

Blackhawk Technical College
Regular District Board Meeting
September 20, 2017
Central Campus – Administrative Center – Board Room
4:45 PM

AGENDA

4:45 p.m. The Blackhawk Technical College District Board will convene in open session and immediately entertain a motion to move into closed session pursuant to Wisconsin Statutes 19.85 (1) (f) for the purpose of considering disallowance of a potential claim. Any action which might result from the closed session will be taken during open session. The District Board will reconvene in open session at approximately 5:00 p.m. for the purpose of conducting agenda business.

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 (Erika Kropp)
4. Information/Discussion
 - a. Financial Statement (Information – Renea Ranguette)
 - b. President’s Report (Dr. Tracy Pierner)
 1. Community Engagement Update
 2. Review of College Events
 3. Upcoming Events
 4. Other Communications

Enc. #1

5. Consent Agenda

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

- Enc. #2 a. Approval of Minutes of the Regular District Meeting Held on August 16, 2017 (Action)
- Enc. #3 b. Approval of August 16, 2017, District Board Retreat Minutes (Action)
- Enc. #4 c. Approval of Current Bills (Action – Renea Ranguette)
- Enc. #5 d. Approval of Contract Training (Action – Dr. Zahi Atallah)
- Enc. #6 e. Acceptance of Resignations (Ciara Heckel, Dr. Garry Krause) (Action – Brian Gohlke)
- Enc. #7 f. Acceptance of Intents to Retire (Dolores Fisher, Tara Kilby, Nancy Lightfield) (Action – Brian Gohlke)

6. Action Items

- Enc. #8 a. Approval of Disallowance of Potential Claim (Action – Dr. Tracy Pierner)
- Enc. #9 b. 2018 Board Member of the Year Award – Request for Nomination (Action – Dr. Tracy Pierner)
- Enc. #10 c. Approval of Revisions to District Board Policy B-260 – Advisory Committees (Action – Chairperson Thornton)

7. Committee Reports

Finance Committee

Barbara Barrington-Tillman, Chairperson

No August Meeting Held

Meeting Scheduled – 9/20/17 – 3:15 p.m.

- Enc. #11 a. Adoption of Resolution Awarding the Sale of \$3,500,000 General Obligation Promissory Notes, Series 2017B (Action – Renea Ranguette and Robert W. Baird Representative)

- Enc. #12 b. Award of Contract for Faculty Compensation System Study Consultant Services (Finance Committee Recommendation – Action)

Personnel Committee
Rick Richard, Chairperson

No August Meeting Held

No September Meeting Scheduled

8. New Business

- Enc. #13 a. Fall 2017 Enrollment Report (Information – Dr. Jon Tysse)

- Enc. #14 b. Security Options Report (Discussion – Renea Ranguette)

- Enc. #15 c. Review of District Board Bylaws and Policies (Discussion – Chairperson Thornton)

1. Bylaw B-322 – Notification of Board Meetings
2. Bylaw B-324 – Agenda
3. Bylaw B-330 – Minutes of Board Meetings
4. Policy B-320 – Board Meeting Procedures
5. Policy B-326 – Public Comment at Board Meetings

9. Other Business

- a. Report on District Boards Association Annual Planning Meeting – August 25-26 (Laverne Hays)
- b. District Boards Association Fall Meeting – Nov. 2-4, Waukesha
- c. Association of Community College Trustees 2017 Leadership Congress – September 25-28, Las Vegas

10. Future Agenda Items

ENCLOSURE #1

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

COMBINED FUNDS	2017-18 CURRENT BUDGET	2017-18 ACTUAL TO DATE	2017-18 PERCENT INCURRED	2016-17 ACTUAL TO DATE	2016-17 PERCENT INCURRED
REVENUE & OTHER RESOURCES:					
Local Government	\$ 14,963,911	\$ 804	0.0%	\$ 692	0.0%
State Aids	15,217,994	852,334	5.6%	858,845	5.7%
Statutory Program Fees	5,556,748	2,883,801	51.9%	2,804,706	47.9%
Material Fees	405,675	206,673	50.9%	200,162	51.5%
Other Student Fees	840,800	391,179	46.5%	314,338	43.4%
Institutional	1,360,888	257,194	18.9%	130,961	6.9%
Federal	9,455,688	-	0.0%	(20)	0.0%
Other Sources (Bond/Transfer from Other Fund)	<u>5,107,372</u>	<u>-</u>	0.0%	<u>1,500,000</u>	17.4%
Total Revenue & Other Resources	<u>\$ 52,909,076</u>	<u>\$ 4,591,985</u>	8.6%	<u>\$ 5,809,684</u>	9.6%
EXPENDITURES BY FUNCTION:					
Instruction	\$ 18,195,608	\$ 1,889,495	10.4%	\$ 1,787,739	9.5%
Instructional Resources	2,413,274	469,807	19.5%	430,352	14.2%
Student Services	12,793,826	377,657	3.0%	524,815	3.6%
General Institutional	5,541,036	998,459	18.0%	959,233	16.9%
Physical Plant	14,249,410	658,337	4.6%	641,253	3.8%
Auxiliary Services	329,800	177,816	53.9%	192,429	56.2%
Other Uses (Transfer to Other Fund)	<u>87,372</u>	<u>-</u>	0.0%	<u>-</u>	0.0%
Total Expenditures & Other Uses	<u>\$ 53,610,326</u>	<u>\$ 4,571,571</u>	8.5%	<u>\$ 4,535,821</u>	7.6%
EXPENDITURES BY FUNDS:					
General	\$ 26,050,687	\$ 3,354,549	12.9%	\$ 3,518,400	13.4%
Special Revenue	3,014,536	232,305	7.7%	231,697	8.1%
Capital Projects	5,908,609	763,843	12.9%	412,238	4.0%
Debt Service	8,222,144	-	0.0%	68,863	0.8%
Enterprise	119,800	5,350	4.5%	9,038	6.8%
Internal Service	210,000	172,263	82.0%	183,028	87.2%
Trust & Agency	9,997,178	43,261	0.4%	112,557	1.0%
Other Uses (Transfer to Other Fund)	<u>87,372</u>	<u>-</u>	0.0%	<u>-</u>	0.0%
Total Expenditures	<u>\$ 53,610,326</u>	<u>\$ 4,571,571</u>	8.5%	<u>\$ 4,535,821</u>	7.6%
Fund Balances, Beginning	\$ 15,352,473	\$ 15,352,473		\$ 13,778,644	
Change in Fund Balance	<u>(701,250)</u>	<u>20,414</u>		<u>1,273,863</u>	
Fund Balances, Ending	<u>\$ 14,651,223</u>	<u>\$ 15,372,887</u>		<u>\$ 15,052,507</u>	

Debt Service Detail					
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>68,863</u>	43.1%
Total Debt Service Payments	<u>\$ 8,222,144</u>	<u>\$ -</u>		<u>\$ 68,863</u>	

ENCLOSURE #2

Regular Meeting

of the

Blackhawk Technical College District Board

August 16, 2017

Minutes

The regular meeting of the Blackhawk Technical College Board was held on Wednesday, August 16, 2017, at the Janesville Country Club, 2615 W. Memorial Dr., Janesville, in the Galbraith Room. The following members were present: Eric Thornton, Chairperson; Barbara Tillman, Vice Chairperson; Laverne Hays, Secretary; Rick Richard, Treasurer; Traci Davis; Tom Heeg, Mark Mayer, Dr. Karen Schulte, and Malik Surani (via phone). Board members absent: None. Staff present: Dr. Tracy Pierner; Brian Gohlke; Renea Ranguette; Lynn Neitzel; Dr. Jon Tysse; Jackie Pins; Gary Kohn; Dr. Gina McConoughey; Elisa Colson. Guest: Erika Kropp.

Chairperson Thornton called the meeting to order at 3:12 p.m.

Chairperson Thornton called for public comment. There was none.

Chairperson Thornton called for Special Reports. There were none.

Chairperson Thornton called for Information/Discussion items.

The July financial statement and quarterly update were reviewed. An updated Summary of Revenue & Expenditures report was distributed.

Dr. Pierner presented the President's monthly report, which included companies visited and events attended. A Grants Office was opened two weeks ago. Three boot camps have been held recently. Forty-six employees have been recognized over the last several weeks for stepping forward this past year to work on CPI Teams/special projects and exemplary work performance.

Chairperson Thornton called for the Consent Agenda.

It was moved by Mr. Hays and seconded by Ms. Davis to approve the consent agenda, which included the minutes of the Annual and Regular Meeting held on July 10, 2017; current bills from the month of July – 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; 24 training contracts negotiated since the last meeting totaling \$92,778; confirmation of a non-instructional employment contract issued to Linda Fair for the position of Program Advisor at a salary of

\$49,793, effective July 1, 2017; confirmation of a limited-term non-instructional employment contract issued to Jessica Santillan for the position of Program Advisor and Success Coach at a salary of \$53,663, effective July 31, 2017; confirmation of a limited-term administrative employment contract issued to Dr. Cindy Leverenz for the position of Workforce & Community Development Training Specialist at a salary of \$89,886, effective July 10, 2017; confirmation of an administrative employment contract issued to Dr. Patricia Padjen for the position of Associate Dean of Nursing at a salary of \$82,000, effective October 2, 2017; and acceptance of the resignation of Brent Cook, Network Infrastructure Engineer, effective July 31, 2017.

Motion carried.

Chairperson Thornton called for Action Items.

Administration requested District Board approval of the Information Technology Suite project to renovate 3,440 square feet of existing space at Central Campus. Remodel of the space has been included within the College's master plan and will alleviate congestion of space within the area and poor ventilation systems. The current IT Suite footprint will be expanded to encompass adjoining Library storage space and an adjacent classroom. Total estimated cost for the project is \$400,000.

It was moved by Mr. Hays and seconded by Dr. Schulte to approve the Information Technology Suite remodel contingent upon Wisconsin Technical College System Board (WTCSB) approval and to request WTCSB approval of the remodel.

Motion carried unanimously.

