

Blackhawk Technical College
Regular District Board Meeting

October 18, 2017

Advanced Manufacturing Training Center
15 Plumb St. – Room 118
Milton, WI

5:00 PM

AGENDA

1. Call to Order
2. Public Comment
Persons who wish to address the District Board may make a statement as long as it pertains to a specific agenda item. Persons who raise issues not on the agenda may be invited back to repeat their comments at a later Board meeting when the subject is properly noticed on the agenda. Unless requested by the Board Chair from the audience, regarding a specific agenda topic, public comments or dialogue are not allowed during other portions of the Board meeting and/or discussion.
3. Special Reports
 - a. Student Representative to the Board Report (Erika Kropp)
4. Information/Discussion
 - a. Financial Statement & Quarter Update (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
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 Regular District Meeting Held on September 20, 2017 (Action)
- Enc. #3 b. Approval of Current Bills (Action – Renea Ranguette)
- Enc. #4 c. Approval of Contract Training (Action – Dr. Zahi Atallah)
- Enc. #5 d. Adoption of Resolution to Designate District Positions Subject to Wisconsin's Code of Ethics (Action – Dr. Tracy Pierner)
- Enc. #6 e. Consideration of Request for an Extended Leave of Absence without Pay (Action – Brian Gohlke)
- Enc. #7 f. Confirmation of Administrative Employment Contract Issued for the Position of Network Engineer (Jason Sanders) (Action – Brian Gohlke)
- Enc. #8 g. Confirmation of Administrative Employment Contract Issued for the Position of Program Coordinator - Law Enforcement Academy (Mark Brown) (Action – Brian Gohlke)
- Enc. #9 h. Acceptance of Resignation (Matthew Albers) (Action – Brian Gohlke)
- 6. Action Items
- Enc. #10 a. Approval of District Board Policy B-326 – Public Comment at Board Meetings (Action – Chairperson Thornton)
- Enc. #11 b. Approval of First Reading of Revisions to District Board Bylaws B-322 – Notification of Board Meetings and B-324 – Agenda (Action – Chairperson Thornton)
- Enc. #12 c. Approval of Concept Review for Culinary Production Specialist Technical Diploma Program (Action – Dr. Zahi Atallah)
- 7. Committee Reports
- Finance Committee
 Barbara Barrington-Tillman, Chairperson
- Enc. #13 Meeting Held 9/20/17 – Minutes Enclosed
 Action taken

Meeting Scheduled – 10/18/17 – 3:45 p.m.

- Enc. #14 a. Establishment of Mill Rate and Tax Levy for Fiscal Year 2017-18
(Finance Committee Recommendation - Action)
- Enc. #15 b. Approval of Modifications to the Fiscal Year 2016-17 Budget
(Finance Committee Recommendation – Action)
- Enc. #16 c. Approval of Modifications to the Fiscal Year 2017-18 Budget
(Finance Committee Recommendation – Action)
- Enc. #17 d. Acceptance of Procurement Annual Report (Finance Committee
Recommendation – Action)

Personnel Committee

Rick Richard, Chairperson

No September Meeting Held

No October Meeting Scheduled

8. New Business

- Enc. #18 a. Review of District Board Policy and Bylaws (Discussion –
Chairperson Thornton)
 - 1. Bylaw B-350 – Executive Sessions
 - 2. Bylaw B-430 – Policy Adoption, Amendment & Suspension
 - 3. Bylaw B-431 – Bylaw Adoption, Amendment & Suspension
 - 4. Policy B-450 – Policy Review

9. Other Business

- a. District Boards Association Fall Meeting – Nov. 2-4, Waukesha
- b. Report on Association of Community College Trustees 2017
Leadership Congress – September 25-28, Las Vegas

10. Future Agenda Items

ENCLOSURE #1

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

	2017-2018				2016-2017				Pre-Audit		
	Original Budget	Adjusted Budget	YTD Actual	Percent of Budget	Original Budget	Adjusted Budget	YTD Actual	Percent of Budget	Year End	Percent of Budget	Dollar Variance
Revenues											
Property Tax	6,066,425	6,066,425	-	0.00%	5,920,052	5,920,052	-	0.00%	6,001,219	100.00%	-
Other Local Government	(3,000)	(3,000)	804	-26.80%	(3,000)	(3,000)	692	-23.07%	9,309	-310.30%	12,309
State Aid	12,866,689	12,866,689	1,278,501	9.94%	12,964,287	12,964,287	1,304,482	10.06%	12,673,742	100.19%	23,838
Program Fees	5,556,748	5,556,748	2,824,666	50.83%	5,857,153	5,857,153	2,750,201	46.95%	5,349,605	98.83%	(63,160)
Material Fees	403,675	403,675	204,421	50.64%	387,400	387,400	197,814	51.06%	391,421	113.90%	47,758
Other Student Fees	407,300	407,300	200,405	49.20%	448,300	448,840	181,538	40.45%	429,238	113.53%	51,148
Institutional Revenue	731,478	736,478	199,531	27.09%	760,266	763,281	84,679	11.09%	1,994,922	99.75%	(5,018)
Federal Revenue	13,000	13,000	435	3.35%	13,000	13,000	365	2.81%	12,219	93.99%	(781)
Total Revenue	26,042,315	26,047,315	4,708,763	18.08%	26,347,458	26,351,013	4,519,771	17.15%	26,861,675	100.25%	66,094
Other Resources											
Trsf fr Res & Des Fund Bal	-	-	-	0.00%	-	-	-	0.00%	-	0.00%	(128,976)
Other Funding Sources	23,372	23,372	-	0.00%	-	-	-	0.00%	-	0.00%	-
Total Other Resources	23,372	23,372	-	0.00%	-	-	-	0.00%	-	0.00%	(128,976)
Total Resources	26,065,687	26,070,687	4,708,763	18.06%	26,347,458	26,351,013	4,519,771	17.15%	26,861,675	99.77%	(62,882)
Expenditures											
Instruction	14,994,175	14,994,175	3,018,844	20.13%	15,192,449	15,196,004	2,915,391	19.19%	15,254,767	96.07%	624,201
Instructional Resources	1,241,864	1,241,864	293,529	23.64%	1,494,077	1,494,077	438,452	29.35%	1,313,428	97.43%	34,708
Student Services	2,016,330	2,016,330	429,739	21.31%	2,255,886	2,255,886	511,134	22.66%	2,029,352	98.43%	32,335
General Institutional	5,155,444	5,155,444	1,296,950	25.16%	4,741,101	4,741,101	1,203,327	25.38%	4,741,288	99.30%	33,651
Physical Plant	2,637,874	2,642,874	577,114	21.84%	2,559,874	2,559,874	589,847	23.04%	2,768,255	100.00%	(127)
Auxiliary Services	-	-	-	0.00%	-	-	363	No Budget	-	0.00%	-
Total Expenditures	26,045,687	26,050,687	5,616,176	21.56%	26,243,387	26,246,942	5,658,514	21.56%	26,107,090	97.30%	724,768
Other Uses											
Trsf fr Res & Des Fund Bal	-	-	-	0.00%	-	-	-	0.00%	92,699	100.00%	-
Other Uses	20,000	20,000	-	0.00%	104,071	104,071	-	0.00%	-	0.00%	-
Total Other Uses	20,000	20,000	-	0.00%	104,071	104,071	-	0.00%	92,699	100.00%	-
Total Uses	26,065,687	26,070,687	5,616,176	21.54%	26,347,458	26,351,013	5,658,514	21.47%	26,199,789	97.31%	724,768
Budgeted Resources											
Over (Under) Expenditures	-	-	(907,413)		-	-	(1,138,743)		661,886		
Beginning Fund Balance	10,080,597	10,080,597	10,080,597		9,418,711	9,418,711	9,418,711		9,418,711		
Change in Fund Balance	-	-	-		-	-	(1,138,743)		661,886		
Ending Fund Balance	10,080,597	10,080,597	9,173,184		9,418,711	9,418,711	8,279,968		10,080,597		
Reserved for Prepaid Items	75,000	75,000	75,000		200,000	200,000	75,000		75,000		
Designated for Operations	6,531,000	6,531,000	6,531,000		6,250,000	6,250,000	6,531,000		6,531,000		
Designated for State Aid Fluc	313,000	313,000	313,000		257,000	257,000	313,000		313,000		
Designated for Sub Years	470,000	470,000	470,000		386,000	386,000	470,000		470,000		
Designated for Sub Year	2,691,597	2,691,597	1,784,184		2,325,711	2,325,711	890,968		2,691,597		

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 September 30, 2017 and 2016

	2017-2018				2016-2017						
	Original Budget	Adjusted Budget	YTD Actual	Percent of Budget	Original Budget	Adjusted Budget	YTD Actual	Percent of Budget	Pre-Audit		
									Year End	Percent of Budget	Dollar Variance
Revenues											
Property Tax	746,342	746,342	-	0.00%	686,549	686,549	-	0.00%	686,549	100.68%	4,649
Other Local Government	-	-	-	0.00%	-	-	-	0.00%	-	0.00%	-
State Aid	1,352,268	1,360,506	125,208	9.20%	911,806	1,167,115	69,664	5.97%	768,379	65.11%	(411,770)
Program Fees	-	-	-	0.00%	-	-	-	0.00%	-	0.00%	-
Material Fees	2,000	2,000	-	0.00%	1,325	1,325	-	0.00%	961	72.53%	(364)
Other Student Fees	38,000	38,000	-	0.00%	25,171	25,171	-	0.00%	18,474	73.39%	(6,697)
Institutional Revenue	-	-	-	0.00%	-	10,367	-	0.00%	36,250	54.42%	(30,367)
Federal Revenue	867,688	867,688	54,401	6.27%	986,260	986,260	80,872	8.20%	936,166	93.53%	(64,803)
Total Revenue	3,006,298	3,014,536	179,609	5.96%	2,611,111	2,876,787	150,536	5.23%	2,446,779	82.77%	(509,352)
Other Resources											
Trsf fr Res & Des Fund Bal	-	-	-	0.00%	-	-	-	0.00%	-	0.00%	-
Other Funding Sources	-	-	-	0.00%	-	-	-	0.00%	-	0.00%	-
Total Other Resources	-	-	-	0.00%	-	-	-	0.00%	-	0.00%	-
Total Resources	3,006,298	3,014,536	179,609	5.96%	2,611,111	2,876,787	150,536	5.23%	2,446,779	82.77%	(509,352)
Expenditures											
Instruction	2,045,424	2,053,662	259,677	12.64%	1,601,933	1,857,575	249,218	13.42%	1,526,214	79.64%	390,108
Instructional Resources	75,556	75,556	17,258	22.84%	50,476	50,476	12,584	24.93%	49,757	98.58%	719
Student Services	885,318	885,318	183,335	20.71%	905,434	915,468	152,106	16.62%	701,855	76.20%	219,163
General Institutional	-	-	-	0.00%	53,268	53,268	11,909	22.36%	53,065	77.68%	15,250
Physical Plant	-	-	-	0.00%	-	-	-	0.00%	-	0.00%	-
Total Expenditures	3,006,298	3,014,536	460,270	15.27%	2,611,111	2,876,787	425,817	14.80%	2,330,891	78.85%	625,240
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	3,006,298	3,014,536	460,270	15.27%	2,611,111	2,876,787	425,817	14.80%	2,330,891	81.02%	(625,240)
Budgeted Resources Over (Under) Expenditures	-	-	(280,661)		-	-	(275,281)		115,888		
Beginning Fund Balance	706,121	706,121	706,121		590,233	590,233	590,233		590,233		
Change in Fund Balance	-	-	-		-	-	(275,281)		115,888		
Ending Fund Balance	706,121	706,121	425,460		590,233	590,233	314,952		706,121		

