

Blackhawk Technical College  
Annual and Regular District Board Meeting  
July 10, 2017  
Central Campus – Administrative Center – Board Room  
5:00 PM

**AGENDA**

- Enc. #1      1.      Oath of Office for Reappointed Board Members
- Enc. #2      2.      Election of Officers of the Board for the 2017-18 Fiscal Year (Annual Business – Action)
- a.    Chair
- b.    Vice Chair
- c.    Secretary
- d.    Treasurer
3.      Public Comment
- Members of the public who, during the portion of the meeting set aside for public comment, 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.*
4.      Special Reports
5.      Information/Discussion
- Enc. #3      a.      Financial Statement (Information – Renea Ranguette)
- b.      President’s Report
1.      Activities for the Month
2.      Legislative Update
3.      BTC in the News
4.      Other Communications
6.      Annual Meeting Business
- Enc. #4      a.      Designation of Date, Place, and Time of Regular Meetings of the Board for the Ensuing Year (Annual Business – Action)
- Enc. #5      b.      Designation of District’s Official Newspaper (Annual Business – Information)

- Enc. #6                    c. Naming of Wisconsin Technical College District Boards Association Delegate and Committee Representatives:
- Designation of Board of Director Delegate (Annual Business – Action)
  - Designation of External Partnerships Committee Representatives (Annual Business – Action)
  - Designation of Internal Best Practices Committee Representatives (Annual Business – Action)
  - Designation of Bylaws, Policies & Procedures Committee Representative (Annual Business – Action)
  - Designation of Awards Committee Representative (Annual Business – Action)
- Enc. #7                    d. Designation of Depositories for the Blackhawk Technical College District (Annual Business - Action)
- Enc. #8                    e. Designation of Legal Counsel for the Blackhawk Technical College District for FY 2017-18 (Annual Business – Action)
- Enc. #9                    f. Designation of Auditor for the Blackhawk Technical College District (Annual Business – Information)
7.                    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. #10                    a. Approval of Combined Minutes of the Public Hearing on the Fiscal Year 2017-18 Budget and Regular Meeting Held on June 21, 2017 (Action)
- Enc. #11                    b. Approval of Current Bills (Action – Renea Ranguette)
- Enc. #12                    c. Approval of Contract Training (Action – Lynn Neitzel)
- Enc. #13                    d. Confirmation of Administrative Employment Contract Issued for the Position of Vice President of Academic Affairs (Dr. Zahi Atallah) (Action – Dr. Tracy Pierner)
- Enc. #14                    e. Confirmation of Limited-Term Instructional Employment Contract Issued for the Position of Medical Assistant Instructor (Ciara Heckel) (Action – Brian Gohlke)

- Enc. #15
  - f. Acceptance of Resignations (Terese Craig, Patrick Haack, Corey Livieri, Dawn Zwart) (Action – Brian Gohlke)
- 8. Action Items
- Enc. #16
  - a. Approval of 2017-2020 Strategic Plan (Action – Dr. Tracy Pierner)
- Enc. #17
  - b. Selection of 2017 Distinguished Alumni Award Nominee (Action – Dr. Tracy Pierner)
- 9. Committee Reports
  - Finance Committee  
Barbara Tillman, Chairperson
  - No June Meeting Held
  - No July Meeting Scheduled  
Committee-related item follows
- Enc. #18
  - a. Capital Project Funding Review (Information – Renea Ranguette)
  - Personnel Committee  
Rick Richard, Chairperson
  - No June Meeting Held
  - No July Meeting Scheduled
- 10. New Business
- Enc. #19
  - a. 2016-17 Year-End and 2017 Summer Enrollment Report (Information – Dr. Tracy Pierner)
- Enc. #20
  - b. Review of District Board Policy C-417 – Executive Limitations (Discussion – Board Chairperson)
- Enc. #21
  - c. BTC Foundation Donation Report (Information – Terese Craig)
- 11. Other Business
  - a. District Boards Association Summer Meeting – July 14-15, Kenosha
  - b. ACCT Leadership Congress – September 25-28, Las Vegas, NV
- 11. Future Agenda Items

ENCLOSURE #1

1. Oath of Office for Reappointed Board Members

Mr. Rick Richard (Elected Official Member), Mr. Malik Surani (Additional Member), and Mr. Eric Thornton (Additional Member) were reappointed to three-year terms ending June 30, 2020.

Each will be required to sign the attached written oath prior to conducting business, which is required by Wisconsin Statutes.

**OATH OF OFFICE**

STATE OF WISCONSIN

COUNTY OF ROCK

I, the undersigned, who have been appointed to the office of Technical College District Board Member for the Blackhawk Technical College District but have not yet entered upon the duties thereof, swear that I will support the Constitution of the United States and the Constitution of the State of Wisconsin, and will faithfully discharge the duties of said office to the best of my ability, so help me, God.

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Subscribed and sworn to  
before me this \_\_\_\_\_ day  
of \_\_\_\_\_, 20\_\_\_\_\_

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Jacqueline J. Pins, Notary Public  
My commission expires 9/25/17

## ENCLOSURE #2

### 2. Election of Officers of the Board for the 2017-18 Fiscal Year (Annual Business - Action)

In May 2017, Board members were asked to complete the Board Members Interests for 2017-18 form for use in determining individual interests with regards to the election of officer positions at the July meeting. A form containing a compilation of the interests submitted is attached.

#### a. Election of Chair

Mr. Eric Thornton, Chair of the Board, has served as Chair for the past year. As the Chair of the Board may serve for two successive years, he is eligible for another term. There are no statutory requirements for any of the other offices.

Dr. Pierner will call for nominations for Chair of the Board for the 2017-18 fiscal year.

In the case of more than one nomination for any office, a secret ballot will be used.

Following the election, the newly elected Chair will continue with the elections for the following offices.

#### b. Election of Vice Chair

Ms. Barbara Tillman has served as Vice Chair for the past year.

#### c. Election of Secretary

Mr. Laverne Hays has served as Secretary of the Board for the past year.

#### d. Election of Treasurer

Mr. Rick Richard has served as Treasurer of the Board for the past year.

## Board Member Interests for 2017-18

\	TRACI DAVIS	LAVERNE HAYS	TOM HEEG	MARK MAYER	RICK RICHARD	KAREN SCHULTE	MALIK SURANI	ERIC THORNTON	BARBARA TILLMAN
CHAIRPERSON								X	X
VICE CHAIRPERSON								X	X
SECRETARY		X						X	
TREASURER					X			X	

ENCLOSURE #3

5. Information/Discussion

a. Financial Statement (Information – Renea Ranguette)

Because of the early mailing date for the July Board meeting, the June 2017 Finance Statement was not available for inclusion in the packet. The Finance Statement will be provided at the meeting.



ENCLOSURE #4

6. Annual Meeting Business

a. Designation of Date, Place, and Time of Regular Meetings of the Board for the Ensuing Year (Annual Business - Action)

In recent years, the BTC District Board has held its regular meeting on the third Wednesday of each month, beginning at 5:00 PM.

Board meetings may be changed during the course of the year by Board action. An exception is the Annual meeting of the Board, which is statutorily mandated to be held on the second Monday in July.

Regular Board meetings are held in the Administration Building at Central Campus. For the 2017-18 fiscal year, it is proposed that the following regular Board meetings be held at alternate BTC locations:

- October 18, 2017 – Advanced Manufacturing Training Center, Room 118
- March 21, 2018 – Monroe Campus, Rooms 413 and 414

A final request is to take action at this time to set the Board meeting date for July 2018. According to Wisconsin Statutes, the annual organizational meeting of the local Board must be held on the second Monday in July, which will be July 9, 2018. Rather than holding two meetings during July, it has been our practice to combine the annual organizational meeting of the Board and the regular July meeting of the Board.

Please check your calendars for conflicts. Formal Board action will be necessary to establish the dates, time, and location of meetings to be held during Fiscal Year 2017-18.

ENCLOSURE #5

6. Annual Meeting Business

b. Designation of District's Official Newspaper (Annual Business - Information)

It has been the practice of the District to rotate the official newspaper designation among the three daily newspapers for a two-year period.

The *Janesville Gazette* was named by the Board as its official newspaper for FY 2016-17 and 2017-18. *The Monroe Times* was the official newspaper in 2015-16 and 2014-15. Next in rotation would be the *Beloit Daily News* for next year.

No action is necessary this year as the *Janesville Gazette* will continue for another year as the official newspaper of the District.

ENCLOSURE #6

6. Annual Meeting Business

c. Naming of Wisconsin Technical College District Boards Association Delegate and Committee Representatives:

**- Designation of Board of Director Delegate (Action)**

The Board of Directors of the Wisconsin Technical College District Boards Association (DBA) is divided into two groups, resulting in eight members being elected each year for two years. The bylaws of the Association specify that each district board select a representative to serve as the delegate to the Boards Association. The delegate votes on behalf of his/her district. There is no limit on terms served on the Board of Directors.

The Board of Director Member/Delegate should plan to attend the Fall Planning Meeting on Friday-Saturday, August 25 (evening) and 26, 2017, at the Concourse Hotel in Madison, and regular board meetings in conjunction with DBA quarterly meetings, with this year's board meetings scheduled for the following dates—July 14-15 (Kenosha), November 1-4 (Pewaukee), January 2018 (Eau Claire), April 2018 (Fennimore), and July 2018 (Green Bay).

Laverne Hays has served as Blackhawk's delegate for the past two (2) years. A BTC Board member needs to be selected to fill this seat on the Board of Directors for two years beginning with the July 15, meeting in Kenosha.

**COMMITTEE REPRESENTATIVES:**

In addition, the District Boards Association requests that the representatives to the four standing committees also be selected at this time. Every Board member is asked to serve on a committee. The Association is requesting the assignment of up to four (4) members to the External Partnerships and Internal Best Practices Committees and one (1) member for each of the remaining two committees.

**- Designation of External Partnerships Committee Representatives (Action)**

**- Designation of Internal Best Practices Committee Representatives (Action)**

**- Designation of Bylaws, Policies and Procedures Committee Representative (Action)**

**- Designation of Awards Committee Representative (Action)**

A copy of the committee descriptions is attached as well as a list of current committee designees and alternates.

**WISCONSIN TECHNICAL COLLEGE DISTRICT BOARDS ASSOCIATION  
2017-18 TECHNICAL COLLEGE DISTRICT REPRESENTATIVES**

	2016-17	2017-18
<b>Blackhawk Technical College</b>		
District Name		
Chairperson of the Board	<b>Eric Thornton</b>	
Vice-Chairperson of the Board	<b>Barbara Tillman</b>	
Secretary of the Board	<b>Laverne Hays</b>	
Treasurer of the Board	<b>Rick Richard</b>	
<b>BOARD DELEGATE &amp; STANDING COMMITTEES</b>		
Board of Director Member <i>(July 2017 through June 2019)</i>	<b>Laverne Hays</b>	
External Partnerships Committee Representatives (up to 4 members)		
Internal Best Practices Committee Representatives (up to 4 members)		
Bylaws, Policies & Procedures Committee Representative	<b>Eric Thornton</b>	
	<b>Laverne Hays</b>	
Awards Committee Representative	<b>Dr. Karen Schulte</b>	
	<b>Tom Heeg</b>	

# District Boards Association Committee Descriptions

## External Partnerships Committee

This committee would work to better understand innovative initiatives, external challenges, and emerging opportunities for collaboration, while building understanding and strengthening relationships between trustees and local, state, and national leaders. The committee would dialogue with local, state, and national strategic partners including but not limited to:

- K-12 leaders
- Employer-partners
- Chamber officials
- County board members
- Presidents Association
- Higher education leaders
- Association of Community College Trustees
- Community and Faith-Based Organizations
- Other stakeholders and partners

Through its work, the committee would advocate on behalf of the colleges, as well as serve as a conduit of information, to help inform our ongoing advocacy efforts with policymakers. The External Partnerships Committee would receive periodic briefings from the chair of the Presidents' Association External Partnerships Subcommittee, in order to facilitate and coordinate the work of the two committees. This committee would also be responsible for generating programming input for Association staff to develop for in-service sessions. Each district would be asked to appoint one to four members to serve as part of the External Partnerships Committee.

