

Blackhawk Technical College  
Regular District Board Meeting

August 16, 2017

Janesville Country Club  
2615 W. Memorial Dr.  
Janesville, WI

The Galbraith Room  
3:00 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 (On hiatus until Sept. 2017)
4. Information/Discussion
  - a. Financial Statement – Quarterly Update (Information – Renea Ranguette)
  - b. President’s Report (Dr. Tracy Pierner)
    1. Activities for the Month
    2. Legislative Update
    3. BTC in the News
    4. Other Communications
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. #1

- Enc. #2                    a. Approval of Minutes of the Annual and Regular Meeting Held on July 10, 2017 (Action)
- Enc. #3                    b. Approval of Current Bills (Action – Renea Ranguette)
- Enc. #4                    c. Approval of Contract Training (Action – Lynn Neitzel)
- Enc. #5                    d. Confirmation of Non-Instructional Employment Contract Issued for the Position of Program Advisor (Linda Fair) (Action – Brian Gohlke)
- Enc. #6                    e. Confirmation of Limited-Term Non-Instructional Employment Contract Issued for the Position of Program Advisor and Success Coach (Jessica Santillan) (Action – Brian Gohlke)
- Enc. #7                    f. Confirmation of Limited-Term Administrative Employment Contract Issued for the Position of Workforce & Community Development Training Specialist (Dr. Cindy Leverenz) (Action – Brian Gohlke)
- Enc. #8                    g. Confirmation of Administrative Employment Contract Issued for the Position of Associate Dean of Nursing (Dr. Patricia Padjen) (Action – Brian Gohlke)
- Enc. #9                    h. Acceptance of Resignation (Brent Cook) (Action – Brian Gohlke)
- 6.                    Action Items
- Enc. #10                    a. Approval of Information Technology Suite Remodel Contingent upon Wisconsin Technical College System Board (WTCSB) Approval and to Request WTCSB Approval of Remodel (Action – Renea Ranguette)
- Enc. #11                    b. Approval of Agriculture Training Center Construction Contingent upon Wisconsin Technical College System Board (WTCSB) Approval and to Request WTCSB Approval of Construction Project (Action – Renea Ranguette)
- 7.                    Committee Reports
- Finance Committee  
                         Barbara Barrington-Tillman, Chairperson
- No July Meeting Held
- No August Meeting Scheduled
- Committee-related Items Follow
- Enc. #12                    a. Approval of Modifications to the Fiscal Year 2016-17 Budget (Action – Renea Ranguette)

Enc. #13                    b. Approval of Modifications to the Fiscal Year 2017-18 Budget (Action-Renea Ranguette)

Enc. #14                    c. Consideration of Resolution Authorizing the Issuance of \$3,500,000 General Obligation Promissory Notes, Series 2017B, of Blackhawk Technical College District, Wisconsin (Action – Renea Ranguette)

Personnel Committee

Rick Richard, Chairperson

No July Meeting Held

No August Meeting Scheduled

8. New Business

Enc. #15                    a. Review of District Board Policy and Bylaws

1. Policy B-260 – Advisory Committees

2. Bylaw B-300 – Board Meetings

3. Bylaw B-311 – Annual Meeting

4. Bylaw B-312 – Regular Meetings

5. Bylaw B-313 – Special Meetings

6. Bylaw B-314 – Adjourned Meetings

9. Other Business

a. Report on District Boards Association Summer Meeting – July 14-15, Kenosha

b. District Boards Association Planning Meeting – August 25-26, Madison

c. ACCT Leadership Congress, September 25-28, Las Vegas

d. District Boards Association Fall Meeting – November 2-4, Waukesha

10. Future Agenda Items

# ENCLOSURE #1

## BLACKHAWK TECHNICAL COLLEGE Summary of Revenue and Expenditures as of July 31, 2017

<u>COMBINED FUNDS</u>	2017-18 CURRENT BUDGET	2017-18 ACTUAL TO DATE	2017-18 PERCENT INCURRED	2016-17 ACTUAL TO DATE	2016-17 PERCENT INCURRED
<b>REVENUE &amp; OTHER RESOURCES:</b>					
Local Government	\$ 14,963,911	\$ -	0.0%	\$ -	0.0%
State Aids	15,209,756	360,111	2.4%	464,881	3.1%
Statutory Program Fees	5,556,748	2,578,634	46.4%	2,496,800	42.6%
Material Fees	405,675	177,903	43.9%	177,988	45.8%
Other Student Fees	840,800	336,018	40.0%	236,137	32.6%
Institutional	1,355,888	94,981	7.0%	47,661	2.5%
Federal	9,455,688	100,000	1.1%	-	0.0%
Other Sources (Bond/Transfer from Other Fund)	<u>5,107,372</u>	<u>-</u>	0.0%	<u>1,570,000</u>	18.2%
Total Revenue & Other Resources	<u>\$ 52,895,838</u>	<u>\$ 3,647,647</u>	6.8%	<u>\$ 4,993,467</u>	8.5%
<b>EXPENDITURES BY FUNCTION:</b>					
Instruction	\$ 18,187,370	\$ (39,101)	-0.2%	\$ 309,768	1.7%
Instructional Resources	2,413,274	98,886	4.1%	115,316	4.1%
Student Services	12,793,826	282,611	2.2%	338,393	2.3%
General Institutional	5,536,036	632,363	11.4%	520,073	9.4%
Physical Plant	14,157,222	132,495	0.9%	198,657	1.2%
Auxiliary Services	334,800	171,546	51.2%	183,262	53.5%
Other Uses (Transfer to Other Fund)	<u>87,372</u>	<u>-</u>	0.0%	<u>-</u>	0.0%
Total Expenditures & Other Uses	<u>\$ 53,509,900</u>	<u>\$ 1,278,800</u>	2.4%	<u>\$ 1,665,469</u>	2.9%
<b>EXPENDITURES BY FUNDS:</b>					
General	\$ 26,045,687	\$ 934,394	3.6%	\$ 1,229,436	4.7%
Special Revenue	3,006,298	79,808	2.7%	94,770	3.6%
Capital Projects	5,821,421	1,788	0.0%	35,164	0.4%
Debt Service	8,222,144	-	0.0%	35,750	0.4%
Enterprise	124,800	-	0.0%	756	0.6%
Internal Service	210,000	171,225	81.5%	182,506	86.9%
Trust & Agency	9,992,178	91,585	0.9%	87,087	0.8%
Other Uses (Transfer to Other Fund)	<u>87,372</u>	<u>-</u>	0.0%	<u>-</u>	0.0%
Total Expenditures	<u>\$ 53,509,900</u>	<u>\$ 1,278,800</u>	2.4%	<u>\$ 1,665,469</u>	2.9%
Fund Balances, Beginning	\$ 14,956,664	\$ 14,956,664		\$ 13,778,644	
Change in Fund Balance	<u>(614,062)</u>	<u>2,368,847</u>		<u>3,327,998</u>	
Fund Balances, Ending	<u>\$ 14,342,602</u>	<u>\$ 17,325,511</u>		<u>\$ 17,106,642</u>	

<b>Debt Service Detail</b>					
Principal Payments	7,065,000	-	0.0%	-	0.0%
Interest Payments	1,089,144	-	0.0%	-	0.0%
Other Debt Service Expenses	<u>68,000</u>	<u>-</u>	0.0%	<u>35,750</u>	43.1%
Total Debt Service Payments	<u>\$ 8,222,144</u>	<u>\$ -</u>		<u>\$ 35,750</u>	

Blackhawk Technical College  
**General Fund**  
 Comparative Statement of Revenues and Expenditures  
 For The Months Ended June 30, 2017 and 2016

	2016-2017				2015-2016						
	Original Budget	Adjusted Budget	YTD Actual	Percent of Budget	Original Budget	Adjusted Budget	YTD Actual	Percent of Budget	Year End	Audited Percent of Budget	Dollar Variance
<b>Revenues</b>											
Property Tax	5,920,052	6,001,219	6,001,219	100.00%	5,810,524	5,810,524	5,834,526	100.41%	5,971,175	100.40%	24,002
Other Local Government	(3,000)	(3,000)	9,309	-310.30%	(11,000)	(11,000)	2,861	-26.01%	2,861	-26.01%	13,861
State Aid	12,964,287	12,649,904	12,677,123	100.22%	13,069,682	13,069,682	12,727,831	97.38%	12,727,832	97.38%	(341,850)
Program Fees	5,857,153	5,412,765	5,349,605	98.83%	6,433,128	5,753,476	5,673,556	98.61%	5,673,556	98.61%	(79,920)
Material Fees	387,400	343,663	392,382	114.18%	396,810	373,350	385,451	103.24%	385,113	103.15%	11,763
Other Student Fees	448,300	378,090	447,712	118.41%	387,900	370,476	418,312	112.91%	378,309	102.11%	7,833
Institutional Revenue	760,266	763,956	2,042,655	267.38%	710,491	732,515	1,340,171	182.95%	1,530,549	98.65%	(20,941)
Federal Revenue	13,000	13,000	7,478	57.52%	12,000	12,000	8,227	68.56%	8,227	68.56%	(3,773)
<b>Total Revenue</b>	<b>26,347,458</b>	<b>25,559,597</b>	<b>26,927,483</b>	<b>105.35%</b>	<b>26,809,535</b>	<b>26,111,023</b>	<b>26,390,935</b>	<b>101.07%</b>	<b>26,677,622</b>	<b>98.56%</b>	<b>(389,025)</b>
<b>Other Resources</b>											
Trsf fr Res & Des Fund Bal	-	36,277	-	0.00%	662,397	735,953	-	0.00%	-	0.00%	(599,304)
Other Funding Sources	-	-	-	0.00%	-	-	-	0.00%	-	0.00%	-
<b>Total Other Resources</b>	<b>-</b>	<b>36,277</b>	<b>-</b>	<b>0.00%</b>	<b>662,397</b>	<b>735,953</b>	<b>-</b>	<b>0.00%</b>	<b>-</b>	<b>0.00%</b>	<b>(599,304)</b>
<b>Total Resources</b>	<b>26,347,458</b>	<b>25,595,874</b>	<b>26,927,483</b>	<b>105.20%</b>	<b>27,471,932</b>	<b>26,846,976</b>	<b>26,390,935</b>	<b>98.30%</b>	<b>26,677,622</b>	<b>96.43%</b>	<b>(988,329)</b>
<b>Expenditures</b>											
Instruction	15,192,449	14,642,984	15,216,991	103.92%	15,590,348	15,434,442	15,617,930	101.19%	15,675,249	96.75%	526,368
Instructional Resources	1,494,077	1,349,771	1,277,940	94.68%	2,262,654	1,535,146	1,402,883	91.38%	1,420,272	92.52%	114,874
Student Services	2,255,886	2,060,136	2,033,499	98.71%	2,415,383	2,365,042	2,275,281	96.20%	2,278,657	94.63%	129,385
General Institutional	4,741,101	4,780,610	4,705,104	98.42%	4,554,329	4,789,103	4,645,921	97.01%	4,623,334	96.54%	165,769
Physical Plant	2,559,874	2,762,373	2,761,717	99.98%	2,639,218	2,710,149	2,696,478	99.50%	2,715,184	99.86%	3,765
Auxiliary Services	-	-	-	0.00%	-	-	-	0.00%	-	0.00%	-
<b>Total Expenditures</b>	<b>26,243,387</b>	<b>25,595,874</b>	<b>25,995,251</b>	<b>101.56%</b>	<b>27,461,932</b>	<b>26,833,882</b>	<b>26,638,493</b>	<b>99.27%</b>	<b>26,712,696</b>	<b>96.60%</b>	<b>940,161</b>
<b>Other Uses</b>											
Trsf fr Res & Des Fund Bal	104,071	-	-	0.00%	-	-	-	0.00%	-	0.00%	-
Other Uses	-	-	-	0.00%	10,000	13,094	-	0.00%	-	0.00%	13,094
<b>Total Other Uses</b>	<b>104,071</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>	<b>10,000</b>	<b>13,094</b>	<b>-</b>	<b>0.00%</b>	<b>-</b>	<b>0.00%</b>	<b>13,094</b>
<b>Total Uses</b>	<b>26,347,458</b>	<b>25,595,874</b>	<b>25,995,251</b>	<b>101.56%</b>	<b>27,471,932</b>	<b>26,846,976</b>	<b>26,638,493</b>	<b>99.22%</b>	<b>26,712,696</b>	<b>96.55%</b>	<b>953,255</b>
<b>Budgeted Resources Over (Under) Expenditures</b>	<b>-</b>	<b>-</b>	<b>932,232</b>		<b>-</b>	<b>-</b>	<b>(247,558)</b>		<b>(35,074)</b>		
Beginning Fund Balance	9,418,711	9,418,711	9,418,711		9,453,785	9,453,785	9,453,785		9,453,785		
Change in Fund Balance	104,071	(36,277)	-		(662,397)	(735,953)	(247,558)		(35,074)		
Ending Fund Balance	9,522,782	9,382,434	10,350,943		8,791,388	8,717,832	9,206,227		9,418,711		
Reserved for Prepaid Items	75,000	75,000	75,000		200,000	200,000	200,000		245,481		
Designated for Operations	6,531,000	6,531,000	6,531,000		6,250,000	6,250,000	6,866,000		6,327,566		
Designated for State Aid Fluc	313,000	313,000	313,000		257,000	257,000	299,000		313,000		
Designated for Sub Years	470,000	470,000	470,000		386,000	386,000	448,000		470,000		
Designated for Sub Year	2,133,782	1,993,434	2,961,943		1,698,388	1,624,832	1,393,227		2,062,664		

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

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

Blackhawk Technical College  
**Special Revenue Fund**  
Comparative Statement of Revenues and Expenditures  
For The Months Ended June 30, 2017 and 2016