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 September 30, 2017 and 2016

	2017-2018				2016-2017				Pre-Audit		
	Original Budget	Adjusted Budget	YTD Actual	Percent of Budget	Original Budget	Adjusted Budget	YTD Actual	Percent of Budget	Year End	Percent of Budget	Dollar Variance
	Revenues										
Property Tax	6,812,767	6,812,767	-	0.00%	6,606,601	6,606,601	-	0.00%	6,687,768	100.07%	4,649
Other Local Government	(3,000)	(3,000)	804	-26.80%	(3,000)	(3,000)	692	-23.07%	9,309	-310.30%	12,309
State Aid	14,218,957	14,227,195	1,403,709	9.87%	13,876,093	14,131,402	1,374,146	9.72%	13,442,121	97.20%	(387,932)
Program Fees	5,556,748	5,556,748	2,824,666	50.83%	5,857,153	5,857,153	2,750,201	46.95%	5,349,605	98.83%	(63,160)
Material Fees	405,675	405,675	204,421	50.39%	388,725	388,725	197,814	50.89%	392,382	113.74%	47,394
Other Student Fees	445,300	445,300	200,405	45.00%	473,471	474,011	181,538	38.30%	447,712	111.02%	44,451
Institutional Revenue	731,478	736,478	199,531	27.09%	760,266	773,648	84,679	10.95%	2,031,172	98.29%	(35,385)
Federal Revenue	880,688	880,688	54,836	6.23%	999,260	999,260	81,237	8.13%	948,385	93.53%	(65,584)
Total Revenue	29,048,613	29,061,851	4,888,372	16.82%	28,958,569	29,227,800	4,670,307	15.98%	29,308,454	98.51%	(443,258)
Other Resources											
Trsf fr Res & Des Fund Bal	-	-	-	0.00%	-	-	-	0.00%	-	0.00%	(128,976)
Other Funding Sources	23,372	23,372	-	0.00%	-	-	-	0.00%	-	0.00%	-
Total Other Resources	23,372	23,372	-	0.00%	-	-	-	0.00%	-	0.00%	128,976
Total Resources	29,071,985	29,085,223	4,888,372	16.81%	28,958,569	29,227,800	4,670,307	15.98%	29,308,454	98.08%	(572,234)
Expenditures											
Instruction	17,039,599	17,047,837	3,278,521	19.23%	16,794,382	17,053,579	3,164,609	18.56%	16,780,981	94.30%	1,014,309
Instructional Resources	1,317,420	1,317,420	310,787	23.59%	1,544,553	1,544,553	451,036	29.20%	1,363,185	97.47%	35,427
Student Services	2,901,648	2,901,648	613,074	21.13%	3,161,320	3,171,354	663,240	20.91%	2,731,207	91.57%	251,498
General Institutional	5,155,444	5,155,444	1,296,950	25.16%	4,794,369	4,794,369	1,215,236	25.35%	4,794,353	98.99%	48,901
Physical Plant	2,637,874	2,642,874	577,114	21.84%	2,559,874	2,559,874	589,847	23.04%	2,768,255	100.00%	(127)
Auxiliary Services	-	-	-	0.00%	-	-	363	No Budget	-	0.00%	-
Total Expenditures	29,051,985	29,065,223	6,076,446	20.91%	28,854,498	29,123,729	6,084,331	20.89%	28,437,981	95.47%	1,350,008
Other Uses											
Trsf fr Res & Des Fund Bal	-	-	-	0.00%	-	-	-	0.00%	92,699	100.00%	-
Other Uses	20,000	20,000	-	0.00%	104,071	104,071	-	0.00%	-	0.00%	-
Total Other Uses	20,000	20,000	-	0.00%	104,071	104,071	-	0.00%	92,699	100.00%	-
Total Uses	29,071,985	29,085,223	6,076,446	20.89%	28,958,569	29,227,800	6,084,331	20.82%	28,530,680	95.48%	1,350,008
Budgeted Resources											
Over (Under) Expenditures	-	-	(1,188,074)		-	-	(1,414,024)		777,774		
Beginning Fund Balance	10,786,718	10,786,718	10,786,718		10,008,944	10,008,944	10,008,944		10,008,944		
Change in Fund Balance	-	-	-		-	-	(1,414,024)		777,774		
Ending Fund Balance	10,786,718	10,786,718	9,598,644		10,008,944	10,008,944	8,594,920		10,786,718		
Reserved for Prepaid Items	75,000	75,000	75,000		200,000	200,000	75,000		75,000		
Designated for Operations	6,531,000	6,531,000	6,531,000		6,250,000	6,250,000	6,531,000		6,531,000		
Designated for State Aid Fluc	313,000	313,000	313,000		257,000	257,000	313,000		313,000		
Designated for Sub Years	470,000	470,000	470,000		386,000	386,000	470,000		470,000		
Designated for Sub Year	3,397,718	3,397,718	2,209,644		2,915,944	2,915,944	1,205,920		3,397,718		

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 September 30, 2017 and 2016

	2017-2018				2016-2017				Pre-Audit		
	Original Budget	Adjusted Budget	YTD Actual	Percent of Budget	Original Budget	Adjusted Budget	YTD Actual	Percent of Budget	Year End	Percent of Budget	Dollar Variance
	Revenues										
Property Tax	-	-	-	0.00%	-	-	-	0.00%	-	0.00%	-
State Aid	256,799	256,799	-	0.00%	189,198	189,198	-	0.00%	318,601	93.93%	(20,597)
Institutional Revenue	8,810	8,810	6,370	72.30%	505,000	505,000	26,690	5.29%	433,125	111.16%	43,476
Federal Revenue	-	-	-	0.00%	-	-	-	0.00%	2,864	44.40%	(3,587)
Total Revenue	265,609	265,609	6,370	2.40%	694,198	694,198	26,690	3.84%	754,590	102.62%	19,292
Other Resources											
Trsf fr Res & Des Fund Bal	619,812	707,000	-	0.00%	236,938	1,844,361	-	0.00%	-	0.00%	(1,775,058)
Other Funding Sources	5,000,000	5,000,000	70,000	1.40%	8,500,000	8,500,000	1,500,000	17.65%	5,000,000	100.00%	-
Total Other Resources	5,619,812	5,707,000	70,000	1.23%	8,736,938	10,344,361	1,500,000	14.50%	5,000,000	73.80%	(1,775,058)
Total Resources	5,885,421	5,972,609	76,370	1.28%	9,431,136	11,038,559	1,526,690	13.83%	5,754,590	76.62%	(1,755,766)
Expenditures											
Instruction	1,147,771	1,147,771	291,843	25.43%	1,541,765	1,821,765	75,579	4.15%	1,230,326	72.08%	476,663
Instructional Resources	1,095,854	1,095,854	276,723	25.25%	1,276,000	1,496,000	100,766	6.74%	747,058	67.68%	356,825
Student Services	50,000	50,000	-	0.00%	60,000	60,000	4,105	6.84%	10,918	33.65%	21,532
General Institutional	230,592	230,592	275,239	119.36%	589,371	762,216	108,310	14.21%	265,707	39.63%	404,787
Physical Plant	3,297,204	3,384,392	395,699	11.69%	5,844,000	6,114,584	1,458,464	23.85%	1,979,508	82.05%	433,038
Auxiliary Services	-	-	-	0.00%	-	-	-	0.00%	-	0.00%	-
Total Expenditures	5,821,421	5,908,609	1,239,504	20.98%	9,311,136	10,254,565	1,747,224	17.04%	4,233,517	71.44%	1,692,845
Other Uses											
Trsf fr Res & Des Fund Bal	-	-	-	0.00%	-	663,994	-	0.00%	-	0.00%	1,493,994
Other Uses	64,000	64,000	-	0.00%	120,000	120,000	-	0.00%	60,000	66.67%	30,000
Total Other Uses	64,000	64,000	-	0.00%	120,000	783,994	-	0.00%	60,000	3.79%	1,523,994
Total Uses	5,885,421	5,972,609	1,239,504	20.75%	9,431,136	11,038,559	1,747,224	15.83%	4,293,517	57.17%	3,216,839
Budgeted Resources Over (Under) Expenditures	-	-	(1,163,134)		-	-	(220,534)		1,461,073		
Beginning Fund Balance	2,642,644	2,642,644	2,642,644		1,181,571	1,181,571	1,181,571		1,181,571		
Change in Fund Balance	(619,812)	(707,000)	-		(236,938)	(1,180,367)	(220,534)		1,461,073		
Ending Fund Balance	2,022,832	1,935,644	1,479,510		944,633	1,204	961,037		2,642,644		

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 September 30, 2017 and 2016

	2017-2018				2016-2017						
	Original Budget	Adjusted Budget	YTD Actual	Percent of Budget	Original Budget	Adjusted Budget	YTD Actual	Percent of Budget	Year End	Percent of Budget	Dollar Variance
Revenues											
Property Tax	8,154,144	8,154,144	-	0.00%	8,254,350	8,254,350	-	0.00%	7,522,075	100.00%	-
Institutional Revenue	4,000	4,000	2,139	53.48%	2,000	2,000	1,435	71.75%	7,876	393.80%	5,876
Total Revenue	8,158,144	8,158,144	2,139	0.03%	8,256,350	8,256,350	1,435	0.02%	7,529,951	100.08%	5,876
Other Resources											
Trsf fr Res & Des Fund Bal	-	-	-	0.00%	-	-	-	0.00%		0.00%	(455,575)
Other Funding Sources	64,000	64,000	-	0.00%	120,000	120,000	-	0.00%	60,000	66.67%	(30,000)
Total Other Resources	64,000	64,000	-	0.00%	120,000	120,000	-	0.00%	60,000	11.00%	(485,575)
Total Resources	8,222,144	8,222,144	2,139	0.03%	8,376,350	8,376,350	1,435	0.02%	7,589,951	94.06%	(479,699)
Expenditures											
Physical Plant	8,222,144	8,222,144	568,599	6.92%	8,376,350	8,376,350	665,582	7.95%	8,021,393	99.40%	48,257
Total Expenditures	8,222,144	8,222,144	568,599	6.92%	8,376,350	8,376,350	665,582	7.95%	8,021,393	99.40%	48,257
Other Uses											
Trsf fr Res & Des Fund Bal	-	-	-	0.00%	-	-	-	0.00%		0.00%	-
Other Uses	-	-	-	0.00%	-	-	-	0.00%	-	0.00%	-
Total Other Uses	-	-	-	0.00%	-	-	-	0.00%	-	0.00%	-
Total Uses	8,222,144	8,222,144	568,599	6.92%	8,376,350	8,376,350	665,582	7.95%	8,021,393	99.40%	48,257
Budgeted Resources											
Over (Under) Expenditures	-	-	(566,460)		-	-	(664,147)		(431,442)		
Beginning Fund Balance	640,384	640,384	640,384		1,071,826	1,071,826	1,071,826		1,071,826		
Change in Fund Balance	-	-	-		-	-	(664,147)		(431,442)		
Ending Fund Balance	640,384	640,384	73,924		1,071,826	1,071,826	407,679		640,384		