## Internal Best Practices Committee

This committee would share and discuss best practices information internal to the technical college system on topics of interest to the members. Past topics that might be appropriate for this committee could include:

- Board and Association best practices around new member orientation;
- “Boardsmanship,” or how to be effective at the board table, legal and ethical parameters, and other skillsets;
- Human resources and employee compensation best practices;
- Student services best practices (mental health, veterans services);
- Instructional services best practices (career pathways, credit for prior learning, Promise programs); and
- Other emerging trends and topics

With support from staff, the committee co-chairs would be expected to set agendas, facilitate dialogue and small-group breakout discussions as needed, and solicit input from members on topics of interest or possible projects. Led by the co-chairs, the Internal Best Practices

Committee would also be responsible for generating programming input, suggesting topics for Association staff to develop for in-service sessions. Each district would be asked to appoint one to four members to serve as part of the Internal Best Practices Committee.

## Bylaws, Policies and Procedures Committee

The Bylaws, Policies and Procedures Committee, as set forth in Article IX of the Bylaws, reviews the Association's Bylaws, Policies and Procedures and recommends changes to the Board of Directors when appropriate.

The Committee has additional specific assignments:

- At the Board of Directors' request, develop a select list of major issues on which the Board of Directors may request member consideration.
- At the request of the Board of Directors, committee chair, or an individual unit member of the Association, review a proposed resolution or proposed change in the corporate bylaws, policies or procedures for the purpose of recommending whether the proposed language will accomplish the desired effect and/or whether the proposed change would require amendment of any other portion of the corporate bylaws, policies, or procedures.

## Awards Committee

The Awards Committee has responsibility for identifying and recognizing:

- Board Member of the Year;
- Technical Education Champion (TECh) Award recipients;
- Media Award recipients;
- Distinguished Alumni of the Year;

The Board of Directors shall approve an awards rating committee. Each unit member district will select its own member to review and rate nominations for the Association awards program. Members will serve in this role for one year and can be re-appointed indefinitely. The Committee will determine, select the recipients of, and deliver the corporation's annual awards. The members will select award recipients by rating official award nominations, and Association staff will announce the nomination period for each award. At the end of the nomination period, the Association will provide committee members with a slate of nominees eligible for the award and with corresponding nomination materials. Committee members will rate the nominations according to criteria for each award. The Association will then tabulate the results of the award rating and announce the winner. When possible, awards will be presented at the next quarterly meeting of the Association. Committee members will be expected to rate awards during a time period outside of the Association meetings.

ENCLOSURE #7

6. Annual Meeting Business

d. Designation of Depositories for the Blackhawk Technical College District  
(Annual Business – Action)

The attached resolution designates the financial institutions in which District funds will be deposited, disbursements made, and available funds will be invested. It also names the individuals who will be granted authority to make transactions for FY 2017-18.

The authorizing signatures will need to reflect the signatures of any new officers of the Board.

**BOARD RESOLUTION**

RESOLVED BY THE BOARD OF THE BLACKHAWK TECHNICAL COLLEGE DISTRICT, a Wisconsin Technical College District, with principal offices located at 6004 S. County Road G, Janesville, Rock County, Wisconsin, that the following named banking institutions:

**Checking and Depository Institutions**

Blackhawk Bank of Beloit and Town Bank of Monroe for the purpose of depositing funds in accordance with Section 34.05 of Wisconsin State Statutes and disbursing funds in accordance with Section 66.0607 of Wisconsin State Statutes.

**Investment Depositories**

Town Bank, Monroe, WI; First Community Bank, Milton, WI; Mid-America Bank, Janesville, WI; Blackhawk Bank, Beloit, WI; First National Bank & Trust Company, Beloit, WI; Anchor Bank, Janesville, WI; Associated Bank, Janesville, WI; Chase Bank, Janesville, WI; BMO Harris Bank, Janesville, WI; U. S. Bancorp, Madison, WI; Johnson Bank, Janesville, WI; and State of Wisconsin Local Government Investment Pool, Madison, WI; be, and the same hereby are designated as investment depository banks of Blackhawk Technical College District for the purpose of purchasing investments in accordance with Section 66.0603 of the Wisconsin State Statutes;

FURTHER RESOLVED, that there be authorized to sign checks, drafts, certificates and other orders, purchased in the name of the Blackhawk Technical College District, the following named persons, and that for withdrawal of any funds the facsimile or specimen signatures, as indicated below, of any two (2) of the following named persons shall be required:

Chairperson of the Board	
Treasurer of the Board	
President/District Director	Tracy Pierner
Vice President of Administrative Services	Renea Ranguette
Controller	Gerri Downing

FURTHER RESOLVED, that the Secretary is authorized and directed to furnish said banking institutions a certified copy of the Resolution, and facsimile signatures for the Chairperson and Treasurer and specimen signatures for the President/District Director and Vice President of Administrative Services, and that said banking institutions shall be entitled to rely thereon until written notice to the contrary is received.

\_\_\_\_\_  
Chairperson of the Board

Signed and sealed this \_\_\_\_\_  
day of \_\_\_\_\_, 2017.

\_\_\_\_\_  
Treasurer of the Board

\_\_\_\_\_  
Secretary of the Board

\_\_\_\_\_  
President/District Director

Affix School Seal

\_\_\_\_\_  
Vice President of Administrative Services

\_\_\_\_\_  
Controller



ENCLOSURE #8

6. Annual Meeting Business

e. Designation of Legal Counsel for the Blackhawk Technical College District for FY 2017-18 (Annual Business – Action)

The District has employed Attorney Michael Aldana of Quarles & Brady LLP, Milwaukee, for labor relations and general higher education legal issues, and Attorney David Moore of Nowlan & Mouat LLP, Janesville, for local legal issues regarding general land issues and local disputes and contracts. They are paid on an hourly basis for work performed. Letters of engagement have been obtained from each of these firms. The College also reserves the right to utilize the services of additional legal counsel when circumstances warrant.

For Fiscal Year 2017-18, it is our recommendation these attorneys again be designated as legal counsel for the Blackhawk Technical College District.

ENCLOSURE #9

6. Annual Meeting Business

f. Designation of Auditor for the Blackhawk Technical College District (Annual Business – Information)

In April 2014, the District awarded a three-year audit contract to Wipfli LLP of Eau Claire for the fiscal years ending 2014, 2015, and 2016, with two one-year optional renewals for fiscal years ending 2017 and 2018. The first option renewal has been extended.

This annual business item is being brought to you for information purposes; no action is required.

# ENCLOSURE #10

Public Hearing on the FY 2018-18 Budget and Regular Meeting

of the

Blackhawk Technical College District Board

June 21, 2017

## Minutes

The Public Hearing on the Fiscal Year 2017-18 Budget and regular meeting of the Blackhawk Technical College Board was held on Wednesday, June 21, 2017, 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 (attended via phone until 4:30 p.m.); Tom Heeg; Mark Mayer; Dr. Karen Schulte; and Malik Surani. Board member absent: Traci Davis (Public Hearing and Open Session). Staff present: Dr. Tracy Pierner, Lynn Neitzel, Brian Gohlke, Renea Ranguette, Jackie Pins, Dr. Jon Tysse, Gary Kohn, Brad Smith, Andy McGrath, Steve Kormanak, Dr. Gina McConoughey, Brooke Johnson, Dr. Garry Krause. Guests present: None

Chairperson Thornton called the meeting to order at 3:30 p.m. He indicated the District Board would adjourn to a closed session pursuant to Wisconsin Statutes 19.85 (1)(c) for the purpose of continuing the process for the annual review of the President and evaluation of personnel as it relates to superior performance recognition. The Board would reconvene in open session at approximately 4:30 p.m. to conduct the Public Hearing on the Fiscal Year 2017-18 Budget. If the review of the President does not conclude prior to 4:30 p.m., the Board will recess from closed session and reconvene in closed session at the conclusion of regular agenda business. Any action which might result from the closed session will be taken in open session, scheduled for action in open session at the next regular meeting, or scheduled for action at a special meeting called on notice.

It was moved by Ms. Tillman and seconded by Mr. Richard to adjourn to a closed session pursuant to Wisconsin Statutes 19.85 (1)(c) for the purpose of continuing the process for the annual review of the President and evaluation of personnel as it relates to superior performance recognition.

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

Motion carried.

Dr. Pierner, Mr. Gohlke, and Ms. Pins remained in closed session.

Mr. Surani arrived at 3:34 p.m. and voted to go into closed session.

Dr. Pierner, Mr. Gohlke, and Ms. Pins were excused from closed session at 3:39 p.m.

Dr. Pierner was recalled into closed session at 3:45 p.m.

It was moved by Mr. Mayer and seconded by Ms. Tillman to adjourn the closed session at 4:28 p.m.

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

Motion carried.

Chairperson Thornton opened the public hearing on the FY 2017-18 budget at 4:30 p.m.

The proposed budget for FY 2017-18 was presented. Enrollment is predicted to remain flat, with the exception of enrollment for new fall 2017 programs. The operations budget was reviewed, which is comprised of the General Fund and Special Revenue Fund (grants). The total operating revenue in the proposed budget is \$29,048,613, of which 49% is generated from state funding, 23% from local taxes, 22% from tuition and fees, and 3% from both federal funding and institutional revenue. Total operating expenses in the proposed budget is \$29,051,985, of which 77% is payroll/benefits, 22% is other expenses, and 1% is contingency. The operating Fund Balance is estimated to close at \$10 million in Fiscal Year 2016-17 and projected to remain at the same level through Fiscal Year 2017-18. The proposed budget contains no planned draw on fund balance in the coming year. The Capital Fund consists of annual capital borrowing of \$3.5 million, water main phase 2 borrowing of \$1,468,000, capital carryover of \$592,912 from Aviation Center sale proceeds and unexpended funds, and grant funds of \$292,609 (includes \$35,810 in matching funds). The Debt Service Fund reflects new bond issues proposed at \$5 million. Bond issues would carry a 10-year maximum term with debt retirement matched to asset life for repayment schedule planning. The proposed Debt Service levy is \$8,154,200, with a mill rate of 0.68227 based on the assumption of a 2% increase in equalized values. A property tax comparison between 2016-17 and 2017-18 was provided. The operational mill rate is proposed to decrease from 0.57077 to 0.57004. The debt service mill rate is proposed to increase from 0.64198 to 0.68227. Total mills will increase from 1.21275 to 1.25231. The total operational levy will be \$14,966,912, an increase of \$757,069. Fiscal Year 2017-18 All Funds Revenue is proposed to be \$47,788,466, which is a decrease of approximately \$500,000. All Funds Expenses are proposed to be \$53,422,528, which is a decrease of approximately \$1 million. The distribution of All Funds Expenses by functional area reflects 34% related to instruction, 26% related to physical plant, and 24% related to Student Services. The next step in the Budget process is for the District Board to take action to adopt the budget; action to do so is planned during the June Board meeting which immediately follows the Public Hearing.

As there were no additional questions/comments, Chairperson Thornton closed the Public Hearing at 4:45 p.m.

It was moved by Mr. Mayer and seconded by Mr. Malik to reconvene in closed session pursuant to Wisconsin Statutes 19.85 (1)(c) for the purpose of continuing the process for the annual review of the President.

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

Motion carried.

Dr. Pierner remained in closed session.