Administration requested District Board approval to construct an Agriculture Training Center at the Monroe Campus to support the Agribusiness Specialist and Agribusiness Science & Technology Programs. Current instruction is delivered within a 690 square foot classroom/laboratory and does not provide suitable space for instruction on agricultural equipment or instruction on plant life and soil science. The new facility would include a garage/shop area for agriculture equipment use and maintenance instruction, as well as equipment storage. An adjacent agriculture lab/classroom would provide access to the garage/shop and an adjoining greenhouse. Operational costs associated with building heating, lighting, water, and sewer is estimated at \$9,000 and would impact the Fiscal Year 2018-19 operational budget. Total estimated cost for the construction project is \$475,000; the funds were earmarked within the 2017-18 capital budget. Proceeds from the sale of the Aviation Center and \$95,000 within FY18 capital borrowing would fund the project. Administration is exploring alternate pathways for construction of the Training Center as the cost to build came in much higher than anticipated. Options being explored include a pre-engineered building and using a construction manager. The pathway decision can be brought back to the Board as an information item at a future meeting. Mr. Mayer stated the facility is needed if BTC is committing to agriculture programming. Mr. Richard thanked Administration for exploring alternate pathways to keep the project within budget.

It was moved by Mr. Mayer and seconded by Mr. Richard to approve the Agriculture Training Center construction contingent upon Wisconsin Technical College System Board (WTCSB) approval and to request WTCSB approval of the construction project.

Motion carried unanimously.

Chairperson Thornton called for Committee Reports.

Modifications to the Fiscal Year 2016-17 budget were reviewed; all are related to the year-end closing for the audit. Modification 1 records activity for transcribed credit contract activity. Modifications 2 and 4 are linked to financial aid; the grant requires matching funds for Technical Excellence Scholarship and College Work Study. Modification 3 is a reclassification of funds within the contingency budget to correct the functional area. Modification 5 reduces the Special Revenue Fund budget to provide resources for grant-funded capital equipment. Modification 6 provides resources for expanded grant activity. Modifications 7-11 are related to capital projects – legal expenses for Aviation Center sale, grant-funded purchase of a burn trailer, allocation of capital projects budget to the correct program code, and increasing General Institutional expenditures to provide for the Cloud project. Modifications 12 and 13 reallocate funding for a centralized employee recognition fund. Modification 14 establishes a Technical Excellence Scholarship Fund budget. Modification 15 records the transfer of College Work Study matching funds.

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

Motion carried unanimously.

Modifications to the Fiscal Year 2017-18 budget were reviewed. Modification 1 establishes revenue/expense budgets for after-hours maintenance and security services. Modification 2 increases Instructional Expenditures and State Aid to reflect Workforce Advancement Training grant funds. Modification 3 provides a correction of timing adjustment for the Dental Lab remodel project. Modifications 4 and 5 reallocate funds to a centralized employee recognition fund.

It was moved by Ms. Davis and seconded by Mr. Mayer to approve the attached modifications to the Fiscal Year 2017-18 budget, as presented.

Motion carried unanimously.

Board action was requested to adopt a resolution authorizing the issuance of \$3,500,000 general obligation promissory notes for annual capital building and grounds improvements, new building construction, and movable equipment for Fiscal Year 2017-18. Following publication of the resolution and subsequent to the passage of the statutory referendum time period, final approval to award the bid on the borrowing would be presented to the Board at the September 20, 2017, meeting.

It was moved by Ms. Tillman and seconded by Ms. Davis to approve the resolution authorizing the issuance of \$3,500,000 General Obligation Promissory Notes, Series 2017B, of Blackhawk Technical College District, Wisconsin.

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

Motion carried unanimously.

Chairperson Thornton called for New Business.

A review was conducted on one Board Policy and five Board Bylaws. Minor revisions were suggested for Policy B-260 – Advisory Committees. Action to approve the revisions will be scheduled for the September meeting.

Chairperson Thornton called for Other Business.

A brief report was provided on the District Boards Association Summer Meeting held in July in Kenosha. A reminder was provided on the Association's annual planning meeting being held later in August and ACCT Annual Leadership Congress being held in September in Las Vegas. Initial information was shared on the Boards Association's Fall Meeting being held in Waukesha in November.

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

It was moved by Mr. Richard and seconded by Mr. Mayer to adjourn the meeting at 4:26 p.m.

Motion carried.

Laverne E. Hays
Secretary

ENCLOSURE #3

BTC District Board Retreat

August 16, 2017

Minutes

The BTC District Board Retreat was held on Wednesday, August 16, 2017, at the Janesville Country Club, 2615 W. Memorial Drive, Janesville, in the Galbraith Room. The following members were present: Eric Thornton, Chairperson (arrived 11:29 a.m.); Barbara Tillman, Vice Chairperson; Laverne Hays, Secretary; Rick Richard, Treasurer; Traci Davis; Tom Heeg; Mark Mayer; Dr. Karen Schulte. Board members absent: Malik Surani. Staff present: Dr. Tracy Pierner; Lynn Neitzel; Renea Ranguette; Brian Gohlke; Dr. Jon Tysse; Gary Kohn (departed at 10:30 a.m.); and Jackie Pins.

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

Dr. Pierner welcomed everyone.

The 2017-2020 Strategic Plan was reviewed with each initiative's projects and timelines discussed.

The College's Mission, Vision, & Guiding Principles were reviewed. The strategic planning process resulted in the development of a Promise to the College's audiences. Internal discussion has taken as to whether the Promise should replace current the Mission/Vision. Dr. Pierner recommended an internal group review the current Mission, Vision, & Guiding Principles (Policy B-100) and bring forth a recommendation by Spring 2018. Board consensus was to move forward with the internal team's review.

As part of the Strategic Plan, the College's Facilities Master Plan will be updated this fiscal year. Potential projects include the Commons area, Student Services, and the Library. Under consideration is the potential movement of the Library and Teaching Learning Center to within the Student Success Center. There is much synergy to be gained from co-location of these areas. A refresh has been recently done in the Commons area. Additional plans are under consideration to remove the wall between the Commons and back hallway for greater natural light into the Commons area. Support was there from the Board to continue with planning for future facilities projects.

Following a brief lunch, discussion was held on the Debt Service Plan. The FY17 capital budget ended the year with carryover funds available for FY18; \$500,000 will be used for mid-year capital investments to launch strategic initiatives identified in the Strategic Plan and \$225,000 will be used to retire debt, which will result in a one-year lessening of the mill rate. Funding for annual capital in FY18 has been reduced by \$500,000 due to the mid-year capital investments. Equalized property values for FY17 were 2.78%; preliminary estimates for FY18 indicate 4% is likely. The proposed mill rate projection reflects .64198 for FY17 and .66259 for FY18. Ceilings and parameters for the future borrowing plan will guide the facilities master planning. An update to the Master Facilities Plan and subsequent projects would be brought back to the Board for additional discussion. Mr. Richard voiced concern about taxpayers not getting the tax relief which was promised in the property tax swap; that relief has evaporated due to a rising debt service mill rate. He expressed interest in lowering the debt service mill rate to the level is was prior to the increased debt service levels. Ms. Ranguette stated that level reflected a state of significant deferred maintenance. Proper stewardship involves upkeep of facilities and up-to-date equipment on which to train students. Dr. Pierner added the Board needs to determine an acceptable mill rate. That figure will be used to establish the debt ceiling and facilities planning. Administration was asked to provide additional information at a future Finance Committee meeting on capital/debt history and a report which reflects borrowing minus remodeling costs.

Board Retreat Minutes

August 16, 2017

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Chairperson Thornton stated the Board would entertain a motion to adjourn to a closed session pursuant to Wis. Stats. 19.85 (1)(c) for the purpose of concluding the President's performance evaluation by establishing goals for the year and to conduct a District Board self-evaluation process. No action would be taken.

It was moved by Mr. Heeg and seconded by Mr. Hays to adjourn the meeting to a closed session at 1:53 p.m. pursuant to Wis. Stats. 19.85 (1)(c) for the purpose of concluding the President's performance evaluation by establishing goals for the year and to conduct a District Board self-evaluation process.

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

Motion carried.

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

It was moved by Mr. Richard and seconded by Mr. Hays to adjourn the closed session at 3:07 p.m.

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

Motion carried.

As there was no additional business, the Retreat was adjourned at 3:08 p.m.

Laverne E. Hays
Secretary

ENCLOSURE #4

5. Consent Agenda

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

The August bills include Voucher #00242281 to and including #00242537 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 August of \$761,924.81, payroll tax wire transfers for the month of August of \$538,530.50, other wire transfers for the month of August of \$73,600.17, WRS wire transfers for the month of August of \$159,187.53, P-card disbursements for the month of August of \$314,699.98, a bond payment for the month of August of \$0, and a health insurance wire transfer for the month of August of \$273,900.36, for a grand total of \$3,300,272.46.

Blackhawk Technical College

BILL LIST SUMMARY
 Period Ending August, 2017

Starting Check Number 00242281
 Ending Check Number 00242537 Plus Direct Deposits

PAYROLL TAXES			
Federal		455,057.55	
State		<u>83,472.95</u>	
			538,530.50
PAYROLL BENEFIT DEDUCTIONS & FRINGE PAYMENTS			
Retirement		-	
Health and Dental Insurance		22,723.26	
Miscellaneous		<u>17,129.53</u>	
			39,852.79
STUDENT RELATED PAYMENTS			37,686.85
CURRENT NON CAPITAL EXPENSES			367,570.27
CAPITAL			733,319.20
DEBT			<u>-</u>
TOTAL BILL LISTING AND PAYROLL TAXES			1,716,959.61
PAYROLL-NET			<u>761,924.81</u>
SUB TOTAL BILL LISTING AND PAYROLL			2,478,884.42
PLUS OTHER WIRE TRANSFERS			73,600.17
PLUS WRS WIRE TRANSFERS			159,187.53
P-CARD DISBURSEMENTS			314,699.98
PLUS BOND PAYMENT			-
HEALTH INSURANCE WIRES			<u>273,900.36</u>
GRAND TOTAL FOR THE MONTH			<u><u>3,300,272.46</u></u>

Memo

Bill List Total	1,178,429.11
Wire Transfer - Payroll Taxes	538,530.50

5. Consent Agenda

d. Approval of Contract Training (Action - Dr. Zahi Atallah)

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

		FULL CONTRACT DETAIL INFORMATION				
Contract #	Business/Industry	# Served	Est. FTEs	BTC Cost Formula	LAB Cost Formula	Actual Contract Cost
2018-1116	Global Mapping Solutions <i>Healthcare Provider - CPR</i>	4	0.02	\$355	\$227	\$355
<i>Report Subtotal</i>		4	0.02	\$355	\$227	\$355

		MULTIPLE RECIPEINT, GRANT OR OTHER COMPLEX CONTRACT BREAKDOWN INFORMATION					FULL CONTRACT DETAIL INFORMATION				
Contract #	Business/Industry	# Served	Est. FTEs	BTC Cost Formula	LAB Cost Formula	Actual Contract Cost	# Served	Est. FTEs	BTC Cost Formul	LAB Cost Formula	Actual Contract Cost
<i>Report Subtotal</i>		0	0.00	\$0	\$0	\$0					
REPORT TOTALS		<u>4</u>	<u>0.02</u>	<u>\$355</u>	<u>\$227</u>	<u>\$355</u>					

* BTC charges do not meet LAB formula.