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 September 30, 2017 and 2016

	2017-2018				2016-2017				Pre-Audit		
	Original Budget	Adjusted Budget	YTD Actual	Percent of Budget	Original Budget	Adjusted Budget	YTD Actual	Percent of Budget	Year End	Percent of Budget	Dollar Variance
Revenues											
Other Student Fees	-	-	-	0.00%	-	-	-	0.00%	-	0.00%	-
Institutional Revenue	162,100	157,100	39,538	25.17%	169,950	169,950	37,402	22.01%	145,930	88.19%	(19,543)
Federal Revenue	-	-	-	0.00%	-	-	-	0.00%	-	0.00%	-
Total Revenue	162,100	157,100	39,538	25.17%	169,950	169,950	37,402	22.01%	145,930	88.19%	(19,543)
Other Resources											
Trsf fr Res & Des Fund Bal	2,700	2,700	-	0.00%	-	-	-	0.00%	-	0.00%	(12,000)
Other Funding Sources	-	-	-	0.00%	5,000	5,000	-	0.00%	5,000	100.00%	-
Total Other Resources	2,700	2,700	-	0.00%	5,000	5,000	-	0.00%	5,000	29.41%	(12,000)
Total Resources	164,800	159,800	39,538	24.74%	174,950	174,950	37,402	21.38%	150,930	82.71%	(31,543)
Expenditures											
Student Services	-	-	360	No Budget	-	-	-	0.00%	-	0.00%	-
Auxiliary Services	124,800	119,800	17,766	14.83%	132,700	132,700	21,849	16.46%	109,281	69.86%	47,142
Total Expenditures	124,800	119,800	18,126	15.13%	132,700	132,700	21,849	16.46%	109,281	69.86%	47,142
Other Uses											
Trsf fr Res & Des Fund Bal	16,628	16,628	-	0.00%	37,250	37,250	-	0.00%	-	0.00%	21,050
Other Uses	23,372	23,372	-	0.00%	5,000	5,000	-	0.00%	5,000	100.00%	-
Total Other Uses	40,000	40,000	-	0.00%	42,250	42,250	-	0.00%	5,000	19.19%	21,050
Total Uses	164,800	159,800	18,126	11.34%	174,950	174,950	21,849	12.49%	114,281	62.63%	68,192
Budgeted Resources Over (Under) Expenditures	-	-	21,412		-	-	15,553		36,649		
Beginning Fund Balance	521,632	521,632	521,632		484,983	484,983	484,983		484,983		
Change in Fund Balance	13,928	13,928	-		37,250	37,250	15,553		36,649		
Ending Fund Balance	535,560	535,560	543,044		522,233	522,233	500,536		521,632		

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 September 30, 2017 and 2016

	2017-2018				2016-2017				Pre-Audit		
	Original Budget	Adjusted Budget	YTD Actual	Percent of Budget	Original Budget	Adjusted Budget	YTD Actual	Percent of Budget	Year End	Percent of Budget	Dollar Variance
	Revenues										
Institutional Revenue	210,000	210,000	-	0.00%	210,000	210,000	-	0.00%	210,000	100.00%	-
Total Revenue	210,000	210,000	-	0.00%	210,000	210,000	-	0.00%	210,000	100.00%	-
Other Resources											
Trsf fr Res & Des Fund Bal	-	-	-	0.00%	-	-	-	0.00%	-	0.00%	(100,000)
Other Funding Sources	-	-	-	0.00%	-	-	-	0.00%	-	0.00%	-
Total Other Resources	-	-	-	0.00%	-	-	-	0.00%	-	0.00%	(100,000)
Total Resources	210,000	210,000	-	0.00%	210,000	210,000	-	0.00%	210,000	67.74%	(100,000)
Expenditures											
Instruction	-	-	-	0.00%	-	-	-	0.00%	-	0.00%	-
Student Services	-	-	-	0.00%	-	-	-	0.00%	-	0.00%	-
Auxiliary Services	210,000	210,000	174,777	83.23%	210,000	210,000	183,028	87.16%	282,793	91.22%	27,207
Total Expenditures	210,000	210,000	174,777	83.23%	210,000	210,000	183,028	87.16%	282,793	91.22%	27,207
Other Uses											
Trsf fr Res & Des Fund Bal	-	-	-	0.00%	-	-	-	0.00%	-	0.00%	-
Other Uses	-	-	-	0.00%	-	-	-	0.00%	-	0.00%	-
Total Other Uses	-	-	-	0.00%	-	-	-	0.00%	-	0.00%	-
Total Uses	210,000	210,000	174,777	83.23%	210,000	210,000	183,028	87.16%	282,793	91.22%	27,207
Budgeted Resources											
Over (Under) Expenditures	-	-	(174,777)		-	-	(183,028)		(72,793)		
Beginning Fund Balance	161,253	161,253	161,253		234,046	234,046	234,046		234,046		
Change in Fund Balance	-	-	-		-	-	(183,028)		(72,793)		
Ending Fund Balance	161,253	161,253	(13,524)		234,046	234,046	51,018		161,253		

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 September 30, 2017 and 2016

	2017-2018				2016-2017						
	Original Budget	Adjusted Budget	YTD Actual	Percent of Budget	Original Budget	Adjusted Budget	YTD Actual	Percent of Budget	Year End	Percent of Budget	Dollar Variance
Revenues											
Property Tax	-	-	-	0.00%	-	-	-	0.00%	-	0.00%	-
State Aid	734,000	734,000	357,937	48.77%	819,000	819,000	-	0.00%	711,982	83.81%	(137,531)
Other Student Fees	395,500	395,500	193,845	49.01%	250,000	250,000	138,520	55.41%	267,866	107.15%	17,866
Institutional Revenue	239,500	244,500	47,979	19.62%	247,500	247,500	52,660	21.28%	235,947	81.21%	(54,605)
Federal Revenue	8,575,000	8,575,000	2,142,357	24.98%	9,990,000	9,990,000	2,210,888	22.13%	7,940,605	79.46%	(2,052,895)
Total Revenue	9,944,000	9,949,000	2,742,118	27.56%	11,306,500	11,306,500	2,402,068	21.25%	9,156,400	80.44%	(2,227,165)
Other Resources											
Trsf fr Res & Des Fund Bal	28,178	28,178	-	0.00%	165,766	165,766	-	0.00%	-	0.00%	(165,943)
Other Funding Sources	20,000	20,000	-	0.00%	-	-	-	0.00%	92,699	100.00%	-
Total Other Resources	48,178	48,178	-	0.00%	165,766	165,766	-	0.00%	92,699	35.84%	(165,943)
Total Resources	9,992,178	9,997,178	2,742,118	27.43%	11,472,266	11,472,266	2,402,068	20.94%	9,249,099	79.44%	(2,393,108)
Expenditures											
Instruction	-	-	-	0.00%	-	-	-	0.00%	-	0.00%	-
Student Services	9,842,178	9,842,178	2,909,437	29.56%	11,342,266	11,342,266	2,968,743	26.17%	9,092,379	79.59%	2,331,834
General Institutional	150,000	155,000	35,735	23.05%	130,000	130,000	33,937	26.11%	156,697	96.75%	5,256
Physical Plant	-	-	-	0.00%	-	-	-	0.00%	-	0.00%	-
Total Expenditures	9,992,178	9,997,178	2,945,172	29.46%	11,472,266	11,472,266	3,002,680	26.17%	9,249,076	79.83%	2,337,090
Other Uses											
Trsf fr Res & Des Fund Bal	-	-	-	0.00%	-	-	-	0.00%	-	0.00%	56,041
Other Uses	-	-	-	0.00%	-	-	-	0.00%	-	0.00%	-
Total Other Uses	-	-	-	0.00%	-	-	-	0.00%	-	0.00%	56,041
Total Uses	9,992,178	9,997,178	2,945,172	29.46%	11,472,266	11,472,266	3,002,680	26.17%	9,249,076	79.44%	2,393,131
Budgeted Resources											
Over (Under) Expenditures	-	-	(203,054)		-	-	(600,612)		23		
Beginning Fund Balance	599,674	599,674	599,674		797,274	797,274	797,274		599,651		
Change in Fund Balance	(28,178)	(28,178)	-		(165,766)	(165,766)	(600,612)		23		
Ending Fund Balance	571,496	571,496	396,620		631,508	631,508	196,662		599,674		

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 September 30, 2017 and 2016

	2017-2018				2016-2017				Pre-Audit		
	Original Budget	Adjusted Budget	YTD Actual	Percent of Budget	Original Budget	Adjusted Budget	YTD Actual	Percent of Budget	Year End	Percent of Budget	Dollar Variance
Revenues											
Property Tax	14,966,911	14,966,911	-	0.00%	14,860,951	14,860,951	-	0.00%	14,209,843	100.03%	4,649
Other Local Government	(3,000)	(3,000)	804	-26.80%	(3,000)	(3,000)	692	-23.07%	9,309	-310.30%	12,309
State Aid	15,209,756	15,217,994	1,761,646	11.58%	14,884,291	15,139,600	1,374,146	9.08%	14,472,704	96.36%	(546,060)
Program Fees	5,556,748	5,556,748	2,824,666	50.83%	5,857,153	5,857,153	2,750,201	46.95%	5,349,605	98.83%	(63,160)
Material Fees	405,675	405,675	204,421	50.39%	388,725	388,725	197,814	50.89%	392,382	113.74%	47,394
Other Student Fees	840,800	840,800	394,250	46.89%	723,471	724,011	320,058	44.21%	715,578	109.54%	62,317
Institutional Revenue	1,355,888	1,360,888	295,557	21.72%	1,894,716	1,908,098	202,866	10.63%	3,064,050	98.07%	(60,181)
Federal Revenue	9,455,688	9,455,688	2,197,193	23.24%	10,989,260	10,989,260	2,292,125	20.86%	8,891,854	80.73%	(2,122,066)
Total Revenue	47,788,466	47,801,704	7,678,537	16.06%	49,595,567	49,864,798	7,137,902	14.31%	47,105,325	94.65%	(2,664,798)
Other Resources											
Trsf fr Res & Des Fund Bal	650,690	737,878	-	0.00%	402,704	2,010,127	-	0.00%	-	0.00%	(945,706)
Other Funding Sources	5,107,372	5,107,372	70,000	1.37%	8,625,000	8,625,000	1,500,000	17.39%	5,157,699	99.42%	80,982
Total Other Resources	5,758,062	5,845,250	70,000	1.20%	9,027,704	10,635,127	1,500,000	14.10%	5,157,699	65.91%	(864,724)
Total Resources	53,546,528	53,646,954	7,748,537	14.44%	58,623,271	60,499,925	8,637,902	14.28%	52,263,024	90.74%	(4,609,897)
Expenditures											
Instruction	18,187,370	18,195,608	3,570,364	19.62%	18,336,147	18,875,344	3,240,188	17.17%	18,011,307	92.35%	1,490,972
Instructional Resources	2,413,274	2,413,274	587,510	24.34%	2,820,553	3,040,553	551,802	18.15%	2,110,243	84.33%	392,252
Student Services	12,793,826	12,793,826	3,522,871	27.54%	14,563,586	14,573,620	3,636,088	24.95%	11,834,504	81.96%	2,604,864
General Institutional	5,536,036	5,541,036	1,607,924	29.02%	5,513,740	5,686,585	1,357,483	23.87%	5,216,757	91.91%	458,944
Physical Plant	14,157,222	14,249,410	1,541,412	10.82%	16,780,224	17,050,808	2,713,893	15.92%	12,769,156	96.37%	481,168
Auxiliary Services	334,800	329,800	192,543	58.38%	342,700	342,700	205,240	59.89%	392,074	84.06%	74,349
Total Expenditures	53,422,528	53,522,954	11,022,624	20.59%	58,356,950	59,569,610	11,704,694	19.65%	50,334,041	90.15%	5,502,549
Other Uses											
Trsf fr Res & Des Fund Bal	16,628	16,628	-	0.00%	37,250	701,244	-	0.00%	92,699	5.57%	1,571,085
Other Uses	107,372	107,372	-	0.00%	229,071	229,071	-	0.00%	65,000	68.42%	30,000
Total Other Uses	124,000	124,000	-	0.00%	266,321	930,315	-	0.00%	157,699	8.97%	1,601,085
Total Uses	53,546,528	53,646,954	11,022,624	20.55%	58,623,271	60,499,925	11,704,694	19.35%	50,491,740	87.67%	7,103,634
Budgeted Resources Over (Under) Expenditures	-	-	(3,274,087)		-	-	(3,066,792)		1,771,284		
Beginning Fund Balance	15,352,305	15,352,305	15,352,305		13,778,644	13,778,644	13,778,644		13,581,021		
Change in Fund Balance	(634,062)	(721,250)	-		(365,454)	(1,308,883)	(3,066,792)		1,771,284		
Ending Fund Balance	14,718,243	14,631,055	12,078,218		13,413,190	12,469,761	10,711,852		15,352,305		
Reserved for Prepaid Items	75,000	75,000	75,000		200,000	200,000	75,000		75,000		
Designated for Operations	6,531,000	6,531,000	6,531,000		6,250,000	6,250,000	6,531,000		6,531,000		
Designated for State Aid Fluc	313,000	313,000	313,000		257,000	257,000	313,000		313,000		
Designated for Sub Years	470,000	470,000	470,000		386,000	386,000	470,000		470,000		
Designated for Sub Year	3,397,718	3,397,718	2,209,644		2,915,944	2,915,944	1,205,920		3,397,718		