It was moved by Mr. Richard and seconded by Dr. Schulte to adjourn the closed session at 5:04 p.m.

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

Motion carried.

Chairperson Thornton called the regular meeting to order at 5:05 p.m.

Chairperson Thornton called for Public Comment. There was none.

Chairperson Thornton called for Special Reports. There were none.

Chairperson Thornton called for Information/Discussion items.

The May financial statement was reviewed.

Dr. Pierner presented the President's monthly report. State and local meetings attended were shared. A meeting was held with CCI and Assoc. Builders & Contractors which led to a new carpentry apprenticeship opportunity. He attended a meeting in Kenosha to represent the College for an economic development opportunity. Additional activities included meeting with Regal Beloit, attending a Goodwill Industries scholarship luncheon, met with a representative of CUNA Mutual on a partnership opportunity, attended a philanthropic seminar in Madison, attended the Party at the Pitts, worked as a Rotary volunteer for Bike Night at Boardtrackers, and hosted an appreciation event for Youth Apprenticeship. Graduation was held on May 20; pinning ceremonies were held, GED and Law Enforcement Academy Graduations held, and the employee picnic held. We are currently in the final stages of the Vice President-Academic Affairs search. BTC in the local media was summarized; we received great press on the fire demo which was held on campus on June 20.

The draft 2017-2020 Strategic Plan was presented. Dr. John Delany, Giraffe, LLC, led discussion on the process used to create the Plan document. The strategy is built around flexible delivery of educational content, meeting students when and where they have an opportunity to learn, and supporting them with services that enable them to succeed. The plan establishes five three-year strategic objectives—enrollments, credential completion, placement, \$27 million annual revenue, and 0%, 2% (0% change in the target debt mill rate; 2% of operating margin to new initiatives). Audiences targeted are high school students and parents, adult learners, K-12 districts, employers, transfers and completers. The Promise to our stakeholders is "Build your future with flexible education in a supportive environment". Five strategic initiatives identified in the Plan are flexible education, Guided Pathways, marketing and communications, organizational development, and financial stability. The Plan's benefits include enrollment growth, build stronger employer relationships, grow revenue and margin, shrink debt, BTC becomes a great place to

work, we build stronger community relationships, we change the perception of technical colleges, and we deliver flexible education in a supportive environment. Board member comments were shared. A question posed was how the economy was taken into account within the Plan. Dr. Pierner responded that we will not overcome the impact of the local economy in the next couple of years. The Plan focuses internally so we are as good as we can possibly be (more efficient), and to fight the margins (obtain greater share of market). We will be better able to optimize resources so funds are available where they are needed. Board action to approve the Plan is scheduled for the July meeting.

Chairperson Thornton called for the Consent Agenda.

It was moved by Mr. Hays and seconded by Mr. Heeg to approve the consent agenda which included the minutes of the Regular Meeting held on May 17, 2017; current bills from the month of May – Voucher #00241649 to and including #00241842 and direct deposit expense reimbursements in the total amount of \$758,846.61 (includes student-related payments), a payroll total for the month of May of \$799,869.70, payroll tax wire transfers for the month of May of \$375,090.89, other wire transfers for the month of May of \$56,255.25, WRS wire transfers for the month of May of \$146,687.08, P-card disbursements for the month of May of \$159,273.83, a bond payment for the month of May of \$0, and a health insurance wire transfer for the month of May of \$293,036.02, for a grand total of \$2,589,059.38; approval of 21 training contracts negotiated since the last meeting totaling \$150,542; acceptance of three resignations—Dr. Doris Ellison, Associate Dean-Nursing, effective August 4, 2017, David Linton, Information Technology Instructor, effective the end of the Spring 2017 semester, and Dr. Samantha Samreth, Advisor, effective June 16, 2017; confirmation of an instructional employment contract issued to Traci Newcomer for the position of Associate Degree Nursing Instructor at a salary of \$59,768, effective August 18, 2017; confirmation of an administrative employment contract issued to Jeffery Ziegler for the position of Instructional Design Specialist, at a salary of \$62,000, effective June 20, 2017; confirmation of an instructional employment contract issued to Linda Becker for the position of Nursing Assistant Instructor, at a salary of \$53,760, effective August 18, 2017; and confirmation of an instructional employment contract issued to Tiffany Garrison-Stanley for the position of Science Instructor, at a salary of \$66,786, effective August 18, 2017.

Motion carried.

Chairperson Thornton called for Action Items.

It was moved by Mr. Mayer and seconded by Mr. Surani to approve revisions to District Board Policies B-222 – New Member Orientation, B-223 – Board Member Development Opportunities; and J-710 – Student Activity Fees and Fund Management, as presented.

Motion carried.

It was moved by Dr. Schulte and seconded by Mr. Surani to approve the 2016-17 Remission of Out-of-State Tuition Report, as presented.

Motion carried unanimously.

The Three-year Facilities Plan was reviewed. The Plan is an annual requirement of the WTCS Board. Construction, remodeling, and capital improvement projects anticipated in the upcoming three years include remodeling ITS administrative work space, renovations to the library and teaching and learning support services space, and a stand-alone insulated metal building constructed at the Monroe Campus to support expansion of hands-on training needs of the agribusiness program. The latter will house a shop/storage with an instructional lab and adjoining greenhouse. Separate Board action is required when these projects move forward.

It was moved by Mr. Richard and seconded by Ms. Tillman to approve the Three-Year Facilities Plan for July 1, 2017 – June 30, 2020, and to submit the document to the WTCS.

Motion carried unanimously.

District Board approval was requested to begin offering a Carpentry Apprenticeship program. Associated Builders and Contractors (ABC) of Wisconsin predicts there could be 13 apprentices in a first start-up apprenticeship class offering at the College. District Board approval is the first step required in the process to become a provider for this form of apprenticeship.

It was moved by Mr. Mayer and seconded by Mr. Heeg to approve the Carpentry Apprenticeship (50-410-9) Program.

Motion carried unanimously.

Chairperson Thornton called for Committee Reports. The Finance Committee did not meet in May or June.

It was moved by Mr. Malik and seconded by Mr. Hays to adopt the resolution to create district reserves and establish reservations of fund balances.

Motion carried unanimously.

The proposed Fiscal Year 2017-18 Budget was presented at a Public Hearing prior to the start of the regular Board meeting. There were no questions raised at the Hearing. The District Board was asked to adopt the Budget as presented.

It was moved by Mr. Mayer and seconded by Ms. Tillman to approve the attached resolution to adopt the 2017-18 Budget for the Blackhawk Technical College District in the total amount of \$53,422,528, with the amount of \$14,966,912 to be generated from local tax sources.

Motion carried unanimously.

The Personnel Committee met in May; meeting minutes were reviewed.

It was moved by Mr. Hays and seconded by Ms. Surani to approve Superior Performance Recognition Awards, as presented during Closed Session.

Motion carried unanimously.

Chairperson Thornton called for New Business.

The Board reviewed one Bylaw, #B230 – Board Committees, and two Policies, B-230.1 – Board Committees – Finance Committee, and B-230.2 – Board Committees – Personnel Committee. No revisions were recommended.

A presentation was made on campus security. Administration sought Board input on what the expectations were of the security presence at Central Campus and other BTC locations in the event of a human threat. Board consensus was the expectation is safety of staff and students on campus. The Board requested an internal committee be formed to research security options. A follow-up report will be provided to the Board in September on what other colleges in the state are doing, recommendations done on threat assessment, armed security/weapons as a minimum, types of training, mental health services provided for students, availability of Narcan, etc. The internal committee was requested to provide pros/cons and recommendations.

Chairperson Thornton called for Other Business.

Discussion continued regarding professional development expectations for Board members. Dr. Pierner recommended the College continue membership with ACCT for one additional year and requested one or two Board members who have attended ACCT attend the AACC conference with him in spring 2018.

A draft agenda was shared for the August 16 District Board Retreat. Board members requested a closed session during the afternoon to discuss the President's Goals and conduct a Board self-evaluation process.

A reminder was provided on the District Boards Association Summer Meeting being held in Kenosha on July 14-15.

A reminder was provided on the ACCT 2017 Leadership Congress being held in September in Las Vegas. Mr. Hays indicated he would like to attend.

Chairperson Thornton called for Future Agenda Items. There was none.

It was moved by Mr. Heeg and seconded by Ms. Tillman to adjourn the meeting at 7:47 p.m.

Motion carried.

Laverne E. Hays  
Secretary



ENCLOSURE #11

7. Consent Agenda

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

The June bills include Voucher #00241843 to and including #00242106 and direct deposit expense reimbursements in the total amount of \$758,846.61 (includes student related payments), a payroll total for the month of June of \$624,966.30, payroll tax wire transfers for the month of June of \$350,115.46, other wire transfers for the month of June of \$37,929.89, WRS wire transfers for the month of June of \$149,075.50, P-card disbursements for the month of June of \$307,898.83, a bond payment for the month of June of \$0, and a health insurance wire transfer for the month of June of \$287,497.00, for a grand total of \$2,516,329.59.

Blackhawk Technical College

BILL LIST SUMMARY  
 Period Ending June, 2017

Starting Check Number           00241843  
 Ending Check Number           00242106     Plus Direct Deposits

PAYROLL TAXES			
Federal		297,014.95	
State		<u>53,100.51</u>	
			350,115.46
PAYROLL BENEFIT DEDUCTIONS & FRINGE PAYMENTS			
Retirement		-	
Health and Dental Insurance		24,372.80	
Miscellaneous		<u>19,290.06</u>	
			43,662.86
STUDENT RELATED PAYMENTS			64,945.50
CURRENT NON CAPITAL EXPENSES			75,418.56
CAPITAL			574,819.69
DEBT			<u>-</u>
TOTAL BILL LISTING AND PAYROLL TAXES			1,108,962.07
PAYROLL-NET			<u>624,966.30</u>
SUB TOTAL BILL LISTING AND PAYROLL			1,733,928.37
PLUS OTHER WIRE TRANSFERS			37,929.89
PLUS WRS WIRE TRANSFERS			149,075.50
P-CARD DISBURSEMENTS			307,898.83
PLUS BOND PAYMENT			-
HEALTH INSURANCE WIRES			<u>287,497.00</u>
GRAND TOTAL FOR THE MONTH			<u><u>2,516,329.59</u></u>

Memo

Bill List Total	758,846.61
Wire Transfer - Payroll Taxes	350,115.46

7. Consent Agenda

c. Approval of Contract Training (Action - Lynn Neitzel)

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	
2017-1158	<b>Southwest WI Workforce Developmnt Board</b> <i>Culinary Academy</i>	10	1.07	\$37,693	\$26,504	\$37,693
<i>Report Subtotal</i>		<i>10</i>	<i>1.07</i>	<i>\$37,693</i>	<i>\$26,504</i>	<i>\$37,693</i>

	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
2017-1151	<b>SSI Technologies</b> <i>Accountability/Problem Solving</i> --WAT Grant Funding					15	0.05	\$935	\$676	\$290
										\$645
2017-1152	<b>SSI Technologies</b> <i>Advanced Excel 2013</i> --WAT Grant Funding					8	0.04	\$932	\$733	\$289
										\$643
2017-1153	<b>SSI Technologies</b> <i>Advanced Word</i> --WAT Grant Funding					7	0.04	\$925	\$733	\$287
										\$638
2017-1154	<b>SSI Technologies</b> <i>Generation Gaps</i> --WAT Grant Funding					13	0.04	\$653	\$466	\$203
										\$451
2017-1155	<b>SSI Technologies</b> <i>Basic Excel 2013</i> --WAT Grant Funding					8	0.04	\$932	\$733	\$289
										\$643

\* BTC charges do not meet LAB formula.