CONTRACT TRAINING APPROVED BY BTC BOARD

	FY 2013-14		FY 2014-15		FY 2015-16		FY 2016-17		FY 2017-18		
	Month	Month's \$	YTD \$	Month's \$	YTD \$	Month's \$	YTD \$	Month's \$	YTD \$	Month's \$	YTD \$
1st Qtr.	July	\$52,148	\$52,148	\$36,837	\$36,837	\$64,607	\$64,607	\$17,083	\$17,083	\$60,763	\$60,763
	August	\$40,224	\$92,372	\$88,157	\$124,994	\$31,803	\$96,410	\$1,912,317	\$1,929,400	\$92,778	\$153,541
	September	\$43,942	\$136,314	\$4,242	\$129,236	\$22,000	\$118,410	\$373,076	\$2,302,476	\$355	\$153,896
2nd Qtr.	October	\$25,200	\$161,514	\$26,983	\$156,219	\$52,506	\$170,916	\$210,046	\$2,512,522		\$153,896
	November	\$34,725	\$196,239	\$56,992	\$213,211	\$622,564	\$793,480	\$26,617	\$2,539,139		\$153,896
	December	\$307,342	\$503,581	\$408,509	\$621,720	\$275,514	\$1,068,994	\$24,362	\$2,563,501		\$153,896
3rd Qtr.	January	\$0	\$503,581	\$76,855	\$698,575	\$52,828	\$1,121,822	\$63,520	\$2,627,021		\$153,896
	February	\$455,099	\$958,680	\$124,335	\$822,910	\$14,624	\$1,136,446	\$45,218	\$2,672,239		\$153,896
	March	\$46,981	\$1,005,661	\$56,331	\$879,241	\$64,158	\$1,200,604	\$15,257	\$2,687,496		\$153,896
4th Qtr.	April	\$72,840	\$1,078,501	\$35,193	\$914,434	\$16,268	\$1,216,872	\$40,876	\$2,728,372		\$153,896
	May	\$50,185	\$1,128,686	\$52,003	\$966,437	\$85,469	\$1,302,341	\$35,548	\$2,763,920		\$153,896
	June	\$47,797	\$1,176,483	\$3,851	\$970,288	\$6,124	\$1,308,465	\$150,542	\$2,914,462		\$153,896
YTD TOTAL \$			<u>\$1,176,483</u>		<u>\$970,288</u>		<u>\$1,308,465</u>		<u>\$2,914,462</u>		<u>\$153,896</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 #6

5. Consent Agenda

- e. Acceptance of Resignations (Ciara Heckel, Dr. Garry Krause) (Action – Brian Gohlke)

Ciara Heckel, LTE Medical Assistant instructor, notified the College she was declining the position for which she was hired, effective August 16, 2017, and not beginning her employment.

Dr. Garry Krause, Dean of Manufacturing, Apprenticeship, Technology, & Transportation, submitted his resignation, effective August 31, 2017.

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

ENCLOSURE #7

5. Consent Agenda

- e. Acceptance of Intents to Retire (Dolores Fisher, Tara Kilby, Nancy Lightfield)
(Action – Brian Gohlke)

Dolores Fisher, Systems Analyst, has submitted her intent to retire on April 6, 2018, after 12½ years of service to the College.

Tara Kilby, Technical Library Assistant, has submitted her intent to retire on January 31, 2018, after 37 years of service to the College.

Nancy Lightfield, Dean of Health & Public Safety, has submitted her intent to retire, on April 6, 2018, after 25 years of service to the College

Acceptance of the intents to retire is recommended.

ENCLOSURE #8

6. Action Items

a. Approval of Disallowance of Potential Claim (Action – Dr. Tracy Pierner)

The District Board will meet in closed session to review information regarding a potential claim. The College's insurer has completed an investigation into the incident and has recommended the College disallow the potential claim. The College's legal counsel has reviewed this information and advises the District Board take formal action on the matter.

Administration recommends the District Board approve disallowance of the potential claim with written notice of such action provided to the potential claimant.

ENCLOSURE #9

6. Action Items

- b. 2018 Board Member of the Year Award – Request for Nomination (Action – Dr. Tracy Pierner)

The District Boards Association annually recognizes a district board member who has made an outstanding contribution to technical and vocational education through participation as a trustee on the local, state, regional, and national levels. The award will be presented at the January 2018 Boards Association meeting.

The Board's 2017 nominee was Barbara Tillman.

Each district may nominate only one individual, and any district board member is eligible to be nominated. The criteria for the award are attached. Nominations must address all three criteria areas, be limited to two typewritten pages, and must be received by the Association office no later than November 1, 2017.

AWARD: 2018 Board Member of the Year Award
Wisconsin Technical College District Boards Association

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

The award will be presented at the January 2018 Association Meeting.

Nomination submissions must be formatted as follows: size 12 Font, typed, double-spaced, and no more than 2 pages of 8-1/2 x 11 size paper. Submissions that do not follow this format will be disqualified. Nominations must be received at the Boards Association Office no later than November 1, 2017.

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

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

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

Updated 8/2009

ENCLOSURE #10

6. Action Items

- c. Approval of Revisions to District Board Policy B-260 – Advisory Committees
(Action – Chairperson Thornton)

The District Board reviewed suggested revisions to Policy B-260 at the August 16, 2017, Board meeting. Revisions are presented for approval.

Policy B-260 – Advisory Committees – As discussed at the August 16 meeting, revisions to the policy were modified to remove the word "equal" from suggested language related to the number of representatives for employers and employees of a particular occupation. Remaining revisions are as presented in August.

District Board approval of the revisions is recommended.

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 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

ENCLOSURE #11

7. Committee Reports

- a. Adoption of Resolution Awarding the Sale of \$3,500,000 General Obligation Promissory Notes, Series 2017B (Action – Renea Ranguette and Robert W. Baird Representative)

The Board adopted a resolution in August authorizing the borrowing of \$3,500,000 for building construction and improvements, and annual capital equipment. This amount is included in the FY 2017-18 budget.

Public notice to electors was subsequently published in the District's official newspaper, and the interest rate will be determined on the day of the Board meeting. A Financial Consultant from Robert W. Baird, Inc. will be present at the meeting to share the results of underwriting the issuance with you.

A copy of the blank resolution is attached.

Long- and short-term borrowing requires passage by a roll-call vote of a majority of the quorum.

RESOLUTION

RESOLUTION AWARDING THE SALE OF \$3,500,000 GENERAL OBLIGATION PROMISSORY NOTES, SERIES 2017B

WHEREAS, on August 16, 2017, the District Board of the Blackhawk Technical College District, Rock and Green Counties, Wisconsin (the "District") adopted a resolution (the "Authorizing Resolution") which authorized the issuance of general obligation promissory notes (the "Notes") in the amount of \$1,000,000 for the public purpose of financing building remodeling and improvement projects; in the amount of \$2,150,000 for the public purpose of financing the acquisition of movable equipment; and in the amount of \$350,000 for the public purpose of financing the construction of buildings at the Monroe campus (collectively, the "Project");

WHEREAS, the District caused Notices to Electors to be published in The Gazette on August 22, 2017 giving notice of adoption of the Authorizing Resolution, identifying where and when the Authorizing Resolution could be inspected, and advising electors of their right to petition for a referendum on the question of the issuance of general obligation promissory notes to finance building remodeling and improvement projects and the acquisition of movable equipment within thirty (30) days of publication of the Notices;

WHEREAS, no petition for referendum has been filed with the District and the time to file such a petition expires on September 21, 2017;

WHEREAS, the District has directed Robert W. Baird & Co. Incorporated ("Baird") to take the steps necessary to sell the Notes;

WHEREAS, Baird, in consultation with the officials of the District, prepared an Official Notice of Sale (a copy of which is attached hereto as Exhibit A and incorporated herein by this reference) setting forth the details of and the bid requirements for the Notes and indicating that the Notes would be offered for public sale on September 20, 2017;

WHEREAS, the Secretary (in consultation with Baird) caused notice of the sale of the Notes to be published and/or announced and caused the Official Notice of Sale to be distributed to potential bidders offering the Notes for public sale;

WHEREAS, the District has duly received bids for the Notes as described on the Bid Tabulation attached hereto as Exhibit B and incorporated herein by this reference (the "Bid Tabulation"); and

WHEREAS, it has been determined that the bid proposal (the "Proposal") submitted by the financial institution listed first on the Bid Tabulation fully complies with the bid requirements set forth in the Official Notice of Sale and is deemed to be the most advantageous to the District. Baird has recommended that the District accept the Proposal. A copy of said Proposal submitted by such institution (the "Purchaser") is attached hereto as Exhibit C and incorporated herein by this reference.

NOW, THEREFORE, BE IT RESOLVED by the District Board of the District that:

Section 1. Ratification of the Official Notice of Sale and Offering Materials. The District Board of the District hereby ratifies and approves the details of the Notes set forth in Exhibit A attached hereto as and for the details of the Notes. The Official Notice of Sale and any other offering materials prepared and circulated by Baird are hereby ratified and approved in all respects. All actions taken by officers of the District and Baird in connection with the preparation and distribution of the Official Notice of Sale and any other offering materials are hereby ratified and approved in all respects.

Section 1A. Award of the Notes. For the purpose of paying the cost of the Project, there shall be borrowed pursuant to Section 67.12(12), Wisconsin Statutes, the principal sum of THREE MILLION FIVE HUNDRED THOUSAND DOLLARS (\$3,500,000) from the Purchaser in accordance with the terms and conditions of the Proposal. The Proposal of the Purchaser offering to purchase the Notes for the sum set forth on the Proposal, plus accrued interest to the date of delivery, is hereby accepted (subject to the condition that no valid petition for a referendum is filed by September 21, 2017 with respect to the Notes). The Chairperson and Secretary or other appropriate officers of the District are authorized and directed to execute an acceptance of the Proposal on behalf of the District. The good faith deposit of the Purchaser shall be retained by the District Treasurer and applied in accordance with the Official Notice of Sale, and any good faith deposits submitted by unsuccessful bidders shall be promptly returned. The Notes shall bear interest at the rates set forth on the Proposal.

