

Blackhawk Technical College  
District Board Meeting  
November 16, 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 (Information – Joel Haeberlin)
4. Information/Discussion
  - Enc. #1 a. Summary of Revenues and Expenses (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
  - Enc. #2 c. Update on Center for Transportation Studies Programming Relocation (Information – Dr. Tracy Pierner)
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 Regular Meeting Held on October 19, 2016 (Action)

- Enc. #4                    b. Approval of Current Bills (Action – Renea Ranguette)
- Enc. #5                    c. Approval of Contract Training (Action – Dr. Diane Nyhammer)
- Enc. #6                    d. Acceptance of Intents to Retire (Bruce Hund and Lois M. Swanson)  
                                  (Action – Brian Gohlke)
- Enc. #7                    e. Confirmation of Exempt Administrative Employment Contract Issued for  
                                  the Position of Director of Resource Development and Community  
                                  Relations (Terese Craig) (Action – Brian Gohlke)
  
- 6.                    Action Items
- Enc. #8                    a. Award of Contract for Commercial Real Estate Brokerage Firm Services  
                                  for the Sale of the Center for Transportation Studies Property (Action –  
                                  Dr. Tracy Pierner)
- Enc. #9                    b. Award of Contract for Strategic Planning Consultant Services (Action –  
                                  Dr. Tracy Pierner)
  
- 7.                    Committee Reports
  
- Finance Committee  
                                  Ms. Barbara Barrington-Tillman, Chairperson
- Enc. #10                    Meeting Held – 10/19/16 (Minutes Enclosed)  
                                  Action taken
  
- No November Meeting Scheduled
  
- Personnel Committee  
                                  Mr. Rick Richard, Chairperson
  
- No October Meeting Held
  
- No November Meeting Scheduled
  
- 8.                    New Business
- Enc. #11                    a. Learning Operations Report – Human and Protective Services  
                                  (Information – Gary Trulson)
- Enc. #12                    b. BTC Foundation Donation Report (Information – Terese Craig)

- Enc. #13
- c. Review of District Board Policies (Discussion – Chairperson Thornton)
    1. Board Policy A-100 – District Legal Status
    2. Board Policy A-210 – District Board Authority
    3. Board Policy A-220 – District Board Powers and Duties
  9. Other Business
    - a. Report on District Boards Association Fall Meeting – October 28-29, Milwaukee
    - b. District Boards Association Legislative Seminar/Winter Meeting – January 12-13, Madison
  10. Future Agenda Items

# ENCLOSURE #1

## BLACKHAWK TECHNICAL COLLEGE Summary of Revenue and Expenditures as of October 31, 2016

<u>COMBINED FUNDS</u>	2016-17 CURRENT BUDGET	2016-17 ACTUAL TO DATE	2016-17 PERCENT INCURRED	2015-16 ACTUAL TO DATE	2015-16 PERCENT INCURRED
<b>REVENUE &amp; OTHER RESOURCES:</b>					
Local Government	\$ 14,206,843	\$ 2,741	-91.4%	\$ 386	-3.5%
State Aids	14,976,017	2,257,957	15.1%	1,942,853	13.0%
Statutory Program Fees	5,412,765	2,754,590	50.9%	2,937,985	45.7%
Material Fees	344,988	198,413	57.5%	195,675	49.1%
Other Student Fees	689,011	334,828	48.6%	291,819	40.8%
Institutional	1,408,098	416,765	29.6%	242,203	19.1%
Federal	10,989,260	3,278,640	29.8%	2,566,633	19.3%
Other Sources (Bond/Transfer from Other Fund)	<u>5,125,000</u>	<u>1,500,000</u>	29.3%	<u>7,300,000</u>	63.7%
Total Revenue & Other Resources	<u>\$ 53,151,982</u>	<u>\$ 10,743,934</u>	19.3%	<u>\$ 15,477,554</u>	22.4%
<b>EXPENDITURES BY FUNCTION:</b>					
Instruction	\$ 18,351,657	\$ 5,217,181	28.4%	\$ 4,405,755	20.5%
Instructional Resources	2,791,462	696,339	24.9%	523,481	14.0%
Student Services	14,468,179	4,773,796	33.0%	4,178,614	24.8%
General Institutional	5,327,901	1,688,976	31.7%	1,486,196	25.9%
Physical Plant	13,579,920	3,022,953	22.3%	2,761,874	13.6%
Auxiliary Services	342,700	210,387	61.4%	198,983	56.4%
Other Uses (Transfer to Other Fund)	<u>95,000</u>	<u>-</u>	0.0%	<u>-</u>	0.0%
Total Expenditures & Other Uses	<u>\$ 54,956,819</u>	<u>\$ 15,609,632</u>	28.5%	<u>\$ 13,554,903</u>	19.8%
<b>EXPENDITURES BY FUNDS:</b>					
General	\$ 25,895,472	\$ 7,939,213	30.7%	\$ 6,255,236	22.8%
Special Revenue	2,876,787	681,568	23.7%	598,765	22.6%
Capital Projects	6,204,944	2,230,826	36.0%	2,419,585	14.4%
Debt Service	8,069,650	665,582	8.2%	630,277	8.3%
Enterprise	132,700	26,850	20.2%	4,636	3.0%
Internal Service	210,000	183,028	87.2%	194,347	98.4%
Trust & Agency	11,472,266	3,882,565	33.8%	3,452,057	25.1%
Other Uses (Transfer to Other Fund)	<u>95,000</u>	<u>-</u>	0.0%	<u>-</u>	0.0%
Total Expenditures	<u>\$ 54,956,819</u>	<u>\$ 15,609,632</u>	28.5%	<u>\$ 13,554,903</u>	19.8%
Fund Balances, Beginning	\$ 11,285,333	\$ 11,285,333		\$ 14,368,564	
Change in Fund Balance	<u>(1,804,837)</u>	<u>(4,865,698)</u>		<u>1,922,651</u>	
Fund Balances, Ending	<u>\$ 9,480,496</u>	<u>\$ 6,419,635</u>		<u>\$ 16,291,215</u>	
<b>Debt Service Detail</b>					
Principal Payments	6,900,000	-	0.0%	-	0.0%
Interest Payments	1,034,650	596,719	0.0%	544,401	0.0%
Other Debt Service Expenses	<u>135,000</u>	<u>68,863</u>	51.0%	<u>85,876</u>	43.1%
Total Debt Service Payments	<u>\$ 8,069,650</u>	<u>\$ 665,582</u>		<u>\$ 630,277</u>	

## ENCLOSURE #2

### 4. Information/Discussion

#### c. Update on Center for Transportation Studies (CTS) Programming Relocation (Information – Dr. Tracy Pierner)

Faculty and Administration have held discussion and planning sessions to work on the feasibility of relocating instructional programming currently offered at CTS. Dr. Pierner will provide an update on remodel and build options which are under consideration.