ENCLOSURE #12

7/10/2017

7. Consent Agenda

	MULTIPLE RECEIPT, GRANT OR OTHER COMPLEX CONTRACT BREAKDOWN INFORMATION					FULL CONTRACT DETAIL INFORMATION				
	# Served	Est. FTEs	BTC Cost Formula	LAB Cost Formula	Actual Contract Cost	# Served	Est. FTEs	BTC Cost Formul	LAB Cost Formula	Actual Contract Cost
2017-1156 <b>SSI Technologies</b> <i>Advanced Excel 2013</i> --WAT Grant Funding						9	0.05	\$940	\$733	\$292 \$648
2017-1157 <b>SSI Technologies</b> <i>Financial Management for Non-Financial Managers</i> --WAT Grant Funding						25	0.08	\$1,307	\$676	\$313 \$995
2017-1159 <b>SSI Technologies</b> <i>Accountability/Problem Solving</i> --WAT Grant Funding						10	0.03	\$899	\$676	\$279 \$620
2017-1161 <b>SSI Technologies</b> <i>Basic Electricity</i> --WAT Grant Funding						16	0.11	\$1,934	\$1,353	\$541 \$1,393
2017-1162 <b>SSI Technologies</b> <i>Meaningful Presentations</i> --WAT Grant Funding						3	0.02	\$889	\$733	\$271 \$618
2017-1164 <b>SSI Technologies</b> <i>Financial Management for Non-Financial Managers</i> --WAT Grant Funding						7	0.02	\$693	\$450	\$189 \$504
2017-1165 <b>SSI Technologies</b> <i>Advanced Excel 2013</i> --WAT Grant Funding						4	0.02	\$903	\$733	\$280 \$623
2017-1166 <b>SSI Technologies</b> <i>Minitab</i> --WAT Grant Funding						7	0.01	\$464	\$343	\$144 \$320

\* BTC charges do not meet LAB formula.

7. Consent Agenda

	MULTIPLE RECEIPT, GRANT OR OTHER COMPLEX CONTRACT BREAKDOWN INFORMATION					FULL CONTRACT DETAIL INFORMATION				
	# Served	Est. FTEs	BTC Cost Formula	LAB Cost Formula	Actual Contract Cost	# Served	Est. FTEs	BTC Cost Formul	LAB Cost Formula	Actual Contract Cost
2017-1167 <b>SSI Technologies</b> <i>Advanced Powerpoint</i> --WAT Grant Funding						3	0.02	\$896	\$733	\$278
										\$618
2017-1168 <b>SSI Technologies</b> <i>Real Colors</i> --WAT Grant Funding						19	0.06	\$1,192	\$676	\$299
										\$893
2017-1169 <b>SSI Technologies</b> <i>CNC Turning/Lathe Operations Boot Camp</i> --WAT Grant Funding						7	0.23	\$8,574	\$6,141	\$2,470
										\$6,104
						<i>Report Subtotal</i>				
						<i>161</i>	<i>0.86</i>	<i>\$23,068</i>	<i>\$16,588</i>	<i>\$23,070</i>
						<b><u>171</u></b>	<b><u>1.93</u></b>	<b><u>\$60,761</u></b>	<b><u>\$43,092</u></b>	<b><u>\$60,763</u></b>

\* BTC charges do not meet LAB formula.

## CONTRACT TRAINING APPROVED BY BTC BOARD

	FY 2013-14		FY 2014-15		FY 2015-16		FY 2016-17		FY 2017-18		
	Month	Month's \$	YTD \$	Month's \$	YTD \$	Month's \$	YTD \$	Month's \$	YTD \$	Month's \$	YTD \$
1st Qtr.	July	\$52,148	\$52,148	\$36,837	\$36,837	\$64,607	\$64,607	\$17,083	\$17,083	\$60,763	\$60,763
	August	\$40,224	\$92,372	\$88,157	\$124,994	\$31,803	\$96,410	\$1,912,317	\$1,929,400		\$60,763
	September	\$43,942	\$136,314	\$4,242	\$129,236	\$22,000	\$118,410	\$373,076	\$2,302,476		\$60,763
2nd Qtr.	October	\$25,200	\$161,514	\$26,983	\$156,219	\$52,506	\$170,916	\$210,046	\$2,512,522		\$60,763
	November	\$34,725	\$196,239	\$56,992	\$213,211	\$622,564	\$793,480	\$26,617	\$2,539,139		\$60,763
	December	\$307,342	\$503,581	\$408,509	\$621,720	\$275,514	\$1,068,994	\$24,362	\$2,563,501		\$60,763
3rd Qtr.	January	\$0	\$503,581	\$76,855	\$698,575	\$52,828	\$1,121,822	\$63,520	\$2,627,021		\$60,763
	February	\$455,099	\$958,680	\$124,335	\$822,910	\$14,624	\$1,136,446	\$45,218	\$2,672,239		\$60,763
	March	\$46,981	\$1,005,661	\$56,331	\$879,241	\$64,158	\$1,200,604	\$15,257	\$2,687,496		\$60,763
4th Qtr.	April	\$72,840	\$1,078,501	\$35,193	\$914,434	\$16,268	\$1,216,872	\$40,876	\$2,728,372		\$60,763
	May	\$50,185	\$1,128,686	\$52,003	\$966,437	\$85,469	\$1,302,341	\$35,548	\$2,763,920		\$60,763
	June	\$47,797	\$1,176,483	\$3,851	\$970,288	\$6,124	\$1,308,465	\$150,542	\$2,914,462		\$60,763
YTD TOTAL \$			<u>\$1,176,483</u>		<u>\$970,288</u>		<u>\$1,308,465</u>		<u>\$2,914,462</u>		<u>\$60,763</u>

### Historical Reference

1. FY 2013-14 - WAT Grant total: \$229,793; Transcribed Credit contracts with high schools total: \$707,169
2. FY 2014-15 - WAT Grant total: \$179,200; Transcribed Credit contracts with high schools total: \$597,665
3. 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
4. FY 2016-17 - WAT Grant total: \$147,804; Transcribed Credit contracts with high schools total: \$2,408,840; HSED contracts with high schools total: \$32,174
5. FY 2017-18 - WAT Grant total: \$ 16,356; Transcribed Credit contracts with high schools total: \$ ; HSED contracts with high schools total: \$

ENCLOSURE #13

7. Consent Agenda

d. Confirmation of Administrative Employment Contract Issued for the Position of Vice President of Academic Affairs (Dr. Zahi Atallah) (Action – Dr. Tracy Pierner)

Dr. Zahi Atallah has been issued an administrative employment contract for the position of Vice President of Academic Affairs at an annual salary of \$130,000, effective September 1, 2017.

Dr. Atallah holds a B.S. degree in Agricultural Engineering from Holy Spirit University, Kaslik, Lebanon; an M.S. degree in Plant Pathology from American University of Beirut, Beirut, Lebanon; and a Ph.D. in Plant Pathology from Washington State University, Pullman, Washington. For the past six years, Dr. Atallah has held the position of Dean of Advanced Technology and Applied Science at Hartnell College, Salinas, California. Prior occupational experience included positions of Scientist, Department of Plant Pathology, at the University of California, Davis, California; Associate Researcher, Department of Plant Pathology, at the University of Wisconsin-Madison; and Research Assistant at Washington State University, Pullman, Washington.

It is also requested that the Board approve a relocation allowance for Dr. Atallah, not to exceed \$5,000, to assist in his moving costs.

Approval to grant a relocation allowance, not to exceed \$5,000, and confirmation of Dr. Atallah's contract are requested.

ENCLOSURE #14

7. Consent Agenda

- e. Confirmation of Limited-Term Instructional Employment Contract Issued for the Position Medical Assistant Instructor (Ciara Heckel) (Action – Brian Gohlke)

Ciara Heckel has been issued a limited-term instructional employment contract for the position of Medical Assistant Instructor at a salary of \$47,458, effective August 18, 2017.

Ms. Heckel has completed Medical Assistant courses at Mid-State Technical College and Northcentral Technical College. For the past year, she has held the position of Program Chair/Lead Medical Assistant Instructor at Madison Media Institute/Rockford Career College in Madison. Prior employment includes positions as Certified Medical Assistant at Unity Point-Specialty Clinic in Madison and Medical Assistant at Marshfield Clinic in Marshfield.

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



ENCLOSURE #15

7. Consent Agenda

- f. Acceptance of Resignations (Terese Craig, Patrick Haack, Corey Livieri, Dawn Zwart) (Action – Brian Gohlke)

Terese Craig, Director – Resource Development and Community Relations, has submitted her resignation, effective July 21, 2017.

Patrick Haack, Electromechanical Instructor, has submitted his resignation, effective immediately.

Corey Livieri, College & Career Specialist, has submitted his resignation, effective July 28, 2017.

Dawn Zwart, Healthcare Simulation Specialist, has submitted her resignation, effective July 14, 2017.

It is our recommendation you accept the resignations with regret and with best wishes for future endeavors.

## ENCLOSURE #16

### 8. Action Items

#### a. Approval of 2017-2020 Strategic Plan (Action – Dr. Tracy Pierner)

The College has been working on the development of a new Strategic Plan over the last six months. Dr. John Delany, Giraffe LLC, facilitated the process, led listening sessions with employees and students, and conducted interviews with external stakeholders. After gathering the feedback, Dr. Delany worked with College leadership and a Strategic Plan Team to identify audiences, objectives, the Promise, initiatives, and projects. A draft 2017-2020 Strategic Plan was presented to employees at a Town Hall meeting on May 16, 2017. Dr. Delany then held listening sessions with employees on May 23 to obtain feedback on the draft Plan. Input received was used to finalize the draft document for presentation to the Board.

The draft 2017-2020 Strategic Plan was presented at the June 21 Board meeting. The document is attached.

District Board action to approve the Plan is requested.