	2016-2017				2015-2016				Audited		
	Original Budget	Adjusted Budget	YTD Actual	Percent of Budget	Original Budget	Adjusted Budget	YTD Actual	Percent of Budget	Year End	Percent of Budget	Dollar Variance
<b>Revenues</b>											
Property Tax	686,549	686,549	686,549	100.00%	647,075	647,075	647,075	100.00%	510,426	100.00%	-
Other Local Government	-	-	-	0.00%	-	-	-	0.00%	-	0.00%	-
State Aid	911,806	1,180,149	629,079	53.31%	854,617	856,117	768,726	89.79%	803,790	71.45%	(321,127)
Program Fees	-	-	-	0.00%	-	-	-	0.00%	-	0.00%	-
Material Fees	1,325	1,325	-	0.00%	1,325	1,325	215	16.23%	553	41.74%	(772)
Other Student Fees	25,171	25,171	-	0.00%	25,171	25,171	4,406	17.50%	11,349	45.09%	(13,822)
Institutional Revenue	-	66,617	36,250	54.42%	10,000	40,450	62,015	153.31%	37,881	93.65%	(2,569)
Federal Revenue	986,260	986,260	882,441	89.47%	1,114,994	1,109,712	935,088	84.26%	1,031,422	79.64%	(263,624)
<b>Total Revenue</b>	<b>2,611,111</b>	<b>2,946,071</b>	<b>2,234,319</b>	<b>75.84%</b>	<b>2,653,182</b>	<b>2,679,850</b>	<b>2,417,525</b>	<b>90.21%</b>	<b>2,395,421</b>	<b>79.92%</b>	<b>(601,914)</b>
<b>Other Resources</b>											
Trsf fr Res & Des Fund Bal	-	-	-	0.00%	-	-	-	0.00%	-	0.00%	(136,649)
Other Funding Sources	-	-	-	0.00%	-	-	-	0.00%	-	0.00%	-
<b>Total Other Resources</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>	<b>-</b>	<b>0.00%</b>	<b>(136,649)</b>
<b>Total Resources</b>	<b>2,611,111</b>	<b>2,946,071</b>	<b>2,234,319</b>	<b>75.84%</b>	<b>2,653,182</b>	<b>2,679,850</b>	<b>2,417,525</b>	<b>90.21%</b>	<b>2,395,421</b>	<b>76.43%</b>	<b>(738,563)</b>
<b>Expenditures</b>											
Instruction	1,601,933	1,880,609	1,514,632	80.54%	1,724,058	1,722,776	1,659,309	96.32%	1,660,392	77.07%	494,010
Instructional Resources	50,476	50,476	49,775	98.61%	50,283	50,283	51,519	102.46%	50,599	100.00%	-
Student Services	905,434	930,468	698,537	75.07%	814,269	814,269	669,220	82.19%	668,315	82.08%	145,954
General Institutional	53,268	84,518	46,190	54.65%	64,572	64,572	67,741	104.91%	67,741	78.08%	19,023
Physical Plant	-	-	-	0.00%	-	27,950	27,950	100.00%	27,950	100.00%	-
<b>Total Expenditures</b>	<b>2,611,111</b>	<b>2,946,071</b>	<b>2,309,134</b>	<b>78.38%</b>	<b>2,653,182</b>	<b>2,679,850</b>	<b>2,475,739</b>	<b>92.38%</b>	<b>2,474,997</b>	<b>78.97%</b>	<b>658,987</b>
<b>Other Uses</b>											
Trsf fr Res & Des Fund Bal	-	-	-	0.00%	-	-	-	0.00%	-	0.00%	-
Other Uses	-	-	-	0.00%	-	-	-	0.00%	-	0.00%	-
<b>Total Other Uses</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>	<b>-</b>	<b>0.00%</b>	<b>-</b>
<b>Total Uses</b>	<b>2,611,111</b>	<b>2,946,071</b>	<b>2,309,134</b>	<b>78.38%</b>	<b>2,653,182</b>	<b>2,679,850</b>	<b>2,475,739</b>	<b>92.38%</b>	<b>2,474,997</b>	<b>92.36%</b>	<b>(658,987)</b>
<b>Budgeted Resources Over (Under) Expenditures</b>	<b>-</b>	<b>-</b>	<b>(74,815)</b>		<b>-</b>	<b>-</b>	<b>(58,214)</b>		<b>(79,576)</b>		
Beginning Fund Balance	590,233	590,233	590,233		669,809	669,809	669,809		669,809		
Change in Fund Balance	-	-	-		-	-	(58,214)		(79,576)		
Ending Fund Balance	590,233	590,233	515,418		669,809	669,809	611,595		590,233		

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

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

Blackhawk Technical College  
**Operating Budget**  
**General Fund & Special Revenue Funds Combined**  
For The Months Ended June 30, 2017 and 2016

	2016-2017				2015-2016						
	Original Budget	Adjusted Budget	YTD Actual	Percent of Budget	Original Budget	Adjusted Budget	YTD Actual	Percent of Budget	Year End	Audited Percent of Budget	Dollar Variance
<b>Revenues</b>											
Property Tax	6,606,601	6,687,768	6,687,768	100.00%	6,457,599	6,457,599	6,481,601	100.37%	6,481,601	100.37%	24,002
Other Local Government	(3,000)	(3,000)	9,309	-310.30%	(11,000)	(11,000)	2,861	-26.01%	2,861	-26.01%	13,861
State Aid	13,876,093	13,830,053	13,306,202	96.21%	13,924,299	13,925,799	13,496,557	96.92%	13,531,622	95.33%	(662,977)
Program Fees	5,857,153	5,412,765	5,349,605	98.83%	6,433,128	5,753,476	5,673,556	98.61%	5,673,556	98.61%	(79,920)
Material Fees	388,725	344,988	392,382	113.74%	398,135	374,675	385,666	102.93%	385,666	102.93%	10,991
Other Student Fees	473,471	403,261	447,712	111.02%	413,071	395,647	422,718	106.84%	389,658	98.49%	(5,989)
Institutional Revenue	760,266	830,573	2,078,905	250.30%	720,491	772,965	1,402,186	181.40%	1,568,430	98.52%	(23,510)
Federal Revenue	999,260	999,260	889,919	89.06%	1,126,994	1,121,712	943,315	84.10%	1,039,649	79.54%	(267,397)
<b>Total Revenue</b>	<b>28,958,569</b>	<b>28,505,668</b>	<b>29,161,802</b>	<b>102.30%</b>	<b>29,462,717</b>	<b>28,790,873</b>	<b>28,808,460</b>	<b>100.06%</b>	<b>29,073,043</b>	<b>96.70%</b>	<b>(990,939)</b>
<b>Other Resources</b>											
Trsf fr Res & Des Fund Bal	-	36,277	-	0.00%	662,397	735,953	-	0.00%	-	0.00%	(735,953)
Other Funding Sources	-	-	-	0.00%	-	-	-	0.00%	-	0.00%	-
<b>Total Other Resources</b>	<b>-</b>	<b>36,277</b>	<b>-</b>	<b>0.00%</b>	<b>662,397</b>	<b>735,953</b>	<b>-</b>	<b>0.00%</b>	<b>-</b>	<b>0.00%</b>	<b>735,953</b>
<b>Total Resources</b>	<b>28,958,569</b>	<b>28,541,945</b>	<b>29,161,802</b>	<b>102.17%</b>	<b>30,125,114</b>	<b>29,526,826</b>	<b>28,808,460</b>	<b>97.57%</b>	<b>29,073,043</b>	<b>94.39%</b>	<b>(1,726,892)</b>
<b>Expenditures</b>											
Instruction	16,794,382	16,523,593	16,731,623	101.26%	17,314,406	17,157,218	17,277,239	100.70%	17,335,641	94.44%	1,020,378
Instructional Resources	1,544,553	1,400,247	1,327,715	94.82%	2,312,937	1,585,429	1,454,402	91.74%	1,470,871	92.76%	114,874
Student Services	3,161,320	2,990,604	2,732,036	91.35%	3,229,652	3,179,311	2,944,501	92.61%	2,946,972	91.46%	275,339
General Institutional	4,794,369	4,865,128	4,751,294	97.66%	4,618,901	4,853,675	4,713,662	97.12%	4,691,075	96.21%	184,792
Physical Plant	2,559,874	2,762,373	2,761,717	99.98%	2,639,218	2,738,099	2,724,428	99.50%	2,743,134	99.86%	3,765
Auxiliary Services	-	-	-	0.00%	-	-	-	0.00%	-	0.00%	-
<b>Total Expenditures</b>	<b>28,854,498</b>	<b>28,541,945</b>	<b>28,304,385</b>	<b>99.17%</b>	<b>30,115,114</b>	<b>29,513,732</b>	<b>29,114,232</b>	<b>98.65%</b>	<b>29,187,693</b>	<b>94.81%</b>	<b>1,599,148</b>
<b>Other Uses</b>											
Trsf fr Res & Des Fund Bal	104,071	-	-	0.00%	-	-	-	0.00%	-	0.00%	-
Other Uses	-	-	-	0.00%	10,000	13,094	-	0.00%	-	0.00%	13,094
<b>Total Other Uses</b>	<b>104,071</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>	<b>10,000</b>	<b>13,094</b>	<b>-</b>	<b>0.00%</b>	<b>-</b>	<b>0.00%</b>	<b>13,094</b>
<b>Total Uses</b>	<b>28,958,569</b>	<b>28,541,945</b>	<b>28,304,385</b>	<b>99.17%</b>	<b>30,125,114</b>	<b>29,526,826</b>	<b>29,114,232</b>	<b>98.60%</b>	<b>29,187,693</b>	<b>94.77%</b>	<b>1,612,242</b>
<b>Budgeted Resources</b>											
Over (Under) Expenditures	-	-	857,417		-	-	(305,772)		(114,650)		
Beginning Fund Balance	10,008,944	10,008,944	10,008,944		10,123,594	10,123,594	10,123,594		10,123,594		
Change in Fund Balance	104,071	(36,277)	-		(662,397)	(735,953)	(305,772)		(114,650)		
Ending Fund Balance	10,113,015	9,972,667	10,866,361		9,461,197	9,387,641	9,817,822		10,008,944		
Reserved for Prepaid Items	75,000	75,000	75,000		200,000	200,000	200,000		245,481		
Designated for Operations	6,531,000	6,531,000	6,531,000		6,250,000	6,250,000	6,866,000		6,327,566		
Designated for State Aid Fluc	313,000	313,000	313,000		257,000	257,000	299,000		313,000		
Designated for Sub Years	470,000	470,000	470,000		386,000	386,000	448,000		470,000		
Designated for Sub Year	2,724,015	2,583,667	3,477,361		2,368,197	2,294,641	2,004,822		2,652,897		

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

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

Blackhawk Technical College  
**Capital Projects Fund**  
 Comparative Statement of Revenues and Expenditures  
 For The Months Ended June 30, 2017 and 2016

	2016-2017				2015-2016				Audited		
	Original Budget	Adjusted Budget	YTD Actual	Percent of Budget	Original Budget	Adjusted Budget	YTD Actual	Percent of Budget	Year End	Percent of Budget	Dollar Variance
<b>Revenues</b>											
Property Tax	-	-	-	0.00%	-	-	-	0.00%	-	0.00%	-
State Aid	189,198	189,198	319,335	168.78%	45,000	45,000	-	0.00%	45,000	23.08%	(150,000)
Institutional Revenue	505,000	385,000	433,125	112.50%	-	31,565	16,752	53.07%	74,494	236.00%	42,929
Federal Revenue	-	-	1,649	No Budget	-	38,434	23,478	61.09%	37,641	97.94%	(793)
<b>Total Revenue</b>	<b>694,198</b>	<b>574,198</b>	<b>754,109</b>	<b>131.33%</b>	<b>45,000</b>	<b>114,999</b>	<b>40,230</b>	<b>34.98%</b>	<b>157,135</b>	<b>59.30%</b>	<b>(107,864)</b>
<b>Other Resources</b>											
Trsf fr Res & Des Fund Bal	236,938	1,764,740	-	0.00%	4,385,000	6,077,518	-	0.00%	-	0.00%	(6,741,512)
Other Funding Sources	8,500,000	5,000,000	5,000,000	100.00%	11,300,000	11,300,000	11,300,000	100.00%	11,300,000	100.00%	-
<b>Total Other Resources</b>	<b>8,736,938</b>	<b>6,764,740</b>	<b>5,000,000</b>	<b>73.91%</b>	<b>15,685,000</b>	<b>17,377,518</b>	<b>11,300,000</b>	<b>65.03%</b>	<b>11,300,000</b>	<b>62.63%</b>	<b>(6,741,512)</b>
<b>Total Resources</b>	<b>9,431,136</b>	<b>7,338,938</b>	<b>5,754,109</b>	<b>78.41%</b>	<b>15,730,000</b>	<b>17,492,517</b>	<b>11,340,230</b>	<b>64.83%</b>	<b>11,457,135</b>	<b>62.59%</b>	<b>(6,849,376)</b>
<b>Expenditures</b>											
Instruction	1,541,765	1,745,984	1,259,730	72.15%	2,929,993	4,135,920	3,290,807	79.57%	3,947,575	92.11%	338,345
Instructional Resources	1,276,000	1,304,208	735,645	56.41%	2,160,500	2,001,869	1,456,470	72.76%	1,636,287	81.74%	365,582
Student Services	60,000	23,000	6,498	28.25%	8,550	8,550	7,075	82.75%	7,076	82.76%	1,474
General Institutional	589,371	419,206	506,567	120.84%	399,437	648,404	423,021	65.24%	489,097	75.43%	159,307
Physical Plant	5,844,000	2,412,546	1,947,547	80.73%	9,773,585	10,010,492	8,900,595	88.91%	10,160,518	95.19%	513,968
Auxiliary Services	-	-	-	0.00%	-	-	-	0.00%	-	0.00%	-
<b>Total Expenditures</b>	<b>9,311,136</b>	<b>5,904,944</b>	<b>4,455,987</b>	<b>75.46%</b>	<b>15,272,065</b>	<b>16,805,235</b>	<b>14,077,968</b>	<b>83.77%</b>	<b>16,240,553</b>	<b>92.18%</b>	<b>1,378,676</b>
<b>Other Uses</b>											
Trsf fr Res & Des Fund Bal	-	1,343,994	-	0.00%	318,415	547,762	-	0.00%	-	0.00%	547,762
Other Uses	120,000	90,000	60,000	66.67%	139,520	139,520	139,520	100.00%	139,520	100.00%	-
<b>Total Other Uses</b>	<b>120,000</b>	<b>1,433,994</b>	<b>60,000</b>	<b>4.18%</b>	<b>457,935</b>	<b>687,282</b>	<b>139,520</b>	<b>20.30%</b>	<b>139,520</b>	<b>20.30%</b>	<b>547,762</b>
<b>Total Uses</b>	<b>9,431,136</b>	<b>7,338,938</b>	<b>4,515,987</b>	<b>61.53%</b>	<b>15,730,000</b>	<b>17,492,517</b>	<b>14,217,488</b>	<b>81.28%</b>	<b>16,380,073</b>	<b>89.48%</b>	<b>1,926,438</b>
<b>Budgeted Resources Over (Under) Expenditures</b>	<b>-</b>	<b>-</b>	<b>1,238,122</b>		<b>-</b>	<b>-</b>	<b>(2,877,258)</b>		<b>(4,922,938)</b>		
Beginning Fund Balance	1,181,571	1,181,571	1,181,571		6,104,509	6,104,509	6,104,509		6,104,509		
Change in Fund Balance	(236,938)	(420,746)	-		(4,066,585)	(5,529,756)	(2,877,258)		(4,922,938)		
Ending Fund Balance	944,633	760,825	2,419,693		2,037,924	574,753	3,227,251		1,181,571		

**Capital Projects Fund** is used to account for all resources and expenditures related to capital projects. Capital projects include the acquisition of sites/buildings, purchase or construction of buildings (including equipping), remodeling and improvement of buildings and purchase of movable and fixed equipment with a per unit value of \$500 and a life expectancy of at least two years.