Section 2. Terms of the Notes. The Notes shall be designated "General Obligation Promissory Notes, Series 2017B"; shall be issued in the aggregate principal amount of \$3,500,000; shall be dated October 4, 2017; shall be in the denomination of \$5,000 or any integral multiple thereof; shall be numbered R-1 and upward; and shall bear interest at the rates per annum and mature on April 1 of each year, in the years and principal amounts as set forth on the Pricing Summary attached hereto as Exhibit D-1 and incorporated herein by this reference. Interest shall be payable semi-annually on April 1 and October 1 of each year commencing on April 1, 2018. Interest shall be computed upon the basis of a 360-day year of twelve 30-day months and will be rounded pursuant to the rules of the Municipal Securities Rulemaking Board. The schedule of principal and interest payments due on the Notes is set forth on the Debt Service Schedule attached hereto as Exhibit D-2 and incorporated herein by this reference (the "Schedule").

Section 3. Redemption Provisions. The Notes maturing on April 1, 2024 and thereafter are subject to redemption prior to maturity, at the option of the Issuer, on April 1, 2023 or on any date thereafter. Said Notes are redeemable as a whole or in part, and if in part, from maturities selected by the Issuer, and within each maturity by lot, at the principal amount thereof, plus accrued interest to the date of redemption.

Section 4. Form of the Notes. The Notes shall be issued in registered form and shall be executed and delivered in substantially the form attached hereto as Exhibit E and incorporated herein by this reference.

Section 5. Tax Provisions.

(A) Direct Annual Irrepealable Tax Levy. For the purpose of paying the principal of and interest on the Notes as the same becomes due, the full faith, credit and resources of the District are hereby irrevocably pledged, and there is hereby levied upon all of the taxable property of the District a direct annual irrepealable tax in the years 2017 through 2026 for payments due in the years 2018 through 2027 in the amounts set forth on the Schedule.

(B) Tax Collection. So long as any part of the principal of or interest on the Notes remains unpaid, the District shall be and continue without power to repeal such levy or obstruct the collection of said tax until all such payments have been made or provided for. After the issuance of the Notes, said tax shall be, from year to year, carried onto the tax roll of the District and collected in addition to all other taxes and in the same manner and at the same time as other taxes of the District for said years are collected, except that the amount of tax carried onto the tax roll may be reduced in any year by the amount of any surplus money in the Debt Service Fund Account created below.

(C) Additional Funds. If at any time there shall be on hand insufficient funds from the aforesaid tax levy to meet principal and/or interest payments on said Notes when due, the requisite amounts shall be paid from other funds of the District then available, which sums shall be replaced upon the collection of the taxes herein levied.

Section 6. Segregated Debt Service Fund Account.

(A) Creation and Deposits. There be and there hereby is established in the treasury of the District, if one has not already been created, a debt service fund, separate and distinct from every other fund, which shall be maintained in accordance with generally accepted accounting principles. Debt service or sinking funds established for obligations previously issued by the District may be considered as separate and distinct accounts within the debt service fund.

Within the debt service fund, there hereby is established a separate and distinct account designated as the "Debt Service Fund Account for \$3,500,000 General Obligation Promissory Notes, Series 2017B" (the "Debt Service Fund Account") and such account shall be maintained until the indebtedness evidenced by the Notes is fully paid or otherwise extinguished. The District Treasurer shall deposit in the Debt Service Fund Account (i) all accrued interest received by the District at the time of delivery of and payment for the Notes; (ii) any premium which may be received by the District above the par value of the Notes and accrued interest thereon; (iii) all money raised by the taxes herein levied and any amounts appropriated for the specific purpose of meeting principal of and interest on the Notes when due; (iv) such other sums as may be necessary at any time to pay principal of and interest on the Notes when due; (v) surplus monies in the Borrowed Money Fund as specified below; and (vi) such further deposits as may be required by Section 67.11, Wisconsin Statutes.

(B) Use and Investment. No money shall be withdrawn from the Debt Service Fund Account and appropriated for any purpose other than the payment of principal of and interest on the Notes until all such principal and interest has been paid in full and the Notes

canceled; provided (i) the funds to provide for each payment of principal of and interest on the Notes prior to the scheduled receipt of taxes from the next succeeding tax collection may be invested in direct obligations of the United States of America maturing in time to make such payments when they are due or in other investments permitted by law; and (ii) any funds over and above the amount of such principal and interest payments on the Notes may be used to reduce the next succeeding tax levy, or may, at the option of the District, be invested by purchasing the Notes as permitted by and subject to Section 67.11(2)(a), Wisconsin Statutes, or in permitted municipal investments under the pertinent provisions of the Wisconsin Statutes ("Permitted Investments"), which investments shall continue to be a part of the Debt Service Fund Account. Any investment of the Debt Service Fund Account shall at all times conform with the provisions of the Internal Revenue Code of 1986, as amended (the "Code") and any applicable Treasury Regulations (the "Regulations").

(C) Remaining Monies. When all of the Notes have been paid in full and canceled, and all Permitted Investments disposed of, any money remaining in the Debt Service Fund Account shall be transferred and deposited in the general fund of the District, unless the District Board directs otherwise.

Section 7. Proceeds of the Notes; Segregated Borrowed Money Fund. The proceeds of the Notes (the "Note Proceeds") (other than any premium and accrued interest which must be paid at the time of the delivery of the Notes into the Debt Service Fund Account created above) shall be deposited into a special fund separate and distinct from all other funds of the District and disbursed solely for the purpose or purposes for which borrowed or for the payment of the principal of and the interest on the Notes. Monies in the Borrowed Money Fund may be temporarily invested in Permitted Investments. Any monies, including any income from Permitted Investments, remaining in the Borrowed Money Fund after the purpose or purposes for which the Notes have been issued have been accomplished, and, at any time, any monies as are not needed and which obviously thereafter cannot be needed for such purpose(s) shall be deposited in the Debt Service Fund Account.

Section 8. No Arbitrage. All investments made pursuant to this Resolution shall be Permitted Investments, but no such investment shall be made in such a manner as would cause the Notes to be "arbitrage bonds" within the meaning of Section 148 of the Code or the Regulations and an officer of the District, charged with the responsibility for issuing the Notes, shall certify as to facts, estimates, circumstances and reasonable expectations in existence on the date of delivery of the Notes to the Purchaser which will permit the conclusion that the Notes are not "arbitrage bonds," within the meaning of the Code or Regulations.

Section 9. Compliance with Federal Tax Laws. (a) The District represents and covenants that the projects financed by the Notes and the ownership, management and use of the projects will not cause the Notes to be "private activity bonds" within the meaning of Section 141 of the Code. The District further covenants that it shall comply with the provisions of the Code to the extent necessary to maintain the tax-exempt status of the interest on the Notes including, if applicable, the rebate requirements of Section 148(f) of the Code. The District further covenants that it will not take any action, omit to take any action or permit the taking or omission of any action within its control (including, without limitation, making or permitting any use of the proceeds of the Notes) if taking, permitting or omitting to take such action would

cause any of the Notes to be an arbitrage bond or a private activity bond within the meaning of the Code or would otherwise cause interest on the Notes to be included in the gross income of the recipients thereof for federal income tax purposes. The Secretary or other officer of the District charged with the responsibility of issuing the Notes shall provide an appropriate certificate of the District certifying that the District can and covenanting that it will comply with the provisions of the Code and Regulations.

(b) The District also covenants to use its best efforts to meet the requirements and restrictions of any different or additional federal legislation which may be made applicable to the Notes provided that in meeting such requirements the District will do so only to the extent consistent with the proceedings authorizing the Notes and the laws of the State of Wisconsin and to the extent that there is a reasonable period of time in which to comply.

Section 10. Designation as Qualified Tax-Exempt Obligations. The Notes are hereby designated as "qualified tax-exempt obligations" for purposes of Section 265 of the Code, relating to the ability of financial institutions to deduct from income for federal income tax purposes, interest expense that is allocable to carrying and acquiring tax-exempt obligations.

Section 11. Execution of the Notes; Closing; Professional Services. The Notes shall be issued in printed form, executed on behalf of the District by the manual or facsimile signatures of the Chairperson and Secretary, authenticated, if required, by the Fiscal Agent (defined below), sealed with its official or corporate seal, if any, or a facsimile thereof, and delivered to the Purchaser upon payment to the District of the purchase price thereof, plus accrued interest to the date of delivery (the "Closing"). The facsimile signature of either of the officers executing the Notes may be imprinted on the Notes in lieu of the manual signature of the officer but, unless the District has contracted with a fiscal agent to authenticate the Notes, at least one of the signatures appearing on each Note shall be a manual signature. In the event that either of the officers whose signatures appear on the Notes shall cease to be such officers before the Closing, such signatures shall, nevertheless, be valid and sufficient for all purposes to the same extent as if they had remained in office until the Closing. The aforesaid officers are hereby authorized and directed to do all acts and execute and deliver the Notes and all such documents, certificates and acknowledgements as may be necessary and convenient to effectuate the Closing. The District hereby authorizes the officers and agents of the District to enter into, on its behalf, agreements and contracts in conjunction with the Notes, including but not limited to agreements and contracts for legal, trust, fiscal agency, disclosure and continuing disclosure, and rebate calculation services. Any such contract heretofore entered into in conjunction with the issuance of the Notes is hereby ratified and approved in all respects.

Section 12. Payment of the Notes; Fiscal Agent. The principal of and interest on the Notes shall be paid by the District Secretary or District Treasurer (the "Fiscal Agent").

Section 13. Persons Treated as Owners; Transfer of Notes. The District shall cause books for the registration and for the transfer of the Notes to be kept by the Fiscal Agent. The person in whose name any Note shall be registered shall be deemed and regarded as the absolute owner thereof for all purposes and payment of either principal or interest on any Note shall be made only to the registered owner thereof. All such payments shall be valid and effectual to satisfy and discharge the liability upon such Note to the extent of the sum or sums so paid.