**DRAFT**

**Build Your Future  
With  
Flexible Education in a Supportive Environment**

**Proposed  
The 2017 – 2020 Strategic Plan  
of**

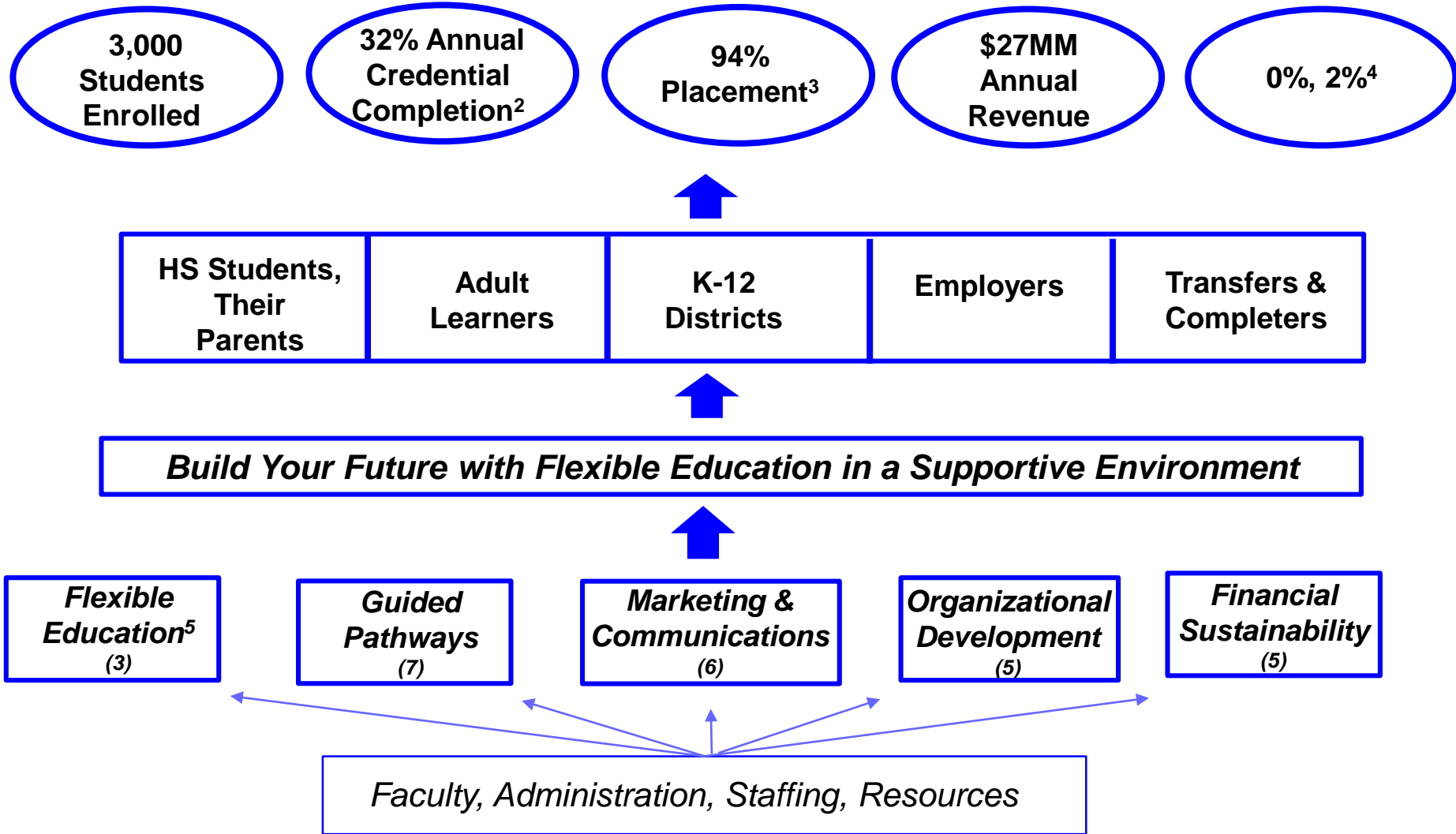


**June, 2017**

# Introduction

- The goal of this plan is to *make Blackhawk a much more vital and highly prized asset of Southern Wisconsin*
- Enthusiastically appreciated by our community - high school students, parents, teachers and counselors, adult learners, employers, legislators, policy makers.
- We cannot deliver all things to all people. We need to focus on a few key benefits to impress our key audiences.
- Our strategy is built around the flexible delivery of educational content, meeting students when and where they have an opportunity to learn, and supporting them with services that enable them to succeed.
- This plan benefits from the energetic and passionate input of students, staff, administration, adjunct faculty, full-time faculty, the ECIC, high school guidance counselors and area employers.
- This plan establishes five three-year strategic objectives. However we only take the projects and tactics out to the fall of 2018, assuming that this plan will be updated a year from now, based on a year of learning through experience.

# An overview of the Strategy<sup>1</sup>



1. Objectives to be achieved by YE 2020. The plan will be updated annually.
2. Within 36 months of enrollment, by type of credential for first time, full time students
3. Within six months of earning any credential.
4. 0% change in the target debt mill rate; 2% of operating margin to new initiatives.
5. Parenthesized number indicates the number of projects in the initiative.

# Preliminary Enrollment Targets<sup>1</sup>

Type of Student	AY 2017	AY 2018	AY 2019
HS Graduates	339	450	650
Adult Learners	2000	2200	2200
K-12 Dual Credit Students	100	200	300
Employer Training Contracts (WFD)	135	140	145
Transferees, Degree Completers	tbd	tbd	tbd
Transcripted Students	800	900	1000
Articulation Agreements	75	90	100
% of District Population	1.6%	1.7%	1.8%

1. Preliminary estimates at the time of plan completion, Estimates to be updated and further validated in the Financial Sustainability Initiative, below.



# The Expected Returns from Strategy Investment

## *With Proposed Strategic Initiatives<sup>1</sup>*

	<b>2017/18</b>	<b>2018/19</b>	<b>2019/20</b>
Students Enrolled	<b>2,500</b>	<b>2,800</b>	<b>3,000</b>
Annual Completion Rate <sup>2</sup>	<b>27%</b>	<b>29%</b>	<b>32%</b>
Placement Rate <sup>3</sup>	<b>94%</b>	<b>94%</b>	<b>94%</b>
Annual Revenue	<b>\$26MM</b>	<b>\$26.5MM</b>	<b>\$27MM</b>
% of OM to New Initiatives <sup>4</sup>	<b>1.0%</b>	<b>1.5%</b>	<b>2.0%</b>
% Target Debt Service Mill Rate	<b>103%</b>	<b>109%</b>	<b>108%</b>

## *Without Proposed Strategic Initiatives*

	<b>2017/18</b>	<b>2018/19</b>	<b>2019/20</b>
Students Enrolled	<b>2,300</b>	<b>2,150</b>	<b>2,000</b>
Annual Completion Rate <sup>2</sup>	<b>26%</b>	<b>26%</b>	<b>26%</b>
Placement Rate <sup>3</sup>	<b>91%</b>	<b>91%</b>	<b>91%</b>
Annual Revenue	<b>\$25.5MM</b>	<b>\$24.5MM</b>	<b>\$24MM</b>
% of OM to new initiatives <sup>4</sup>	<b>0%</b>	<b>0%</b>	<b>0%</b>
% Target Debt Service Mill Rate	<b>122%</b>	<b>122%</b>	<b>121%</b>



1. Estimates to be updated with output of the Financial Sustainability Initiative. See Initiatives, below.
2. Annual completion rate based on trailing 36 months enrollment, by type of credential and type of student.
3. Within six months of credential completion.
4. OM= Operating Margin, estimated at the beginning of the academic years

# Highlights of The 2017/18 Plan Implementation\*

## **Financial Sustainability**

- Enrollment, retention, recruiting  
x student x program x course
- Staffing ratios
- Program evaluation tool & process

## **Flexible Education**

- Flexible Delivery priorities
- Shared Curriculum Options
- CPL program revised, launched

## **Guided Pathways**

- *tbd*

## **Financial Sustainability**

- Space utilization priorities
- Enrollment plan
- Program proposal
- Master plan

## **Flexible Education**

- Course re-design
- Support services
- Train the trainer
- Faculty development
- New curricula
- Market new options

## **Guided Pathways**

- *tbd*

## **Year 1 Strategic Objectives**



**2,500 students**  
**27% completion**  
**94% placement**  
**\$26MM revenue**  
**1.0% OM/Innovation**  
**103% Mill Rate**



**Update the plan**

Fall '17

## **Marketing & Communications**

- Marketing Plans
- ✓ HS Students
- ✓ Blaze Beyond
- ✓ Adults
- ✓ WFD
- Project Management Plans
- ✓ CRM
- ✓ Blackhawk.edu

## **Organizational Development**

- Begin Shared Leadership of strategy implementation
- Launch employee feedback forums
- Complete employee messaging training
- Start SOP process

Winter '18

## **Marketing & Communications**

- Blackhawk.edu launched
- CRM launched
- All marketing plans underway

## **Organizational Development**

- Launch organizational knowledge tool
- Continue employee feedback forums
- Complete SOPS for high priorities
- Recognize outstanding customer service providers

Fall '18

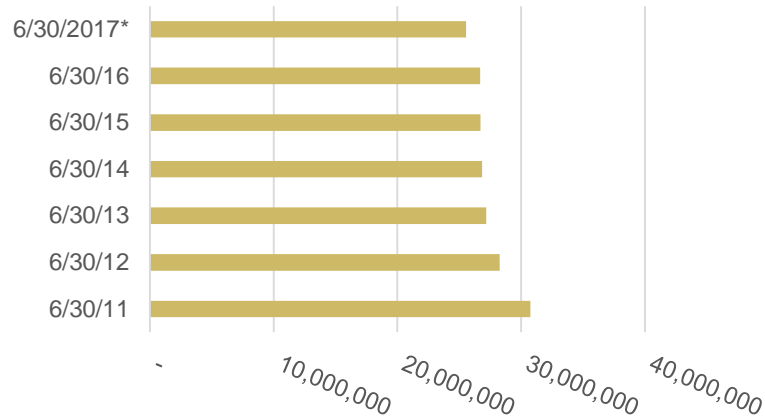


# Where the College Stands Today

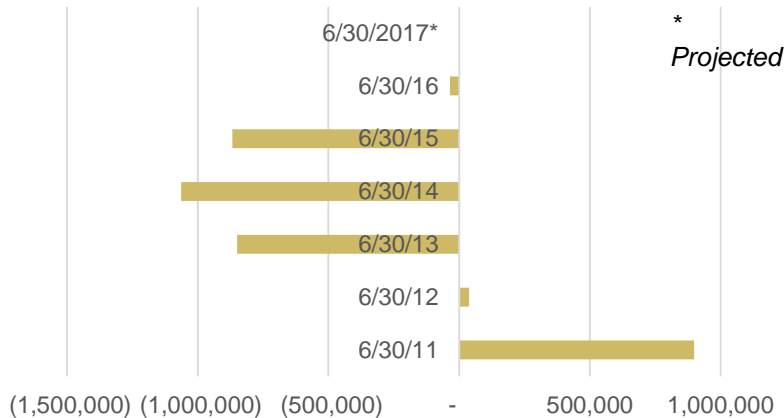
- ❖ Learning to operate in the environment in which it lives
  - ✓ Students with more diverse and intense non-academic needs
  - ✓ Low unemployment
  - ✓ Negative perceptions of being a “tech” school
  - ✓ Confronting the perceived non-transferability of its credentials
  - ✓ Confronting many state/local operating constraints
- ❖ Learning to optimize resources
  - ✓ An enrollment spike to decline – going back to where we started in a new economy
  - ✓ Significant staff reduction and turnover
  - ✓ Burdened with inefficient, ineffective, unaligned paper-driven processes
- ❖ New facilities in the health science and manufacturing

# Where the College Stands Today

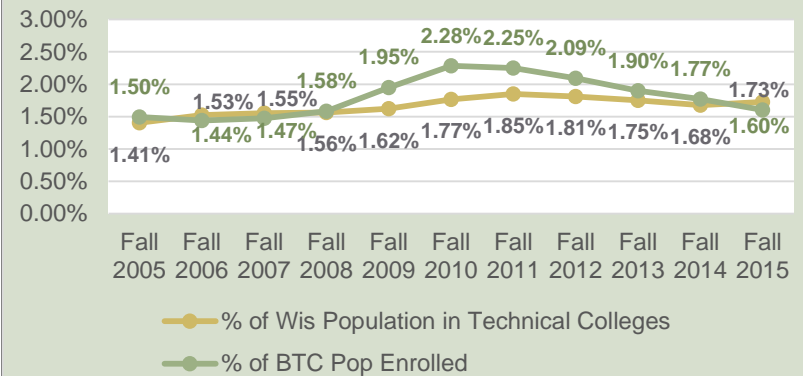
## General Fund Revenue



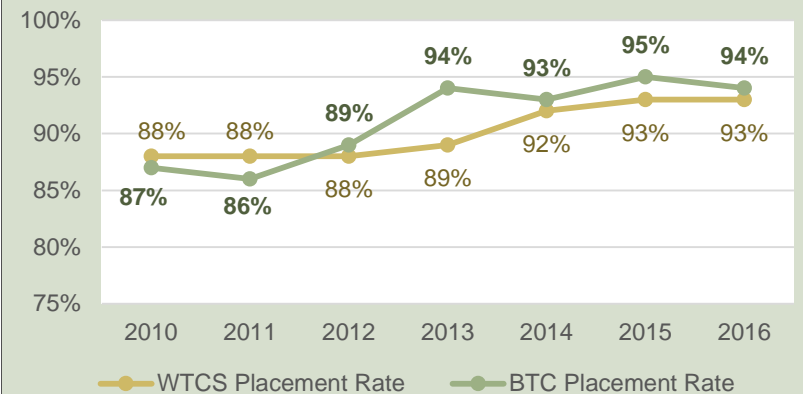
## General Fund Margin



## Average Percentage of Population Enrolled at Wisconsin 2-Yr Colleges Compared to Blackhawk Technical College, Fall 2005- Fall 2015



