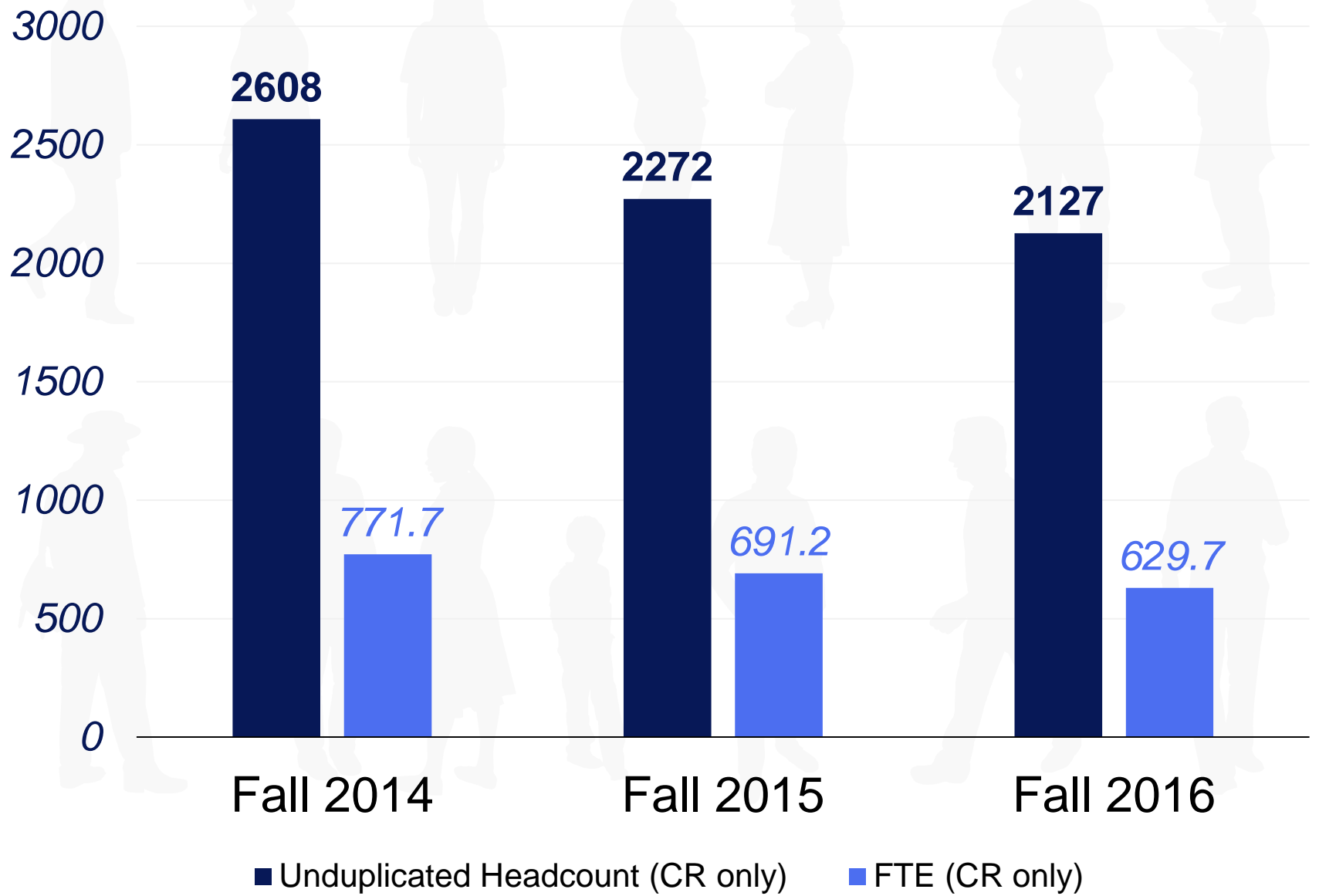
Unduplicated Headcount and FTEs – Credit, Pre-College, and Basic Skills Courses