Any Note may be transferred by the registered owner thereof by surrender of the Note at the office of the Fiscal Agent, duly endorsed for the transfer or accompanied by an assignment duly executed by the registered owner or his attorney duly authorized in writing. Upon such transfer, the Chairperson and Secretary shall execute and deliver in the name of the transferee or transferees a new Note or Notes of a like aggregate principal amount, series and maturity and the Fiscal Agent shall record the name of each transferee in the registration book. No registration shall be made to bearer. The Fiscal Agent shall cancel any Note surrendered for transfer.

The District shall cooperate in any such transfer, and the Chairperson and Secretary are authorized to execute any new Note or Notes necessary to effect any such transfer.

Section 14. Record Date. The 15th day of the calendar month next preceding each interest payment date shall be the record date for the Notes (the "Record Date"). Payment of interest on the Notes on any interest payment date shall be made to the registered owners of the Notes as they appear on the registration book of the District at the close of business on the Record Date.

Section 15. Utilization of The Depository Trust Company Book-Entry-Only System. In order to make the Notes eligible for the services provided by The Depository Trust Company, New York, New York ("DTC"), the District agrees to the applicable provisions set forth in the Blanket Issuer Letter of Representations, which the Secretary or other authorized representative of the District is authorized and directed to execute and deliver to DTC on behalf of the District to the extent an effective Blanket Issuer Letter of Representations is not presently on file in the District office.

Section 16. Official Statement. The District Board hereby approves the Preliminary Official Statement with respect to the Notes and deems the Preliminary Official Statement as "final" as of its date for purposes of SEC Rule 15c2-12 promulgated by the Securities and Exchange Commission pursuant to the Securities and Exchange Act of 1934 (the "Rule"). All actions taken by officers of the District in connection with the preparation of such Preliminary Official Statement and any addenda to it or final Official Statement are hereby ratified and approved. In connection with the Closing, the appropriate District official shall certify the Preliminary Official Statement and any addenda or final Official Statement. The Secretary shall cause copies of the Preliminary Official Statement and any addenda or final Official Statement to be distributed to the Purchaser.

Section 17. Undertaking to Provide Continuing Disclosure. The District hereby covenants and agrees, for the benefit of the owners of the Notes, to enter into a written undertaking (the "Undertaking") if required by the Rule to provide continuing disclosure of certain financial information and operating data and timely notices of the occurrence of certain events in accordance with the Rule. The Undertaking shall be enforceable by the owners of the Notes or by the Purchaser on behalf of such owners (provided that the rights of the owners and the Purchaser to enforce the Undertaking shall be limited to a right to obtain specific performance of the obligations thereunder and any failure by the District to comply with the provisions of the Undertaking shall not be an event of default with respect to the Notes).

To the extent required under the Rule, the Chairperson and Secretary, or other officer of the District charged with the responsibility for issuing the Notes, shall provide a Continuing Disclosure Certificate for inclusion in the transcript of proceedings, setting forth the details and terms of the District's Undertaking.

Section 18. Record Book. The Secretary shall provide and keep the transcript of proceedings as a separate record book (the "Record Book") and shall record a full and correct statement of every step or proceeding had or taken in the course of authorizing and issuing the Notes in the Record Book.

Section 19. Bond Insurance. If the Purchaser determines to obtain municipal bond insurance with respect to the Notes, the officers of the District are authorized to take all actions necessary to obtain such municipal bond insurance. The Chairperson and Secretary are authorized to agree to such additional provisions as the bond insurer may reasonably request and which are acceptable to the Chairperson and Secretary including provisions regarding restrictions on investment of Note proceeds, the payment procedure under the municipal bond insurance policy, the rights of the bond insurer in the event of default and payment of the Notes by the bond insurer and notices to be given to the bond insurer. In addition, any reference required by the bond insurer to the municipal bond insurance policy shall be made in the form of Note provided herein.

Section 20. Conflicting Resolutions; Severability; Effective Date. All prior resolutions, rules or other actions of the District Board or any parts thereof in conflict with the provisions hereof shall be, and the same are, hereby rescinded insofar as the same may so conflict. In the event that any one or more provisions hereof shall for any reason be held to be illegal or invalid, such illegality or invalidity shall not affect any other provisions hereof. The foregoing shall take effect immediately upon adoption and approval in the manner provided by law.

Adopted, approved and recorded September 20, 2017.

Eric A. Thornton
Chairperson

ATTEST:

Laverne E. Hays
Secretary

(SEAL)

EXHIBIT A

Official Notice of Sale

To be provided by Robert W. Baird & Co. Incorporated and incorporated into the Resolution.

(See Attached)

DRAFT

EXHIBIT B

Bid Tabulation

To be provided by Robert W. Baird & Co. Incorporated and incorporated into the Resolution.

(See Attached)

DRAFT

EXHIBIT C

Winning Bid

To be provided by Robert W. Baird & Co. Incorporated and incorporated into the Resolution.

(See Attached)

DRAFT

EXHIBIT D-1

Pricing Summary

To be provided by Robert W. Baird & Co. Incorporated and incorporated into the Resolution.

(See Attached)

DRAFT

EXHIBIT D-2

Debt Service Schedule and Irrepealable Tax Levies

To be provided by Robert W. Baird & Co. Incorporated and incorporated into the Resolution.

(See Attached)

DRAFT

EXHIBIT E

(Form of Note)

REGISTERED UNITED STATES OF AMERICA DOLLARS
STATE OF WISCONSIN
ROCK AND GREEN COUNTIES
NO. R-___ BLACKHAWK TECHNICAL COLLEGE DISTRICT \$_____
GENERAL OBLIGATION PROMISSORY NOTE, SERIES 2017B

MATURITY DATE: ORIGINAL DATE OF ISSUE: INTEREST RATE: CUSIP:
April 1, _____ October 4, 2017 _____% _____

DEPOSITORY OR ITS NOMINEE NAME: CEDE & CO.

PRINCIPAL AMOUNT: _____ THOUSAND DOLLARS
(\$_____)

FOR VALUE RECEIVED, the Blackhawk Technical College District, Rock and Green Counties, Wisconsin (the "District"), hereby acknowledges itself to owe and promises to pay to the Depository or its Nominee Name (the "Depository") identified above (or to registered assigns), on the maturity date identified above, the principal amount identified above, and to pay interest thereon at the rate of interest per annum identified above, all subject to the provisions set forth herein regarding redemption prior to maturity. Interest shall be payable semi-annually on April 1 and October 1 of each year commencing on April 1, 2018 until the aforesaid principal amount is paid in full. Both the principal of and interest on this Note are payable to the registered owner in lawful money of the United States. Interest payable on any interest payment date shall be paid by wire transfer to the Depository in whose name this Note is registered on the Bond Register maintained by the Secretary or District Treasurer (the "Fiscal Agent") or any successor thereto at the close of business on the 15th day of the calendar month next preceding each interest payment date (the "Record Date"). This Note is payable as to principal upon presentation and surrender hereof at the office of the Fiscal Agent.

For the prompt payment of this Note together with interest hereon as aforesaid and for the levy of taxes sufficient for that purpose, the full faith, credit and resources of the District are hereby irrevocably pledged.

This Note is one of an issue of Notes aggregating the principal amount of \$3,500,000, all of which are of like tenor, except as to denomination, interest rate, maturity date and redemption provision, issued by the District pursuant to the provisions of Section 67.12(12), Wisconsin Statutes, for the public purposes of financing building remodeling and improvement projects

(\$1,000,000); the acquisition of movable equipment (\$2,150,000); and the construction of buildings at the Monroe campus (\$350,000), as authorized by resolutions adopted on August 16, 2017 and September 20, 2017. Said resolutions are recorded in the official minutes of the District Board for said dates.

The Notes maturing on April 1, 2024 and thereafter are subject to redemption prior to maturity, at the option of the District, on April 1, 2023 or on any date thereafter. Said Notes are redeemable as a whole or in part, and if in part, from maturities selected by the District, and within each maturity by lot (as selected by the Depository), at the principal amount thereof, plus accrued interest to the date of redemption.

In the event the Notes are redeemed prior to maturity, as long as the Notes are in book-entry-only form, official notice of the redemption will be given by mailing a notice by registered or certified mail, overnight express delivery, facsimile transmission, electronic transmission or in any other manner required by the Depository, to the Depository not less than thirty (30) days nor more than sixty (60) days prior to the redemption date. If less than all of the Notes of a maturity are to be called for redemption, the Notes of such maturity to be redeemed will be selected by lot. Such notice will include but not be limited to the following: the designation, date and maturities of the Notes called for redemption, CUSIP numbers, and the date of redemption. Any notice provided as described herein shall be conclusively presumed to have been duly given, whether or not the registered owner receives the notice. The Notes shall cease to bear interest on the specified redemption date provided that federal or other immediately available funds sufficient for such redemption are on deposit at the office of the Depository at that time. Upon such deposit of funds for redemption the Notes shall no longer be deemed to be outstanding.

It is hereby certified and recited that all conditions, things and acts required by law to exist or to be done prior to and in connection with the issuance of this Note have been done, have existed and have been performed in due form and time; that the aggregate indebtedness of the District, including this Note and others issued simultaneously herewith, does not exceed any limitation imposed by law or the Constitution of the State of Wisconsin; and that a direct annual irrepealable tax has been levied sufficient to pay this Note, together with the interest thereon, when and as payable.

This Note has been designated by the District Board as a "qualified tax-exempt obligation" pursuant to the provisions of Section 265(b)(3) of the Internal Revenue Code of 1986, as amended.

This Note is transferable only upon the books of the District kept for that purpose at the office of the Fiscal Agent, only in the event that the Depository does not continue to act as depository for the Notes, and the District appoints another depository, upon surrender of the Notes to the Fiscal Agent, by the registered owner in person or his duly authorized attorney, together with a written instrument of transfer (which may be endorsed hereon) satisfactory to the

Fiscal Agent duly executed by the registered owner or his duly authorized attorney. Thereupon a new fully registered Note in the same aggregate principal amount shall be issued to the new depository in exchange therefor and upon the payment of a charge sufficient to reimburse the District for any tax, fee or other governmental charge required to be paid with respect to such registration. The Fiscal Agent shall not be obliged to make any transfer of the Notes (i) after the Record Date, (ii) during the fifteen (15) calendar days preceding the date of any publication of notice of any proposed redemption of the Notes, or (iii) with respect to any particular Note, after such Note has been called for redemption. The Fiscal Agent and District may treat and consider the Depository in whose name this Note is registered as the absolute owner hereof for the purpose of receiving payment of, or on account of, the principal or redemption price hereof and interest due hereon and for all other purposes whatsoever. The Notes are issuable solely as negotiable, fully-registered Notes without coupons in the denomination of \$5,000 or any integral multiple thereof.