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



Blackhawk Technical College  
**Debt Service**  
 Comparative Statement of Revenues and Expenditures  
 For The Months Ended June 30, 2017 and 2016

	2016-2017				2015-2016						
	Original Budget	Adjusted Budget	YTD Actual	Percent of Budget	Original Budget	Adjusted Budget	YTD Actual	Percent of Budget	Year End	Percent of Budget	Dollar Variance
<b>Revenues</b>											
Property Tax	8,254,350	7,522,075	7,522,075	100.00%	7,419,676	7,419,676	7,188,785	96.89%	7,188,785	96.89%	(230,891)
Institutional Revenue	2,000	2,000	7,876	393.80%	1,200	1,200	5,593	466.08%	6,165	513.75%	4,965
<b>Total Revenue</b>	<b>8,256,350</b>	<b>7,524,075</b>	<b>7,529,951</b>	<b>100.08%</b>	<b>7,420,876</b>	<b>7,420,876</b>	<b>7,194,378</b>	<b>96.95%</b>	<b>7,194,950</b>	<b>96.96%</b>	<b>(225,926)</b>
<b>Other Resources</b>											
Trsf fr Res & Des Fund Bal	-	455,575	-	0.00%	-	-	-	0.00%		0.00%	-
Other Funding Sources	120,000	90,000	60,000	66.67%	139,520	139,520	139,520	100.00%	139,520	100.00%	-
<b>Total Other Resources</b>	<b>120,000</b>	<b>545,575</b>	<b>60,000</b>	<b>11.00%</b>	<b>139,520</b>	<b>139,520</b>	<b>139,520</b>	<b>100.00%</b>	<b>139,520</b>	<b>100.00%</b>	<b>-</b>
<b>Total Resources</b>	<b>8,376,350</b>	<b>8,069,650</b>	<b>7,589,951</b>	<b>94.06%</b>	<b>7,560,396</b>	<b>7,560,396</b>	<b>7,333,898</b>	<b>97.00%</b>	<b>7,334,470</b>	<b>97.01%</b>	<b>(225,926)</b>
<b>Expenditures</b>											
Physical Plant	8,376,350	8,069,650	8,021,393	99.40%	7,560,396	7,560,396	7,082,032	93.67%	7,082,032	93.67%	478,364
<b>Total Expenditures</b>	<b>8,376,350</b>	<b>8,069,650</b>	<b>8,021,393</b>	<b>99.40%</b>	<b>7,560,396</b>	<b>7,560,396</b>	<b>7,082,032</b>	<b>93.67%</b>	<b>7,082,032</b>	<b>93.67%</b>	<b>478,364</b>
<b>Other Uses</b>											
Trsf fr Res & Des Fund Bal	-	-	-	0.00%	-	-	-	0.00%		0.00%	-
Other Uses	-	-	-	0.00%	-	-	-	0.00%	-	0.00%	-
<b>Total Other Uses</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>	<b>-</b>	<b>0.00%</b>	<b>-</b>
<b>Total Uses</b>	<b>8,376,350</b>	<b>8,069,650</b>	<b>8,021,393</b>	<b>99.40%</b>	<b>7,560,396</b>	<b>7,560,396</b>	<b>7,082,032</b>	<b>93.67%</b>	<b>7,082,032</b>	<b>93.67%</b>	<b>478,364</b>
<b>Budgeted Resources</b>											
Over (Under) Expenditures	-	-	(431,442)		-	-	251,866		252,438		
Beginning Fund Balance	1,071,826	1,071,826	1,071,826		819,388	819,388	819,388		819,388		
Change in Fund Balance	-	(455,575)	-		-	-	251,866		252,438		
Ending Fund Balance	1,071,826	616,251	640,384		819,388	819,388	1,071,254		1,071,826		

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

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

Blackhawk Technical College  
**Enterprise Fund**  
Comparative Statement of Revenues and Expenditures  
For The Months Ended June 30, 2017 and 2016

	2016-2017				2015-2016						
	Original Budget	Adjusted Budget	YTD Actual	Percent of Budget	Original Budget	Adjusted Budget	YTD Actual	Percent of Budget	Year End	Percent of Budget	Dollar Variance
Revenues											
Other Student Fees	-	-	-	0.00%	-	-	-	0.00%	-	0.00%	-
Institutional Revenue	169,950	169,950	159,616	93.92%	150,125	156,125	138,646	88.80%	127,444	81.63%	(28,681)
Federal Revenue	-	-	-	0.00%	-	-	-	0.00%	-	0.00%	-
Total Revenue	169,950	169,950	159,616	93.92%	150,125	156,125	138,646	88.80%	127,444	81.63%	(28,681)
Other Resources											
Trsf fr Res & Des Fund Bal	-	12,000	-	0.00%	5,000	5,000	-	0.00%	-	0.00%	(10,900)
Other Funding Sources	5,000	5,000	5,000	100.00%	10,000	10,000	-	0.00%	-	0.00%	(10,000)
Total Other Resources	5,000	17,000	5,000	29.41%	15,000	15,000	-	0.00%	-	0.00%	(20,900)
Total Resources	174,950	186,950	164,616	88.05%	165,125	171,125	138,646	81.02%	127,444	71.99%	(49,581)
Expenditures											
Instruction	-	-	-	0.00%	-	-	-	0.00%	-	0.00%	-
Auxiliary Services	132,700	160,900	109,281	67.92%	155,125	161,125	56,213	34.89%	62,517	37.43%	104,508
Total Expenditures	132,700	160,900	109,281	67.92%	155,125	161,125	56,213	34.89%	62,517	37.43%	104,508
Other Uses											
Trsf fr Res & Des Fund Bal	37,250	21,050	-	0.00%	-	-	-	0.00%	-	0.00%	-
Other Uses	5,000	5,000	5,000	100.00%	10,000	10,000	-	0.00%	-	0.00%	10,000
Total Other Uses	42,250	26,050	5,000	19.19%	10,000	10,000	-	0.00%	-	0.00%	10,000
Total Uses	174,950	186,950	114,281	61.13%	165,125	171,125	56,213	32.85%	62,517	35.32%	114,508
Budgeted Resources Over (Under) Expenditures	-	-	50,335		-	-	82,433		64,927		
Beginning Fund Balance	484,983	484,983	484,983		420,056	420,056	420,056		420,056		
Change in Fund Balance	37,250	9,050	-		(5,000)	(5,000)	82,433		64,927		
Ending Fund Balance	522,233	494,033	535,318		415,056	415,056	502,489		484,983		

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

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

Blackhawk Technical College  
**Internal Service Fund**  
 Comparative Statement of Revenues and Expenditures  
 For The Months Ended June 30, 2017 and 2016

	2016-2017				2015-2016						
	Original Budget	Adjusted Budget	YTD Actual	Percent of Budget	Original Budget	Adjusted Budget	YTD Actual	Percent of Budget	Year End	Percent of Budget	Dollar Variance
Revenues											
Institutional Revenue	210,000	210,000	210,000	100.00%	167,470	167,470	167,470	100.00%	167,470	100.00%	-
Total Revenue	210,000	210,000	210,000	100.00%	167,470	167,470	167,470	100.00%	167,470	100.00%	-
Other Resources											
Trsf fr Res & Des Fund Bal	-	100,000	-	0.00%	20,000	42,500	-	0.00%	-	0.00%	(42,500)
Other Funding Sources	-	-	-	0.00%	-	-	-	0.00%	-	0.00%	-
Total Other Resources	-	100,000	-	0.00%	20,000	42,500	-	0.00%	-	0.00%	(42,500)
Total Resources	210,000	310,000	210,000	67.74%	187,470	209,970	167,470	79.76%	167,470	79.76%	(42,500)
Expenditures											
Instruction	-	-	-	0.00%	-	-	-	0.00%	-	0.00%	-
Student Services	-	-	-	0.00%	-	-	-	0.00%	-	0.00%	-
Auxiliary Services	210,000	310,000	282,793	91.22%	187,470	209,970	208,692	99.39%	208,692	99.39%	1,278
Total Expenditures	210,000	310,000	282,793	91.22%	187,470	209,970	208,692	99.39%	208,692	99.39%	1,278
Other Uses											
Trsf fr Res & Des Fund Bal	-	-	-	0.00%	-	-	-	0.00%	-	0.00%	-
Other Uses	-	-	-	0.00%	-	-	-	0.00%	-	0.00%	-
Total Other Uses	-	-	-	0.00%	-	-	-	0.00%	-	0.00%	-
Total Uses	210,000	310,000	282,793	91.22%	187,470	209,970	208,692	99.39%	208,692	99.39%	1,278
Budgeted Resources											
Over (Under) Expenditures	-	-	(72,793)		-	-	(41,222)		(41,222)		
Beginning Fund Balance	234,046	234,046	234,046		275,268	275,268	275,268		275,268		
Change in Fund Balance	-	(100,000)	-		(20,000)	(42,500)	(41,222)		(41,222)		
Ending Fund Balance	234,046	134,046	161,253		255,268	232,768	234,046		234,046		

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

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

Blackhawk Technical College  
**Trust and Agency Fund**  
 Comparative Statement of Revenues and Expenditures  
 For The Months Ended June 30, 2017 and 2016

	2016-2017				2015-2016						
	Original Budget	Adjusted Budget	YTD Actual	Percent of Budget	Original Budget	Adjusted Budget	YTD Actual	Percent of Budget	Year End	Percent of Budget	Dollar Variance
<b>Revenues</b>											
Property Tax	-	-	-	0.00%	-	-	-	0.00%	-	0.00%	-
State Aid	819,000	819,000	713,732	87.15%	919,000	922,094	748,563	81.18%	770,458	83.56%	(151,636)
Other Student Fees	250,000	250,000	267,866	107.15%	303,000	303,000	285,938	94.37%	285,938	94.37%	(17,062)
Institutional Revenue	247,500	247,500	222,260	89.80%	223,000	229,500	223,183	97.25%	234,385	83.36%	(46,782)
Federal Revenue	9,990,000	9,990,000	7,703,989	77.12%	12,160,000	12,160,000	9,308,816	76.55%	9,412,839	77.41%	(2,747,161)
<b>Total Revenue</b>	<b>11,306,500</b>	<b>11,306,500</b>	<b>8,907,847</b>	<b>78.79%</b>	<b>13,605,000</b>	<b>13,614,594</b>	<b>10,566,500</b>	<b>77.61%</b>	<b>10,703,620</b>	<b>78.32%</b>	<b>(2,962,641)</b>
<b>Other Resources</b>											
Trsf fr Res & Des Fund Bal	165,766	165,766	-	0.00%	115,498	115,498	-	0.00%	-	0.00%	(158,588)
Other Funding Sources	-	-	-	0.00%	10,000	13,094	-	0.00%	-	0.00%	(13,094)
<b>Total Other Resources</b>	<b>165,766</b>	<b>165,766</b>	<b>-</b>	<b>0.00%</b>	<b>125,498</b>	<b>128,592</b>	<b>-</b>	<b>0.00%</b>	<b>-</b>	<b>0.00%</b>	<b>(171,682)</b>
<b>Total Resources</b>	<b>11,472,266</b>	<b>11,472,266</b>	<b>8,907,847</b>	<b>77.65%</b>	<b>13,730,498</b>	<b>13,743,186</b>	<b>10,566,500</b>	<b>76.89%</b>	<b>10,703,620</b>	<b>77.35%</b>	<b>(3,134,323)</b>
<b>Expenditures</b>											
Instruction	-	-	-	0.00%	-	-	-	0.00%	-	0.00%	-
Student Services	11,342,266	11,342,266	9,025,771	79.58%	13,625,498	13,638,186	10,386,569	76.16%	10,677,986	78.05%	3,003,200
General Institutional	130,000	130,000	148,072	113.90%	105,000	105,000	140,882	134.17%	140,882	97.72%	3,281
Physical Plant	-	-	-	0.00%	-	-	-	0.00%	-	0.00%	-
<b>Total Expenditures</b>	<b>11,472,266</b>	<b>11,472,266</b>	<b>9,173,843</b>	<b>79.97%</b>	<b>13,730,498</b>	<b>13,743,186</b>	<b>10,527,451</b>	<b>76.60%</b>	<b>10,818,868</b>	<b>78.25%</b>	<b>3,006,481</b>
<b>Other Uses</b>											
Trsf fr Res & Des Fund Bal	-	-	-	0.00%	-	-	-	0.00%	-	0.00%	12,594
Other Uses	-	-	-	0.00%	-	-	-	0.00%	-	0.00%	-
<b>Total Other Uses</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>	<b>-</b>	<b>0.00%</b>	<b>12,594</b>
<b>Total Uses</b>	<b>11,472,266</b>	<b>11,472,266</b>	<b>9,173,843</b>	<b>79.97%</b>	<b>13,730,498</b>	<b>13,743,186</b>	<b>10,527,451</b>	<b>76.60%</b>	<b>10,818,868</b>	<b>78.18%</b>	<b>3,019,075</b>
<b>Budgeted Resources</b>											
Over (Under) Expenditures	-	-	(265,996)		-	-	39,049		(115,248)		
Beginning Fund Balance	599,651	599,651	599,651		801,902	801,902	801,902		714,899		
Change in Fund Balance	(165,766)	(165,766)	-		(115,498)	(115,498)	39,049		(115,248)		
Ending Fund Balance	433,885	433,885	333,655		686,404	686,404	840,951		599,651		

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

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

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

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

Blackhawk Technical College  
**All Funds**  
 Comparative Statement of Revenues and Expenditures  
 For The Months Ended June 30, 2017 and 2016