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
Summary of Revenue and Expenditures as of September 30, 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
REVENUE & OTHER RESOURCES:					
Local Government	\$ 14,963,911	\$ 804	0.0%	\$ 692	0.0%
State Aids	15,217,994	1,761,646	11.6%	1,374,146	9.1%
Statutory Program Fees	5,556,748	2,824,666	50.8%	2,750,201	47.0%
Material Fees	405,675	204,421	50.4%	197,814	50.9%
Other Student Fees	840,800	394,250	46.9%	320,058	44.2%
Institutional	1,360,888	295,557	21.7%	202,866	10.6%
Federal	9,455,688	2,197,193	23.2%	2,292,125	20.9%
Other Sources (Bond/Transfer from Other Fund)	<u>5,107,372</u>	<u>70,000</u>	1.4%	<u>1,500,000</u>	17.4%
Total Revenue & Other Resources	<u>\$ 52,909,076</u>	<u>\$ 7,748,537</u>	14.4%	<u>\$ 8,637,902</u>	14.3%
EXPENDITURES BY FUNCTION:					
Instruction	\$ 18,195,608	\$ 3,570,364	19.6%	\$ 3,240,188	17.2%
Instructional Resources	2,413,274	587,510	24.3%	551,802	18.1%
Student Services	12,793,826	3,522,871	27.5%	3,636,088	24.9%
General Institutional	5,541,036	1,607,924	29.0%	1,357,483	23.9%
Physical Plant	14,249,410	1,541,412	10.8%	2,713,893	15.9%
Auxiliary Services	329,800	192,543	58.4%	205,240	59.9%
Other Uses (Transfer to Other Fund)	<u>107,372</u>	<u>-</u>	0.0%	<u>-</u>	0.0%
Total Expenditures & Other Uses	<u>\$ 53,630,326</u>	<u>\$ 11,022,624</u>	20.6%	<u>\$ 11,704,694</u>	19.6%
EXPENDITURES BY FUNDS:					
General	\$ 26,050,687	\$ 5,616,176	21.6%	\$ 5,658,514	21.6%
Special Revenue	3,014,536	460,270	15.3%	425,817	14.8%
Capital Projects	5,908,609	1,239,504	21.0%	1,747,224	17.0%
Debt Service	8,222,144	568,599	6.9%	665,582	7.9%
Enterprise	119,800	18,126	15.1%	21,849	16.5%
Internal Service	210,000	174,777	83.2%	183,028	87.2%
Trust & Agency	9,997,178	2,945,172	29.5%	3,002,680	26.2%
Other Uses (Transfer to Other Fund)	<u>107,372</u>	<u>-</u>	0.0%	<u>-</u>	0.0%
Total Expenditures	<u>\$ 53,630,326</u>	<u>\$ 11,022,624</u>	20.6%	<u>\$ 11,704,694</u>	19.6%
Fund Balances, Beginning	\$ 15,352,305	\$ 15,352,305		\$ 13,778,644	
Change in Fund Balance	<u>(721,250)</u>	<u>(3,274,087)</u>		<u>(3,066,792)</u>	
Fund Balances, Ending	<u>\$ 14,631,055</u>	<u>\$ 12,078,218</u>		<u>\$ 10,711,852</u>	
Debt Service Detail					
Principal Payments	7,065,000	-	0.0%	-	0.0%
Interest Payments	1,089,144	568,599	0.0%	596,719	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>\$ 568,599</u>		<u>\$ 665,582</u>	

Quarterly Financial Statement Review

September 30, 2017

General Fund

Revenue

Total revenues are up approximately \$189,000 (4.2%) from the prior year. This increase is mainly due to increases of approximately \$114,900 (135.6%) in Institutional Revenue and \$74,500 (2.7%) in Program Fees, with a lesser increase in Other Student Fees of approximately \$18,900 (10.4%). These increases are offset by a decrease in State Aid of approximately \$26,000 (2.0%). The increase in Institutional Revenue is mainly due to increases in customized instruction (\$95,700). The increase in Program Fees is mainly due to an increase in the tuition rate (1.4%) and enrollment growth.

Uses

Total uses are down by approximately \$42,300 (0.7%) from the prior year. Instructional Resource expenditures account for approximately \$144,900 (33.1%) of the total decrease, with additional decreases in Student Services and Physical Plant expenditures of approximately \$81,400 (15.9%) and \$12,700 (2.2%) respectively. The decreases in Instructional Resources are mainly due to decreases in salaries and benefits (\$37,500) and computer software (\$114,336). The decrease in salaries and benefits is the result of the fall 2016 reorganization offset by FY18 wage adjustments. The decrease in computer software is primarily due to a reduction in the Blackboard software fee which is the result of collaboration with other technical colleges. The decrease in Student Services expenditures is mainly due to decreases in salaries and benefits (\$69,200) and the timing of write-offs for uncollectable student accounts (\$10,800). The salary and benefit reductions are due to the fall 2016 reorganization offset by FY18 wage adjustments, and vacancy in currently funded positions.

These decreases are offset by increases in Instructional expenditures of approximately \$103,500 (3.5%) and General Institutional expenditures of approximately \$93,600 (7.8%). The increases in Instructional expenditures are due to salaries and benefits (\$37,100), computer software (\$22,700) and service contracts (\$22,200). The increase in salaries and benefits is the result of FY18 wage adjustments offset in part by the fall 2016 reorganization. The increase in computer software and service contracts are planned in the FY18 budget. Increases in General Institutional expenditures are due to an increase in salaries and benefits of \$106,300 which was offset by decreases in current expenditures of \$12,700. The increase in salaries and benefits is the result of FY18 wage adjustments and staff realignment offset in part by reductions due to the fall 2016 reorganization.

Special Revenue Fund

Revenues are up \$29,100 (19.3%) overall compared to the prior year. State Aid is up approximately \$55,500 (79.7%) and Federal Revenue is down \$26,400 (32.7%), primarily due to the timing of payments. Total expenditures are up by approximately \$34,500 (8.1%) from the prior year. Student Services increased by approximately \$31,200, mainly due to salaries and benefits (\$33,500). Instructional expenses increased approximately \$10,500 (4.2%), mainly due to contractual services (\$9,900). These increases were offset by a decrease in General Institutional expenditures of approximately \$11,900 (100.0%) with the entire decrease from salaries and benefits due to a grant that ended in the prior year.

Capital Projects Fund

Revenue is down by approximately \$1,450,320 (95.0%) in the current year compared to the prior year primarily due to the timing of debt sales by the College. In the prior year, there was one debt issuance of \$1,500,000 and in the current year, there have been no issuances, but the College has received a good faith payment of \$70,000 for the September bond issuance scheduled to settle in October. Expenditures are down by approximately \$507,700 (29.1%). Physical Plant expenses decreased \$1,062,765, which is offset by increases in Instructional (\$216,264), Instructional Resource (\$175,957), and General Institutional (\$166,929) expenses. The decrease is primarily due to the reduced number and size of planned projects, offset by the timing of annual capital purchases this year compared to last fiscal year.

Other Funds

Debt Service Fund revenue for the first quarter is less than \$2,500 each year, which is expected. 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 later in the year to place amounts in this fund. Expenditures are down by approximately \$97,000 (14.6%). This decrease is related in part (\$28,100) to the semi-annual interest payments in the current year compared to the prior year as there is less debt outstanding for which interest is due. In addition, there was a cost of issuing debt (\$68,900) in the prior year. This decrease in debt service payments for interest expense was expected based on the debt maturities schedules.

Enterprise Fund revenue increased by approximately \$2,100 (5.7%) compared to the prior year. The increase is all in Institutional Revenue and relates to higher sales compared to the prior year. Expenditures are down by approximately \$3,700 (17.0%). The main areas decreasing are salaries and benefits (\$5,500), professional services (\$3,100), non-instructional equipment (\$3,000), and equipment repair (\$2,000). These decreases are offset by an increase in supplies of approximately \$9,600.

Internal Service Fund revenue is zero for both years. This is due to the timing of recording revenue from other funds. 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 down \$8,300 (4.5%) due to a net decrease in workers' compensation insurance and property and casualty premiums for the current year.

Agency Fund revenue increased by approximately \$52,100 (36.1%) from the prior year due primarily to an increase in student activity fees (\$55,300). Expenditures increased by approximately \$3,900 (13.4%) primarily due to an increase in student account expenses.

Trust Fund revenue increased by approximately \$287,900 (12.8%) in the current year compared to the prior year. This increase was due primarily to an increase of approximately \$357,900 (100.0%) in State Aid, offset by a decrease in Federal Revenue of approximately \$68,500 (3.1%). The changes in both these areas are 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 \$61,400 (2.1%) due primarily to a reduction in student financial aid.

ENCLOSURE #2

Regular Meeting

of the

Blackhawk Technical College District Board

September 20, 2017

Minutes

The regular meeting of the Blackhawk Technical College Board was held on Wednesday, September 20, 2017, at the BTC Administrative Center, 6004 S. County Road G, Janesville, in the Board Room. The following members were present: Eric Thornton, Chairperson; Barbara Tillman, Vice Chairperson; Laverne Hays, Secretary; Rick Richard, Treasurer; Tom Heeg, Mark Mayer, Dr. Karen Schulte, and Malik Surani. Board members absent: Traci Davis. Staff present: Dr. Tracy Pierner; Dr. Zahi Atallah; Brian Gohlke; Renea Ranguette; Dr. Jon Tysse; Jackie Pins; Gary Kohn; Nancy Lightfield; Dr. Gina McConoughey; Elisa Colson. Guest: None.