# ENCLOSURE #3

Regular Meeting

of the

Blackhawk Technical College District Board

October 19, 2016

## Minutes

The regular meeting of the Blackhawk Technical College Board was held on Wednesday, October 19, 2016, at the BTC Advanced Manufacturing Training Center, 15 Plumb Street, Milton, in Room 118. The following members were present: Eric Thornton, Chairperson; Barbara Tillman, Vice Chairperson; Laverne Hays, Secretary; Rick Richard, Treasurer; Traci Davis (arrived at 5:24 p.m.); Tom Heeg; and Malik Surani. Board members absent: Mark Mayer and Dr. Karen Schulte. Staff present: Dr. Tracy Pierner; Brian Gohlke; Renea Ranguette; Dr. Diane Nyhammer; Jackie Pins; Megan Ostrowsky; Gary Kohn; Alicia Acker; and Tom Pleuger.

Chairperson Thornton called the meeting to order at 5:03 p.m.

Chairperson Thornton called for public comment. There was none.

Chairperson Thornton called for Special Reports.

Student Representative to the Board Joel Haerberlin provided a report on past and future student activities and events.

BTC retiree Irene Blazer was recognized as she retires from the College after 31½ years of service.

Chairperson Thornton called for Information/Discussion items.

The September financial statement and quarterly update were reviewed.

The Summary of Revenue and Expenditures for September was reviewed. The report will be the new reporting format for the monthly financial statement. Areas of key change can be seen within the Percent Incurred columns. The Finance Committee will continue to review the original financial statement format and the new financial report format on a quarterly basis. Board members requested last year's Actual-To-Date information be added to the new format in addition to reflecting last year's Percent Incurred. The modified format will be adopted for future reporting.

Dr. Pierner presented the President's monthly report. He attended the Alliant Energy groundbreaking ceremony in Beloit Township and met with area Alliant leadership to discuss needs. He had meetings with the Green County Superintendents to discuss opportunities with ITV/dual credit; the charter school principals in Janesville Public Schools to discuss dual credit

opportunities; with Blain Supply to discuss skill sets needed within the automotive area; and with the South-central Wisconsin Joint Apprenticeship Committee regarding BTC's support for increased apprenticeship efforts. Dr. Pierner met with faculty leadership several times; several faculty have stepped forward to begin work to provide on-demand education. Other items of note included attendance at: the Greater Beloit Economic Development Corporation meeting; the RECAP graduation at the Rock County Jail; BTC's Medical Lab Technician site accreditation visit in Monroe; the Culinary Harvest Dinner at the Buckhorn Supper Club; the Janesville Innovation Center Board meeting; the Monroe Chamber Business after Five which was co-hosted by BTC and Highland Community College; and the Presidents' Association meeting. He thanked Green County Development Corporation for hosting a Welcome Breakfast to meet Green County businesses; concerns were raised about a continued divestment out of Green County by the College. Dr. Pierner was invited to United Alloy to meet Rep. Paul Ryan. BTC's restructuring was featured in the local news. Additional conversation has been held with State Office staff regarding the sale of the CTS site and relocation of those programs to Central Campus and the AMTC. Funds from the sale of CTS could be used for renovation at Central Campus but not at the AMTC. A remodel at AMTC to accommodate the Diesel program must be paid for by the Foundation or by the AMTC owner and added to lease cost. Discussions on this issue will continue. On November 10 Forward Janesville's Business after Five event will be held at BTC and will highlight the new Health Sciences area.

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 Regular Meeting held on September 21, 2016; the minutes of the Special Meeting held on September 30, 2016; the minutes of the Special Meeting held on October 12, 2016; current bills from the month of September – Voucher #00237485 to and including #00238469 and direct deposit expense reimbursements in the total amount of \$3,924,702.04 (includes student related payments), a payroll total for the month of September of \$821,652.26, payroll tax wire transfers for the month of September of \$368,239.91, other wire transfers for the month of September of \$48,165.16, WRS wire transfers for the month of September of \$225,867.45, P-card disbursements for the month of September of \$127,375.11, a bond payment for the month of September of \$596,718.55, and a health insurance wire transfer for the month of September of \$317,226.20, for a grand total of \$6,429,946.68; seven training contracts negotiated since the last meeting totaling \$210,046; adoption of a resolution to designate district positions subject to Wisconsin's Code of Ethics; and acceptance of two resignations – Kerry Froehlich-Mueller, Registrar, effective November 10, 2016, and David Peterson, Fire Science Instructor, effective January 13, 2017.

Motion carried.

Chairperson Thornton called for Action Items.

Administration requested approval to release a Request for Proposal for commercial realty brokerage services for the sale of the Center for Transportation Studies (CTS) site. Sale of the site would be contingent upon approval of the sale by the Wisconsin Technical College

System (WTCS) President and WTCS Board approval of the request to remodel existing spaces to accommodate CTS program relocations. Award of contract for brokerage services is anticipated to be brought before the Board at the November Board meeting.

It was moved by Ms. Davis and seconded by Mr. Hays to approve the solicitation of proposals for commercial realty brokerage services for the sale of the Center for Transportation Studies site.

Motion carried unanimously.

Chairperson Thornton called for Committee Reports.

The minutes from the September 21, 2016, Finance Committee meeting were reviewed.

The Finance Committee met prior to the start of the regular Board meeting. Committee Chairperson Tillman provided a recap of meeting discussion. The September Financial Statement and quarterly update were reviewed. Also reviewed was the Summary of Revenue and Expenditures Report, which will be the revised financial reporting format for the District Board. The 2017-18 Budget Calendar and a summary of budget assumptions were presented. The Finance Committee will review the proposed 2017-18 Budget in early April, prior to presentation at the April District Board meeting. The Committee recommended approval of the following action items.

District Board action was requested to establish the mill rate and tax levy for fiscal year 2016-17. The College's operational levy is capped at the 2010 levy amount plus an annual valuation factor for net new construction within the District. The 2016 valuation factor (1.26646%) for the District is applied to total revenue which is defined in statute as the total tax levy (net of debt service) from the previous year plus the property tax relief aid received in the previous year. The valuation factor of 1.26646% reflects a 2.78% increase, the largest the District has had in recent years. The operational levy increase for net new construction will be \$206,167, which is approximately \$80,000 greater than budgeted. The increase for net new construction brings the operational levy to \$6,687,768 and will generate a mill rate of 0.57077. Premiums on bond sales and interest received on bond sales allowed the College to levy a lower debt service rate than originally anticipated. The debt service levy is \$7,522,075 and generates a debt service mill rate of .64198. The total levy proposed is \$14,209,843 with a total mill rate of 1.21275 per \$1,000 equalized valuation. The total levy reflects an increase of 3.9%; the mill rate reflects an increase of 1.1%.

It was moved by Mr. Hays and seconded by Mr. Surani to authorize a \$14,209,843 tax levy of 1.21275 mills (including debt service) on \$11,717,072,877 of equalized value, and that the clerks of the various taxing entities be properly informed of their appropriate share of the District's levy.

Motion carried unanimously.



It was moved by Mr. Heeg and seconded by Mr. Hays to approve the attached modifications to the Fiscal Year 2015-16 Budget, as recommended.