	2016-2017				2015-2016						
	Original Budget	Adjusted Budget	YTD Actual	Percent of Budget	Original Budget	Adjusted Budget	YTD Actual	Percent of Budget	Year End	Audited Percent of Budget	Dollar Variance
<b>Revenues</b>											
Property Tax	14,860,951	14,209,843	14,209,843	100.00%	13,877,275	13,877,275	13,670,386	98.51%	13,670,386	98.51%	(206,889)
Other Local Government	(3,000)	(3,000)	9,309	-310.30%	(11,000)	(11,000)	2,861	-26.01%	2,861	-26.01%	13,861
State Aid	14,884,291	14,838,251	14,339,269	96.64%	14,888,299	14,892,893	14,245,120	95.65%	14,347,080	93.70%	(964,613)
Program Fees	5,857,153	5,412,765	5,349,605	98.83%	6,433,128	5,753,476	5,673,556	98.61%	5,673,556	98.61%	(79,920)
Material Fees	388,725	344,988	392,382	113.74%	398,135	374,675	385,666	102.93%	385,666	102.93%	10,991
Other Student Fees	723,471	653,261	715,578	109.54%	716,071	698,647	708,656	101.43%	675,596	96.70%	(23,051)
Institutional Revenue	1,894,716	1,845,023	3,111,782	168.66%	1,262,286	1,358,825	1,953,830	143.79%	2,178,388	97.71%	(51,079)
Federal Revenue	10,989,260	10,989,260	8,595,557	78.22%	13,286,994	13,320,146	10,275,609	77.14%	10,490,129	77.67%	(3,015,351)
<b>Total Revenue</b>	<b>49,595,567</b>	<b>48,290,391</b>	<b>46,723,325</b>	<b>96.75%</b>	<b>50,851,188</b>	<b>50,264,937</b>	<b>46,915,684</b>	<b>93.34%</b>	<b>47,423,662</b>	<b>91.66%</b>	<b>(4,316,051)</b>
<b>Other Resources</b>											
Trsf fr Res & Des Fund Bal	402,704	2,534,358	-	0.00%	5,187,895	6,976,469	-	0.00%	-	0.00%	(945,706)
Other Funding Sources	8,625,000	5,095,000	5,065,000	99.41%	11,459,520	11,462,614	11,439,520	99.80%	11,439,520	99.80%	80,982
<b>Total Other Resources</b>	<b>9,027,704</b>	<b>7,629,358</b>	<b>5,065,000</b>	<b>66.39%</b>	<b>16,647,415</b>	<b>18,439,083</b>	<b>11,439,520</b>	<b>62.04%</b>	<b>11,439,520</b>	<b>59.73%</b>	<b>(864,724)</b>
<b>Total Resources</b>	<b>58,623,271</b>	<b>55,919,749</b>	<b>51,788,325</b>	<b>92.61%</b>	<b>67,498,603</b>	<b>68,704,020</b>	<b>58,355,204</b>	<b>84.94%</b>	<b>58,863,182</b>	<b>83.03%</b>	<b>(4,609,897)</b>
<b>Expenditures</b>											
Instruction	18,336,147	18,269,577	17,991,353	98.48%	20,244,399	21,293,138	20,568,046	96.59%	21,283,216	94.00%	1,358,723
Instructional Resources	2,820,553	2,704,455	2,063,360	76.29%	4,473,437	3,587,298	2,910,872	81.14%	3,107,158	86.61%	480,456
Student Services	14,563,586	14,355,870	11,764,305	81.95%	16,863,700	16,826,047	13,338,145	79.27%	13,632,034	80.61%	3,280,013
General Institutional	5,513,740	5,414,334	5,405,933	99.84%	5,123,338	5,607,079	5,277,565	94.12%	5,321,054	93.87%	347,380
Physical Plant	16,780,224	13,244,569	12,730,657	96.12%	19,973,199	20,308,987	18,707,055	92.11%	19,985,684	95.25%	996,097
Auxiliary Services	342,700	470,900	392,074	83.26%	342,595	371,095	264,905	71.38%	271,209	71.94%	105,786
<b>Total Expenditures</b>	<b>58,356,950</b>	<b>54,459,705</b>	<b>50,347,682</b>	<b>92.45%</b>	<b>67,020,668</b>	<b>67,993,644</b>	<b>61,066,588</b>	<b>89.81%</b>	<b>63,600,355</b>	<b>90.64%</b>	<b>6,568,455</b>
<b>Other Uses</b>											
Trsf fr Res & Des Fund Bal	141,321	1,365,044	-	0.00%	318,415	547,762	-	0.00%	-	0.00%	560,356
Other Uses	125,000	95,000	65,000	68.42%	159,520	162,614	139,520	85.80%	139,520	85.80%	23,094
<b>Total Other Uses</b>	<b>266,321</b>	<b>1,460,044</b>	<b>65,000</b>	<b>4.45%</b>	<b>477,935</b>	<b>710,376</b>	<b>139,520</b>	<b>19.64%</b>	<b>139,520</b>	<b>19.30%</b>	<b>583,450</b>
<b>Total Uses</b>	<b>58,623,271</b>	<b>55,919,749</b>	<b>50,412,682</b>	<b>90.15%</b>	<b>67,498,603</b>	<b>68,704,020</b>	<b>61,206,108</b>	<b>89.09%</b>	<b>63,739,875</b>	<b>89.91%</b>	<b>7,151,905</b>
<b>Budgeted Resources Over (Under) Expenditures</b>	<b>-</b>	<b>-</b>	<b>1,375,643</b>		<b>-</b>	<b>-</b>	<b>(2,850,904)</b>		<b>(4,876,693)</b>		
Beginning Fund Balance	13,581,021	13,581,021	13,581,021		18,544,717	18,544,717	18,544,717		18,457,714		
Change in Fund Balance	(261,383)	(1,169,314)	-		(4,869,480)	(6,428,707)	(2,850,904)		(4,876,693)		
Ending Fund Balance	13,319,638	12,411,707	14,956,664		13,675,237	12,116,010	15,693,813		13,581,021		
Reserved for Prepaid Items	75,000	75,000	75,000		200,000	200,000	200,000		245,481		
Designated for Operations	6,531,000	6,531,000	6,531,000		6,250,000	6,250,000	6,866,000		6,327,566		
Designated for State Aid Fluc	313,000	313,000	313,000		257,000	257,000	299,000		313,000		
Designated for Sub Years	470,000	470,000	470,000		386,000	386,000	448,000		470,000		
Designated for Sub Year	2,724,015	2,583,667	3,477,361		2,368,197	2,294,641	2,004,822		2,652,897		

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

# Quarterly Financial Statement Review

## June 30, 2017: Pre-Audit

This report compares June 30, 2017 pre-audited results to June 30, 2016 pre-audited results as of July 31 of each year.

### General Fund

#### Revenue

Total revenues are up approximately \$536,500 (2.0%) from the prior year. The largest increase of approximately \$702,500 (52.4%) is in Institutional Revenue, with lesser increases of \$173,100 (3.0%) in Property Taxes and \$29,400 (7.0%) in Other Student Fees. These increases are offset by decreases of approximately \$323,900 (5.7%) in Program Fees and \$50,700 (0.4%) in State Aid. The increase in Institutional Revenue is mainly due to increases in customized instruction (\$451,500) of which \$460,000 is directly related to transcribed credits and also in student government association revenue for shuttle service, security and accident insurance (\$183,600), which was not yet recorded at this time last year. The increase in Other Student Fees of approximately \$29,400 (7.0%) is mainly due to transportation fees of approximately \$59,200 and is offset by a decrease in application fees of \$31,050. The decrease in Program Fees (tuition) is due to the decrease in enrolled students. The decline in State Aid is primarily due to a percentage change in the funding model (formula-performance based) and the decline in enrollment.

#### Uses

Total uses are down by approximately \$643,200 (2.4%) from the prior year. Instruction expenditures account for approximately \$400,900 (2.6%) of the total decrease which is mainly due to decreases in salaries and benefits (\$935,000). This decrease is offset by an increase in contractual services of \$453,500, which is primarily due to the increase in transcribed credit expense as mentioned above.

Salaries and benefits are lower this year due to the organizational restructuring along with implementation of furloughs this fiscal year. The following areas also had approximate decreases due primarily to decreases in salaries and benefits; Student Services \$241,800 (10.6%), and Instructional Resources \$142,900 (8.9%). General Institutional expenses increased approximately \$59,100 (1.3%) primarily due to an increase in legal expenses. Physical Plant increased by approximately \$65,200 (2.4%) from the prior year primarily due to the increase in property taxes at the Milton facility.

### Special Revenue Fund

Revenues are down \$183,200 (7.6%) overall compared to the prior year. State Aid is down approximately \$139,600 (18.2%), and Federal Revenue and Institutional Revenue are down \$52,600 (5.6%) and \$25,700 (41.5%) respectively. These decreases are offset by an increase in Property Taxes of approximately \$39,500 (6.1%). Total expenditures are down by approximately \$166,600 (6.7%) from the prior year. Instruction expenses decreased approximately \$144,600 (8.7%), with the majority of the decrease due to salaries and benefits (\$179,700). Physical Plant expenditures decreased approximately \$27,900 due to a prior year grant not received this year, and General Institutional Administration decreased approximately \$21,500 due primarily to a decrease in salaries and benefits.

## **Capital Projects Fund**

Revenue is down by approximately \$5,586,000 (49.3%) in the current year compared to the prior year primarily due to the reduction in debt sales by the College. In the prior year, there were four debt issues of \$11,300,000 and in the current year, there have been two debt issues of \$5,000,000. The increase in the prior year was due to planned debt issues for the Health Science Training Center Renovation planned for the Central Campus. Expenditures are down by approximately \$9,701,500 (68.2%) primarily due to the reduced number and size of projects, as well as timing for annual capital purchases.

## **Other Funds**

Debt Service Fund revenue is up approximately \$256,000 (3.5%). This fund is used to account for the accumulation of resources and the payment of principal and interest for general long-term debt and long-term lease purchase debt. The majority of revenue is derived from property taxes, of which an allocation is done to place amounts in this fund. In the current year, more property tax funds were allocated compared to the prior year, which is planned. Expenditures are up by approximately \$939,400 (13.3%). This increase is related to the principal and interest payments in the current year compared to the prior year as there is more debt outstanding. This increase is offset by the cost of issuing debt incurred this year due to fewer bond sales compared to this time last year and by the timing of the bond premium amortization recorded in the current year. This increase in debt service payments for principal and interest was expected based on the debt maturities schedules.

Enterprise Fund revenue increased by approximately \$25,900 (18.7%) compared to the prior year. The increase is mainly in Institutional Revenue and relates to higher sales from the prior year. Expenditures are up by approximately \$58,000 (103.3%). The main areas increasing are consumable supplies (\$17,300), equipment repair (\$14,700), other supplies (\$4,500) and facilities rental (\$4,900). The remainder of expenditures increased or decreased slightly.

Internal Service Fund revenue increased by approximately \$42,500 (25.4%) compared to the prior year. This fund is used to account for district operations where the cost of providing goods or services by one department or unit to other departments or units is recorded on a cost-reimbursement basis. Expenses are up \$74,100 (35.5%) due mainly to a payment towards the insurance deductible as a result of an insurance settlement in the current year.

Agency Fund revenue decreased by approximately \$8,400 (2.6%) from the prior year due primarily to lower student activity fees (\$18,000). Expenditures increased by approximately \$127,800 (53.6%) primarily due to the timing of recording the student government association expenses for shuttle service, security and accident insurance as mentioned earlier (\$183,600).

Trust Fund revenue decreased by approximately \$1,650,100 (16.1%) in the current year compared to the prior year. This decrease was due primarily to a decrease of approximately \$1,604,800 (17.2%) in Federal Revenue. The change in this area is due in part to the timing of when the revenue is received and in part, a reduction in student aid funding. Expenses are down approximately \$1,481,500 (14.4%) due to a reduction in student financial aid.

# ENCLOSURE #2

Annual and Regular Meeting

of the

Blackhawk Technical College District Board

July 10, 2017

## Minutes

The combined annual and regular meeting of the Blackhawk Technical College Board was held on Monday, July 10, 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; Traci Davis; Tom Heeg; Mark Mayer; and Malik Surani. Board members absent: Rick Richard, Treasurer; and Dr. Karen Schulte. Staff present: Dr. Tracy Pierner; Lynn Neitzel; Brian Gohlke; Renea Ranguette; Dr. Jon Tysse; Jackie Pins; Terese Craig.

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

Reappointed Board members Malik Surani and Eric Thornton signed their oath of office. Mr. Richard's signed oath of office will be obtained as soon as possible.

President Tracy Pierner temporarily chaired the meeting and called for nominations for the office of Chairperson of the Board for FY 2017-18.

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

Following three calls for nominations, it was moved by Mr. Mayer and seconded by Ms. Davis to close nominations for the office of Chairperson of the Board for FY 2017-18 and to cast one unanimous ballot for Eric Thornton for the office of Chairperson of the Board for FY 2017-18.

Motion carried.

Chairperson Thornton called for nominations for the office of Vice Chairperson of the Board for FY 2017-18.

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

Following three calls for nominations, it was moved by Ms. Surani and seconded by Mr. Heeg to close nominations and to cast one unanimous ballot for Barbara Tillman for the office of Vice Chairperson of the Board for FY 2017-18.

Motion carried.

Chairperson Thornton called for nominations for the office of Secretary of the Board for FY 2017-18.



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

Following three calls for nominations, it was moved by Mr. Heeg and seconded by Ms. Davis to close nominations and to cast one unanimous ballot for Laverne Hays for the office of Secretary of the Board for FY 2017-18.

Motion carried.

Chairperson Thornton called for nominations for the office of Treasurer of the Board for FY 2017-18.

Mr. Surani nominated Rick Richard for the office of Treasurer of the Board for FY 2017-18.

Following three calls for nominations, it was moved by Mr. Surani and seconded by Ms. Davis to close nominations and to cast one unanimous ballot for Rick Richard for the office of Treasurer of the Board for FY 2017-18.

Motion carried.

Chairperson Thornton called for public comment. There was none.

Chairperson Thornton called for Special Reports. There were none.

Chairperson Thornton called for Information/Discussion items.

The June financial statement was presented.

Dr. Pierner presented the President's monthly report. He attended the Greater Beloit Economic Development Corp. Board meeting. A meeting was held on-campus with Kerry Ingredients to discuss collaborations. A Welding Boot Camp graduation was held at AMTC. The sole legislative update reflected no action had yet been taken to approve a state budget. The College received word that the Wisconsin Retirement System pension rate will reflect a 0.2% reduction for the College and employees for the upcoming year. A recent edition of the MadREP magazine mentioned BTC in an article related to workforce training.

Chairperson Thornton called for Annual Meeting Business.

It was moved by Mr. Mayer and seconded by Mr. Surani to hold regular monthly meetings of the Board on the third Wednesday of each month at the Administrative Center of Blackhawk Technical College at 5:00 p.m., with the following exceptions—Wednesday, August 16, will be held at 3:00 p.m. at the Janesville Country Club in the Galbraith Room; Wednesday, October 18, 2017, will be held at 5:00 p.m. at the Advanced Manufacturing Training Center in Milton in Room 118; Wednesday, March 21, 2018, will be held at 5:00 p.m. at the Monroe Campus in Rooms 413-414; and the annual and organizational meeting will be

held on Monday, July 9, 2018, at 5:00 p.m. at the Administrative Center of Blackhawk Technical College.

Motion carried.

It was noted the Janesville Gazette would remain the official newspaper of the District for FY 2017-18. Next year, the designation would be rotated to the Beloit Daily News.

It was moved by Mr. Surani and seconded by Ms. Davis to nominate Laverne Hays as the Blackhawk Technical College voting delegate to the Boards Association for a two-year period and the following Board members to Boards Association Committees: Awards Committee – Tom Heeg; Internal Best Practices Committee – Traci Davis, Malik Surani, Dr. Karen Schulte, and Eric Thornton; External Partnerships Committee – Barbara Tillman, Mark Mayer, and Rick Richard; and Bylaws, Policies, & Procedures Committee – Laverne Hays.