Chairperson Thornton called the meeting to order at 4:47 p.m. He indicated the District Board would entertain a motion to move into closed session pursuant to Wisconsin Statutes 19.85 (1)(f) for the purpose of considering disallowance of a potential claim. Any action which might result from the closed session will be taken during open session.

It was moved by Mr. Richard and seconded by Mr. Heeg to adjourn to a closed session pursuant to Wisconsin Statutes 19.85 (1)(f) for the purpose of considering disallowance of a potential claim.

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

Motion carried unanimously.

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

It was moved by Mr. Surani and seconded by Mr. Mayer to adjourn the closed session at 4:59 p.m.

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

Motion carried unanimously.

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

Chairperson Thornton called for public comment. Nancy Lightfield addressed the Board regarding her intent to retire.

Chairperson Thornton called for Special Reports.

Student Representative to the Board Erika Kropp provided a report on SGA activities and events.

Chairperson Thornton called for Information/Discussion items.

The August financial statement was reviewed.

Dr. Pierner presented the President's monthly report. Community meetings/activities, on-campus activities and groups hosted were included. Four CPI Teams held initial meetings for the Fall 2017 semester. A celebration luncheon was held for Student Services staff as a thank you for all of their hard work leading up to the semester's start. Upcoming events include the Greater Rock County Manufacturing Day event on October 6 at the AMTC and the WTCS State Board meeting being held at Central Campus on November 7-8. Lastly, Dr. Zahi Atallah was introduced; he began as the Vice President of Academic Affairs on September 1.

Chairperson Thornton called for the Consent Agenda.

It was moved by Ms. Tillman and seconded by Dr. Schulte to approve the consent agenda, which included the minutes of the Regular Meeting held on August 16, 2017; minutes from the District Board Retreat held on August 16, 2017; current bills from the month of August – 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; one training contract negotiated since the last meeting totaling \$355; acceptance of the resignations of Ciara Heckel, LTE Medical Assistant Instructor, effective August 16, 2017, and of Dr. Garry Krause, Dean of Manufacturing, Apprenticeship, Technology, & Transportation, effective August 31, 2017; and acceptance of three intents to retire – Dolores Fisher, Systems Analyst, effective April 6, 2018; Tara Kilby, Technical Library Assistant, effective January 31, 2018; and Nancy Lightfield, Dean of Health & Public Safety, effective April 6, 2018.

Motion carried.

Chairperson Thornton called for Action Items.

It was moved by Mr. Richard and seconded by Mr. Mayer to approve disallowance of the potential claim with written notice of such action provided to the potential claimant.

Motion carried unanimously.

It was moved by Ms. Tillman and seconded by Mr. Richard to forward the nomination of Laverne Hays to the District Boards Association for the 2018 Board Member of the Year Award.

Motion carried with Mr. Hays abstaining.

It was moved by Mr. Hays and seconded by Mr. Mayer to approve revisions to District Board Policy B-260 – Advisory Committees, as presented.

Motion carried.

Chairperson Thornton called for Committee Reports.

The Finance Committee met prior to the Board meeting. Administration presented its recommendation regarding the award of a contract for faculty compensation system study consultant services and reviewed information on how the selection was made for the College's benchmark for the Debt Service Plan.

Justin Fischer, Robert W. Baird Co., Inc., reviewed results from the sale of bonds for the borrowing of \$3,500,000 for building construction and improvements, and annual capital equipment which were included within the Fiscal Year 2017-18 budget.

It was moved by Ms. Tillman and seconded by Dr. Schulte to adopt the attached resolution awarding the bid for borrowing of \$3,500,000 to UMB Bank N.A., Kansas City, Missouri, at an interest rate of 1.8132% and a net interest cost of \$480,858.33.

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

Motion carried unanimously.

Dr. Pierner stated compensation studies have been done for over the last 10 years for two of the College's employee groups. A study of the faculty compensation system has been planned for the current fiscal year. A compensation study team has been formed to work on the project with a consultant. A Request for Proposal process was held to seek bids from interest parties to assist with the process. Information regarding the process and finalist selection were reviewed during the Finance Committee meeting. The Committee recommended an award of the contract to Arthur J. Gallagher & Company.

It was moved by Ms. Tillman and seconded by Mr. Mayer to award a contract for faculty compensation system study consultant services to Arthur J. Gallagher & Company, St. Paul, Minnesota, at a cost of \$27,500, as recommended by the Finance Committee.

Motion carried.

Chairperson Thornton called for New Business.

The Fall 2017 Enrollment Report was reviewed. Unduplicated headcount for credit and pre-college courses reflects an approximate increase of 3% from Fall 2016. FTEs reflect an increase of approximately 6%. The focus on recruitment of high school students resulted in a 50% increase for matriculating high school students to BTC.

A follow-up report was provided on security options for the College. Administration recommended a vulnerability, threat and risk assessment be conducted to identify potential threats and risks to the campus. A grant was submitted through Districts Mutual Insurance. Notification should be received within the next month whether funding was awarded. If funded, work would be conducted in Spring 2018, with a report expected at the end of the academic year.

A review of Board Bylaws B-322, B-324, B-330 and Board Policies B-320 and B-326 was conducted. A first reading of revisions to Bylaws B-322 and B-324 and approval of policy B-326 will be scheduled for the October Board meeting.

Chairperson Thornton called for Other Business.

A brief report was provided on the District Boards Association annual planning meeting was provided. Reminders were shared on ACCT Annual Leadership Congress being held next week in Las Vegas and on the Boards Association's Fall Meeting being held in Waukesha in November.

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

It was moved by Mr. Heeg and seconded by Mr. Surani to adjourn the meeting at 5:54 p.m.

Motion carried.

Laverne E. Hays
Secretary

ENCLOSURE #3

5. Consent Agenda

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

The September bills include Voucher #00242538 to and including #00243489 and direct deposit expense reimbursements in the total amount of \$1,375,680.11 (includes student related payments), a payroll total for the month of September of \$936,258.14, payroll tax wire transfers for the month of September of \$357,653.38, other wire transfers for the month of September of \$56,827.30, WRS wire transfers for the month of September of \$222,347.77, P-card disbursements for the month of September of \$214,228.89, a bond payment for the month of September of \$568,599.38, and a health insurance wire transfer for the month of September of \$283,256.32, for a grand total of \$4,014,851.29.

Blackhawk Technical College

BILL LIST SUMMARY

Period Ending September, 2017

Starting Check Number 00242538
 Ending Check Number 00243489 Plus Direct Deposits

PAYROLL TAXES			
Federal		302,803.75	
State		<u>54,849.63</u>	
			357,653.38
PAYROLL BENEFIT DEDUCTIONS & FRINGE PAYMENTS			
Retirement		-	
Health and Dental Insurance		23,544.53	
Miscellaneous		<u>17,033.58</u>	
			40,578.11
STUDENT RELATED PAYMENTS			511,097.50
CURRENT NON CAPITAL EXPENSES			634,465.90
CAPITAL			189,538.60
DEBT			<u>-</u>
TOTAL BILL LISTING AND PAYROLL TAXES			1,733,333.49
PAYROLL-NET			<u>936,258.14</u>
SUB TOTAL BILL LISTING AND PAYROLL			2,669,591.63
PLUS OTHER WIRE TRANSFERS			56,827.30
PLUS WRS WIRE TRANSFERS			222,347.77
P-CARD DISBURSEMENTS			214,228.89
PLUS BOND PAYMENT			568,599.38
HEALTH INSURANCE WIRES			<u>283,256.32</u>
GRAND TOTAL FOR THE MONTH			<u><u>4,014,851.29</u></u>

Memo

Bill List Total 1,375,680.11
 Wire Transfer - Payroll Taxes 357,653.38

5. Consent Agenda

c. 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
2018-1082	Beloit Health System <i>Manikin Simulations - Technical Assistance</i>	20	0.00	\$800	\$477	\$800
2018-1088	Blackhawk Transport, Inc. <i>Driver Safety Check/Assessment - Technical Assistance</i>	120	0.00	\$4,500	\$828	\$4,500
2018-1051	Frehner Family Dental <i>Refresher Healthcare Provider - CPR</i>	3	0.01	\$271	\$238	\$271
2018-1083	Green County Governmental Units <i>Leadership Training</i>	38	0.25	\$4,528	\$2,209	\$4,528
2018-1007	New Glarus Brewery <i>MS Powerpoint</i>	10	0.03	\$862	\$736	\$862
2018-1084	Rock County Human Services <i>Leadership Development</i>	20	0.37	\$3,715	\$2,920	\$3,715
6810-001	School District of New Glarus <i>HSED Preparation for High School At-Risk Student(s)</i>	1	1.00	\$2,628	N/A	\$2,628
2018-1011	Serta <i>Basic Excel</i>	18	0.06	\$3,290	\$2,485	\$3,290
2018-1086	Simmons USA <i>Outlook</i>	2	0.01	\$525	\$388	\$525

		FULL CONTRACT DETAIL INFORMATION					
Contract #	Business/Industry	# Served	Est. FTEs	BTC Cost Formula	LAB Cost Formula	Actual Contract Cost	
2018-1034	Swing N Slide <i>Forlift Train the Trainer</i>	6	0.02	\$646	\$556	\$646	
		<i>Report Subtotal</i>	238	1.75	\$21,765	\$10,837	\$21,765

		MULTIPLE RECEIPT, 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
2018-1049	Blackhawk Transport, Inc. <i>Developing Business Strategies</i> --WAT Grant Funding						40	0.13	\$1,025	\$584	\$98
											\$927
2018-1050	Corporate Contractors Inc. <i>Leadership Development</i> --WAT Grant Funding						10	1.00	\$8,009	\$5,892	\$2,448
											\$5,561
2018-1004	Emmi-Roth USA, Inc. <i>Communication Skills - Oral</i> --WAT Grant Funding						15	0.05	\$839	\$500	\$260
											\$578
2018-1005	Emmi-Roth USA, Inc. <i>Applying Leadership Skills</i> --WAT Grant Funding						30	0.10	\$1,801	\$1,001	\$559
											\$1,242
2018-1046	Emmi-Roth USA, Inc. <i>Dealing with Difficult People</i> --WAT Grant Funding						15	0.05	\$850	\$510	\$264
											\$586
2018-1047	Emmi-Roth USA, Inc. <i>Conflict Resolution</i> --WAT Grant Funding						15	0.05	\$850	\$510	\$264
											\$586
2018-1128	Emmi-Roth USA, Inc. <i>Basic Excel</i> --WAT Grant Funding						15	0.05	\$747	\$576	\$232
											\$515

* BTC charges do not meet LAB formula.