Motion carried unanimously.

Board approval was requested for the 2016 Procurement Annual Report. Future reports will include a list of the vendors who have received \$50,000 or more in payments during the year.

It was moved by Mr. Surani and seconded by Mr. Richard to accept the Procurement Annual Report as recommended.

Motion carried unanimously.

Chairperson Thornton called for New Business.

Enrollment information was reviewed for programming held at the Rock County Jail. Classes offered include Intermediate Adult Basic Education, Adult Secondary & Youth High School Diploma or HSED/GED, and Developmental. A total of 110 students were served in 2016 and resulted in 23.9 FTEs. A handout illustrated the measurable outcomes in the correctional education program and reflected BTC in comparison to the WTCS overall. BTC has the only comprehensive correctional education program in the WTCS.

Dr. Pierner led discussion on the 2015-16 Report on Wisconsin Technical College System Outcomes-Based Funding. The 2015-16 funding formula represents 20% of the College's operational funding. For 2016-17, the formula represents 30% of the College's operational funding. There are nine criteria by which a college can be evaluated; each college must select seven criteria on which to be evaluated. Information was reviewed on BTC's ranking compared to others within each of the criteria.

A review of Operational Policy D-560 – Lease and Rental of Facilities resulted in Administration being directed to modify wording within the policy to require long-term property rental and lease agreements be signed by the President/District Director and the District Board Chairperson once approvals have been received.

A review of Operational Policy K-875 – Bequests of Money, Scholarships, and Property resulted in Administration being directed to modify the policy to reflect anonymous donations would no longer be accepted and to require a bi-annual report, on a fiscal year basis, be provided to the District Board on BTC Foundation donations exceeding \$5,000 (cash or in-kind). The report is to provide the donor names and donation amounts. A report for year ending June 30, 2016, will be provided at the November 2016 District Board meeting.

Chairperson Thornton called for Other Business. Dr. Pierner thanked Brian Gohlke for his work in the workforce reduction process.

A reminder was provided on the District Boards Association Fall Meeting being held in Milwaukee on October 28-29.

Chairperson Thornton called for Future Agenda Items. A review of District Board policies was requested to be done at future meetings.

Chairperson Thornton indicated the District Board would entertain a motion to move into closed session pursuant to Wisconsin Statutes 19.85 (1)(c) and (f) for the purpose of discussion of a personnel-related matter. No action would be taken in closed session.

It was moved by Ms. Tillman and seconded by Mr. Heeg to adjourn to a closed session at 6:39 p.m. pursuant to Wisconsin Statutes 19.85 (1)(c) and (f) for the purpose of discussion on a personnel-related matter.

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

Motion carried.

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

It was moved by Ms. Davis and seconded by Mr. Surani to adjourn the closed session at 7:59 p.m.

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

Motion carried.

Chairperson Thornton called the meeting to order in open session.

It was moved by Mr. Richard and seconded by Ms. Tillman to adjourn the meeting at 8:00 p.m.

Motion carried.

Laverne E. Hays  
Secretary

ENCLOSURE #4

5. Consent Agenda

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

The October bills include Voucher #00238470 to and including #00239060 and direct deposit expense reimbursements in the total amount of \$1,187,555.27 (includes student related payments), a payroll total for the month of October of \$996,124.13, payroll tax wire transfers for the month of October of \$373,914.04, other wire transfers for the month of October of \$42,890.44, WRS wire transfers for the month of October of \$145,700.47, P-card disbursements for the month of October of \$184,692.40, a bond payment for the month of October of \$0, and a health insurance wire transfer for the month of October of \$299,157.60, for a grand total of \$3,230,034.35.

Blackhawk Technical College

BILL LIST SUMMARY

Period Ending October, 2016

Starting Check Number	00238470		
Ending Check Number	00239060	Plus Direct Deposits	
PAYROLL TAXES			
Federal		317,936.84	
State		<u>55,977.20</u>	
			373,914.04
PAYROLL BENEFIT DEDUCTIONS & FRINGE PAYMENTS			
Retirement		-	
Health and Dental Insurance		23,983.77	
Miscellaneous		<u>11,334.45</u>	
			35,318.22
STUDENT RELATED PAYMENTS			298,153.22
CURRENT NON CAPITAL EXPENSES			361,430.82
CAPITAL			492,653.01
DEBT			<u>-</u>
TOTAL BILL LISTING AND PAYROLL TAXES			1,561,469.31
PAYROLL-NET			<u>996,124.13</u>
SUB TOTAL BILL LISTING AND PAYROLL			2,557,593.44
PLUS OTHER WIRE TRANSFERS			42,890.44
PLUS WRS WIRE TRANSFERS			145,700.47
P-CARD DISBURSEMENTS			184,692.40
PLUS BOND PAYMENT			-
HEALTH INSURANCE WIRES			<u>299,157.60</u>
GRAND TOTAL FOR THE MONTH			<u><u>3,230,034.35</u></u>

Memo

Bill List Total	1,187,555.27
Wire Transfer - Payroll Taxes	373,914.04

## 5. Consent Agenda

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

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

		<b>FULL CONTRACT DETAIL INFORMATION</b>					
<b>Contract #</b>	<b>Business/Industry</b>	<b># Served</b>	<b>Est. FTEs</b>	<b>BTC Cost Formula</b>	<b>LAB Cost Formula</b>	<b>Contract Cost</b>	
2017-1054	<b>A.M. Castle</b> <i>Critical Core Team Skills</i>	24	0.80	\$15,861	\$12,010	\$15,861	
2017-1055	<b>A.M. Castle</b> <i>Supervisory Skills</i>	14	0.33	\$5,913	\$4,203	\$5,913	
2017-1057	<b>Chemtool, Inc.</b> <i>Presentation Skills</i>	10	0.03	\$781	\$429	\$781	
2017-1058	<b>Chemtool, Inc.</b> <i>Real Colors</i>	23	0.08	\$1,134	\$515	\$1,134	
2017-1059	<b>Chemtool, Inc.</b> <i>Email Etiquette - Technical Assistance</i>	50	0.00	\$375	\$176	\$375	
2017-1053	<b>Industrial Combustion</b> <i>Forklift Safety</i>	30	0.10	\$1,834	\$1,115	\$1,834	
2017-1056	<b>Rock County Human Services</b> <i>Dealing with Difficult People</i>	11	0.04	\$719	\$644	\$719	
		<i>Report Subtotal</i>	162	1.38	\$26,617	\$19,092	\$26,617

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
<i>Report Subtotal</i>					0	0.00	\$0	\$0	\$0
<b>REPORT TOTALS</b>					<b><u>162</u></b>	<b><u>1.38</u></b>	<b><u>\$26,617</u></b>	<b><u>\$19,092</u></b>	<b><u>\$26,617</u></b>