Motion carried.

It was moved by Ms. Davis and seconded by Ms. Tillman to approve the attached resolution designating the depositories in which District funds will be deposited and the individuals authorized to make transactions for FY 2017-18.

Motion carried.

It was moved by Mr. Mayer and seconded by Mr. Surani to designate Attorney David Moore of Nowlan & Mouat LLP, Janesville, as legal counsel for local legal issues, and Attorney Michael Aldana of Quarles & Brady LLP, Milwaukee, as legal counsel for labor relations and general higher education legal issues for FY 2017-18.

Motion carried.

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

Chairperson Thornton called for the Consent Agenda.

It was moved by Ms. Davis and seconded by Mr. Hays to approve the consent agenda, which included the combined minutes of the Public Hearing on the FY 2017-18 Budget and Regular Meeting held on June 21, 2017; current bills from the month of June – Voucher #00241843 to and including #002242106 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, health insurance wire transfers for the month of June of \$287,497.00, for a grand total of \$2,516,329.59; 16 training contracts totaling \$60,763; confirmation of an

administrative employment contract issued to Dr. Zahi Atallah for the position of Vice President of Academic Affairs at a salary of \$130,000, effective September 1, 2017, and to grant a relocation allowance, not to exceed \$5,000; confirmation of a limited-term instructional employment contract issued to Ciara Heckel for the position of Medical Assistant Instructor at a salary of \$47,458, effective August 18, 2017; and acceptance of the resignations of Terese Craig, Director of Resource Development and Community Relations, effective July 21, 2017; Patrick Haack, Electromechanical Instructor, effective immediately; Corey Livieri, College & Career Specialist, effective July 28, 2017; and Dawn Zwart, Healthcare Simulation Specialist, effective July 14, 2017.

Motion carried.

Chairperson Thornton called for Action Items.

It was moved by Mr. Heeg and seconded by Mr. Mayer to approve the 2017-2020 Strategic Plan.

Motion carried unanimously.

It was moved by Mr. Hays and seconded by Mr. Surani to submit the nomination of Sharon Cox for the District Board Association's 2017 Distinguished Alumni Award.

Motion carried.

Chairperson Thornton called for Committee Reports.

A review of capital project funding for Fiscal Year 2017-18 was provided as a result of the realignment of funding for certain projects to maintain compliance with bond financing legal requirements. The revised funding plan does not alter the total capital budget.

Chairperson Thornton called for New Business.

An enrollment report was provided for 2016-17 Year-End and Summer 2017. FY17 reflected unduplicated headcount of 5,426 and FTEs totaling 1,437. Unduplicated credit student headcount was 2,136 for Fall 2016 and 2,048 for Spring 2017. Summer 2017 reflects unduplicated credit headcount of 524, which is a 2% increase from Summer 2016. Restoral of twelve month PELL grants will impact future summer enrollments. Credit student persistence (fall to spring) continues to track at 74%, which is above the national average.

A review of District Board Policy C-417 – Executive Limitations was conducted. No revisions were suggested.

A report was provided on donations greater than \$5,000 which were received by the BTC Foundation from July 1-June 30, 2017. Total cash and in-kind donations was \$42,000.

Chairperson Thornton called for Other Business.

A reminder was provided on the District Boards Association Summer Meeting being held July 14-15 in Kenosha and the ACCT Leadership Congress being held in September in Las Vegas.

Chairperson Thornton called for Future Agenda Items. Ms. Pins noted the Board Self-Evaluation form will be emailed to members; completed documents must be returned by August 1, 2017.

It was moved by Ms. Davis and seconded by Mr. Surani to adjourn the meeting at 6:01 p.m.

Motion carried.

Laverne E. Hays  
Secretary

ENCLOSURE #3

5. Consent Agenda

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

The July bills include Voucher #00242107 to and including #00242280 and direct deposit expense reimbursements in the total amount of \$1,178,429.11 (includes student related payments), a payroll total for the month of July of \$915,061.63, payroll tax wire transfers for the month of July of \$384,052.02, other wire transfers for the month of July of \$36,725.40, WRS wire transfers for the month of July of \$146,637.49, P-card disbursements for the month of July of \$48,686.46, a bond payment for the month of July of \$0, and a health insurance wire transfer for the month of July of \$279,962.58, for a grand total of \$2,989,554.69.

Blackhawk Technical College

BILL LIST SUMMARY  
 Period Ending July, 2017

Starting Check Number           00242107  
 Ending Check Number           00242280     Plus Direct Deposits

PAYROLL TAXES			
Federal		325,940.85	
State		<u>58,111.17</u>	
			384,052.02
PAYROLL BENEFIT DEDUCTIONS & FRINGE PAYMENTS			
Retirement		-	
Health and Dental Insurance		23,603.52	
Miscellaneous		<u>11,368.90</u>	
			34,972.42
STUDENT RELATED PAYMENTS			21,831.72
CURRENT NON CAPITAL EXPENSES			719,176.31
CAPITAL			402,448.66
DEBT			<u>-</u>
TOTAL BILL LISTING AND PAYROLL TAXES			1,562,481.13
PAYROLL-NET			<u>915,061.63</u>
SUB TOTAL BILL LISTING AND PAYROLL			2,477,542.76
PLUS OTHER WIRE TRANSFERS			36,725.40
PLUS WRS WIRE TRANSFERS			146,637.49
P-CARD DISBURSEMENTS			48,686.46
PLUS BOND PAYMENT			-
HEALTH INSURANCE WIRES			<u>279,962.58</u>
GRAND TOTAL FOR THE MONTH			<u><u>2,989,554.69</u></u>

Memo

Bill List Total                                   1,178,429.11  
 Wire Transfer - Payroll Taxes               384,052.02

5. 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	
2018-1114	<b>GSM Supply</b> <i>Leadership Training</i>	30	0.60	\$9,446	\$7,892	\$9,446
2018-1115	<b>Global Mapping Solutions</b> <i>Padmount Training</i>	4	0.05	\$2,400	\$2,225	\$2,400
2018-1125	<b>Schenck Process LLC</b> <i>Leadership Training</i>	18	0.36	\$10,052	\$8,235	\$10,052
2017-1160	<b>Southwest WI Workforce Development Board</b> <i>Machine Operator Bootcamp</i>	9	1.67	\$44,419	\$40,493	\$45,089
2018-1113	<b>Tigre USA, Inc.</b> <i>Autocad - Technical Assistance</i>	1	0.00	\$2,500	\$770	\$2,500
<i>Report Subtotal</i>		<b>62</b>	<b>2.68</b>	<b>\$68,817</b>	<b>\$59,615</b>	<b>\$69,487</b>

	MULTIPLE RECEIPT, GRANT OR OTHER COMPLEX CONTRACT BREAKDOWN INFORMATION					FULL CONTRACT DETAIL INFORMATION				Actual Contract Cost
	# Served	Est. FTEs	BTC Cost Formula	LAB Cost Formula	Actual Contract Cost	# Served	Est. FTEs	BTC Cost Formul	LAB Cost Formula	
2017-1095	<b>Emmi Roth USA, Inc.</b> <i>Communication Skills-Written</i> --WAT Grant Funding					15	0.05	\$839	\$500	\$260
										\$578
2017-1150	<b>SSI Technologies, Inc.</b> <i>Powerpoint</i> --WAT Grant Training					3	0.03	\$918	\$733	\$278
										\$618

\* BTC charges do not meet LAB formula.

ENCLOSURE #4

8/16/2017

5. Consent Agenda

	MULTIPLE RECEIPT, GRANT OR OTHER COMPLEX CONTRACT BREAKDOWN INFORMATION					FULL CONTRACT DETAIL INFORMATION				
	# Served	Est. FTEs	BTC Cost Formula	LAB Cost Formula	Actual Contract Cost	# Served	Est. FTEs	BTC Cost Formul	LAB Cost Formula	Actual Contract Cost
2017-1163 <b>SSI Technologies, Inc.</b> <i>Powerpoint</i> --WAT Grant Funding						3	0.02	\$896	\$733	\$278
										\$618
2017-1169 <b>SSI Technologies, Inc.</b> <i>CNC Turning/Lathe Operations Boot Camp</i> --WAT Grant Funding						7	0.23	\$8,574	\$6,141	\$2,470
										\$6,104
2017-1170 <b>SSI Technologies, Inc.</b> <i>Basic Excel 2013</i> --WAT Grant Funding						8	0.04	\$932	\$733	\$289
										\$643
2018-1001 <b>SSI Technologies, Inc.</b> <i>Generation Gaps</i> --WAT Grant Funding						3	0.01	\$581	\$468	\$180
										\$401
2018-1002 <b>SSI Technologies, Inc.</b> <i>Advanced Excel 2013</i> --WAT Grant Funding						8	0.04	\$932	\$736	\$289
										\$643
2018-1003 <b>SSI Technologies, Inc.</b> <i>Advanced Excel 2013</i> --WAT Grant Funding						7	0.04	\$925	\$736	\$287
										\$638
2018-1006 <b>SSI Technologies, Inc.</b> <i>Advanced Word</i> --WAT Grant Funding						7	0.04	\$925	\$733	\$287
										\$638
2018-0008 <b>SSI Technologies, Inc.</b> <i>Basic Word</i> --WAT Grant Funding						8	0.04	\$932	\$736	\$289
										\$643

\* BTC charges do not meet LAB formula.



ENCLOSURE #4

8/16/2017

5. Consent Agenda

	MULTIPLE RECEIPT, GRANT OR OTHER COMPLEX CONTRACT BREAKDOWN INFORMATION					FULL CONTRACT DETAIL INFORMATION				
	# Served	Est. FTEs	BTC Cost Formula	LAB Cost Formula	Actual Contract Cost	# Served	Est. FTEs	BTC Cost Formul	LAB Cost Formula	Actual Contract Cost
2018-1009 SSI Technologies, Inc. <i>Time Management</i> --WAT Grant Funding						6	0.02	\$737	\$582	\$229
										\$508
2018-1010 SSI Technologies, Inc. <i>Advanced Powerpoint</i> --WAT Grant Funding						7	0.04	\$925	\$736	\$287
										\$638
2018-1111 SSI Technologies, Inc. <i>Principles of Lean Manufacturing</i> --WAT Grant Funding						8	0.03	\$877	\$689	\$272
										\$605
2018-1117 SSI Technologies, Inc. <i>Basic Word</i> --WAT Grant Funding						6	0.03	\$918	\$736	\$285
										\$633
2018-1118 SSI Technologies, Inc. <i>Minitab</i> --WAT Grant Funding						11	0.02	\$493	\$344	\$153
										\$340
2018-1119 SSI Technologies, Inc. <i>Minitab</i> --WAT Grant Funding						1	0	\$421	\$421	\$131
										\$290
2018-1120 SSI Technologies, Inc. <i>Real Colors</i> --WAT Grant Funding						20	0.07	\$1,211	\$679	\$301
										\$910
2018-1121 SSI Technologies, Inc. <i>Generation Gaps</i> --WAT Grant Funding						12	0.04	\$646	\$468	\$200
										\$446

\* BTC charges do not meet LAB formula.

ENCLOSURE #4

8/16/2017

5. Consent Agenda

	MULTIPLE RECEIPT, GRANT OR OTHER COMPLEX CONTRACT BREAKDOWN INFORMATION					FULL CONTRACT DETAIL INFORMATION				
	# Served	Est. FTEs	BTC Cost Formula	LAB Cost Formula	Actual Contract Cost	# Served	Est. FTEs	BTC Cost Formul	LAB Cost Formula	Actual Contract Cost
2018-1122 SSI Technologies, Inc. Generation Gaps --WAT Grant Funding						10	0.03	\$632	\$468	\$196
										\$436
					<i>Report Subtotal</i>	<i>150</i>	<i>0.82</i>	<i>\$23,314</i>	<i>\$17,372</i>	<i>\$23,291</i>
					<b>REPORT TOTALS</b>	<b><u>212</u></b>	<b><u>3.50</u></b>	<b><u>\$92,131</u></b>	<b><u>\$76,987</u></b>	<b><u>\$92,778</u></b>

\* BTC charges do not meet LAB formula.

## CONTRACT TRAINING APPROVED BY BTC BOARD

	Month	FY 2013-14		FY 2014-15		FY 2015-16		FY 2016-17		FY 2017-18	
		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	\$92,778	\$153,541
	September	\$43,942	\$136,314	\$4,242	\$129,236	\$22,000	\$118,410	\$373,076	\$2,302,476		\$153,541
2nd Qtr.	October	\$25,200	\$161,514	\$26,983	\$156,219	\$52,506	\$170,916	\$210,046	\$2,512,522		\$153,541
	November	\$34,725	\$196,239	\$56,992	\$213,211	\$622,564	\$793,480	\$26,617	\$2,539,139		\$153,541
	December	\$307,342	\$503,581	\$408,509	\$621,720	\$275,514	\$1,068,994	\$24,362	\$2,563,501		\$153,541
3rd Qtr.	January	\$0	\$503,581	\$76,855	\$698,575	\$52,828	\$1,121,822	\$63,520	\$2,627,021		\$153,541
	February	\$455,099	\$958,680	\$124,335	\$822,910	\$14,624	\$1,136,446	\$45,218	\$2,672,239		\$153,541
	March	\$46,981	\$1,005,661	\$56,331	\$879,241	\$64,158	\$1,200,604	\$15,257	\$2,687,496		\$153,541
4th Qtr.	April	\$72,840	\$1,078,501	\$35,193	\$914,434	\$16,268	\$1,216,872	\$40,876	\$2,728,372		\$153,541
	May	\$50,185	\$1,128,686	\$52,003	\$966,437	\$85,469	\$1,302,341	\$35,548	\$2,763,920		\$153,541
	June	\$47,797	\$1,176,483	\$3,851	\$970,288	\$6,124	\$1,308,465	\$150,542	\$2,914,462		\$153,541
YTD TOTAL \$			<u>\$1,176,483</u>		<u>\$970,288</u>		<u>\$1,308,465</u>		<u>\$2,914,462</u>		<u>\$153,541</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: \$32,686; Transcribed Credit contracts with high schools total: \$ ; HSED contracts with high schools total: \$

ENCLOSURE #5

5. Consent Agenda

d. Confirmation of Non-Instructional Employment Contract Issued for the Position of Program Advisor (Linda Fair) (Action – Brian Gohlke)

Linda Fair has been issued a non-instructional employment contract for the position of Program Advisor at a salary of \$49,793, effective July 1, 2017.

Ms. Fair holds a B.S. degree in Education from Central State University, Wilberforce, Ohio. She has been employed for the past year as the Career Pathways Specialist at BTC. Prior occupational experience includes various positions at Community Action, Beloit, including Academic Supervisor-Fresh Start YouthBuild Program, Retention Specialist-Fatherhood Initiative, Career & Education Specialist, and Teen Parent Programs Case Manager; Program Director at Merrill Community Center, Beloit; and Assistant Project Coordinator at Rock County OIC, Beloit.