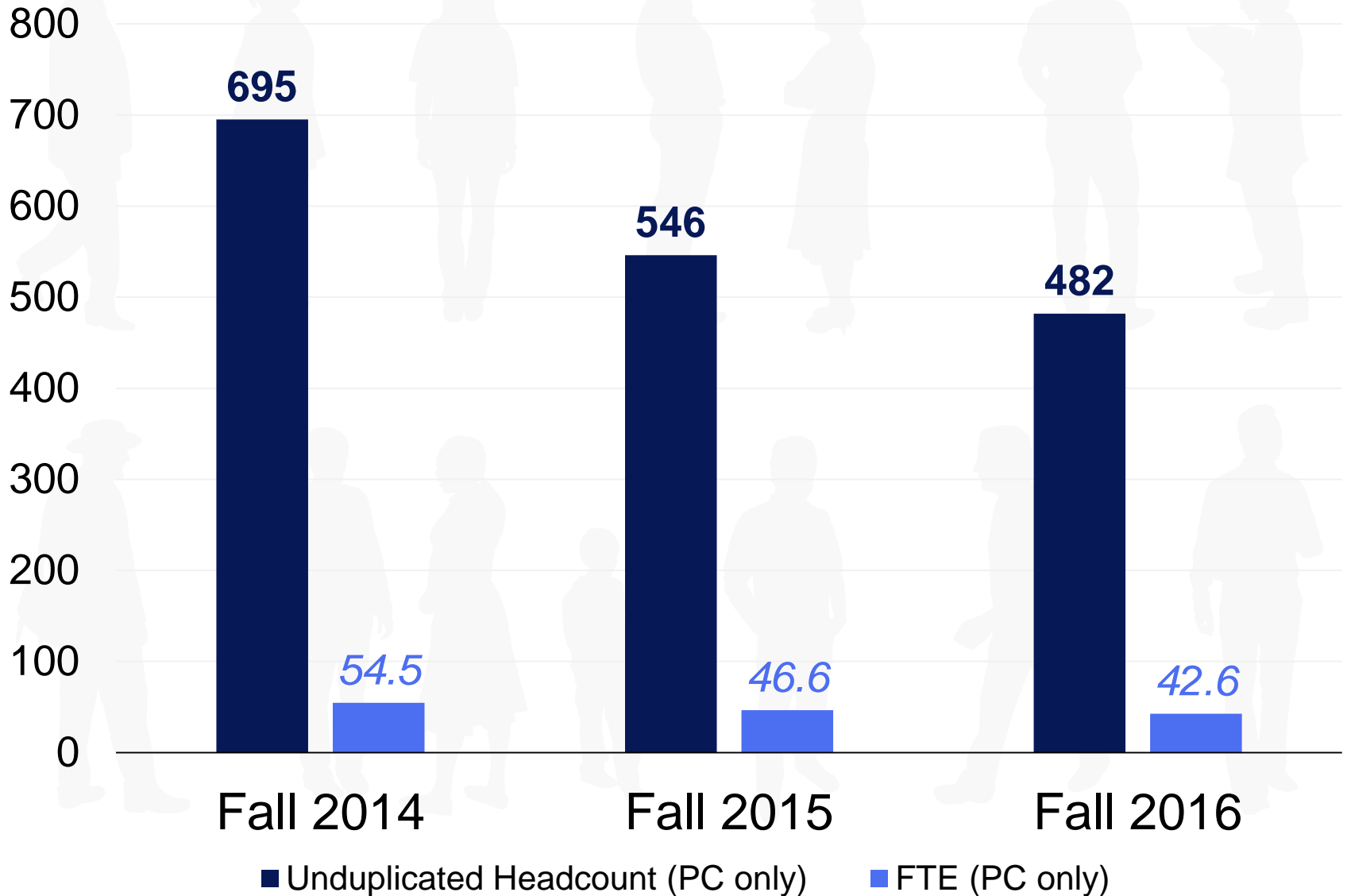
■ Unduplicated Headcount (CR, PC, BS)

■ FTE (CR, PC, BS)