\* 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	\$210,046	\$2,512,522
	November	\$21,902	\$83,609	\$34,725	\$196,239	\$56,992	\$213,211	\$622,564	\$793,480	\$26,617	\$2,539,139
	December	\$11,439	\$95,048	\$307,342	\$503,581	\$408,509	\$621,720	\$275,514	\$1,068,994		\$2,539,139
3rd Qtr.	January	\$342,694	\$437,742	\$0	\$503,581	\$76,855	\$698,575	\$52,828	\$1,121,822		\$2,539,139
	February	\$306,330	\$744,072	\$455,099	\$958,680	\$124,335	\$822,910	\$14,624	\$1,136,446		\$2,539,139
	March	\$150,257	\$894,329	\$46,981	\$1,005,661	\$56,331	\$879,241	\$64,158	\$1,200,604		\$2,539,139
4th Qtr.	April	\$76,884	\$971,213	\$72,840	\$1,078,501	\$35,193	\$914,434	\$16,268	\$1,216,872		\$2,539,139
	May	\$45,068	\$1,016,281	\$50,185	\$1,128,686	\$52,003	\$966,437	\$85,469	\$1,302,341		\$2,539,139
	June	\$5,252	\$1,021,533	\$47,797	\$1,176,483	\$3,851	\$970,288	\$6,124	\$1,308,465		\$2,539,139
YTD TOTAL \$			<u>\$1,021,533</u>		<u>\$1,176,483</u>		<u>\$970,288</u>		<u>\$1,308,465</u>		<u>\$2,539,139</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: \$2,408,840; HSED contracts with high schools total: \$

ENCLOSURE #6

5. Consent Agenda

- d. Acceptance of Intents to Retire (Bruce Hund and Lois M. Swanson) (Action – Brian Gohlke)

Bruce Hund, Science Instructor, has submitted his intent to retire on, May 26, 2017, after 26 years of service to the College.

Lois M. Swanson, Basic Skills Instructor, has submitted her intent to retire at the spring semester, May 2017, after 34 years of service to the College.

Acceptance of the intents to retire is recommended.



ENCLOSURE #7

5. Consent Agenda

- e. Confirmation of Exempt Administrative Employment Contract Issued for the Position of Director of Resource Development and Community Relations (Terese Craig) (Action – Brian Gohlke)

Terese Craig has been issued an exempt administrative employment contract for the position of Director of Resource Development and Community Relations at a salary of \$80,000, effective September 26, 2016.

Ms. Craig holds an M.A. degree in Adult Education and Distance Learning from the University of Phoenix, Phoenix, Arizona; a B.A. degree in Business from Concordia University, Mequon, Wisconsin; and an Associate Degree in Supervisory Management from BTC. She has been employed at BTC for the past 17 years, most currently as the Director of the Student Success Center. Prior positions at the College include GED Chief Examiner/Program Advisor and Admissions Specialist.

Confirmation of Ms. Craig's employment contract is requested.

## ENCLOSURE #8

### 6. Action Items

#### a. Award of Contract for Commercial Real Estate Brokerage Firm Services for the Sale of the Center for Transportation Studies Property (Action – Dr. Tracy Pierner)

Administration has completed a Request for Proposal (RFP) process to identify a commercial real estate brokerage firm to assist with the sale of the Center for Transportation Studies (CTS) property. A national advertisement soliciting proposals appeared on our online vendor portal DemandStar; and a Class 1 legal notice was published in the Janesville Gazette. In addition, five (5) local firms were contacted and provided information. While there was initial interest expressed by the five (5) local firms, only one (1) submitted a proposal by the November 7, 2016, deadline:

- Coldwell Banker Commercial McGuire Mears & Associates, Janesville

Coldwell Banker's proposal includes a 3% commission if they are the sole broker of the sale and a 5% commission if they are working with another brokerage firm to sell the property.

The sale of the CTS property will be contingent upon approval of the Wisconsin Technical College System (WTCS) President and WTCS Board approval of remodel/construction project(s) to enable the College to relocate the Automotive Technician and Diesel and Heavy Equipment Technician programs which are located at CTS.

District Board approval is requested to award a contract for commercial real estate brokerage services to Coldwell Banker Commercial McGuire Mears & Associates, Janesville.

## ENCLOSURE #9

### 6. Action Items

#### b. Award of Contract for Strategic Planning Consultant Services (Action – Dr. Tracy Pierner)

Administration has completed a Request for Proposal (RFP) process to identify a consulting firm to assist with the strategic planning process. Six (6) firms submitted proposals by the October 20, 2016, deadline:

- Giraffe, LLC, Barrington, IL
- Maximum Higher Education, Inc., Northbrook, IL
- MindBridge Partners, Boston, MA
- Organizational Development Consultants, Inc., Brookfield, WI
- Priority Metrics Group, Roebuck, SC
- Ruffalo Noel Levitz LLC, Cedar Rapids, IA

All proposals were evaluated on the project plan (methodology, time line, and deliverables), key personnel (qualifications and customer references), financial considerations, and optional services deemed to be of value to the process/outcome. One firm clearly rose to the top. The Executive Council and Purchasing Manager held an interview on November 1, 2016, with the one firm which rose to the top – Giraffe, LLC. The result of the interview was a unanimous decision to recommend award of the contract for strategic planning consultant services to Giraffe, LLC, at a total estimated cost of \$52,000 for plan development (through April 27, 2017).

District Board approval is requested to award a contract for strategic planning consultant services to Giraffe, LLC, from Barrington, Illinois.

## BLACKHAWK TECHNICAL COLLEGE

Finance Committee  
Wednesday – October 19, 2016  
Advanced Manufacturing Training Center, 15 Plumb St., Milton  
Room 118 – 4:00 p.m.

### MINUTES

Members Present: Barbara Tillman, Chair  
Laverne Hays

Members Absent: Traci Davis  
Mark Mayer

Other Board Present: Rick Richard  
Eric Thornton (arrived 4:26 p.m.)

BTC Staff Present: Dr. Tracy Pierner, Renea Ranguette, Dr. Nyhammer (arrived 4:45 p.m.),  
Brian Gohlke, Jackie Pins

Chairperson Tillman called the meeting to order at 4:01 p.m. Mr. Richard was appointed as a temporary member of the Committee for the meeting.

Review of September 2016 Financial Statement & Quarterly Update – The September Financial Statement was reviewed. General Fund revenues are down approximately \$282,600 (6%) over the prior year. The largest area of decline is program fees which correlates to the enrollment decline. A smaller area of decline is institutional revenue (decrease in customized training revenue and the timing of the receipt of bookstore commission revenue). These declines are offset by an increase in Other Student Fees of approximately \$38,300 which is mainly due to transportation fees of approximately \$44,600. Total Uses (expenditures) are down across the board by approximately \$742,400. Furloughs and no wage increases are a direct impact on the expenditure decrease. Special Revenue Fund revenues are down by approximately \$3,500 from one year ago due to the timing of payments for state and federal aid, and expenditures have declined approximately \$173,000. Capital Projects Fund revenue is down by approximately \$5.8 million when compared to the same time in last year's budget. To date, there has been one debt issuance of \$1.5 million compared to \$7.3 million for the first quarter last year. The Debt Service Fund income and expenses reflected to date relate to interest income received and interest paid out for the first quarter; the majority of the revenue for this Fund comes from the collection of the tax levy later in the year. Enterprise Fund revenue is up by approximately \$11,900; the primary activity in this Fund is the Police Recruit Academy. Internal Service Fund reflects no revenue during the quarter and \$183,000 expenses to-date for insurance premiums paid. Trust and Agency Fund revenue reflects a substantial decline of approximately \$780,000 due to decreases in state aid and federal revenue. The decreases directly correlate to the timing of when the revenue is received and a reduction in student aid funding due to reduced enrollment. Fund expenses reflect a decline of approximately \$437,800 as a result of reduction in student financial aid. There were no questions.