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

ENCLOSURE #6

5. Consent Agenda

- e. Confirmation of Limited-Term Non-Instructional Employment Contract Issued for the Position of Program Advisor and Success Coach (Jessica Santillan) (Action – Brian Gohlke)

Jessica Santillan has been issued a limited-term non-instructional employment contract for the position of Program Advisor and Success Coach at a salary of \$53,663, effective July 31, 2017.

Ms. Santillan holds a B.S. degree in Textiles, Apparel, and Merchandising from Northern Illinois University, DeKalb, Illinois. She has been employed for the past 10 years at Kirkwood Community College, Cedar Rapids, Iowa, in positions of Academic Advisor, Program Coordinator, and Associate Professor. Prior occupational experience includes various positions at Target, Ames, Iowa; Bilingual Staffing Supervisor at Kelly Services, Des Moines, Iowa; and Teaching Assistant and Research Assistant at Iowa State University, Ames, Iowa.

Confirmation of Ms. Santillan's limited-term employment contract is requested.

ENCLOSURE #7

5. Consent Agenda

- f. Confirmation of Limited-Term Administrative Employment Contract Issued for the Position of Workforce & Community Development Training Specialist (Dr. Cindy Leverenz) (Action – Brian Gohlke)

Dr. Cindy Leverenz has been issued a limited-term administrative employment contract for the position of Workforce & Community Development Training Specialist at a salary of \$89,886, effective July 10, 2017. The LTE contract is for Fiscal Year 2017-18.

Dr. Leverenz holds a Ph.D. in Education from Capella University, Minneapolis, Minnesota; an M.B.A. and a B.S. degree in Management from Edgewood College, Madison; and an Associate Degree in Fashion Merchandising from BTC. She has been employed at BTC for the past 13 years as the Marketing Instructor. In addition, she has done significant workforce training for the WCD Division.

Confirmation of Dr. Leverenz's limited-term employment contract is requested.

ENCLOSURE #8

5. Consent Agenda

g. Confirmation of Administrative Employment Contract Issued for the Position of Associate Dean of Nursing (Dr. Patricia Padjen) (Action – Brian Gohlke)

Dr. Patricia Padjen has been issued an administrative employment contract for the position of Associate Dean of Nursing at a salary of \$82,000, effective October 2, 2017.

Dr. Padjen holds a Doctoral Degree in Education from Nova Southeastern University, Fort Lauderdale, Florida; an M.S. degree in Nursing from the University of Wisconsin-Madison; an M.B.A. degree in Hospital Administration from Rosary College, River Forest, Illinois; and a B.S. degree in Nursing from Alverno College, Milwaukee, Wisconsin. For the past two years she has been self-employed as a Caregiver. Prior occupational experience includes positions of Outreach Program Manager at University of Wisconsin-Oshkosh College of Nursing; various positions at UW Health, Madison, including Manager of UW Health Emergency Education Center, Nurse Manager, and Manager Emergency Department/Med Flight/Radiology; and Director of Nursing Service and Assistant Director Specialty Units at Mercy Hospital, Janesville.

Confirmation of Dr. Padjen's employment contract is requested.

ENCLOSURE #9

5. Consent Agenda

h. Acceptance of Resignation (Brent Cook) (Action – Brian Gohlke)

Brent Cook, Network Infrastructure Engineer, has submitted his resignation, effective July 31, 2017.

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



ENCLOSURE #10

6. Action Items

- a. Approval of Information Technology Suite Remodel Contingent upon Wisconsin Technical College System Board (WTCSB) Approval and to Request WTCSB Approval of Remodel (Action – Renea Ranguette)

Administration is seeking approval to remodel 3,440 square feet of existing space in the Central Campus Main Building in Janesville. The current Information Technology Administrative Suite suffers from congestion and poor ventilation systems. The College's growth of and dependence upon technology has increased exponentially since this area was constructed, and the department is now beyond the capacity of the current location. Remodel of the IT Administrative Suite has been part of the College's master plan. The remodel will encompass the existing Information Technology Administration Suite which will be expanded to encompass adjoining library storage and an adjacent classroom.

The expanded suite will provide a front entrance for student and staff support service, as well as accommodate the growth in technology operations. The design plan includes tiered support (Level I, II, III) for escalation of service. The remodel will improve the operational functionality and air quality for staff and visitors to the area. No additional operational costs are associated with the remodel. Energy costs are likely to be reduced due to improved efficiency of building heating and cooling systems. The estimated cost of the remodel is \$400,000 which will be funded with \$200,000 in general obligation tax exempt bonds to be issued in FY17-18 and \$200,000 in general obligation tax exempt bonds issued in FY16-17 that are redirected to support the project (i.e. capital project fund balance).

Schematic design drawings as completed are attached. As design development and construction documents are developed, deviations may occur to ensure the project remains within budget.

The construction project budget and estimated cost by trade are provided below:

General construction	\$175,000
Electrical, plumbing, & fire protection	101,000
Heating, ventilating & air conditioning	61,000
Professional & other fees	33,000
Contingency	<u>30,000</u>
TOTAL	\$400,000

Administration recommends District Board approval of the following resolution to remodel 3,440 square feet at the Central Campus Main Building for the Information Technology Administrative Suite:

**RESOLUTION:**

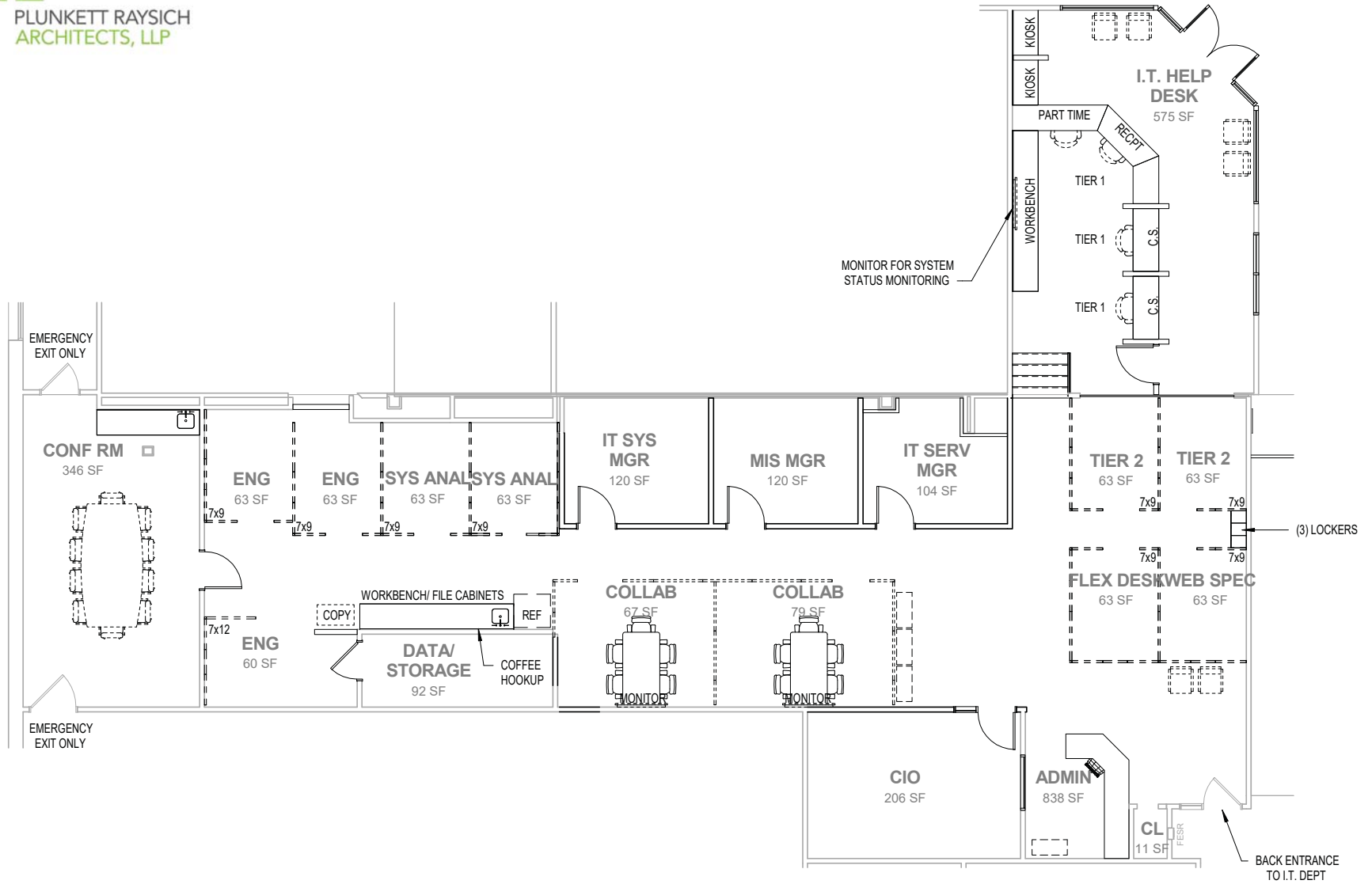
**Whereas, the College's growth in the use of and dependence upon technology has grown exponentially in the thirty years since this space was constructed; and**

**Whereas, expanding the department footprint and improving the quality of this space will meet the needs of students, faculty, and staff for several years; and**

**Whereas, expansion and improvement of the information technology administrative suite is part of the College's master plan; and**

**Whereas, the fiscal year 2017-18 capital budget includes \$400,000 earmarked for the Information Technology Administrative Suite;**

**It is therefore Resolved, that the Blackhawk Technical College District Board approve the capital renovation of the Information Technology Administrative Suite at the Central Campus Main Building in Janesville, WI, which is contingent upon WTCS Board approval and to request Wisconsin Technical College System Board approval of this capital improvement.**



-06/28/2017 - #120339-21

FLOOR PLAN 1/8" = 1'-0"

## ENCLOSURE #11

### 6. Action Items

b. Approval of Agriculture Training Center Construction Contingent upon Wisconsin Technical College System Board (WTCSB) Approval and to Request WTCSB Approval of Construction Project (Action – Renea Ranguette)

Administration is seeking District Board approval to construct an agriculture training center to support the Agribusiness Specialist and Agribusiness Science & Technology programs which are delivered at the Monroe Campus which is located in Green County. The new facility will include a garage/shop area agriculture equipment use and maintenance instruction as well as equipment storage. An adjacent agriculture lab/classroom will provide access to the garage/shop and an adjoining greenhouse. Instruction is currently delivered in a 690 square foot laboratory/classroom which does not provide suitable space for instruction on the operational use and maintenance of agriculture equipment or instruction on plant life and soil science.

The Agribusiness Science and Technology Program and the Agribusiness Specialist Program graduates are prepared to run their own agribusiness operation or help other agriculture producers become more successful. The programs offer instruction in business and science concepts to teach producers profitable agribusiness techniques. Hands-on learning and on-the-job experience in animal science and nutrition, integrated pest management, soil science, crop production, and precision agriculture will prepare students to develop crop management, livestock management, and business plans. The programs will provide opportunities in a variety of agribusiness career pathways.

Agriculture-related employers in the area report seeing a skills gap in:

- Technical agriculture skills
- Knowledge of soil science, horticulture, integrated pest management, understanding of USDA organics
- Machine operation
- Exposure and work with 35 HP and larger tractors
- Understanding soils and organic processes
- Technical- electrical diagnostics
- Customer service skills
- Math, Computer, and Communication skills
- CDL - Class A
- Sales - soft skills

In the next five years regional employers anticipate hiring needs in the following areas:

- Custom Applicators
- Agronomy Sales
- Feed Man Factory Operators
- LP Delivery Drivers
- Agriculture Technology
- Precision Agriculture

During all steps of the program investigation/approval process for the Agribusiness Science & Technology program, input from the potentially served businesses/industries was positive. The Needs Assessment Survey was sent to one hundred (100) agribusiness employers and had a thirty-three (33) percent in-district response rate; results indicate this program will serve an unmet need because of retirements, turnover, and ongoing demand in the agriculture sector of our district. Eighty-three (83) percent of in-district employers surveyed indicate they would hire a graduate of an Agribusiness Science & Technology associate degree program. Additionally, some businesses indicate they would encourage current staff to enroll in BTC's associate degree program in Agribusiness Science & Technology. Data indicate students will find jobs locally with starting wages of approximately \$15.48 per hour.

The garage/shop area will house equipment necessary for the quality instruction of agribusiness programs. The equipment includes an agricultural sprayer and a planter obtained via grant funds, and a tractor to be obtained in fiscal year 2017-18. Students will learn how to operate and maintain the equipment. A small tool area adjacent to the equipment storage area will support this instruction.

The additional lab space will provide hands-on opportunities with a variety of equipment and new learning experiences. The current lab for our agriculture programs is the size of one standard classroom. The new lab space will include areas for growing plant and weed samples, calibration of crop sprayers and other equipment, experience driving a tractor and using a precision planter. Students will also have the opportunity to learn about the equipment with visiting guest lecturers.

Operational costs associated with building heating, lighting, water, and sewer service are anticipated. The College's Center for Transportation incurred utility costs averaging \$2.34 per square feet in each of the last two fiscal years. No additional personnel are projected. If approved, construction will occur in early 2018 with instruction beginning in summer/fall 2018. The increased facility cost, estimated at \$9,000, will impact the FY 2018-19 operating budget and is expected to be funded by the operational tax levy and student program fees (i.e. tuition).

Schematic design drawings as completed are attached. As design development and construction documents are developed, deviations may occur to ensure the project remains within budget.