## Placement Rates Comparison between WTCS Schools and BTC



# External Environment Concerns

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## HS Students

- Perceptions - students are under-prepared, under-motivated, sense of entitlement
- Negative perceptions of a tech college by students and parents, BTC last resort
- More dysfunctional homes, learning disabilities

## Adult Learners

- Confronting more demands of daily life
- Accurately assessing their competency levels

## Competition

- Encircling BTC, easier to enroll, competing for students
- Offering more programs and flexibility

## Employers

- Hiring students before they're ready
- Offering their own education programs
- Sending them students before education is complete

## Communities, Legislators, Regulators

- Weakening perceptions about the value of higher education

# BTC Concerns

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## **Economic Viability** - Our affordability to some

- Declines in state funding, other sources of revenue
- Our borrowing costs, future pay raises, pay checks
- Under-utilized resources from campuses to classrooms

## **Program Offerings** – Limited learning channels

- Inflexible timing, no summer & weekend offerings, limited evening options
- Lack of social environment for evening students
- Concerns with advising, not enough of internships
- Need for more remedial, non-academic services
- Little marketing of successful programs

## **Faculty, Staff, Administration** – Turnover of good people

- No pay increases, low morale, high pressure, retention
- Arrogance about own-teaching qualifications, by many
- Lack of enthusiasm for students, by many

# BTC Concerns

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## Operations

- Lack of SOPs for routine operations, ad hoc decisions
- Doing too many things at once: lack of focus, no priorities
- Insufficient data-driven decision making
- Slow, antiquated IT, lags behind competition

**Graduates** – Graduating some before they're ready

**Culture** – Unwillingness to change to outlook

- Lack of trust, blame the students, blame each other
- Strong hierarchies, lack of vertical communications

# ***What We Feel Good About<sup>1</sup>***

## **Economic Viability going Forward**

- The value of our education for the cost
- Ability to secure grants
- Ability to sell training programs to employers
- Potential to optimize and balance college resources
- Potential to develop the K-12 dual credit pipeline

## **Program Offerings**

- The strong and growing reputations of some programs
- The marketing potential of these and other programs
- Richness of new learning environments, new facilities (e.g. health sciences, manufacturing)

## **Faculty, Staff, Administration**

- Quality teaching
- Dedicated, dependable, compassionate individuals
- The new president and direction he's taken

## **HS Guidance Counselors**

- Seeing positive changes at BTC
- High participation rate in strategic plan related survey and high survey response evaluations
- Openness to on-campus support from BTC advisors in order to attract more students

1. Based on notes taken in the staff, faculty, adjunct faculty, ECIC and student listening sessions and from exercises completed in the strategy workshop.

# ***What We Feel Good About<sup>1</sup>***

## **Graduates**

- Outstanding placements and placement rates

## **Culture**

- Willingness to learn and change
- Willingness to contribute in CPIs, strategic planning
- Friendly, helpful campus, especially to adult students

## **Employers**

- Strong and growing industry relationships
- Willingness to participate in strategic planning survey

## **Community**

- Embeddedness in our communities and the potential to engage them going forward
- Learning opportunities BTC provides to its communities
- Potential to become more frequent and accessible community participant (install basketball courts)
- Building much greater awareness of BTC and the potential to change perceptions of it

1. Based on notes taken in the staff, faculty, adjunct faculty, ECIC and student listening sessions and from exercises completed in the strategy workshop.

# 18+ Regional Competitors

<b>Beloit College</b>
<b>Gateway</b>
<b>Highlands</b>
<b>Madison Area Technical College</b>
<b>North Central Technical College</b>
<b>Southwest</b>
<b>UW Rock County</b>
<b>UW Whitewater</b>
<b>UW Madison</b>
<b>Online Colleges and Universities</b>

<b>Cardinal Stritch University</b>
<b>Concordia University</b>
<b>Edgewood College</b>
<b>Herzing University</b>
<b>Milwaukee School of Engineering</b>
<b>Rasmussen College</b>
<b>Rock Valley College</b>
<b>St. Anthony's College of Nursing</b>



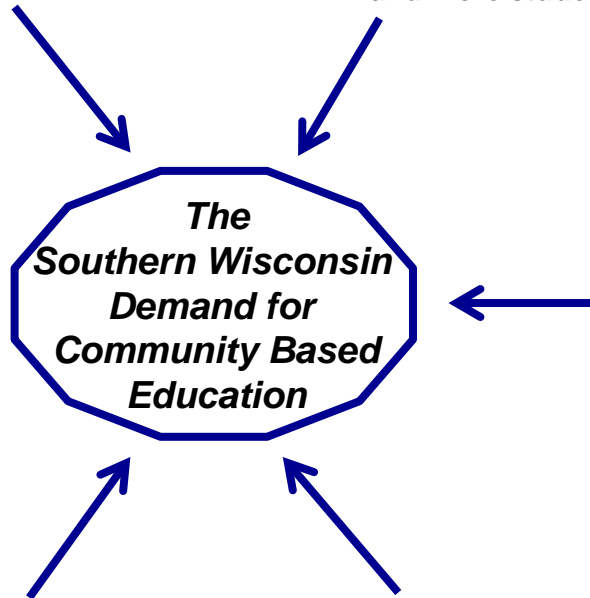
# The Future Coming at Us:

## Pressures Shaping the Demand for Community Based Education in Southern Wisconsin<sup>1</sup>

Technology continues to increase learning-time, learning-place and learning-content delivery flexibility, making more courses, programs, certificates and degrees available to learners.

Students' remedial and non-academic needs continue to increase as HS-graduate college preparedness declines, everyday life-skills require support, life-demands of adult students become more acute, adults return to school more frequently throughout their lives and more students with disabilities apply.

Public and legislative support for higher education weakens as high education costs go higher, student debt grows and goes delinquent while graduates' incomes stagnate.



Employers appear to want more skilled workers at less attractive wages, as older employees retire, jobs become more technically demanding but wages offered are less attractive.

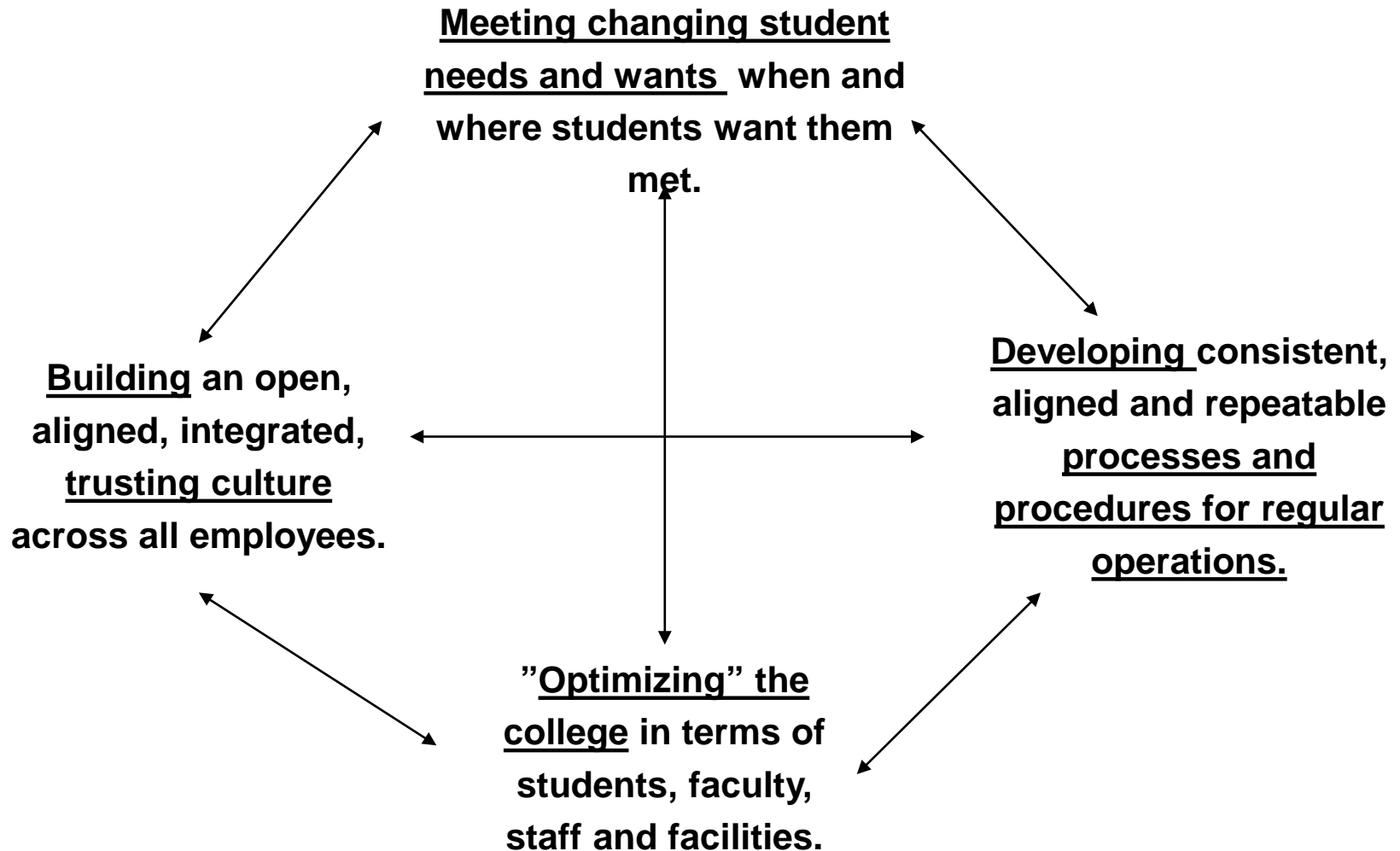
The regional economy struggles with an aging population, a shrinking middle class, stagnant wages, a declining labor force participation rate, fewer HS graduates per year and family and ethnic diversities multiply.

Competition for students grows as other public schools drop their standards to accommodate less-prepared HS students, more diverse adult learners, pressures increase to get students through faster and as employers introduce their own education and training programs.



1. Based on notes taken in the staff, faculty, adjunct faculty, ECIC and student listening sessions and from exercises completed in the strategy workshop.