The new financial statement format – Summary of Revenue and Expenditures – was reviewed. As requested during the September 21 meeting, a comparison of 2016-17 Percent Incurred and 2015-16 Percent Incurred is included on the report to reflect the deviations from year-to-year. Within Revenues and Other Resources, activities are tracking in equal comparison to one year ago. The large deviation in Other Sources reflects the decline in borrowing during 2016-17. Within Expenditures by Function, activities are tracking equally at 19.4% vs. 19.8% incurred for FY17 and FY16 respectively. Within Expenditures by Funds, the Special Revenue Fund budget increased by approximately \$200,000 over last year due to state grants. The incurred rate difference indicates the expenditure activity in this Fund needs to increase in proportion to the increase in revenue. Within the Enterprise Fund, the difference reflected is a result of activity with Recruit Academy expenses. Consensus was the Committee will meet on a quarterly basis to review both the new and original formats of the Financial Statement.

Establishment of Mill Rate and Tax Levy for Fiscal Year 2016-17 – The College's operational levy is capped at the 2010 levy amount plus an annual valuation factor for net new construction within the District. The 2016 valuation factor (1.26646%) for the District is applied to total revenue which is defined in statute as the total tax levy (net of debt service) from the previous year plus the property tax relief aid received in the previous year. The valuation factor of 1.26646% reflects a 2.78% increase, the largest the District has had in recent years. It was noted the adopted budget for 2016-17 included a \$125,000 increase for net new construction; the actual operational levy increase for net new construction will be \$206,167, which is approximately \$80,000 greater than budgeted. The increase for net new construction brings the operational levy to \$6,687,768 and will generate a mill rate of 0.57077. Premiums on bond sales and interest received on bond sales allowed the College to levy a lower debt service rate than originally anticipated. The debt service levy is \$7,522,075 and generates a debt service mill rate of .64198. The total levy proposed is \$14,209,843 with a total mill rate of 1.21275 per \$1,000 equalized valuation. The total levy reflects an increase of 3.9%; the mill rate reflects an increase of 1.1%.

It was moved by Mr. Hays and seconded by Mr. Richard to recommend to the full Board that it authorize a \$14,209,843 tax levy of 1.21275 mills (including debt service) on \$11,717,072,877 of equalized value, and that the clerks of the various taxing entities be properly informed of their appropriate share of the District's levy.

Motion carried.

Approval of Modifications to the Fiscal Year 2016-17 Budget – The proposed modifications to the Fiscal Year 2016-17 budget were reviewed and questions answered. Modification #1 proposed for the General Fund provides an adjustment for a revised revenue forecast (enrollment decline) and AMTC lease (12 month), implementation of employee furloughs, and reductions within the College's workforce. Modifications 2-6 are related to the Capital Projects Fund and reduce the FY16 carry forward balances which resulted from expenditures allocated to the prior year's budget, eliminate the purchase of the AMTC facility, and eliminate capital remodel and

outfitting of campus facilities. Modifications 7-8 relate to the Debt Service Fund and reduce property tax revenue, interest expense, and reserve balance.

It was moved by Mr. Richard and seconded by Mr. Hays to recommend to the full Board that it approve the attached modifications to the Fiscal Year 2016-17 Budget as presented.

Motion carried.

Acceptance of Procurement Annual Report – The WTCS Financial and Administrative Manual requires an annual report on payment to vendors which total \$50,000 and to present the report to the District Board for approval. Fifty-nine (59) vendors were each paid a total of \$50,000 or more during 2015-16. Fifty-seven (57) of the vendors fell into an approved cooperative contract, were properly bid by the College and/or under a current contract or lease, or did not require the use of competitive procurement procedures for payroll, intergovernmental purchases, natural gas, electricity, water services, and WTCS cooperative activities. The exceptions included payments to Charter Communications totaling \$106,858.23 and to Amazon totaling \$82,666.52. The latter were individual non-serial purchases made from many departments; the College is now enrolled in an Amazon Business account that provided the College with specific educational discounts. Pcard purchasing volume decreased approximately \$25,000 in 2015-16, which was primarily a result of the none-essential purchasing freeze on operational accounts and a cut-off of purchases in June to better facilitate the year-end closing procedure. Committee members requested the list of vendors receiving payment of \$50,000 or more be provided and to include the information in the future report format.

It was moved by Mr. Richard and seconded by Mr. Hays to recommend to the full Board that it accept the Procurement Annual Report for 2015-16.

Motion carried.

Proposed Fiscal Year 2017-18 Budget Calendar and Summary of Assumptions - The calendar and plan for approaching the upcoming budget process, as well as the assumptions which will be used in the process, were reviewed. Committee member input was sought on the preference of the preliminary budget presentation. The preference was to schedule a Finance Committee meeting prior to the date of the April Board meeting. Any changes requested at the Committee meeting could then be incorporated into the preliminary presentation to the District Board at the April meeting.

Assumptions going into the 2017-18 budget development process were reviewed. Property tax revenues are projected to increase by a conservative amount (\$125,000) due to net new construction growth. Enrollment is predicted to remain level. Tuition revenue increases are estimated from \$0 to \$162,000 depending on the percentage increase in rate (0-3%). General state aid is projected to remain level. State aid grant funding is projected to remain level. Federal grant funding is expected to decline next year due to the expiration of TAACCCT grants.

Institutional revenue is expected to remain level. Salary adjustments are projected to range from 0-3%; no increase is anticipated to the College's contribution to employee benefit plans. Funding allocations for operational activities will be completed within existing funds to ensure operational needs are met within existing resource capacity. The College will launch work for a new strategic plan in 2016-17 which may impact future resource allocations. A planned draw on fund balance to support a contingency budget will be eliminated. The FY18 operating budget will be prepared with a focus on current resources supporting operational expenses with some funds earmarked to support new and emerging initiatives. Capital planning will include routine annual capital maintenance and replacement at a projected cost of \$2.5 million, completion of Phase 2 of the water main project, facility remodeling at a projected cost of \$2 million to include relocation of the IT Department which allows for the future expansion/renewal of the Learning Resource Center. Committee feedback was received. Relocation of the IT Department would be nice, but is not absolutely necessary. A review of best practices within the Learning Resource Center field should be done as our remodel needs to be on the cutting edge with all the changes in that field.

It was moved by Mr. Hays and seconded by Mr. Richard to adjourn the meeting at 4:55 p.m.

Motion carried.