The construction project budget and cost estimate detail by trade are provided below:

General construction ( <i>includes greenhouse</i> )	\$331,000
Electrical, plumbing, & fire protection	60,000
Heating, ventilating & air conditioning	26,000
Professional & other fees	28,000
Contingency	<u>30,000</u>
TOTAL	\$475,000

Administration recommends District Board approval of the following resolution to construct the Agriculture Training Center at the Monroe Campus:

**Resolution:**

**Whereas, area employers in the agriculture-related industry identified the technical skills gap present in this region; and**

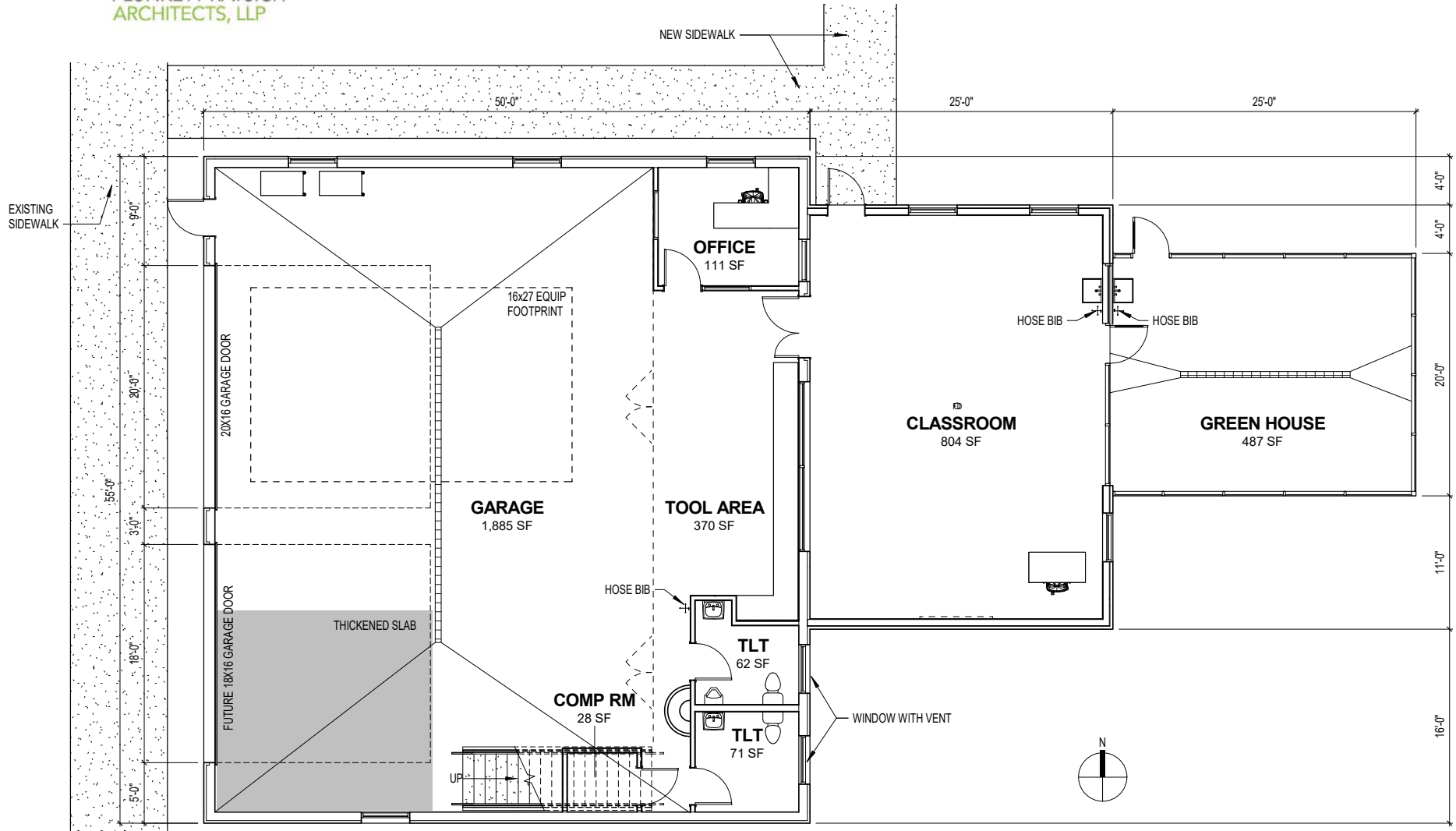
**Whereas, area employers project future retirements, turnover, and the ongoing demand in the agriculture sector of our district will result in a workforce shortage; and**

**Whereas, Agribusiness Specialist and Agribusiness Science & Technology programs are established to meet the workforce needs of the agricultural-related industry in this region; and**

**Whereas, the existing training facility is insufficient to meet the instructional training needs of the Agribusiness Specialist and Agribusiness Science & Technology programs; and**

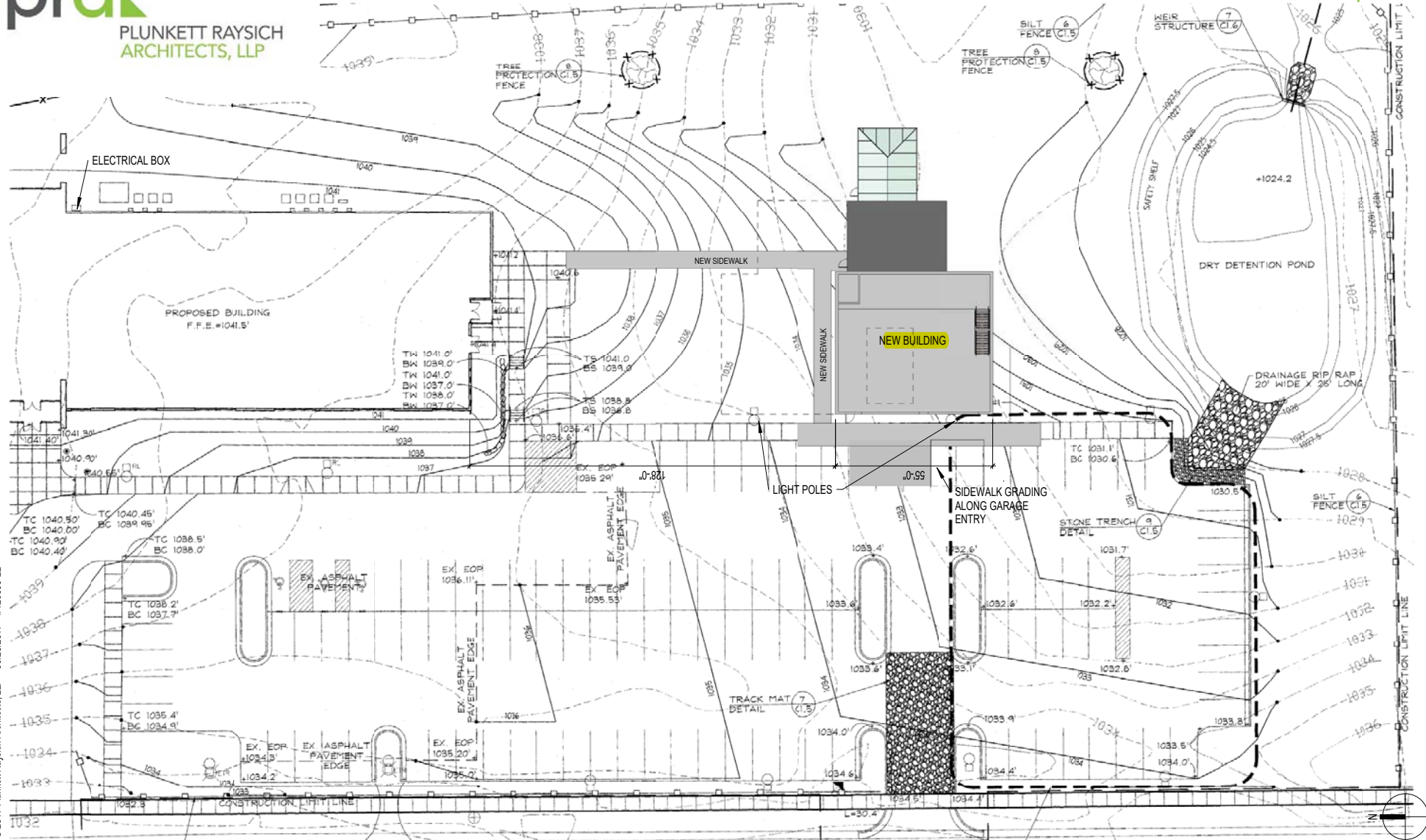
**Whereas, the fiscal year 2017-18 capital budget includes \$475,000 earmarked for the construction of an Agriculture Training Center at the Monroe Campus;**

**It is therefore Resolved, that the Blackhawk Technical College District Board approve the capital construction of the Agriculture Training Center at the Monroe Campus, which is contingent upon WTCS Board approval and to request Wisconsin Technical College System Board approval of this capital project.**



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FIRST FLOOR PLAN 1/8"=1'-0"



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SITE PLAN 1/32" = 1'-0"



ENCLOSURE #12

7. Committee Reports

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

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

District Board approval of the attached modifications to the 2016-17 Budget is requested.

**Proposed Modifications to the FY 2016-17 Budget**

		<u>Expenditures</u>	<u>Revenues</u>
<b>General Fund</b>			
<b>1</b>	To provide resources for transcribed credit contract activity		
	Increase Institutional Revenue		1,235,984
	Increase Function 1 Instructional Expenditures	1,235,984	
	<b>Total - Amendment 1</b>	<b>1,235,984</b>	<b>1,235,984</b>
<b>2</b>	To record Interfund transfer for Technical Excellence Scholarship matching funds		
	Increase Interfund Transfers Out	46,279	
	Increase Transfers from Reserves and Designated Fund Balances		46,279
	<b>Total - Amendment 2</b>	<b>46,279</b>	<b>46,279</b>
<b>3</b>	Allocate contingency budget to correct function		
	Increase Function 3 Student Services Expenditures	1,551	
	Decrease Function 6 General Institutional Expenditures	(1,551)	
	<b>Total - Amendment 3</b>	<b>-</b>	<b>-</b>
<b>4</b>	To record interfund transfer for College Work Study matching funds		
	Increase Interfund Transfers Out	46,420	
	Increase Transfers from Reserves and Designated Fund Balances		46,420
	<b>Total - Amendment 4</b>	<b>46,420</b>	<b>46,420</b>
<b>Special Revenue Fund</b>			
<b>5</b>	Reduce Special Revenue Fund budget to provide resources for grant funded capital equipment		
	Decrease Function 3 Student Services Expenditures	(9,450)	
	Decrease Federal Revenue		(4,801)
	Decrease Local Government Revenue		(4,649)
	<b>Total Amendment 5</b>	<b>(9,450)</b>	<b>(9,450)</b>
<b>6</b>	To provide resources for expanded grant activity		
	Increase Federal Revenue		19,510
	Increase Function 1 Instructional Expenditures	35,713	
	Decrease Function 6 General Institutional Expenditures	(16,203)	
	<b>Total Amendment 6</b>	<b>19,510</b>	<b>19,510</b>
<b>Capital Projects Fund</b>			
<b>7</b>	To provide resources for legal expenses related to the aviation building sale		
	Increase Function 6 General Institutional Expenditures	10,318	
	Increase Transfers from Reserves and Designated Fund Balances		10,318
	<b>Total - Amendment 7</b>	<b>10,318</b>	<b>10,318</b>
<b>8</b>	To provide resources for grant funded capital equipment		
	Increase Function 1 Instructional Expenditures	1,650	
	Increase Function 3 Student Services Expenditures	9,450	
	Increase Institutional Revenue		4,649
	Increase Federal Revenue		6,451
	<b>Total - Amendment 8</b>	<b>11,100</b>	<b>11,100</b>

**Proposed Modifications to the FY 2016-17 Budget**

		<u>Expenditures</u>	<u>Revenues</u>
<b>9</b>	To restore fund balance for prior period expense		
	Increase Transfers to Reserves and Designated Fund Balances	150,000	
	Increase State Aid		150,000
	<b>Total - Amendment 9</b>	<b>150,000</b>	<b>150,000</b>
<b>10</b>	Allocate capital projects budget to correct program code		
	Increase Function 2 Instructional Resources Expenditures	40,645	
	Decrease Function 1 Instructional Expenditures	(40,645)	
	<b>Total - Amendment 10</b>	<b>-</b>	<b>-</b>
<b>11</b>	Transfer between budget functions for approved capital projects		
	Increase Function 6 General Institutional Expenditures	240,970	
	Decrease Function 2 Instructional Resources Expenditures	(240,970)	
	<b>Total - Amendment 11</b>	<b>-</b>	<b>-</b>
	<b>Enterprise Fund</b>		
<b>12</b>	Reallocate employee recognition budget to centralized employee recognition fund		
	Decrease Institutional Revenue		(4,477)
	Decrease Function 8 Auxiliary Services Expenditures	(4,477)	
	<b>Total - Amendment 12</b>	<b>(4,477)</b>	<b>(4,477)</b>
	<b>Trust Fund</b>		
<b>13</b>	Reallocate employee recognition budget to centralized employee recognition fund and increase commission funding		
	Increase Institutional Revenue		5,185
	Increase Function 6 General Institutional Expenditures	6,201	
	Decrease Function 3 Student Services Expenditures	(1,016)	
	<b>Total - Amendment 13</b>	<b>5,185</b>	<b>5,185</b>
<b>14</b>	Establish Technical Excellence Scholarship Fund budget and to record interfund transfer for matching funds		
	Increase State Aid		29,413
	Increase Interfund Transfers-In		46,279
	Increase Transfers to Reserves and Designated Fund Balances	16,871	
	Increase Function 3 Student Services Expenditures	58,821	
	<b>Total - Amendment 14</b>	<b>75,692</b>	<b>75,692</b>
<b>15</b>	To record interfund transfer for College Work Study matching funds		
	Increase Interfund Transfers In		46,420
	Increase Function 3 Student Services Expenditures	19,542	
	Increase Transfers to Reserves and Designated Fund Balances	26,878	
	<b>Total - Amendment 15</b>	<b>46,420</b>	<b>46,420</b>

ENCLOSURE #13

7. Committee Reports

- b. Approval of Modifications to the Fiscal Year 2017-18 Budget (Action – Renea Ranguette)

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

District Board approval of the attached modifications to the 2017-18 Budget is requested.

<b>Proposed Modifications to the FY 2017-18 Budget</b>				
			<u>Expenditures</u>	<u>Revenues</u>
<b>General Fund</b>				
<b>1</b>	Increase operational revenue and expense budgets for after-hours maintenance and security services			
	Increase Institutional Revenue			5,000
	Increase Function 7 Physical Plant Expenditures		5,000	
	<b>Total - Amendment 1</b>		<b>5,000</b>	<b>5,000</b>
<b>Special Revenue Fund</b>				
<b>2</b>	Increase Special Revenue Fund to reflect Workforce Advancement Training grant awards			
	Increase Function 1 Instructional Expenditures		8,238	
	Increase State Aid			8,238
	<b>Total - Amendment 2</b>		<b>8,238</b>	<b>8,238</b>
<b>Capital Projects Fund</b>				
<b>3</b>	Correction of timing adjustment for dental lab remodel			
	Increase Function 7 Physical Plant Expenditures		87,188	
	Increase Transfers from Reserves and Designated Fund Balances			87,188
	<b>Total - Amendment 3</b>		<b>87,188</b>	<b>87,188</b>
<b>Enterprise Fund</b>				
<b>4</b>	Reallocate employee recognition budget to centralized employee recognition fund			
	Decrease Institutional Revenue		(5,000)	
	Decrease Function 8 Auxiliary Services Expenditures			(5,000)
	<b>Total - Amendment 4</b>		<b>(5,000)</b>	<b>(5,000)</b>
<b>5</b>	Reallocate employee recognition budget to centralized employee recognition fund			
	Increase Institutional Revenue		5,000	
	Increase Function 6 General Institutional Expenditures			5,000
	<b>Total - Amendment 5</b>		<b>5,000</b>	<b>5,000</b>

ENCLOSURE #14

7. Committee Reports

- c. Consideration of Resolution Authorizing the Issuance of \$3,500,000 General Obligation Promissory Notes, Series 2017B, of Blackhawk Technical College District, Wisconsin (Action – Renea Ranguette)

The Fiscal Year 2017-18 budget includes \$3,500,000 for annual capital building & grounds improvements, new building construction, and movable equipment.