No delay or omission on the part of the owner hereof to exercise any right hereunder shall impair such right or be considered as a waiver thereof or as a waiver of or acquiescence in any default hereunder.

IN WITNESS WHEREOF, the Blackhawk Technical College District, Rock and Green Counties, Wisconsin, by its governing body, has caused this Note to be executed for it and in its name by the manual or facsimile signatures of its duly qualified Chairperson and Secretary; and to be sealed with its official or corporate seal, if any, all as of the original date of issue specified above.

BLACKHAWK TECHNICAL COLLEGE
DISTRICT,
ROCK AND GREEN COUNTIES, WISCONSIN

By: _____
Eric A. Thornton
Chairperson

(SEAL)

By: _____
Laverne E. Hays
Secretary

ASSIGNMENT

FOR VALUE RECEIVED, the undersigned sells, assigns and transfers unto

(Name and Address of Assignee)

(Social Security or other Identifying Number of Assignee)

the within Note and all rights thereunder and hereby irrevocably constitutes and appoints _____, Legal Representative, to transfer said Note on the books kept for registration thereof, with full power of substitution in the premises.

Dated: _____

Signature Guaranteed:

(e.g. Bank, Trust Company
or Securities Firm)

(Depository or Nominee Name)

NOTICE: This signature must correspond with the name of the Depository or Nominee Name as it appears upon the face of the within Note in every particular, without alteration or enlargement or any change whatever.

(Authorized Officer)

ENCLOSURE #12

7. Committee Reports

b. Award of Contract for Faculty Compensation System Study Consultant Services (Finance Committee Recommendation – Action)

Administration is completing the Request for Proposal (RFP) process to identify a consulting firm to conduct a study of the faculty compensation system. Three (3) firms submitted proposals by the September 11, 2017, deadline:

- Arthur J. Gallagher & Co.
- Evergreen Solutions, LLC
- Segal Waters Consulting

These proposals were evaluated based on the criteria of cost, previous experience on similar projects, responsiveness and ability to meet specifications, and ability to meet the established timeline. Interviews of selected firms are scheduled for September 18 -19, 2017. A recommendation of the selected firm will be provided to the Finance Committee.

District Board approval is requested to award a contract to the selected firm. The Finance Committee will present its recommendation to the District Board.

ENCLOSURE #13

8. New Business

a. Fall 2017 Enrollment Report (Information – Dr. Jon Tysse)

The Fall 2017 Enrollment Report is attached. Information shared includes unduplicated credit and pre-college student count, FTE comparison, and credit hour comparisons for programs which pioneered the adoption of the Flexible Learning model and newly developed programs which had a Fall 2017 start.

Dr. Jon Tysse, Director of Institutional Research & Effectiveness, will be present to review the report and answer any questions.

FALL 2017 ENROLLMENT



BLACKHAWK | TECHNICAL COLLEGE

Figure 1: Unduplicated Credit and Pre-College Student Count for the Previous Five Fall Terms, Fall 2013- Fall 2017

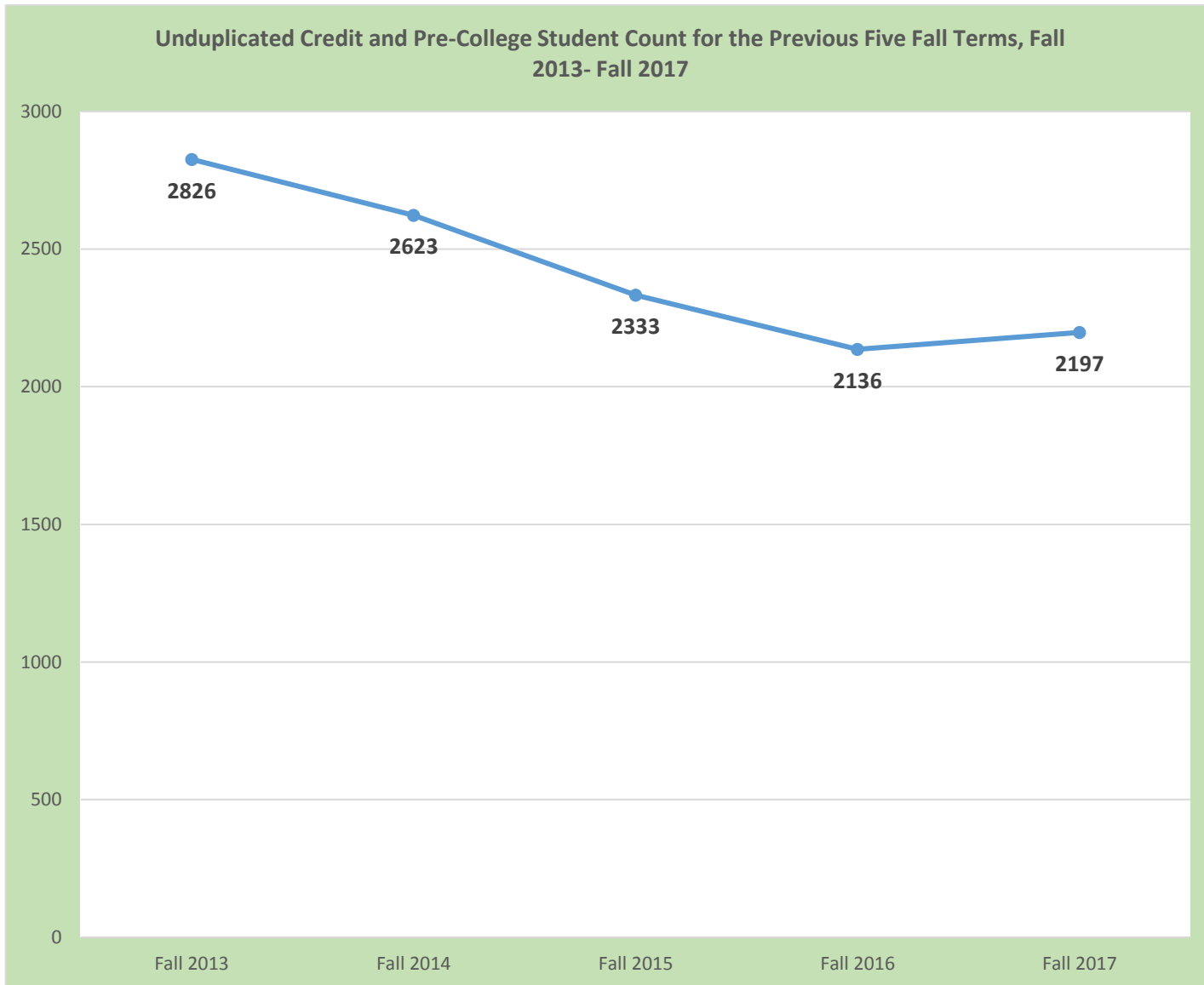


Figure 1 shows student, credit and pre-college, headcount at BTC from Fall 2013- 2017. Over the past five Fall terms BTC credit enrollment has dropped roughly 22% during Fall terms. 2016 to 2017 Fall credit and pre-college student headcount shows around a three percent increase.

Source: Cognos Retention by Demographics

Figure 2: Credit and Pre-College FTE at Start of Term and 2 Wks into Term, Fall 2015- 2017

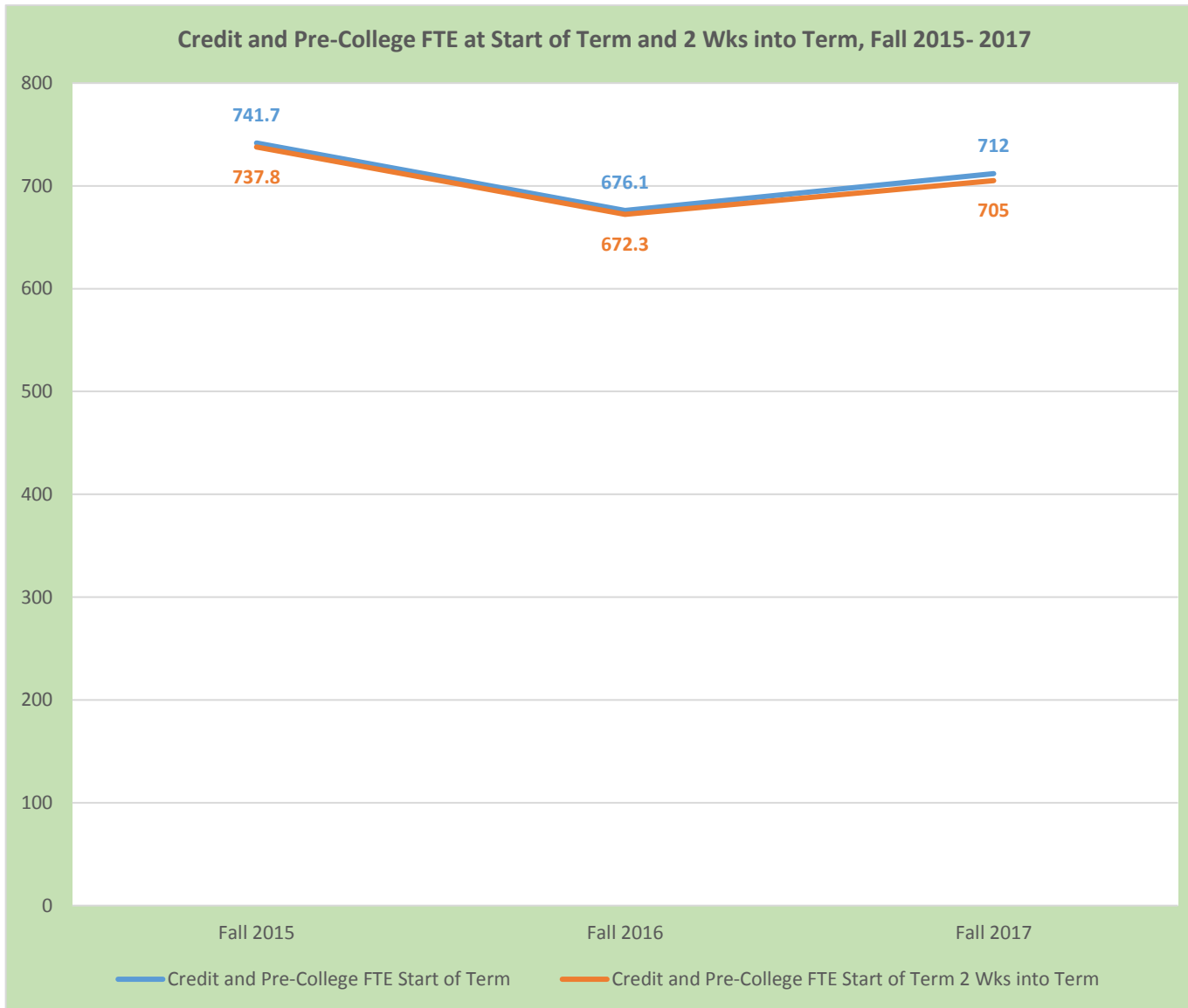


Figure 2 shows student FTE for credit and pre-college students at BTC from Fall 2015- Fall 2017. The change in FTE from Fall 2016 to Fall 2017 represents around a six percent increase in credit and pre-college FTE at BTC. Additionally, the increase to credit and pre-college FTE at BTC holds at around five percent 2 weeks into the semester.