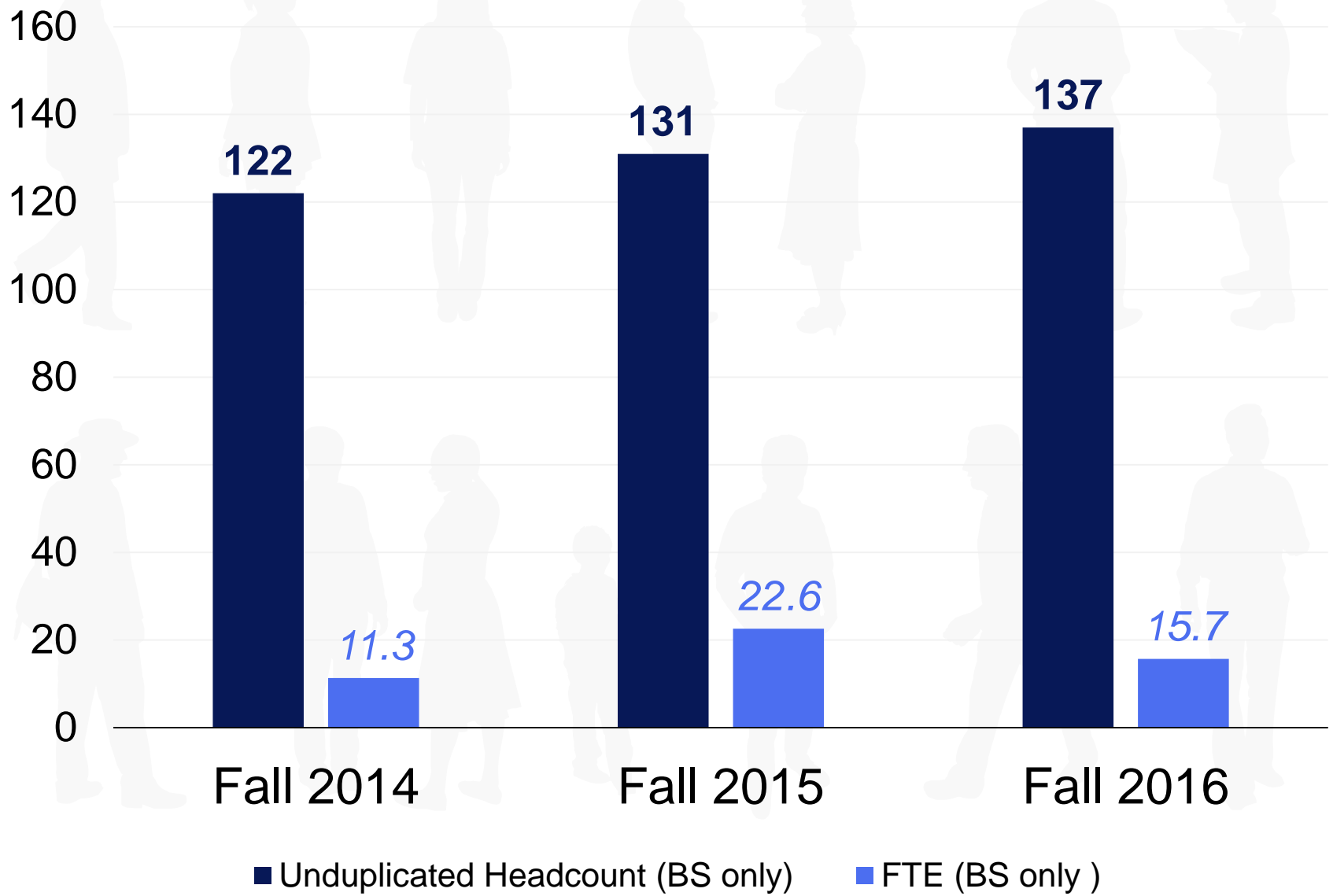
Unduplicated Headcount and FTEs – Credit Courses Only



Unduplicated Headcount and FTEs – Pre-College Courses Only



Unduplicated Headcount and FTEs – Basic Skills Courses Only





Questions?



ENCLOSURE #11

8. New Business

c. Update on Moving Forward with Sale of Center for Transportation Studies Facility (Information – Dr. Tracy Pierner)

During the District Board Retreat on August 23, the District Board held a discussion regarding the operational reality of continued enrollment decline, a budget shortfall greater than anticipated, and the need for the College's structure to be sustainable in the years ahead.

In an effort to move towards a sustainable structure, Administration had begun a review of the facilities footprint and realignment of operations. Each of the College's off-site locations was reviewed for enrollment, building costs, and administrative costs as a component of master facilities planning. Following discussion, Board support was given to move forward with issuing an RFP for a commercial property broker to assist with the sale of the Center for Transportation Studies (CTS) facility.

Faculty and Administration have been holding discussion and planning sessions to work on feasibility of relocating instructional programming housed at CTS. Dr. Pierner will provide an update on planning which supports moving forward with the sale of the CTS facility. Next steps and a potential timeline will also be shared.