ENCLOSURE #11

8. New Business

- a. Learning Operations Report – Human & Protective Services (Information – Gary Trulson, Associate Dean of Human & Protective Services)

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.

Gary Trulson, Associate Dean, has provided the attached update on programming and initiatives within Human & Protective Services. He will be present at the meeting to review highlights of the report and answer questions.



# **Learning Operations Board Report**

## **Human and Protective Services**

### **November 16, 2016**

The Division of Public Safety has a long history of preparing students for careers in Public Safety and professional development opportunities for those already in the career fields. Three very distinctive fields housed in the Public Safety Division are: Criminal Justice/Law Enforcement, Fire Protection, and Emergency Medical Services (EMS). Environmental scanning and student feedback has identified a need for a related new program in Human Services. In addition, recent College organizational restructuring has placed Public Safety within the Health Sciences Division. This new section will be providing education and training in Human and Protective Services.

### **New Program Development**

Through interaction with current Criminal Justice students, we have become aware that between 25 and 30 percent of students entering the program are not interested in or likely to enter Law Enforcement or Corrections. We also receive frequent inquiries from potential students who are looking for careers that are community service-oriented but not Criminal Justice focused. A common desire of many of these students is to be able to “give back and help people.”

With this background information and general knowledge of a growing need for entry-level workers in Human Services positions, we began to explore the idea of creating a Human Services Associate degree program. A number of Colleges around the State have created similar programs to meet both employer and student demands.

We are currently conducting a needs analysis through employer surveys. If survey results confirm a need, we would move forward to develop and seek approval for this new program.

### **Fire Protection Technician**

BTC offers a Fire Protection Technician Associate Degree (FPT) to prepare individuals for a career in fire service. This 70 credit program includes courses on firefighting principles, fire inspection, fire prevention, fire investigation, and hazardous materials. This two year degree has five courses that allow students to test for State of Wisconsin certifications and this includes the Emergency Medical Technician-Basic Level.

Staffing changes in 2016 included Dave Peterson moving from EMS/Fire Coordinator to the Fire/EMS Faculty position in January. We hired Robert Balsamo in June of 2016 to fill the Coordinator position. Mr. Balsamo comes to us from Pennsylvania with over 28 years of Fire and EMS experience. Mr. Peterson recently notified us of his intent to resign his faculty position effective January 13, 2017. We have posted the position and are actively recruiting nationwide.

Fall 2016 New Enrollment.....	10
Fall 2016 Continuing .....	19

### **Program Initiatives**

We continue to work toward development of improved facilities and training props for the Fire program. With the installation of the water main system this summer, we now can use the hydrants for limited training at Central Campus. We have also received a delivery date of February 2, 2017 for our new live fire simulation trailer. In addition, we are initiating an effort to transition many of our courses to online and hybrid delivery to provide more accessibility and flexibility for students.

With feedback from our advisory committee, we are working to restructure the delivery of the non-credit entry-level firefighter certification course. The focus of this effort is to allow more frequent entry points for new volunteer firefighter candidates to start their training. We will accomplish this by breaking up the two 30 hour and 40 hour courses into smaller mini-courses that students can take in any sequence.

### **Emergency Medical Services**

BTC offers the EMT-Basic Technician certificate and A-EMT Technician programs. The EMT-Basic is a required course in the Fire Protection Technician degree program. To be licensed as an EMT in Wisconsin, an individual must pass the courses as well as a third-party national registry examination, and then apply for licensure with the state. EMT is the minimum level of licensure for an individual to be a crew member on an ambulance in Wisconsin. In addition to the certificate programs, we offer non-credit classes such as first aid, CPR, and the Emergency Medical Responder programs.

Fall 2016 Enrollment EMT Central Campus ..... 12  
 Fall 2016 Enrollment EMT Monroe Campus ..... 10

### **Criminal Justice Studies**

BTC offers an Associate of Applied Science degree in Criminal Justice (CJ) which is a foundation of education for students who may take one of many related career pathways.

Fall 2016 New Enrollment..... 87  
 Fall 2015 New Enrollment..... 108  
 Fall 2016 Active ..... 171

### **Law Enforcement Recruit Academy**

The Law Enforcement Recruit Academy is the pathway to certification as a police officer in Wisconsin. Our academy accepts both pre-service students and those who are hired by a Department and sponsored in the course. Demand for the academy is very strong with 10 sponsored students and 13 pre-service students admitted for the summer 2016 offering. This fall we have 10 sponsored recruits and 8 pre-service students.

On January 18<sup>th</sup> 2016, we started our first 720 hour academy. The impact of this curriculum change by the Wisconsin Department of Justice (DOJ) is broad, including expansion from 13 weeks to 18 weeks, the cost increase from \$2,950 to \$5,000, and the addition of several new topics.

Spring 2016 Enrollment .....	15	Completion.....	14
Summer 2016 Enrollment.....	24	Completion.....	23
Fall 2016 Enrollment .....	18	Completion.....	In-Progress

### **Statewide 720 hour Academy Data (January 1, 2016 to October 1, 2016)**

Twenty of the 720 hour Academies have been completed between the 16 WTCS colleges, the City of Milwaukee, and the City of Madison. Three hundred and eighty students have successfully completed the 720 Academy to date. There is a 5% failure rate Statewide.

### **Program Initiatives**

Academy Director Kristen Devitt has developed three new initiatives to connect the Academy recruits to our community and to foster improved ongoing understanding and communications between Law Enforcement and the Communities they serve.

#### Mini-Police Academy

By developing a cooperative working relationship with the Stateline Boys and Girls Club, BTC's law enforcement academy was able to host 80 children for two mini-police academies this past summer. We were able to bring the Beloit Police Department, Town of Beloit Police Department, Rock County Sheriff's Office, Town of Beloit Fire Department, and UW Med Flight together to cooperatively deliver the mini-academies.

Campers were delivered by bus to BTC's main campus where they were partnered with a police recruit for the day. The children were able to experience learning how to handcuff, fingerprint, compete room searches, observe a Police K9 demonstration, climb on police and fire vehicles, and assist in landing the UW Med Flight helicopter. At the conclusion of the camp experience, the children took part in a graduation ceremony where they received a "thin blue line" bracelet and diploma.

We received extremely positive feedback regarding the program, and plans are underway to expand it to serve the Janesville and Green County areas this coming summer. All of the law enforcement agencies in Rock and Green County have agreed to take part in the mini-police academy. This program is in support of the President's Taskforce on 21<sup>st</sup> Century Policing (Pillar 1 – building trust and legitimacy, Pillar 3 – technology and social media, Pillar 4 – community policing and crime reduction). It also supports the BTC core abilities of communicating professionally, demonstrating professional work behavior, showing respect for diversity, and leading by example.