Source: Course Daily Reports

Figure 3: Welding Credit Hour Comparison, Ending Fall 2016 to 1Wk. Prior to Start Fall 2017

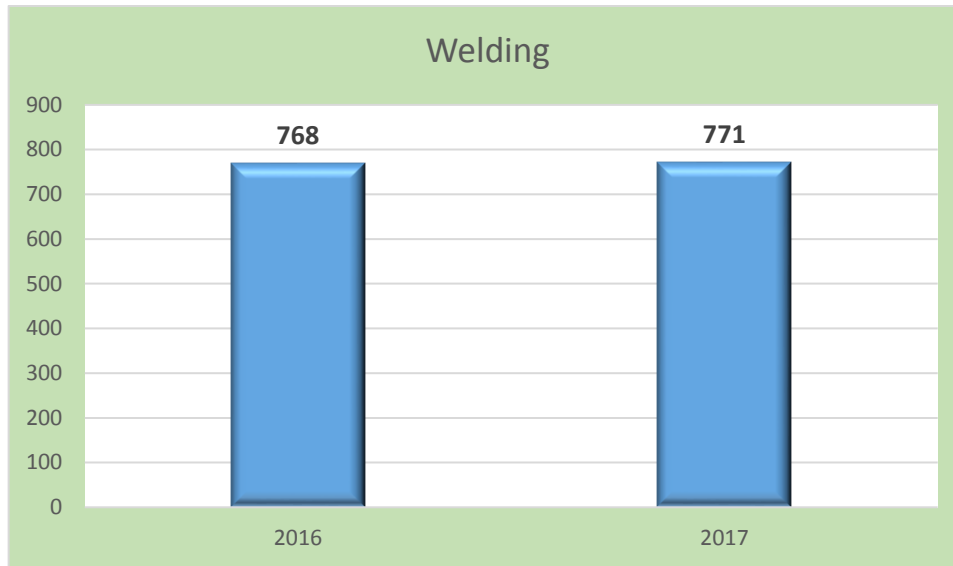


Figure 3 shows an enrolled student count for Welding (421&442) courses for end of the Fall 2016 semester to one wk. prior to the beginning of the Fall 2017 semester. One week prior to the beginning of the Fall 2017 semester the Welding course enrollments have exceeded the ending enrollment for Fall 2016. Flux Core and Gas Metal Arc welding along with the two metal fabrication courses continue to present the areas of decline, however with the any-time method enrollment in those may meet or exceed past performance later in the semester. Two weeks into the semester welding credit hours had grown by roughly 16%.

Source: Cognos (Course Daily Report Update)

Table 1: Welding Credit Hour Totals

	2016	2017 5 Wks. Out	2017 1 Wk. Out	2017 2 Wks. In
Metal Fabrication-Structural	105			
Flux Cored Arc Welding (FCAW)	170	147	152	162
Gas Tungsten Arc Welding (GTAW)	100	54	60	73
Shield Metal Arc Welding (SMAW)	99	196	207	234
Gas Metal Arc Welding (GMAW)	160	71	104	136
Metal Fabrication-Sheet Metal	90			
Welding Shop safety		51	58	67
adv welding tech		7	8	10
intro welding		51	57	66
thermal cutting		45	47	55
blue print reading	62	42	70	81
welding cert		7	8	9
Total Welding	768	671	771	893

Figure 4: Auto Credit Hour Comparison, Ending Fall 2016 to 2 Wks. into the Semester, Fall 2017

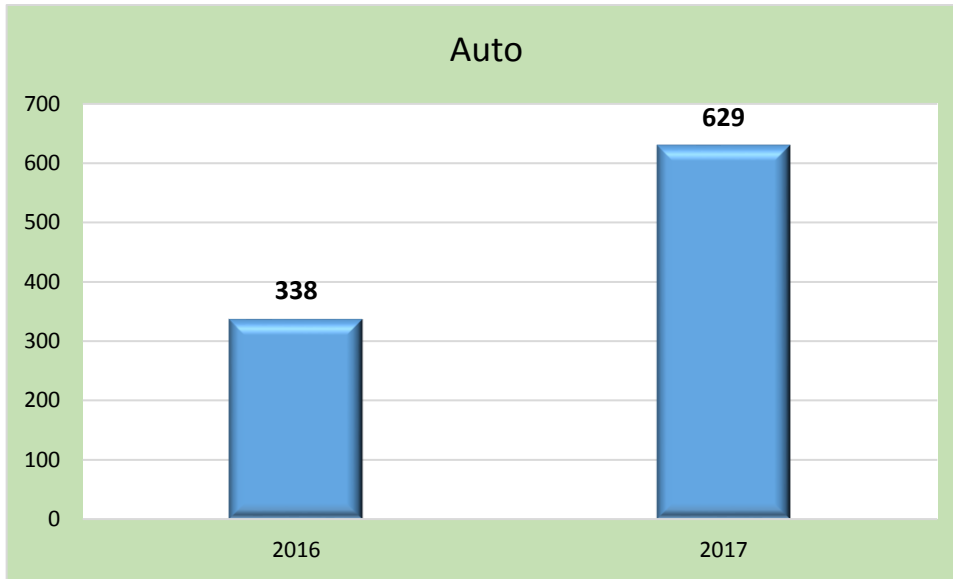


Figure 4 shows an enrolled student count for Auto (404) courses for end of the Fall 2016 semester to one wk. prior to the beginning of the Fall 2017 semester. Two weeks into the semester auto credit hours had grown by roughly 86%.

Source: Cognos (Course Daily Report Update)

Table 2: Auto Credit Hour Totals

	2016	2017 2 Wks. In
Electrical Service	36	60
ASE Certification Review	7	15
Electronic Engine Control Fund	32	60
Emission Control Serv & Cert	7	15
Electron Eng Contrl Diagnosis	14	30
Automotive Machine Shop	18	35
Service Simulation	40	70
Service Fundamentals	40	64
Brake Service	72	140
Steering & Suspension Service	72	140
Total Auto	338	629

Figure 5: Food Lab Tech Credit Hour Comparison, Ending Fall 2016 to 1Wk. Prior to Start Fall 2017

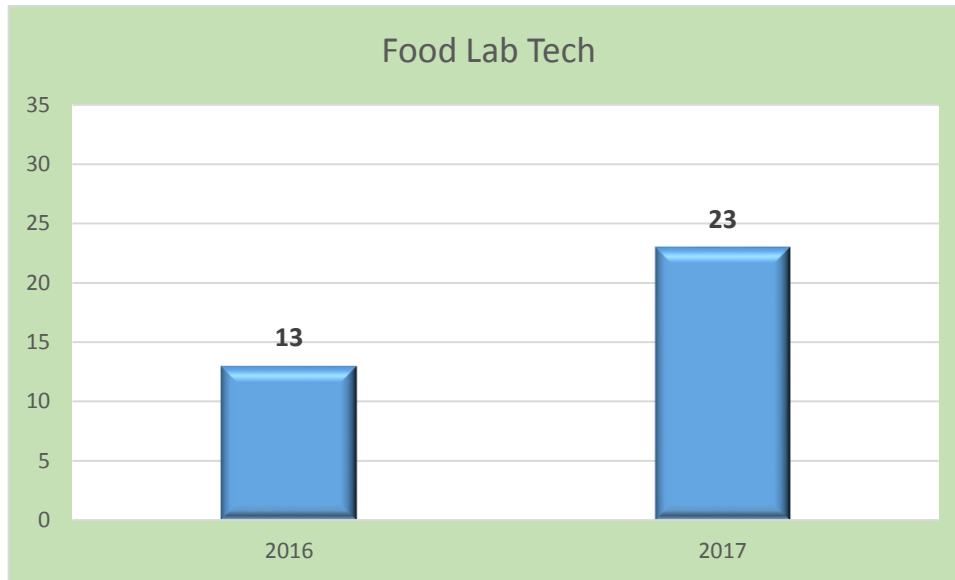


Figure 5 shows an enrolled student count for Food Lab Tech (506) courses for end of the Fall 2016 semester to one wk. prior to the beginning of the Fall 2017 semester. One week prior to the beginning of the Fall 2017 semester the Food Lab Tech course enrollments have exceeded the ending enrollment for Fall 2016.

Source: Cognos (Course Daily Report Update)

Table 3: Food Lab Tech Credit Hour Totals

	2016	2017 1 Wk. Out	2017 2 Wks. In
Lab Safety / Hazardous Materials	3	3	2
Basic Lab Skills II	10	4	6
Food Microbiology		12	12
Excel and Access for the Lab			3
Intro to USDA and FDA		2	4
SevrSafe Certification Prep		2	3
Total Food Lab Tech	13	23	30

Table 4: Credit Hours tied to New Programs, Fall 2017

	Fall 2017	Fall 2017 FTE	Utilization Rate for Program Courses
Human Services	222	7.4	82.2%
Supply Chain*	33	1.1	45.8%
Foundations of Education	141	4.7	39.2%

*Supply Chain utilizes many courses already in BTC catalogue

ENCLOSURE #14

8. New Business

b. Security Options Report (Discussion – Renea Ranguette)

The College took security precautions last spring to address a potential threat. Shortly thereafter, Administration reviewed those security measures with the Board. Information shared with the Board included the relative newness of Campus Safety & Preparedness Department, the range of responsibilities, the organizational structure, and a summary of the many processes, systems, and capital improvements implemented since the department's creation with a focus on increasing campus safety and preparedness.