# Our Four Most Pressing Challenges



# The Strategy

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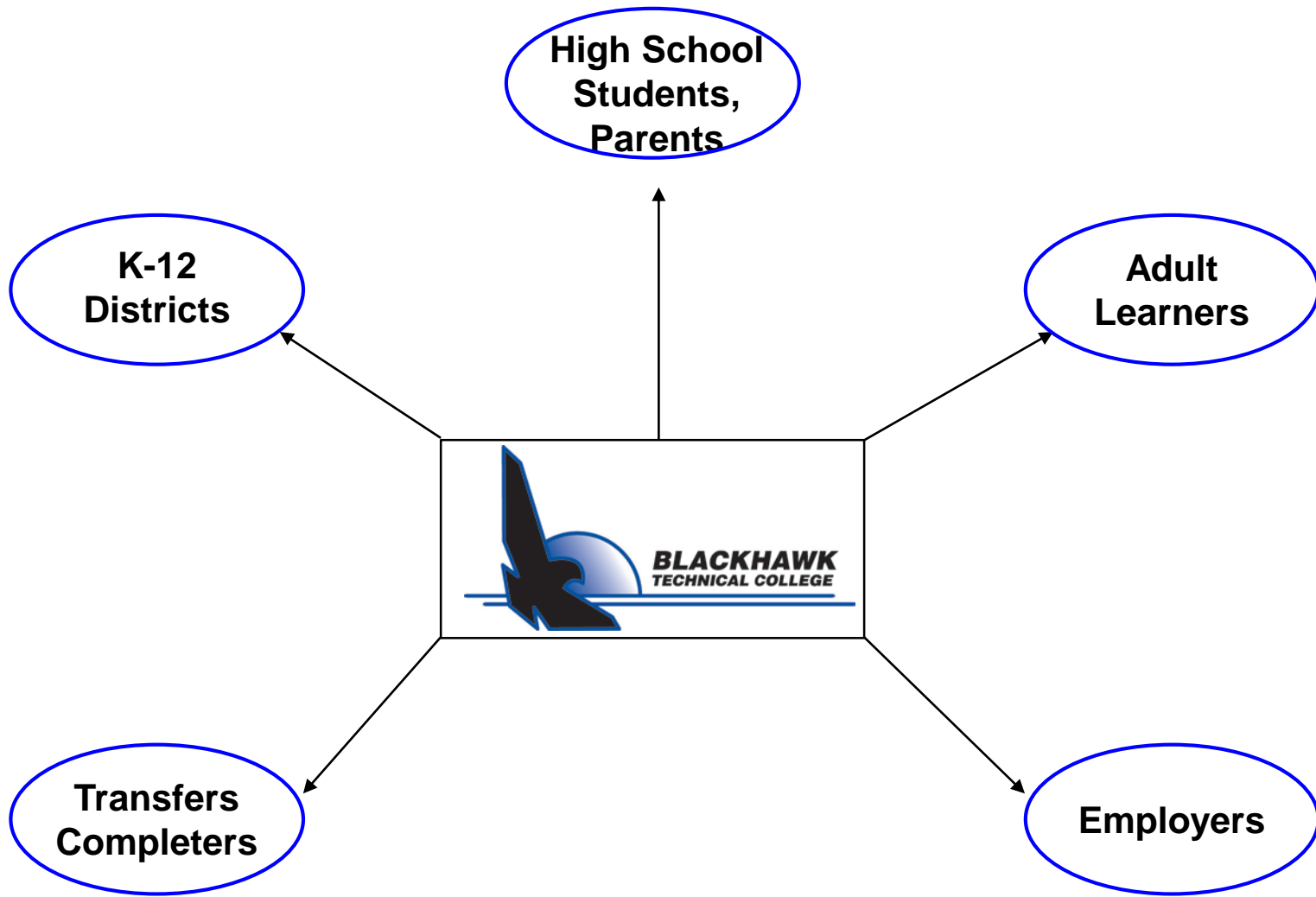
**Audiences**

**Objectives**

**Promise**

**Initiatives & Projects**

# The Audiences to Win Over



# The Performance Targets to Hit

## Optimizing BTC Resources<sup>1</sup>

	<b>2017/18</b>	<b>2018/19</b>	<b>2019/20</b>
Students Enrolled	<b>2,500</b>	<b>2,800</b>	<b>3,000</b>
Annual Completion Rate <sup>2</sup>	<b>27%</b>	<b>29%</b>	<b>32%</b>
Placement Rate <sup>3</sup>	<b>94%</b>	<b>94%</b>	<b>94%</b>
Annual Revenue	<b>\$26MM</b>	<b>\$26.5MM</b>	<b>\$27MM</b>
% of Operating Margin to New Initiatives <sup>4</sup>	<b>1.0%</b>	<b>1.5%</b>	<b>2.0%</b>
% Change in the Target Mill Debt Rate	<b>103%</b>	<b>109%</b>	<b>108%</b>

1. Estimates to be updated with output of the Financial Sustainability Initiative. See Initiatives, below.
2. Annual completion rate based on trailing 36 months enrollment.
3. Within six months of credential completion.
4. Estimated at the beginning of the academic years.

# The Promise We Make to Our Audiences

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**We help you build your future  
with flexible education  
in a supportive environment**

(Long form)



***Flexible education, supportive environment***

(Short form)



# The Five Strategic Initiatives

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**Flexible Education**

**Guided Pathways**

**Marketing & Communications**

**Organizational Development**

**Financial Sustainability**

# Strategic Initiative: Flexible Education

**Goal: Attract and retain more students and complete more credentials faster with flexible learning options.**

Project	Deliverables
<b>Flexible Delivery</b>	<p><i>Complete a business case analysis of highest potential scheduling options and channels by 11/17.</i></p> <p><i>Introduce new scheduling options and new learning channel options by 2/18.</i></p> <p><i>Stop low demand learning options.</i></p>
<b>Shared Curriculum</b>	<p>Complete a business case analysis of most cost-efficient and cost-effective redundancies.</p> <p>Reduction in redundant courses by fall semester 2018.</p>
<b>Credit for Prior Learning (CPL)</b>	<p>Develop, launch, brand the BTC CPL program by January 2018.</p> <p>Increase number of Challenge Exams from 16 to 32 by May 2018 (200% increase).</p> <p>Increase the success rate for Challenge Exams from 8% in 2016 to 50% by May 2018.</p>



# ***Strategic Initiative: Guided Pathways***

**Goal: Increase the percent of students completing credentials while decreasing their time-to-completion.**

<b>Project</b>	<b>Deliverables</b>
<b>Meta-Major and Math Pathways</b>	Develop and utilize meta-majors and math pathways.
<b>Mixed Method Placement</b>	Actively be using a mix-method approach to placement.
<b>Interest Inventories</b>	Actively be using interest inventories information in exploring career paths with students.
<b>Co-requisite remediation</b>	Determine whether to use co-requisite remediation in place of developmental education.
<b>Intrusive Advising</b>	Deliver a recommendation and, if appropriate, an implementation plan for the adoption of intrusive advising models.
<b>Adult Pathways</b>	8-10% of students transitioning into credential programs through adult competency development and remedial HS education.
<b>Student Planning</b>	Review, recommend and, if appropriate, launch student academic planning software for both advisors and students.

# Strategic Initiative: Marketing & Communications

**Goal: Build enrollments, placements and revenue.**

Project	Deliverables
<b>High School Students &amp; Influencers<sup>1</sup></b>	Achievement of annual enrollment targets for HS grads.
<b>Blaze Beyond</b>	100 dual credit enrollees AY2017 with 200% increase by AY2019.
<b>Adult Learners</b>	Achievement of annual enrollment targets.
<b>Employer WFD</b>	Achievement of WFD contracts and revenue.
<b>Blackhawk.edu<sup>1</sup></b>	Relaunch by December, 2017. Achieve information request and online app targets.
<b>CRM</b>	100% of recruiting staff trained in the new system AND using it by 1/31/18.



1. A CPI project that has been integrated into the strategic plan

# Strategic Initiative: Organizational Development

**Goal: Build an efficient organization and a single unified supporting culture.**

<b>Project</b>	<b>Deliverables</b>
<b>Employee Operations Knowledge</b>	95% reported understanding of how BTC is organized and how key processes operate.
<b>Customer Service Culture</b>	10% improvement on customer satisfaction scores across all audiences.
<b>Standard Operating Procedures</b>	SOPs defined, adopted and followed. Three (3) ad hoc practices eliminated.
<b>BTC Conversations</b>	A feedback forum for staff, admin and faculty that helps unify the BTC culture.
<b>Strategic Plan Implementation &amp; Shared Leadership</b>	At least one annual strategic objective achieved per year and optimism on plan progress. 70% agreement on BTC as a good place to work.

1. A CPI project that has been integrated into the strategic plan

# ***Strategic Initiative: Financial Sustainability***

**Goal: 2% revenue in reserve account; achieve target debt mill rate**

<b>Project</b>	<b>Deliverables</b>
Enrollment Plan	Enrollment targets x programs x student classification.
Staffing Plan	Staffing ratio targets complete.
Program Evaluation	Evaluation tool and process adopted. New program proposal process. First evaluation review complete.
Facilities Plan	Space utilization report complete. Review templates complete. Master plan update complete.
Resource Optimization	Rollup and forecast of enrollment, programs, grants, facilities, staffing, comp, budgets w complete financials.

# The Benefits of Strategic Plan Implementation

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- **We grow enrollments:**
  - **HS graduates**
  - **Adult learners**
  - **WFD trainees**
  - **K-12 dual credits**
  - **Transferees, completers.**
- **We build stronger employer relationships.**
- **We grow revenue and margin.**
- **We shrink debt.**
- **We become a great place to work faculty, administration and staff.**
- **We build stronger community relationships.**
- **We help change the perceptions of technical colleges.**
- **We deliver FLEXIBLE EDUCATION IN A SUPPORTIVE ENVIRONMENT**



## ENCLOSURE #17

### 8. Action Items

#### b. Selection of 2017 Distinguished Alumni Award Nominee (Action – Dr. Tracy Pierner)

Each year, the Wisconsin Technical College District Boards Association seeks candidates for the Distinguished Alumni Award. This award recognizes a technical college alumnus who has demonstrated the value of a technical college education through career advancement, community service, continued personal and professional growth and support of the technical college system. This year's nomination from Blackhawk Technical College is Sharon Cox, a 2000 graduate of the Associate Degree Nursing program.

Twenty years ago Sharon Cox was a married, stay-at-home mom that ran a home daycare. Her life took a turn in 1997 when two immediate family members were diagnosed with cancer within the same week. A caregiver by nature, with a new intrigue in healthcare, Sharon began her new career by enrolling in a CNA course at Blackhawk Technical College (BTC). "I walked by the (classroom) door three times before I walked in," she recalls. Sharon attributes her family's support and encouragement, the college's affordability, structure and convenience of classes, smaller class sizes, and welcoming faculty in assisting her to overcome feelings of fear in returning to school after a 15-year hiatus.

On March 1, 2017, Sharon was named Vice President, Chief Nursing Officer for Beloit Health System. In reflection of her career highlights, Sharon remarked, "Remember to always allow the journey to happen, we may guide the journey as we learn about ourselves, but allowing the journey of life to happen is ultimately who you are to become." Sharon joined Beloit Health System in 1998 after completing her Certified Nursing Assistant (CNA) training. While enrolled in BTC's Associate Degree Nursing program, she advanced from CNA to Licensed Practical Nurse (LPN), and began working as a Registered Nurse in 2000. She has served in many leadership roles including Nursing Supervisor and Clinical Manager and Director of Oncology for Beloit Health System. Recognition and awards include the Beloit Health System Teamwork Award, 2013; Gladys M. Eldred Memorial Award for nursing excellence 2012, nominee, 2013; Inductee of Sigma Theta Tau Honors Society, 2007. In addition, Sharon was instrumental in helping to implement the Beloit Health System's electronic medical record.

Sharon is a recognized leader in developing partnerships with direct impact to the community including working with the Rock County Cancer Coalition and Community Against Cancer. She serves on a number of boards and assists with local fundraising including the Wisconsin Organization of Nurse Executives (2011-present, Treasurer (2015-present)); Blackhawk Technical College Foundation Board (2015-present); Beloit Area Zonta Chapter (2012-present); Doves & Diamonds Committee (2012-present); Beloit Snappers (2006-present); Beloit Boys & Girls Club Mentor (2014-present); Golf Fundraiser (2006-present); and the MDA of Beloit Annual and Beloit Area Domestic Violence Fundraisers (2011).

Sharon began serving on the Blackhawk Technical College Foundation board in 2015. She also volunteers her time to the College through professional mentorship for incoming and senior Nursing students and also is a featured speaker on leadership and project management topics. In her role as Vice President, Chief Nursing Officer, Sharon is responsible for eight Directors, five Managers and over 400 staff involved in direct patient care. She is proud of the partnership with Blackhawk Technical College, the WTCS, and Beloit Health System and indicates that they hire a number of current students and graduates including CNAs, nurses, medical assistants, radiography/sonography staff, medical office staff, and staff in facilities maintenance.