#### Academy Community Service Project

In support of President Obama's Task Force on 21<sup>st</sup> Century Policing (Pillar 1 – building trust and legitimacy and Pillar 4 – community policing and crime reduction), each full-time law enforcement academy is to pick a charitable organization and develop a fundraising initiative for them. Each class elects a class president based on the project they have decided to work on. The class president is responsible for coordinating the class fundraising effort. Students have worked to sell items designed by the class, coordinate related activities, manage funds, and meet deadlines. They are also required to make contact with a person within the organization they choose to support to gain permission to use

their logo and invite them to attend academy graduation. These activities also support BTC's Core Abilities of working effectively in teams, demonstrating professional behavior, and leading by example.

- Fall 2015 – 5k Fun Run/t-shirt sale, Concerns of Police Survivors Kids Camp (New Troy, WI), \$1,500
- Spring 2016 – t-shirt sale, Stateline Boys and Girls Club, \$3,000
- Summer 2016 – Bracelet sale, Wisconsin Special Olympics, \$1,600

It should also be noted that the summer 2016 class assisted in rebuilding a playground for the Janesville Park District, and volunteered at the multi-jurisdictional law enforcement event "National Night Out".

### Cultural Competency Project

The fall 2016 law enforcement academy class is the first class to experience our new cultural competency course. The State of Wisconsin Department of Justice, in support of President Obama's Task Force on 21<sup>st</sup> Century Policing (Pillar 1 – building trust and legitimacy, and training & education), has reconsidered its approach to cultural education. Recruits are now required to learn about implicit bias, and there is room in the curriculum for learning experiences outside of lecture. BTC's law enforcement academy has developed an experimental program with staff at Beloit Memorial High School. This program draws from the diversity within the high school and has created a multicultural group of educators who are high school students.

These students had the opportunity to speak with leadership within the law enforcement agencies that serve their community at our first "kick-off" event. This event was supported with technical assistance from the International Association of Chiefs of Police. For the following several weeks, the students will experience educational programming to teach them about the criminal/juvenile justice system and how it operates within Rock County. At several points throughout the program, the high school students and police recruits will meet for guided discussions about their life experiences. The program will ultimately culminate with the high school students delivering presentations to the police recruits regarding their experience/impressions of law enforcement.

The program has three main goals:

- Develop a relationship between the high school students and recruits that can be translated into cooperative relationships between police and community members in the future.
- Develop empathy within the recruits for the experiences that communities of color have had with law enforcement.
- Develop a desire within the high school students to pursue careers in criminal justice.

## **Basic Corrections Academy**

The Basic Corrections Academy is a program that provides the curriculum required for correctional officer certification with the Wisconsin Department of Justice, Law Enforcement Standards Board. The program is a 160 hour course (this course is currently being modified by the DOJ / Training and Standards and will increase to 200 hours). This Academy focuses on the philosophical and tactical principles of working as a correctional officer in Wisconsin. The course includes a skills-assessment

examination prior to completion to verify student competence. We normally run two Basic Correction academies per year.

Spring 2016 Enrollment .....	13	Completion.....	13
Fall 2016 Enrollment .....	15	Completion.....	15

## Juvenile Detention Academy

The Juvenile Detention Academy is a program that provides the curriculum required for juvenile officer certification with the Wisconsin Department of Justice, Law Enforcement Standards Board. The program is a 160 hour course that focuses on the philosophical and tactical principles of working as a juvenile detention officer in Wisconsin. BTC is one of only two colleges that delivers the Juvenile Academy curriculum. We normally run one to two juvenile detention academies per year, but have often struggled to get enough students for the course. Detention centers are mandated to send their employees through the training within one year of hire, but have difficulty because of staffing levels. The Associate Dean of Human and Protective Services and the Law Enforcement Coordinator recently met with DOJ officials and representatives from other colleges to identify a solution for training of Juvenile Detention Officers. It was determined that the majority of material is the same in both Jail and Juvenile Academies, and there is only about 24 hours of content that is specific to Juvenile Detention. The solution which will be implemented in 2017 is that Juvenile Detention candidates will attend a Jail Academy and then take a new 24 hour online course focused on specific juvenile detention issues. Blackhawk Technical College will develop and offer this new course.

Spring 2016 Enrollment .....	7	Completion.....	7
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## Summary

To meet the ever-changing demand for trained professionals in Human and Protective Services, we will continue to focus on the following tasks and challenges.

- Monitor trends and environmental changes in our service delivery areas and make appropriate changes to our programs to stay on the leading edge.
- Work with Public Safety agencies to develop more collaborative training.
- Develop and implement a Human Services Associate program to meet the needs of our Human Services agencies in the district.
- Identify and implement incremental and comprehensive components toward a functional training center for our Public Safety programs.
- Continue to evolve our program delivery to a more flexible and accessible platform for our students.

ENCLOSURE #12

8. New Business

b. BTC Foundation Donation Report (Information – Terese Craig)

During a review of Operational Policy K-875, Bequests of Money, Scholarships, and Property, at the October 19, 2016, District Board meeting, members requested a bi-annual report on BTC Foundation donations exceeding \$5,000 (cash or in-kind). The attached report provides donor names and donation amounts for the fiscal year ending June 30, 2016.

Terese Craig, Director of Resource Development and Community Relations, will be present to answer any questions.



**Cash and In-Kind Donations  
\$5,000+ Summary**

**July 1, 2015 – June 30, 2016**

<b>Date of Receipt</b>	<b>Donor</b>	<b>Donation</b>	<b>Amount</b>
07/09/15	Seneca Foods Foundation	Cash	\$5,000.00
07/23/15	Hufcor Foundation	Cash	\$5,000.00
07/30/15	SSI Technologies	Cash	\$10,000.00
09/07/15	Jeanette Jess	Cash	\$5,000.00
08/04/15	BlueScope Foundation	Cash	\$7,000.00
11/30/15	W.W. Grainger	Cash	\$5,566.00
11/30/15	La Societe des 40 et 8	Cash	\$7,200.00
12/31/15	Theodore W. Batterman Family Foundation	Cash	\$50,000.00
02/15/16	Hufcor Foundation	Cash	\$5,000.00
02/15/16	United Alloy	Cash	\$5,000.00
02/15/16	Freedom Plastics Foundation	Cash	\$5,000.00
02/15/16	JPC Foundation	Cash	\$5,000.00
02/15/16	Great Lakes Higher Ed. Guaranty Corp	Cash	\$8,700.00
04/21/16	Districts Mutual Insurance	Cash	\$5,000.00
05/05/16	Goodwill of Northern IL	Cash	\$6,000.00
05/05/16	SSI Technologies	Cash	\$10,000.00
05/17/16	Hufcor Foundation	Cash	\$5,000.00
05/31/16	Manpower Group Foundation	Cash	\$5,000.00
08/14/15	BlueScope Foundation	Cash	\$7,000.00
		Total Cash	\$161,466.00
09/09/15	North American Mechanical	In-Kind	\$6,100.00
12/08/15	Kaiser Transport	In-Kind	\$16,345.00
03/18/16	Fox Valley Technical College		\$13,360.20
		Total In-Kind	\$35,805.20

Respectfully submitted,

*Terese Craig*

Terese Craig, Director – Resource Development & Community Relations  
 Blackhawk Technical College  
 Blackhawk Technical College Foundation  
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ENCLOSURE #13

8. New Business

c. Review of District Board Policies (Discussion – Chairperson Thornton)

The District Board will begin a regular review of Board Policies and Bylaws. Three (3) policies are being presented to the Board for review in November:

- Policy A-100 – District Legal Status
- Policy A-210 – District Board Authority
- Policy A-220 – District Board Powers and Duties

No revisions are suggested for Policies A-100 and A-210. Updates are suggested for Policy A-220 to reflect current statutory language.