Conversations regarding campus security/policing authority at Wisconsin technical colleges has been ongoing for quite some time. The Governor's Task Force on Campus Safety released its final report in November 2007 and included discussion on this topic. Assembly Bill 398 was introduced (but not enacted) during the 2009-2010 Legislature related to granting police authority to technical college district boards. As conversation on this topic continued into calendar year 2014, Districts Mutual Insurance (DMI) was asked to consult with legal counsel regarding issues related to college security staff. Michael Best and Friedrich responded with an attorney client privileged memorandum addressing this topic. The conversation of whether to arm campus security continues to be held at institutions of higher education. The issues are complex and the future uncertain.

In considering how to proceed with an effective analysis of this topic, Brad Smith consulted with security and law enforcement colleagues. These include Captain Maurer of Rock County Sheriff's Office, FBI Special Agent Maria Miller, DMI's Security Consultant Tim McNulty, and the Gateway Technical College Security Department. The concluding recommendation is completion of a comprehensive risk assessment to identify the high probability, high impact risks prevalent in higher education and particularly applicable to Blackhawk Technical College.

Administration recommends conducting a vulnerability, threat and risk assessment to assess the risks and threats to the campus. The assessment will address natural and man-made risks as well as physical security systems. Administration also recommends a professional and objective review of the current unarmed status of the College's Campus Safety and Preparedness Department be conducted. A consulting firm specializing in campus safety and security would be engaged to perform this work. A grant application has been submitted to fund this work. Preliminary research outlines the following scope of work:

The vulnerability assessment will focus on all hazards, threat to human life, the infrastructure, and other assets of the campus. This assessment will include an estimation of the probability of occurrence and the impact should the potential hazard occur. The arming study will include conducting background research, document review, interviews, verification and analysis of data and information to become familiar with the staffing, management, resource allocation, services, capabilities, and operations of the department.

The physical security assessment and the vulnerability, threat and risk assessment complement each other, as physical security measures are often used as one of the means to prevent, deter, or mitigate the most significant threats and vulnerabilities that are identified. The consultant will provide a recommended path forward based on the assessments and what is learned about the capacity and needs of the College.

If funding is secured, a request for proposal (RFP) will be released soliciting bids for this work. The work would be conducted in early 2018 with a report expected near the end of this academic year. Recommendations resulting from that assessment will be provided to the Board.

ENCLOSURE #15

8. New Business

- c. Review of District Board Bylaws B-322, B-324, B-330; and Policies B-320, and B-326 (Discussion – Board Chairperson)

Three (3) bylaws two (2) policies and are being presented to the Board for review in September:

Bylaw B-322 – Notification of Board Meetings – Revision is recommended to delete language directing distribution of the agenda to both bargaining units as indicated within the units' former bargaining agreements. With the enactment of Act 10, the only language contained in bargaining agreements relates to wages.

Bylaw B-324 – Agenda – Revision is recommended to delete the prescriptive format for meeting agendas. Language is recommended to indicate standing agenda items shall include Public Comment, President's Report, Financial Statement, Consent Agenda, Committee Reports, and New Business.

Bylaw B-330 – Minutes of Board Meetings – No revisions are recommended.

Policy B-320 – Board Meeting Procedures – No revisions are recommended.

Policy B-326 – Public Comment at Board Meetings – This is a new policy being brought forward for consideration. An undocumented procedure has been followed when members of the public are present to address the Board under Public Comment. The proposed policy documents the process which has been utilized in the past to provide Public Comment ground rules and guidelines.

Based on input received, action to approve revisions and to adopt the new policy would be scheduled for the October Board Meeting.

NOTIFICATION OF BOARD MEETINGS

B-322

District Board meetings are public meetings and open to the public.

It shall be the policy of the Board to announce in advance through the District's official newspaper, and as a courtesy to the other daily newspapers and other media as appropriate, the date, time and place of all regular and special meetings of the Board, and the major topics to be discussed.

~~Three copies of the notice of Board meetings and the agenda shall be supplied to the Blackhawk Teachers' Federation, Local 2308, AFT-WI. (1) Three copies of the notice of Board meetings and the agenda shall be supplied to the Blackhawk Technical College Educational Support Professionals, WEAC, NEA. (2)~~

Notice of special meetings shall be given to the members of the Board at least 24 hours prior to the time stated for the meeting to convene. Said notice shall indicate the purpose of the special meeting.

Reference: ~~(1) Blackhawk Teachers' Federation, Local 2308, AFT-WI, Agreement~~
~~(2) BTC Educational Support Professionals, WEAC, NEA, Collective Bargaining Agreement~~

Board Bylaw B-300

Wisconsin Statutes 19.84 (1)

Bylaw Adopted: January 16, 1974

Revised: September 15, 1999

Reviewed: June 21, 2006

Revised: November 19, 2008

AGENDA

B-324

The President/District Director and Board Chair share responsibility for development of an agenda of items of business to be properly transacted at each meeting.

Items of business may be suggested by administration, faculty, staff and residents of the District. Items of business shall be submitted in writing and received in the office of the President/District Director at least seven working days prior to the meeting at which the items are to be discussed. Individual Board members may request verbally the inclusion of agenda items at least seven working days prior to the meeting at which the items are to be discussed. The President/District Director and Board Chair shall make the final determination on items to be included on the agenda, and whether those items are action or information.

Individuals wishing to be heard at a Board meeting shall advise the President/District Director in advance so the appearance may be scheduled on the agenda. The agenda shall always allow for recognition of and introduction of guests.

~~Except as altered by a vote of a majority of members of the Board, the following shall generally be the order to be observed in transaction of business at meetings of the Board:~~

- ~~1. Approval of the Minutes of Previous Meeting~~
- ~~2. Public Comment~~
- ~~3. Financial Statement~~
- ~~4. Special Reports~~
- ~~5. President's Report~~
- ~~6. Unfinished Business~~
- ~~7. Consent Agenda~~
- ~~8. New Business/Committee Reports~~
- ~~9. Wisconsin Technical College District Boards Association Issues~~
- ~~10. Other Items~~
- ~~11. Adjournment~~

Standing agenda items shall include Public Comment, President's Report, Financial Statement, Consent Agenda, Committee Reports, and New Business.

Reference: Board Bylaw B-300
Wisconsin Statutes 19.84 (2)

Bylaw Adopted: January 16, 1974
Revised: January 19, 2000; August 18, 2004
Reviewed: June 21, 2006
Revised: November 19, 2008

MINUTES OF BOARD MEETINGS

B-330

The Secretary of the Board, in cooperation with the President/District Director, shall keep or cause to be kept by a competent clerk, complete records of the action of board meetings. The minutes of board meetings shall be kept in an official minute book and shall be a complete record of such minutes, including resolutions and motions in full. Papers not a part of the formal motion may be omitted providing they are referred to and identified by some method.

Copies of the minutes shall be sent to the members of the Board before the meetings at which they are to be approved. Corrections in the minutes may be made at the meeting at which they are to be approved. Permanent minutes shall be signed by the Secretary of the Board upon approval and for recording. In accordance with Wisconsin Statutes, the proceedings of district Board meetings shall be published within 45 days after the meeting as a Class 1 notice.

Reference: Wisconsin Statutes 38.12 (4)

Bylaw Adopted: January 16, 1974

Revised: October 20, 1999

Reviewed: June 21, 2006; September 17, 2008

BOARD MEETING PROCEDURES

B-320

It is the desire of the District Board that meetings shall be formal enough for orderly procedure, but informal enough to encourage free discussion and to promote group thinking and action.

In order for meetings to progress in an orderly fashion, Board members should adhere to the printed meeting agenda; to come prepared to meetings having reviewed agenda back-up material; to have contacted the President/District Director with any agenda-related questions; to be aware of the time allotted for the conduct of business; and to minimize side versus group discussion.

Visitors at District Board meetings shall be allowed to comment briefly on any problems, requests, complaints and suggestions of the community under the *Public Comment* portion of the agenda. Comment from the public on specific agenda items may be allowed by the Chair; however, the Chair may reserve the right to limit the time and number of presentations.

Policy Adopted: November 28, 1973

Revised: January 19, 2000

Reviewed: June 21, 2006; September 17, 2008

PUBLIC COMMENT AT BOARD MEETINGS

B-326

District Board meetings are open to the public consistent with Wisconsin Statutes. The meetings are to be conducted in accordance with the published agenda.

The Board may provide time for “Public Comment” at each of its regular meetings, therefore including it on the agendas and meeting notices. However such Public Comment periods are not considered to be public hearings or a forum for public debate.

Ground rules will be followed regarding public comment at Board meetings and are meant to protect all citizens so that the work of the Board serves everyone, not only those able to attend the meeting:

1. The Board Chair will determine the total amount of time devoted to public comment at any given meeting and may establish a maximum number of individuals to be heard.
2. Prior to the start of the meeting, individuals who wish to address the Board must sign in with the Board Secretary or Board Assistant and provide any requested information.
3. Only individuals signed in to offer public comment will be invited by the Board Chair to do so and will be required to identify themselves prior to their commentary.
4. Each person may be limited to 3 minutes and may only speak once during the public comment period.
5. Individuals should not expect to engage in dialogue or discussion with members of the Board on any matters raised during the public comment period as Board members have no obligation to respond to statements made.
6. Individuals recognized to speak by the Board Chair may not engage in debate or dialogue with any other person at the meeting.
7. The Board will not act or comment on any matters raised in the public comment period that are not otherwise noticed on the agenda for a decision.
8. Comments shall be respectful and courteous. Comments which do not conform to those requirements including those that are personal, threatening, attack others, are obscene or insulting, berate opposing points of view, or are properly subject to closed session such as those relating to personnel matters, will not be allowed. Offending commentators or those who are disruptive will be ruled out of order by the Board Chair and shall immediately stop speaking as directed by the Board Chair. Such individuals may be required to leave the meeting.

The Board Chair will determine any follow-up needed to public commentary including, but not limited to, referring matters to the President, or suggesting a future agenda item. Public comment is not allowed during other portions of the Board meeting. Meeting interruptions or other disruptive behavior by attendees may require the assistance of campus security or law enforcement if necessary and at the discretion of the Board Chair.

Board Policy Adopted:

DRAFT