The authorizing resolution for the borrowing of \$3,500,000 for building improvements, construction, and movable equipment is attached. If approved, the actual borrowing will occur in September following the publishing of the resolution and subsequent to the passage of the statutory referendum time period. The second resolution to award the sale on the borrowing would be presented to the full Board at the September meeting.

Approval to borrow requires a majority of the quorum. A roll call vote will be necessary.

Resolution

RESOLUTION AUTHORIZING THE ISSUANCE OF \$3,500,000  
GENERAL OBLIGATION PROMISSORY NOTES, SERIES 2017B, OF  
BLACKHAWK TECHNICAL COLLEGE DISTRICT, WISCONSIN

WHEREAS, Blackhawk Technical College District, Rock and Green Counties, Wisconsin (the “District”) is presently in need of \$1,000,000 for the public purpose of financing building remodeling and improvement projects, \$2,150,000 for the public purpose of financing the acquisition of movable equipment and \$350,000 for the public purpose of financing the construction of buildings at the Monroe campus; and

WHEREAS, the District Board deems it necessary and in the best interest of the District to borrow the monies needed for such purposes through the issuance of general obligation promissory notes pursuant to the provisions of Section 67.12(12), Wis. Stats.;

NOW, THEREFORE, BE IT:

RESOLVED, that the District shall issue general obligation promissory notes in the amount of \$1,000,000 for the public purpose of financing building remodeling and improvement projects; and be it further

RESOLVED, that the District shall issue general obligation promissory notes in the amount of \$2,150,000 for the public purpose of financing the acquisition of movable equipment; and be it further

RESOLVED, that the District shall issue general obligation promissory notes in the amount of \$350,000 for the public purpose of financing the construction of buildings at the Monroe campus; and be it further

RESOLVED, THAT:

Section 1. Note Authorization. The District shall issue the general obligation promissory notes authorized above in the aggregate principal amount of \$3,500,000 and designated “General Obligation Promissory Notes, Series 2017B” (the “Notes”), the proceeds of which shall be used for the purposes specified above in the amounts authorized for those purposes.

Section 2. Notice to Electors. The District Secretary shall, within ten (10) days hereafter, cause public notice of the adoption of these resolutions to be given to the electors of the District by publishing notices thereof in The Janesville Gazette, the official District newspaper published and having general circulation in the District, which newspaper is found and determined to be likely to give notice to the electors, such notices to be in substantially the forms set forth on Exhibits A, B and C hereto.

Section 3. Official Statement. The District Secretary shall cause an Official Statement to be prepared by Robert W. Baird & Co. Incorporated. The appropriate District officials shall determine when the Official Statement is final for purposes of Securities and Exchange Commission Rule 15c2-12 and shall certify said Statement, such certification to constitute full authorization of such Official Statement under this resolution.

Adopted this 16th day of August, 2017.

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Chairperson

Attest:

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Secretary



EXHIBIT A

NOTICE

TO THE ELECTORS OF:

Blackhawk Technical College  
District, Wisconsin

NOTICE IS HEREBY GIVEN that the District Board of the above-named District, at a meeting duly called and held on August 16, 2017, adopted pursuant to the provisions of Section 67.12(12) of the Wisconsin Statutes, a resolution providing that the sum of \$1,000,000 be borrowed through the issuance of general obligation promissory notes of the District for the public purpose of financing building remodeling and improvement projects.

A copy of said resolution is on file in the District Office, 6004 South County Road G, Janesville, Wisconsin, and is available for public inspection weekdays, except holidays, between the hours of 8:00 A.M. and 4:00 P.M.

The District Board need not submit said resolution to the electors for approval unless within 30 days after the publication of this Notice there is filed with the Secretary of the District Board a petition meeting the standards set forth in Sec. 67.12(12)(e)5, Wis. Stats., requesting a referendum thereon at a special election.

Dated August 16, 2017.

BY ORDER OF THE DISTRICT BOARD

District Secretary

EXHIBIT B

NOTICE

TO THE ELECTORS OF:

Blackhawk Technical College  
District, Wisconsin

NOTICE IS HEREBY GIVEN that the District Board of the above-named District, at a meeting duly called and held on August 16, 2017, adopted pursuant to the provisions of Section 67.12(12) of the Wisconsin Statutes, a resolution providing that the sum of \$2,150,000 be borrowed through the issuance of general obligation promissory notes of the District for the public purpose of financing the acquisition of movable equipment.

A copy of said resolution is on file in the District Office, 6004 South County Road G, Janesville, Wisconsin, and is available for public inspection weekdays, except holidays, between the hours of 8:00 A.M. and 4:00 P.M.

The District Board need not submit said resolution to the electors for approval unless within 30 days after the publication of this Notice there is filed with the Secretary of the District Board a petition meeting the standards set forth in Sec. 67.12(12)(e)5, Wis. Stats., requesting a referendum thereon at a special election.

Dated August 16, 2017.

BY ORDER OF THE DISTRICT BOARD

District Secretary

EXHIBIT C

NOTICE

TO THE ELECTORS OF:

Blackhawk Technical College  
District, Wisconsin

NOTICE IS HEREBY GIVEN that the District Board of the above-named District, at a meeting duly called and held on August 16, 2017, adopted pursuant to the provisions of Section 67.12(12) of the Wisconsin Statutes, a resolution providing that the sum of \$350,000 be borrowed through the issuance of general obligation promissory notes of the District for the public purpose of financing the construction of buildings at the Monroe campus.

A copy of said resolution is on file in the District Office, 6004 South County Road G, Janesville, Wisconsin, and is available for public inspection weekdays, except holidays, between the hours of 8:00 A.M. and 4:00 P.M.

Dated August 16, 2017.

BY ORDER OF THE DISTRICT BOARD

District Secretary

ENCLOSURE #15

8. New Business

- a. Review of District Board Policy B-260 and Bylaws B-300, B-311, B-312, B-313, and B-314 (Discussion – Board Chairperson)

One (1) policy and four (4) bylaws are being presented to the Board for review in August:

*Policy B-260 – Advisory Committees* – Revision is recommended to indicate membership of advisory committees shall include equal representation of employers and employees of particular occupations and be representative of geographical location and racial and gender diversity.

*Bylaw B-300 – Board Meetings* – No revisions are recommended.

*Bylaw B-311 – Annual Meeting* – No revisions are recommended.

*Bylaw B-312 – Regular Meetings* – No revisions are recommended.

*Bylaw B-313 – Special Meetings* – No revisions are recommended.

*Bylaw B-314 – Adjourned Meetings* – No revisions are recommended.

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

## State Policies and Laws

The Wisconsin Technical College System Board has urged the use of local occupational advisory committees by the 16 colleges within the Wisconsin Technical College System (WTCS). Wisconsin Statutes establishes the composition and purpose of advisory committees serving the WTCS colleges.

## Committee Purpose

The District Board and the President/District Director may request the advice and assistance of advisory committees in selecting, purchasing and installing equipment, in preparing course materials, in developing instructional methods and vocational guidance programs, and for such other purposes as the District Board desires.

## How Committees Are Formed

College occupational advisory committees shall consist of representatives include equal representation of employers and employees of a particular occupation, together with representatives as consultants from such public agencies as may be deemed advisable, and be representative of geographic location and racial and gender diversity. The President/District Director or designee of the technical college is responsible for selection of committee members and for calling and conducting such local meetings. Employer and employee representatives are chosen from representative organizations or associations of each occupation. Public agencies, other than the local technical college board, are sometimes represented as consultants. Employer and employee groups have occupational associations or organizations on both a statewide and a local basis. Inasmuch as it is the desire to gain the cooperation of the whole group, rather than individual cooperation on the part of a few, it is usually advantageous to cooperate with these groups collectively. In this way committee representatives recommended by associations or organizations represent the maximum number of persons engaged in that occupation.

## Authority Vested in Committees

The authority for setting up requirements with respect to college affairs rests legally with the district board acting in conformity with federal, state, and local laws, rulings, and regulations. In respect to on-the-job conditions, such authority rests with the occupational organizations and groups acting in conformity to such laws, rules, and regulations that may pertain. A college advisory committee, therefore, is limited strictly to the making of training recommendations and suggestions to the district board, which is vested with the authority to develop training programs.

Types of Committees**Ad Hoc Occupational Advisory Committees:**

Ad Hoc Occupational Advisory Committees are appointed by the college on a temporary basis to give assistance in determining the need for new occupational programs. When the program is implemented an Occupational Advisory Committee is formed.

**Occupational Advisory Committees:**

Occupational Advisory Committees may serve either a specific occupational area, or may serve multiple occupational areas, and, through an advisory role, assist the college in providing students with saleable skills for business and industry.

**Joint Apprenticeship & Training Committees:**

Joint Apprenticeship and Training Committees are formed by the Bureau of Apprenticeship Standards (BAS) of the Department of Workforce Development to develop and coordinate an apprentice training program for a specific craft. When they provide advisory services to the college regarding related instruction for apprentices, they are identified as Apprenticeship Advisory Committees.

In order to serve on an Area Committee, an individual must be designated by the BAS. For employee members, the BAS District Coordinator receives written nominations from the employer from the labor organization that represents the trades served by the committee. For employer members, the BAS District Coordinator receives written nominations from the employer organization that represents employers from the same trades. The BAS District Coordinator will forward those nominations to the BAS administrative office, adding their concurrence or nonconcurrence with the persons nominated. When the BAS makes the designation, the designee will receive a letter of designation to the committee and a committee roster.

Reference: Wisconsin Statutes 38.14(5)  
WTCS Board Policy 309  
WTCS Administrative Bulletin 09-04

## Policy Adopted:

Revised: January 19, 2000; June 16, 2004  
Reviewed: June 21, 2006; September 17, 2008  
Revised: February 17, 2010

## BOARD MEETINGS

B-300

The Blackhawk Technical College District Board shall transact all business at a duly called meeting of the Board. All meetings of the Board and its committees shall be publicly held and open to all citizens at all times except that the Board may hold executive sessions in accordance with the Wisconsin Open Meeting Law. All meetings of the Board shall be noticed to the media in the District indicating the date, time, place, and subject matter to be considered. No adjournment of a public meeting into a closed session shall be made without publicly citing the applicable State Statutes and announcing the general nature of the business to be considered at such closed sessions, and no other business shall be taken up at such closed session.

No formal action of any kind shall be introduced or deliberated upon or adopted at any reconvened open session within 12 hours after completion of a closed session, unless public notice of such subsequent open session was given at the same time and in the same manner as the public notice of the meeting convened prior to the closed session.

Public notice of every meeting shall be given at least 24 hours prior to the commencement of such meeting unless for good cause such notice is impossible or impractical, in which case shorter notice may be given, but in no case may the notice be provided less than 2 hours in advance of the meeting.

The time, place, and date for regular meetings shall be established annually at the organization meeting on the second Monday in July. The time, place, and date of special meetings, adjourned meetings, and public hearings shall be fixed at the time of the announcement for such meetings.

Any changes in meeting place, date, or location, to an original notice, must be re-noticed in the same manner as the original notice.

Reference: Wisconsin Statutes 19.83  
Wisconsin Statutes 19.85 (1)(2)  
Board Policy B-350 – Executive Sessions

Bylaw Adopted: January 16, 1974  
Revised: June 16, 1999; August 18, 2004  
Reviewed: June 21, 2006; September 17, 2008

## ANNUAL MEETINGS

B-311

The District Board shall hold its annual organization meeting on the second Monday in July and elect from its members, a Chair, a Vice Chair, a Secretary, and a Treasurer.

Annual meeting agenda items will include:

- establishing the time, place, and date for regular meetings;
- designation of the District's official newspaper;
- designation of a voting delegate to the Wisconsin Technical College District Boards Association, and representatives to its committees;
- designation of depositories for the District;
- designation of an auditor for the District;
- designation of legal counsel for the District, and
- any other business deemed by the District to be annual in nature.

Reference: Wisconsin Statutes, Chapter 38.08 (3)  
Board Bylaw B-300 – Board Meetings

Bylaw Adopted: January 16, 1974  
Revised: June 16, 1999  
Reviewed: June 21, 2006; September 17, 2008



## REGULAR MEETINGS

B-312

The Blackhawk Technical College District Board shall hold its regular meetings at least once each month at the time, date and place designated at the annual meeting.

Exceptions may be made as follows:

1. When written notice of a changed meeting place has been mailed to each Board member in advance of the meeting.
2. When it has been agreed at a regular meeting of the Board to change the schedule of meetings.
3. When a different time, date and meeting place has been agreed upon at a regular meeting of the Board.

A simple majority of the members of the full Board shall constitute a quorum for proper transaction of business.

The rules of parliamentary procedures of *Robert's Rules of Order, Newly Revised*, shall govern proceedings of the Board in all cases where they are applicable and where they are not in conflict with the policies and rules of the Blackhawk Technical College District Board.

Reference: Board Bylaw B-300 – Board Meetings

Bylaw Adopted: January 16, 1974

Revised: June 16, 1999; August 18, 2004

Reviewed: June 21, 2006; September 17, 2008

## SPECIAL MEETINGS

B-313

Special meetings of the Board may be called by the Chair or shall be called at the request of two or more members of the Board. Written notice shall be given to each member of the Board a reasonable time in advance of the meeting stating the business to be properly transacted. No business shall be transacted at a special meeting other than that specified in the advance notice.

A simple majority of the members of the full Board shall constitute a quorum for proper transaction of business.

The rules of parliamentary procedures of *Robert's Rules of Order, Newly Revised*, shall govern proceedings of the Board in all cases where they are applicable and where they are not in conflict with the policies and rules of the Blackhawk Technical College District Board.

All other bylaws and policies of the Board concerning regular meetings shall apply to special meetings.

Reference: Board Bylaw B-300

Bylaw Adopted: January 16, 1974

Revised: June 16, 1999; August 18, 2004

Reviewed: June 21, 2006; September 17, 2008

## ADJOURNED MEETINGS

B-314

The board may adjourn any meeting to a future date by a vote of a majority of the members present. Any meeting lacking a quorum shall be adjourned to a future date at the call of the Chair.

All business may be regularly transacted at an adjourned meeting which would have been proper in the meeting from which the adjournment is taken.

The media shall be notified of the date, time, and place of the resumption of the adjourned meeting.

Reference: Board Bylaw B-300

Bylaw Adopted: January 16, 1974

Revised: June 16, 1999

Reviewed: June 21, 2006; September 17, 2008