Chairperson Thornton will facilitate discussion at the meeting.



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

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

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

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

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

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

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

Reference: Chapter 292, Laws of Wisconsin of 1965  
Chapter 327, Laws of Wisconsin of 1967  
Wisconsin Act 399 of 1993

# DISTRICT LEGAL STATUS

A-100

Policy Adopted: February 20, 1974  
Reviewed: December 16, 1987  
Revised: February 16, 2000  
Reviewed: March 3, 2004; March 15, 2006  
Revised: July 14, 2008; January 19, 2011

## DISTRICT BOARD AUTHORITY

A-210

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

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

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

Policy Adopted: February 20, 1974

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

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

## POWERS

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

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

2. For the use of District schools, the District Board may:
  - a. Purchase or lease materials, supplies and equipment.
  - b. Purchase or lease suitable land and buildings and rent to others any portion of such land and buildings not needed for school purposes.
  - c. Construct, enlarge and improve buildings. Existing school buildings shall be used as far as practicable.
  - d. All conveyances, leases and contracts shall be in the name of the District.
3. The District Board may enter into contracts to provide educational services to public and private educational institutions, local governmental bodies, federal and state agencies, industries and businesses. It may contract with a foreign government or any business which is not operating in this state, if the District Board can demonstrate that the District will receive a direct and measurable benefit from the contract and that the contract will not result in a reduction in the quality of education at the College. Such contracts are subject to statutory conditions.
4. The District Board may accept gifts, grants and bequests to be used in the execution of its function.
5. The District Board may establish advisory committees representing every occupation in the District.
6. The District Board may provide transportation for students within the District, but no state aid may be paid for this service.

7. The District Board may sell at market value articles manufactured within the College. The proceeds from such sales shall be paid to the district treasurer.
8. The District Board may levy an annual tax on the full value of the taxable property of the District not exceeding the mill rate established under Wisconsin Statutes 38.16 (1) for the purposes of making capital improvements, acquiring equipment, and operating and maintaining the schools of the District, and paying principal and interest on valid bonds or notes now or hereafter outstanding as provided in s. 67.035.
9. The District Board may borrow money and levy taxes to be used for the purchase or construction of buildings, enlargements and improvements to buildings, and for acquisition of sites and equipment. The District Board may issue its bonds or promissory notes under ch. 67 to pay the cost thereof.
10. The District Board may establish student activity and incidental fees to fund, in whole or in part, the cost of services and activities offered as support services for regular instruction. With the approval of the WTCS President/State Director, the District Board may establish fees for vocational-adult seminars and workshops, not to exceed the full cost of the seminar or workshop less the fee charged under Wisconsin Stats. 38.24 (1m).
11. The District Board may apply for and spend grant funds from the State Board for displaced homemakers' programs. Such funds may be spent for contracts with local community organizations.
12. The District Board may participate in an initiative to provide coordinated services under s. 59.53(7) integrated service program for children with severe disabilities and may enter into written interagency agreements or contracts under the program initiative, if the county board of supervisors establishes such an initiative program.
13. The District Board may establish parking regulations and fees for parking of motor vehicles on property under its jurisdiction.
14. The District Board may assign to each student enrolled in the District a unique identification number which is not identical to or incorporates the student's social security number. This does not prohibit the Board from requiring the student to disclose his or her social security number.
15. The District Board may require an officer or employee of the District Board to give security for the faithful performance of his or her duties in such form and

amount as the District Board determines and may require at any time additional bonds and sureties of any officer or employee.

### DUTIES

1. Except as otherwise provided by statute, the District Board shall have exclusive control of the District schools established by it and of property acquired for the use of such schools.
2. The District Board shall deposit all money received by it with the District Board Treasurer who shall be accountable for such funds. All expenditures exceeding \$2,500 shall be approved by the District Board.
3. The District Board shall employ and fix compensation of the President/District Director, Administrative, Professional, Paraprofessional and Custodial personnel and other employees as are necessary.
4. The District Board shall publish the proceedings of the District Board meetings within forty-five days after the meeting in the officially designated newspaper of the District.
5. The District Board shall annually authorize an audit of the District, and shall submit the audit report to the Board no later than six months following the end of each fiscal year.
6. The District Board shall prepare its annual budget in compliance with rules promulgated by the State Board under Wis. Stats. 38.04 (11) (a). It shall submit its copy to the State Board by July 1 of each year and shall report any subsequent budget modification to the State Board within 30 days of approval by the District Board.
7. The District Board shall work with regional planning commissions and local authorities to develop a transportation plan for the District schools.
8. The District Board shall establish specific written policies on District matters including all those enumerated under Wis. Stats. 38.04 (14).
9. The District Board shall actively coordinate, with the Department of Public Instruction and public school boards, the responsibility for providing vocational training to pupils attending high school and providing education to persons who have dropped out of high school. Annually by July 1, the District Board shall report to the school boards of every district within the boundaries of the district on

the steps the District Board has taken in the previous year to satisfy this responsibility.

10. The District Board shall actively coordinate with institutions within the University of Wisconsin System, the sharing of programs and facilities, including the collegiate transfer program, adult education and evening courses and part-time student and associate degree programs in order to reduce the duplication of such programs and facilities.
11. The District Board shall make available to members of volunteer and paid fire departments maintained by cities, villages and towns located in the District a fire fighter training program. The District Board may not charge a fee for this training.
12. The District Board shall incorporate information on sexual assault and sexual harassment in its orientation program for newly entering students.
13. The District Board shall adopt rules providing nonacademic misconduct disciplinary sanctions for any student who engages in an activity, on district premises or at a district-sponsored event, that constitutes a violation of the Uniform Controlled Substances Act.
14. The District Board shall ensure that a student who is a service member, as identified in s. 36.11 (47M) (a), is given priority in registering for courses at the College.
154. If a student must withdraw from school because of being called into active service with the Wisconsin National Guard or a reserve unit of the U. S. Armed Forces, for a period of at least 30 days, the District Board shall, reenroll the student beginning in the semester in which he or she is discharged, demobilized, or deactivated from active duty or the next succeeding semester, whichever the student prefers, shall give the student the same priority in registering for courses that the student would have had if she or she had registered for courses at the beginning of the registration period, and, at the student's request, do one of the following for all courses from which the student had to withdraw: reimburse the student all tuition and fees paid for all courses or grant the student an incomplete in all the courses and permit the student to complete the courses within six (6) months after leaving state service or active service without paying additional tuition and fees.

Reference: Wisconsin Statutes 38.12 (1) – (13); and, 38.14 (1) – (14)  
Wisconsin Statutes 961

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