		MULTIPLE RECEIPT, 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
2018-1012	SSI Technologies, Inc. <i>Intermediate Excel 2013</i> --WAT Grant Funding						8	0.04	\$789	\$612	\$245
											\$544
2018-1028	SSI Technologies, Inc. <i>Intermediate Word</i> --WAT Grant Funding						6	0.03	\$748	\$612	\$214
											\$534
2018-1029	SSI Technologies, Inc. <i>GD&T</i> --WAT Grant Funding						13	0.2	\$3,509	\$2,493	\$890
											\$1,979
2018-1030	SSI Technologies, Inc. <i>Generation Gaps</i> --WAT Grant Funding						9	0.03	\$613	\$478	\$175
											\$438
2018-1031	SSI Technologies, Inc. <i>Real Colors</i> --WAT Grant Funding						17	0.06	\$1,163	\$687	\$298
											\$866
2018-1032	SSI Technologies, Inc. <i>Financial Management</i> --WAT Grant Funding						7	0.02	\$720	\$475	\$198
											\$523
2018-1036	SSI Technologies, Inc. <i>GD&T</i> --WAT Grant Funding						13	0.2	\$3,509	\$2,493	\$852
											\$2,129
2018-1037	SSI Technologies, Inc. <i>Principles of Lean Manufacturing</i> --WAT Grant Funding						18	0.06	\$950	\$689	\$295
											\$655
2018-1038	SSI Technologies, Inc. <i>Real Colors</i> --WAT Grant Funding						15	0.05	\$1,125	\$687	\$293
											\$832
2018-1039	SSI Technologies, Inc. <i>Electrical Schematics</i> --WAT Grant Funding						4	0.08	\$1,686	\$1,505	\$468
											\$1,218

* BTC charges do not meet LAB formula.

		MULTIPLE RECEIPT, GRANT OR OTHER COMPLEX CONTRACT BREAKDOWN INFORMATION			FULL CONTRACT DETAIL INFORMATION						
Contract #	Business/Industry	# Served	Est. FTEs	BTC Cost	LAB Cost	Actual Contract	# Served	Est. FTEs	BTC Cost	LAB Cost	Actual Contract
				Formula	Formula	Cost			Formul	Formula	Cost
2018-1040	SSI Technologies, Inc. <i>Yellow Belt</i> --WAT Grant Funding						20	0.67	\$9,114	\$6,863	\$2,604
											\$6,510
2018-1041	SSI Technologies, Inc. <i>Real Colors</i> --WAT Grant Funding						10	0.03	\$1,029	\$687	\$282
											\$747
2018-1042	SSI Technologies, Inc. <i>Real Colors</i> --WAT Grant Funding						11	0.04	\$1,048	\$687	\$284
											\$764
2018-1043	SSI Technologies, Inc. <i>Financial Management</i> --WAT Grant Funding						12	0.04	\$793	\$475	\$186
											\$608
2018-1044	SSI Technologies, Inc. <i>Real Colors</i> --WAT Grant Funding						20	0.07	\$1,221	\$687	\$304
											\$917
2018-1045	SSI Technologies, Inc. <i>Basic Word</i> --WAT Grant Funding						7	0.04	\$910	\$748	\$260
											\$650
2018-1048	SSI Technologies, Inc. <i>Coaching for Performance</i> --WAT Grant Funding						15	0.05	\$1,155	\$589	\$359
											\$797
2018-1052	SSI Technologies, Inc. <i>Minitab</i> --WAT Grant Funding						30	0	\$7,199	\$4,412	\$2,234
											\$4,965
2018-1087	SSI Technologies, Inc. <i>Advanced Excel</i> --WAT Grant Funding						8	0.03	\$682	\$409	\$287
											\$637
2018-1123	SSI Technologies, Inc. <i>Advanced Word</i> --WAT Grant Funding						3	0.02	\$896	\$733	\$278
											\$618

* BTC charges do not meet LAB formula.

Contract #	Business/Industry	MULTIPLE RECEIPT, GRANT OR OTHER COMPLEX CONTRACT BREAKDOWN INFORMATION			FULL CONTRACT DETAIL INFORMATION							
		# Served	Est. FTEs	BTC Cost Formula	LAB Cost Formula	Actual Contract Cost	# Served	Est. FTEs	BTC Cost Formul	LAB Cost Formula	Actual Contract Cost	
2018-1124	SSI Technologies, Inc. <i>Advanced Word</i> --WAT Grant Funding						5	0.03	\$911	\$733	\$283	
											\$628	
2018-1126	SSI Technologies, Inc. <i>Six Sigma - Yellow Belt</i> --WAT Grant Funding						15	0.5	\$8,416	\$6,890	\$2,556	
											\$5,860	
2018-1127	SSI Technologies, Inc. <i>Advanced Powerpoint</i> --WAT Grant Funding						2	0.01	\$731	\$602	\$227	
											\$504	
							<i>Report Subtotal</i>	<i>408</i>	<i>3.73</i>	<i>\$63,038</i>	<i>\$44,819</i>	<i>\$62,115</i>
							REPORT TOTALS	<u>646</u>	<u>5.48</u>	<u>\$84,803</u>	<u>\$55,656</u>	<u>\$83,880</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	\$83,880	\$237,776
	November	\$34,725	\$196,239	\$56,992	\$213,211	\$622,564	\$793,480	\$26,617	\$2,539,139		\$237,776
	December	\$307,342	\$503,581	\$408,509	\$621,720	\$275,514	\$1,068,994	\$24,362	\$2,563,501		\$237,776
3rd Qtr.	January	\$0	\$503,581	\$76,855	\$698,575	\$52,828	\$1,121,822	\$63,520	\$2,627,021		\$237,776
	February	\$455,099	\$958,680	\$124,335	\$822,910	\$14,624	\$1,136,446	\$45,218	\$2,672,239		\$237,776
	March	\$46,981	\$1,005,661	\$56,331	\$879,241	\$64,158	\$1,200,604	\$15,257	\$2,687,496		\$237,776
4th Qtr.	April	\$72,840	\$1,078,501	\$35,193	\$914,434	\$16,268	\$1,216,872	\$40,876	\$2,728,372		\$237,776
	May	\$50,185	\$1,128,686	\$52,003	\$966,437	\$85,469	\$1,302,341	\$35,548	\$2,763,920		\$237,776
	June	\$47,797	\$1,176,483	\$3,851	\$970,288	\$6,124	\$1,308,465	\$150,542	\$2,914,462		\$237,776
YTD TOTAL \$			<u>\$1,176,483</u>		<u>\$970,288</u>		<u>\$1,308,465</u>		<u>\$2,914,462</u>		<u>\$237,776</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: \$76,604; Transcribed Credit contracts with high schools total: \$; HSED contracts with high schools total: \$2,628

ENCLOSURE #5

5. Consent Agenda

d. Adoption of Resolution to Designate District Positions Subject to Wisconsin's Code of Ethics (Action – Dr. Tracy Pierner)

Annually, the Wisconsin Ethics Commission requests the District Board to reaffirm its prior designations of positions in the District, appropriately identified as deputy, associate, or assistant district directors. These positions are subject to the Code of Ethics, a requirement of which is that these individuals must file “statements of economic interest.” The Board previously identified the following positions:

President/District Director
Vice President, Learning
Vice President, Administrative Services
Executive Director, Human Resources
Executive Dean, Student Services

The titles for two (2) of the above positions were changed over the past year. Vice President, Learning is now Vice President, Academic Affairs; and, Executive Dean, Student Services is now Director, Student Services. An additional position is recommended for designation as a position subject to Wisconsin's Code of Ethics – Director, Institutional Research and Effectiveness.

As a result, the following list is recommended to be designated as positions subject to Wisconsin's Code of Ethics:

President/District Director
Vice President, Academic Affairs
Vice President, Administrative Services
Executive Director, Human Resources
Director, Student Services
Director, Institutional Research and Effectiveness

The District Board is requested to confirm the above positions as subject to Wisconsin's Code of Ethics by adoption of the following resolution which will be communicated to the Ethics Commission:

RESOLVED that for purposes of Wisconsin's Code of Ethics for Public Officials and Employees, sec. 19.41 through 19.59, Stats., the Blackhawk Technical College District Board designated the above named positions deputy, associate, or assistant district directors and indicated its understanding that the current occupants of those positions and their successors to those positions are state public officials to whom Wisconsin's Ethics Code applies.

ENCLOSURE #6

5. Consent Agenda

- e. Consideration of Request for an Extended Leave of Absence without Pay (Action – Brian Gohlke)

Blackhawk Technical College has received a request for an extended leave of absence without pay for Sarah Chilson, Pharmacy Technician Assistant Instructor.

Ms. Chilson is currently on an approved FMLA leave. Due to unforeseen circumstances, Ms. Chilson must extend her leave. Available paid leave will be exhausted, and approval of an extended leave of absence without pay is necessary to authorize the additional leave.

Administration is recommending District Board approval of the request for extended leave of absence without pay for Ms. Chilson.

ENCLOSURE #7

5. Consent Agenda

f. Confirmation of Administrative Employment Contract Issued for the Position of Network Engineer (Jason Sanders) (Action – Brian Gohlke)

Jason Sanders has been issued an administrative employment contract for the position of Network Engineer at a salary of \$62,000, effective October 16, 2017.

Mr. Sanders holds an Associate Degree in IT Network Specialist from BTC and certifications from Cisco as Entry Network Technician and Network Associate. For the past five (5) years, he has been employed at Charter Communications in Madison as Network Engineer 1 and Network Specialist. Prior employment included positions as Circuit Desk Analyst at INOC in Madison and an IT Intern at Rock County IT Department in Janesville.

Confirmation of Mr. Sanders' employment contract is requested.

ENCLOSURE #8

5. Consent Agenda

- g. Confirmation of Administrative Employment Contract Issued for the Position of Program Coordinator – Law Enforcement Academy (Mark Brown) (Action – Brian Gohlke)

Mark Brown has been issued an administrative employment contract for the position of Program Coordinator – Law Enforcement Academy at a salary of \$76,000, effective October 16, 2017.

Mr. Brown holds an MBA/Public Administration and a B.S. Management of Criminal Justice from Concordia University, Mequon, Wisconsin. He also holds certification as a Public Manager from the University of Wisconsin. Mr. Brown's occupational experience includes positions as Academic Dean at Herzing University, Madison; and Dean of Protective Services and Law Enforcement Coordinator at BTC. In addition, he has 23 years of law enforcement experience with the City of Madison Police Department and the Wisconsin State Patrol.

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

ENCLOSURE #9

5. Consent Agenda

g. Acceptance of Resignation (Matthew Albers) (Action – Brian Gohlke)

Matthew Albers, Programmer Analyst, has submitted his resignation, effective October 20, 2017.

Administration's recommendation is acceptance of the resignation with regret and with best wishes for future endeavors.

ENCLOSURE #10

6. Action Items

- a. Approval of District Board Policy B-326 – Public Comment at Board Meetings
(Action – Chairperson Thornton)

The District Board reviewed proposed Policy B-326 at the September 20, 2017, Board meeting. The proposed policy is presented for approval.

Policy B-326 – Public Comment at Board Meetings – 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.

District Board approval of the policy is recommended.

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

ENCLOSURE #11

6. Action Items

- b. Approval of First Reading of Revisions to District Board Bylaws B-322 – Notification of Board Meetings and B-324 - Agenda (Action – Chairperson Thornton)

The District Board reviewed proposed revisions to two (2) Bylaws at the September 20, 2017, Board meeting. The documents are presented for approval of the first reading of their revisions.

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.