Beyond her initial nursing credentials earned with Blackhawk Technical College, Sharon attends and hosts ongoing continuing education seminars and conferences. She earned a Bachelor of Science - Nursing (2007), Masters of Science - Nursing (2010) and will graduate from Chamberlain College of Nursing in September 2017, earning a Doctorate of Nursing Practice: Healthcare Systems Leadership.

We are pleased to forward to the District Board the name of Sharon Cox as our nominee for the 2017 Distinguished Alumni Award. Action is requested to forward this nomination to the Wisconsin Technical College District Boards Association for the 2017 Distinguished Alumni Award, which will be presented at the November Association meeting in Pewaukee.



ENCLOSURE #18

9. Committee Reports

a. Capital Project Funding Review (Information – Renea Ranguette)

The Fiscal Year 2017-18 Capital Budget as adopted includes funding from the Aviation building sale proceeds, FY17 annual capital carryover, and FY18 annual capital borrowing.

The Finance Committee reviewed the proposed capital budget and related funding source details in April. Recent communication with bond counsel identified legal restrictions which require the realignment of funding for certain projects.

The original plan and proposed revision are provided herein.

	<b>Aviation Sale (Fund Balance)</b>	<b>FY17 Carryover (Bldg Impr)</b>	<b>FY18 Annual Capital</b>	<b>Total</b>
<b><u>Original Plan</u></b>				
Land Acquisition	\$0	\$200,000	\$50,000	\$250,000
IT Suite Remodel	\$0	\$0	\$400,000	\$400,000
Monroe Expansion	\$380,000	\$0	\$95,000	\$475,000
Total	\$380,000	\$200,000	\$545,000	\$1,125,000
<b><u>Revised Plan</u></b>				
Land Acquisition	\$250,000	\$0	\$0	\$250,000
IT Suite Remodel	\$0	\$200,000	\$200,000	\$400,000
Monroe Expansion	\$130,000	\$0	\$345,000	\$475,000
Total	\$380,000	\$200,000	\$545,000	\$1,125,000

The revised funding plan does not alter the total capital budget. It simply realigns the funding sources to maintain compliance with bond financing legal requirements. This information is presented to maintain clarity regarding funding sources for the projects in the FY18 capital budget as adopted.

Renea Ranguette will be present at the meeting to address any questions regarding this information.

ENCLOSURE #19

10. New Business

- a. 2016-17 Year-End and 2017 Summer Enrollment Report (Information – Dr. Tracy Pierner)

An enrollment report for 2016-17 year-end and summer 2017 was not available at the time of the July Board packet mailing. The report will be provided at the Board meeting.

ENCLOSURE #20

10. New Business

- b. Review of District Board Policy C-417 – Executive Limitations (Discussion – Board Chairperson)

One (1) policy is being presented to the Board for review in July:

*Policy C-417 – Executive Limitations* – No revisions are suggested.

Based on input received, any action to approve revisions would be scheduled for the August Board Meeting.

## **General Executive Constraint**

The President/District Director shall act at all times in an exemplary manner consistent with the responsibilities and expectations vested in that office. The President/District Director shall act in a manner consistent with Board policies and with those practices, activities, decisions, and organizational circumstances which are legal, prudent, and ethical.

Accordingly, the President may not:

- Deal with students, staff or persons from the community in an inhumane, unfair or undignified manner.
- Make decisions except in an atmosphere where openness is maintained and encouraged.
- Permit financial conditions which risk fiscal jeopardy or compromise Board priorities.
- Provide information to the community, Board, or College constituencies which is knowingly untimely, inaccurate, or misleading.
- Permit conflict of interest in awarding purchases or other contracts or hiring of employees.
- Allow the day-to-day operations to impede the vision or prevent the achievement of the mission of the College.
- Manage the College without adequate administrative regulations for matters involving finances, staff, students, facilities, and College services.
- Fail to take prompt and appropriate action when the President becomes aware of any violations of any laws, rules, or regulations, or of any breach of Board policies.
- Enter into any lease or purchasing agreement for any land or facilities nor name facilities or parts of facilities without prior Board knowledge and authorization.
- Engage in or permit actions which would damage the good name or reputation of the College.

## **Human Relationships**

The President shall create and sustain an environment for living, working, and teaching that supports the development and realization of human potential and promotes the College's core values. Treatment of and dealing with students, staff, and persons from the community, shall be humane, fair, and dignified.

Accordingly, the President may not:

- Operate without policies and/or procedures which set forth staff and student rules, provide for effective handling of complaint resolutions, and protect against wrongful actions against or by staff or students.
- Fail to comply with all laws, rules, and regulations pertaining to employees and students including those pertaining to:

Discrimination  
Equal Opportunity  
Sexual Harassment  
Rights of Privacy

- Prevent students and staff from using established grievance procedures.
- Fail to acquaint students and staff with their rights and responsibilities.
- Fail to maintain confidentiality where appropriate.

**Compensation and Benefits**

The President shall maintain fiscal integrity and provide reasonable compensation, and benefits to employees, consultants, and contract workers.

Accordingly, the President may not:

- Change his or her own compensation and benefits.
- Provide for or change the compensation and benefits of other employees except in accordance with collective bargaining agreements entered into by the Board or in accordance with salary schedules and plans adopted by the Board.
- Promise or imply permanent or guaranteed employment.
- Employ persons not covered by a collective bargaining agreement for more than one year's duration without Board approval.
- Employ faculty, administration, and staff not properly certified/certifiable for the position.
- Propose new salary structures for Board consideration without conducting an appropriate market analysis of related positions.
- Fail to comply with or subject the College to fines or taxes associated with State and Federal laws regulating employee compensation and benefits.

**Budgeting/Forecasting**

Budgeting for any fiscal year or the remaining part of any fiscal year shall follow Board priorities, control College financial risk, and accurately reflect projections of income and expenses. Budgets will become effective upon approval by the Board.

Accordingly, the President shall:

- Propose a balanced budget with supporting information to enable a reasonable projection of revenues and expenses, separation of capital and operational items, and disclosure of planning assumptions.
- Propose a budget, within fiscal limitations, which provides the annual funds for Board operations, such as cost of fiscal audit, Board development and training, and Board professional fees.
- Propose a budget, within fiscal limitations, which includes adequate amounts for plant and facilities maintenance, instructional equipment, new program and course development, staff development, and institutional advancement.
- Propose an operating budget which meets guidelines established by the Board and does not exceed any statutory limitations, including the revenue limit imposed under Section 38.16(3), Wis. Stats.
- Propose a capital budget which meets guidelines established by the Board, is consistent with the requirements of State Statutes and the Wisconsin Technical College System administrative rules and includes an analysis of the impact of such capital plan on the debt service mill rate.
- Submit any budget changes resulting in increases, decreases, or transfers by fund and/or function to the Board for a roll call vote per Section 65.90(5), Wis. Stats. (A two-thirds affirmative vote of the entire membership is required.) and cause notice of any such change to be published as required by Section 65.90(5), Wis. Stats.

**Financial Condition**

The President shall administer the Board approved budget without material deviation and shall protect the College from financial risk.

It is a material deviation to:

- Expend more funds than have been received in the fiscal year without prior Board approval.

- Indebt the organization in an amount greater than (a) an amount that can be repaid by otherwise unencumbered revenues within the current fiscal year or from accounts previously established by the Board for that purpose and (b) amounts borrowed through the issuance of general obligation bonds or promissory notes authorized by the Board in accordance with State Statutes.
- Expend funds from restricted or designated accounts except for the purposes for which the account was established without prior Board approval.
- Make any purchase or commit the organization to any expenditure that deviates from the approved budget without Board approval.

Furthermore, the President may not:

- Make any purchase: (a) without prudent protection against conflict of interest; and (b) not in accordance with State Statutes or Wisconsin Technical College Code.
- Accept gifts or grants which obligate the College to make future expenditures of funds or human resources other than those created by the gift or grant without Board approval or which are not in the best interest of the College to accept.
- Fail to maintain a reserve fund balance in the College operational funds, defined as the general revenue fund and the special revenue fund, of not less than 16.7 percent nor more than 25.0 percent of budgeted operational fund appropriations.

### **Asset Protection**

The President shall cause assets to be adequately maintained and protected from unnecessary risk.

Accordingly, the President may not:

- Fail to insure against theft and casualty losses in amounts consistent with replacement values or against liability losses to Board members, staff, or the College itself in amounts consistent with limits of coverage obtained by comparable organizations.
- Fail to ensure that sound internal controls are in place to protect against misappropriation of funds.
- Permit plant and equipment to be subjected to improper wear and tear or inadequate maintenance.
- Unnecessarily expose the College, the Board, or staff to claims of liability.

- Receive, process, or disburse funds under controls which are not sufficient to meet the auditor's standards.
- Invest funds in non-interest bearing accounts or in investments not permitted by Wisconsin law. Further, no investments shall be made without consideration of the following principles: (a) safety (b) liquidity and (c) yield.
- Acquire, encumber, or dispose of real property (land, buildings, fixed equipment) without Board approval.
- Fail to protect property, information, and files from improper use, loss or damage.
- Dispose of surplus property, with a value exceeding \$25,000 per item, without public notice and at less than reasonable value, nor without the approval of the WTCS President per s.38.14(2)(bm) Wis. Stats.
- Fail to protect the College's trademarks, copyrights, and intellectual property interests.

### **Communication and Counsel to the Board**

The President shall keep the Board adequately informed.

Accordingly, the President shall:

- Submit data required by the Board in a timely, accurate, and understandable fashion.
- Make the Board aware of relevant trends, anticipated adverse media coverage, actual or anticipated legal actions, or material external and internal changes, particularly changes in the assumptions upon which any Board policy has previously been established.
- Advise the Board if, in the President's opinion, the Board is not in compliance with its own policies on Governance Process and Board-Staff Relationship, particularly in the case of Board behavior which is detrimental to the working relationship between the Board and the President.
- Present information in an appropriate form that is accurate, complete, concise, and is not misleading.
- Provide a mechanism for official Board, officer, or ad hoc committee communications.
- Address the Board on matters within the area of Board responsibility.
- Report in a timely manner an actual or anticipated non-compliance with any Board policy.

Policy Adopted: June 21, 2000  
Reviewed: September 1, 2004; October 18, 2006; May 20, 2009  
Revised: March 16, 2016



ENCLOSURE #21

10. New Business

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

Bi-annually the Blackhawk Technical College Foundation has been asked to provide a report to the District Board to provide information on all cash and in-kind donations valued at \$5,000 or greater. The attached report provides donor names and donation amounts for the six-month period ending June 30, 2017.

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



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

**Jan 1, 2017 – June 30, 2017**

<b>Date of Receipt</b>	<b>Donor</b>	<b>Industry Type</b>	<b>Donation</b>	<b>Amount</b>	<b>Purpose</b>
01/25/2017	Great Lakes Higher Education Guaranty Corp.	Foundation	Cash	\$8,000	DASH grant Emergency funds
02/01/2017	Freedom Plastics Foundation c/o Steve Scaccia	Manufacturing	Cash	\$5,000	Scholarships
03/23/2017	JPC Foundation *memorial total \$20,825	Foundation/Construction	Cash	\$5,000	Nursing Endowment <i>New</i>
04/17/2017	Districts Mutual Insurance	Insurance	Cash	\$5,000	General Donation
05/30/2017	SSI Technologies	Manufacturing	Cash	\$10,000	AMTC Pledge
06/14/17	Goodwill of No. Illinois	Retail	Cash	\$9,000	Endowment & Scholarships
<b>Total</b>				<b>\$42,000</b>	

Respectfully submitted,

*Terese Craig*

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