District Board approval of the first reading of the revisions to these documents is recommended. If approved, the second reading of the revisions will be scheduled for action at the November 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

ENCLOSURE #12

6. Action Items

c. Approval of Concept Review for a Culinary Production Specialist Technical Diploma Program (Action – Dr. Zahi Atallah)

Blackhawk Technical College (BTC) is proposing developing the Culinary Production Specialist Technical Diploma program. Hospitality and Tourism are large economic sectors in BTC's district. Restaurants, hospitals, and banquet facilities experience an ongoing need for trained line cooks. In our six-county service area, the attached labor market data obtained from the EMSI (Economic Modeling Specialists Int'l.) database shows a gap of 1,300 new line cook positions between 2017 and 2022. This information does not capture retirements and career changes.

The training of line cooks is currently not available at BTC through our current Culinary Arts AAS program, which focuses on preparing students to manage a kitchen as head chefs. For this we propose the Culinary Production Specialist Program that will prepare students as line cooks to work under the head chef to prepare food in high volume settings. This technical diploma will incorporate seven existing Culinary Arts courses including Food Service Sanitation, Quantity Production, Advanced Cuisine, Global Cuisine, and Catering. Additional courses will be developed to address the particular requirements of the industry. Similarly, equipment is needed to simulate a professional production environment.

We recently surveyed employers in our district. And the survey results confirm the pervasive ongoing need for line cooks, with 100% of respondents needing line cooks immediately, at starting wages of \$11.00-\$17.00 per hour. Moreover, a survey of 12 advisory committee members indicated that they expected to hire 27 line cooks in the next year, 52 in the next 3 years, and 77 in the next 5 years. The surveyed employers stressed the need for trained line cooks, prep workers, expeditors, and managers.

Based on the 2016 WTCS Graduate Outcome Survey, 100% of Culinary Production Specialist graduates were employed and 100% were employed in a field related to their studies. Also, in our six-county service region, the 2017-2022 occupational data from EMSI projects a 5% increase in Food Preparation and Serving Related Occupations. In comparison, the projected increase at the state level for the same time period is 4.1%.

We will design the hands-on Culinary Production Specialist one-year technical diploma to specifically serve the needs of regional restaurants, hospitals, and food industry employers by preparing students to become line cooks. We also plan to integrate internships in the program for students to practice their acquired skills. The established community partnerships with regional hospitality businesses will provide our students with these internship opportunities and will allow us to grow scholarship support. We will encourage our employer partners to hire our students as they complete coursework and internships.

The American Culinary Federation (ACF) accredits BTC's Culinary Arts AAS degree program, and the new program will follow the ACF guidelines. There is considerable community support beyond the BTC advisory committee for the Culinary Arts program; including an exploration of offering the technical diploma at the historic downtown Janesville Armory. Local farmers will be involved in farm-to-table concepts that will be incorporated into the program.

The program meets the Strategic Plan initiatives of Flexible Learning, Career Pathways, and meeting employer needs. Furthermore, the new program will offer more flexible options for students, who will be able to complete a culinary program and enter the workforce in a shorter timeframe. This new program also addresses career pathways as it will be embedded in the two-year Culinary Arts AAS program, thus creating a scaffold for students to succeed. Equally important, this program addresses current and future employer needs for line cooks and increases opportunities for district residents.

Approval of the Concept Review is the first step in the Wisconsin Technical College System program development process. It is the recommendation of the College Administration that the Blackhawk Technical College District Board approve the Concept Review for the Culinary Production Specialist Technical Diploma program.

Occupation Report: Cooks

Emsi Q3 2017 Data Set

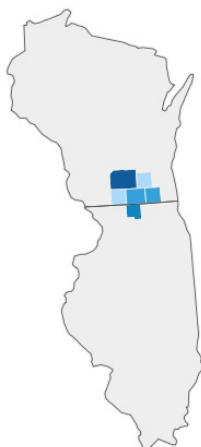
October 2017

Southwest Wisconsin Workforce Development Board



1370 N Water Street
Platteville, Wisconsin 53818
608.342.4222

Regional Breakdown

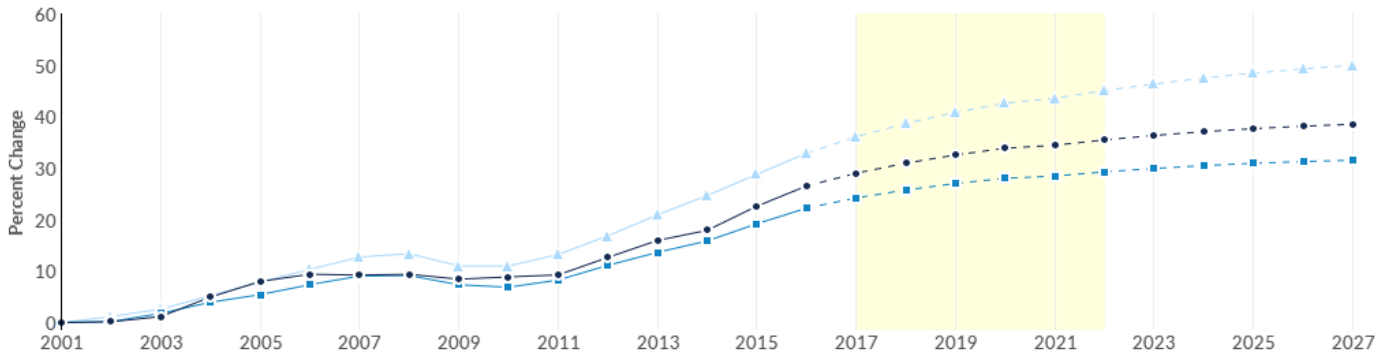


County	2022 Jobs
Dane County, WI	14,436
Winnebago County, IL	5,832
Rock County, WI	3,216
Walworth County, WI	2,148
Jefferson County, WI	1,311

Occupation Summary for 7 Food Preparation and Serving Related Occupations

<p>25,781 Jobs (2016) 10% below National average</p>	<p>+5.0% % Change (2017-2022) Nation: +6.6%</p>	<p>\$9.61/hr Median Hourly Earnings Nation: \$9.89/hr</p>
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Regional Trends



Region	2017 Jobs	2022 Jobs	Change	% Change
● Region	26,287	27,607	1,320	5.0%
■ State	389,112	404,979	15,867	4.1%
▲ Nation	6,800,889	7,248,605	447,716	6.6%

Growth

26,287

2017 Jobs

27,607

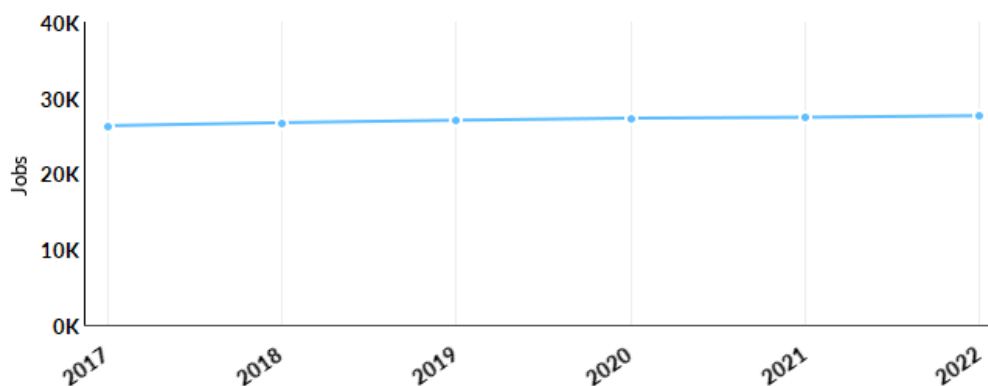
2022 Jobs

1,320

Change (2017-2022)

5.0%

% Change (2017-2022)



Occupation	2017 Jobs	2022 Jobs	Change	% Change
Cooks, Fast Food (35-2011)	1,433	1,373	-60	-4%
Cooks, Institution and Cafeteria (35-2012)	1,875	1,916	41	2%
Cooks, Restaurant (35-2014)	5,267	5,627	360	7%
Cooks, Short Order (35-2015)	732	720	-12	-2%
Cooks, All Other (35-2019)	43	43	0	0%
Food Preparation Workers (35-2021)	2,089	2,206	117	6%
Combined Food Preparation and Serving Workers, Including Fast Food (35-3021)	14,848	15,722	874	6%

Percentile Earnings

\$8.71/hr

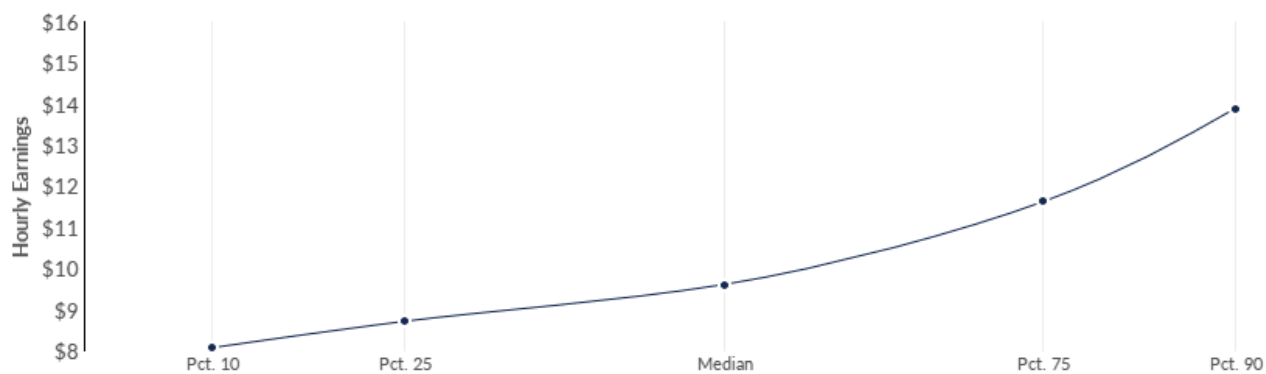
25th Percentile Earnings

\$9.61/hr

Median Earnings

\$11.63/hr

75th Percentile Earnings



Occupation	25th Percentile Earnings	Median Earnings	75th Percentile Earnings
Cooks, Fast Food (35-2011)	\$8.71	\$9.54	\$11.42
Cooks, Institution and Cafeteria (35-2012)	\$10.84	\$13.49	\$16.07
Cooks, Restaurant (35-2014)	\$10.03	\$11.46	\$13.35
Cooks, Short Order (35-2015)	\$9.22	\$10.67	\$12.95
Cooks, All Other (35-2019)	\$10.66	\$12.83	\$16.57
Food Preparation Workers (35-2021)	\$9.27	\$10.52	\$12.03
Combined Food Preparation and Serving Workers, Including Fast Food (35-3021)	\$8.42	\$9.03	\$9.88

Job Postings Summary

6,685

Unique Postings (Jan 2017 - Aug 2017)
44,424 Total Postings

7 : 1

Posting Intensity (Jan 2017 - Aug 2017)



There were 44,424 total job postings for your selection from January 2017 to August 2017, of which 6,685 were unique. These numbers give us a Posting Intensity of 7-to-1, meaning that for every 7 postings there is 1 unique job posting.

This is close to the Posting Intensity for all other occupations and companies in the region (6-to-1), indicating that they are putting average effort toward hiring for this position.

Job Postings vs. Hires

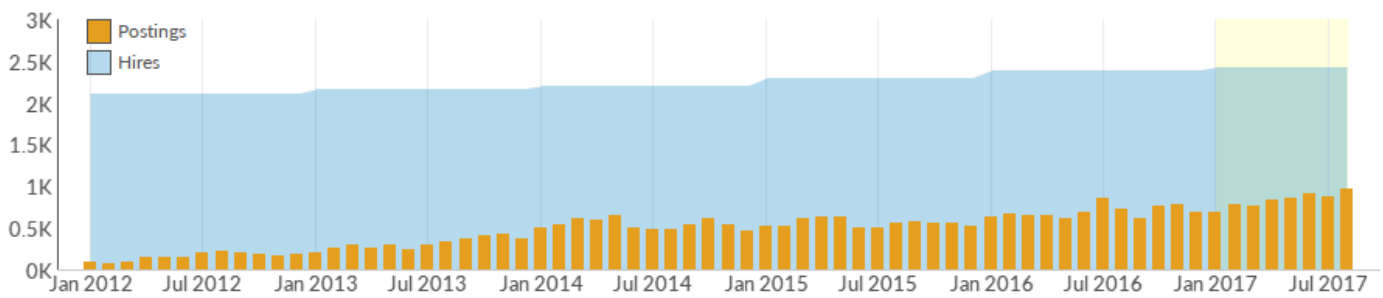
836

Avg. Monthly Postings (Jan 2017 - Aug 2017)

2,429

Avg. Monthly Hires (Jan 2017 - Aug 2017)

In an average month, there were 836 unique job postings for 7 Occupations, and 2,429 actually hired. This means there were approximately 3 hires for 7 Occupations for every 1 unique job posting.



Occupation	Avg Monthly Postings (Jan 2017 - Aug 2017)	Avg Monthly Hires (Jan 2017 - Aug 2017)
Combined Food Preparation and Serving Workers, Including Fast Food	536	1,403
Cooks, Restaurant	167	523
Food Preparation Workers	89	180
Cooks, Institution and Cafeteria	34	112
Cooks, Fast Food	7	139
Cooks, Short Order	3	68
Cooks, All Other	0	4

Occupation Gender Breakdown



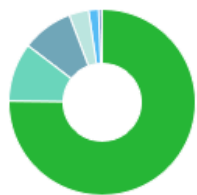
Gender	2016 Jobs	2016 Percent
● Males	11,639	45.1%
● Females	14,142	54.9%

Occupation Age Breakdown



Age	2016 Jobs	2016 Percent
● 14-18	3,964	15.4%
● 19-24	6,490	25.2%
● 25-34	5,612	21.8%
● 35-44	3,658	14.2%
● 45-54	3,005	11.7%
● 55-64	2,022	7.8%
● 65+	1,030	4.0%

Occupation Race/Ethnicity Breakdown



Race/Ethnicity	2016 Jobs	2016 Percent
White	19,384	75.2%
Hispanic or Latino	2,630	10.2%
Black or African American	2,285	8.9%
Asian	876	3.4%
Two or More Races	442	1.7%
American Indian or Alaska Native	124	0.5%
Native Hawaiian or Other Pacific Islander	39	0.2%

Occupational Programs

3 Programs (2016)	31 Completions (2016)	4,836 Openings (2016)
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CIP Code	Program	Completions (2016)
12.0503	Culinary Arts/Chef Training	30
12.0505	Food Preparation/Professional Cooking/Kitchen Assistant	1
12.0599	Culinary Arts and Related Services, Other	0

Industries Employing 7 Food Preparation and Serving Related Occupations

Industry	Occupation Group Jobs in Industry (2016)	% of Occupation Group in Industry (2016)	% of Total Jobs in Industry (2016)
Limited-Service Restaurants	12,300	47.7%	69.3%
Full-Service Restaurants	5,674	22.0%	25.9%
Snack and Nonalcoholic Beverage Bars	1,388	5.4%	69.6%
Elementary and Secondary Schools (Local Government)	1,104	4.3%	3.8%
Supermarkets and Other Grocery (except Convenience) Stores	813	3.2%	8.2%

Appendix A - Data Sources and Calculations

Location Quotient

Location quotient (LQ) is a way of quantifying how concentrated a particular industry, cluster, occupation, or demographic group is in a region as compared to the nation. It can reveal what makes a particular region unique in comparison to the national average.

Occupation Data

Emsi occupation employment data are based on final Emsi industry data and final Emsi staffing patterns. Wage estimates are based on Occupational Employment Statistics (QCEW and Non-QCEW Employees classes of worker) and the American Community Survey (Self-Employed and Extended Proprietors). Occupational wage estimates also affected by county-level Emsi earnings by industry.

CareerBuilder/Emsi Job Postings

Job postings are collected from various sources and processed/enriched by Careerbuilder to provide information such as standardized company name, occupation, skills, and geography. Emsi performs additional filtering and processing to improve compatibility with Emsi data.

Completers Data

The completers data in this report is taken directly from the national IPEDS database published by the U.S. Department of Education's National Center for Education Statistics.

Institution Data

The institution data in this report is taken directly from the national IPEDS database published by the U.S. Department of Education's National Center for Education Statistics.

State Data Sources

This report uses state data from the following agencies: Illinois Department of Employment Security, Employment Projections; Iowa Workforce Development; Michigan Department of Labor and Economic Growth, Bureau of Labor Market Information and Strategic Initiatives; Minnesota Department of Employment and Economic Development; Wisconsin Department of Workforce Development, Bureau of Workforce Information

ENCLOSURE #13

BLACKHAWK TECHNICAL COLLEGE

Finance Committee
Wednesday – September 20, 2017
Board Room – 3:15 PM

MINUTES

Members Present: Barbara Tillman, Chairperson
Laverne Hays
Mark Mayer (arrived at 3:16 p.m.)

Members Absent: Traci Davis

Other Board Present: Rick Richard
Eric Thornton (arrived 3:18 p.m.)
Tom Heeg (arrived 3:19 p.m.)

BTC Staff Present: Dr. Tracy Pierner, Renea Ranguette, Brian Gohlke, Jackie Pins

Chairperson Tillman called the meeting to order at 3:15 p.m.

Award of Contract for Faculty Compensation System Study Consultant Services – One of the five priorities within the Strategic Plan is financial sustainability. A project within that priority is to complete a compensation study for faculty. A Request for Proposal (RFP) process was conducted to identify a consulting firm to conduct a study of the faculty compensation system. Three firms submitted proposals. Each was evaluated on the criteria of cost, previous experience on similar projects, responsiveness and ability to meet specifications, and ability to meet the established timeline. An interview was held with Arthur Gallagher & Company, the firm that ranked highest. Arthur Gallagher has significant experience in faculty compensation studies. The study is anticipated to be completed by March 31, 2018, with implementation on July 1, 2018. Completion in March will provide the opportunity to address any budget implications for FY19 as well as to notify faculty members who would be impacted. The cost for Arthur Gallagher's services is \$27,500, which includes face-to-face meetings on-campus. Pending Board approval of the contract, we anticipate beginning the project October 1. A handout was shared which provided information on the scope of the study as well as deliverables. The expectation is to have a salary schedule which is market-driven; salary grades will be identified rather than the use of step and lanes.

It was moved by Mr. Richard and seconded by Mr. Thornton to recommend to the full Board that it award the contract for the faculty compensation system study consultant services to Arthur Gallagher at a cost of \$27,500.

Motion carried.

Debt Service Plan – Discussion regarding debt service was held about a year ago and again at the August 2017 Retreat. An item requested at the Retreat was additional information on how the selection of the College's benchmark for the debt service plan was made. All technical colleges were evaluated and the selection based on the college not having a capital referenda, having a continual renewal in plant and equipment, and having similar district demographics (property value, population, household income, unduplicated student count, and FTE enrollment). Five (5) colleges

were excluded due to having capital referenda—Southwest, Madison College, Fox Valley, Western, and Northeast. When reviewing plant and equipment renewal, we chose to select a college which continues to have plant and equipment with a net asset condition greater than 50%. Looking at district demographics, large districts were excluded (Gateway and Waukesha); and high land valuation, low population base, and small enrollment excluded Nicolet. Two comparison colleges remained – Moraine Park and Northcentral. Northcentral was selected as the benchmark most desired by BTC based on property value, FTEs unduplicated headcount, district population, and percentage of population being served. Additional data points compared included the number of employees at the top 20 companies in each district (NTC – 17,500; BTC – 17,000), long-term debt (NTC - \$45.5 million; BTC - \$45.2 million), square footage (NTC – 519,000; BTC – 507,000), and asset life (NTC – 66%; BTC – 74%). These data similarities, as well as a comparison of debt service mill rates, resulted in NTC being selected as the benchmark. Dr. Pierner added that when reviewing the debt service mill rates, choosing NTC placed us at approximately the mid-point in rates around the System. We decided NTC is what we strived to be liked, then set up a framework to work towards that goal. Tax levy information for all colleges in the WTCS was shared.

After selecting the benchmark, a debt ceiling was decided upon. Debt service projections were shared for if there was no new debt for FY19 or later, if there were no remodel projects for FY19 or later, and if the capital renewal remains as proposed. No new debt would result in bonds for outstanding debt being paid off in 2027. Going forward with no new debt or no remodel projects results in only a one (1) year difference in meeting the mill rate target. Average home value as of 2015 was \$138,300 in Rock County and \$162,616 in Green County. The annual impact of no new debt in FY19 reflects a rate of \$1.14 for Rock County and \$1.34 for Green County. The annual impact if capital renewal remains as proposed reflects a rate of \$1.67 for Rock County and \$1.97 for Green County.

Mr. Richard stated his request for this review at the Retreat was a result of the large debt mill increase which has happened since the tax relief swap in 2014-15. He questioned whether we should return to the rate we had at that time. Ms. Ranguette responded that the larger increase resulted from the AMTC remodel and the Health Sciences remodel. Those projects had been planned and were well down the renovation path well before the tax relief was implemented. The tax relief was not a deciding factor in the District moving forward with those projects.

Finance Committee thoughts were sought on guidance moving forward. Dr. Pierner stated it is known the Board is interested in not repeating the past. Establishment of a ceiling will result in Administration not exceeding the parameters decided upon. Administration had previously proposed not exceeding a mill rate of 0.6 and stabilizing debt obligations.

Committee members thanked Administration for the work in selecting a benchmark and the path the College is on. Better and more informed decisions are now being made. The consensus was it is a good plan to follow.

As there was no further business, the meeting was adjourned at 4:38 p.m.

ENCLOSURE #14

7. Committee Reports

a. Establishment of Mill Rate and Tax Levy for Fiscal Year 2017-18 (Finance Committee Recommendation – Action)

Section 38.16 of the Wisconsin Statutes provides for the following:

"(1) Annually, by October 31st, or within 10 days after receipt of the equalized valuations from the Department of Revenue, whichever is later, the District Board may levy a tax on the full value of the taxable property of the District, for the purposes of making capital improvements, acquiring equipment, operating and maintaining the schools of the District, and paying principal and interest on valid bonds and notes now or hereafter outstanding as provided in Section 67.035 (debt service fund)."

The 2013 Wisconsin Act 20 amended the operational levy limit. The valuation factor for net new construction in the District is applied to total revenue which, for this purpose, is defined in statute as the total tax levy (net of debt service) from the previous year plus the property tax relief aid (PTRA) received in the previous year. The District's 2017 valuation factor is 1.62403% for an operational levy increase of \$267,723 due to net new construction in the District.

The increase for net new construction brings the 2017 operational levy to \$6,955,491. For purposes of establishing the mill rate, we use the equalized values which exclude the Tax Incremental Districts (TID) equalized values and the equalized value for exempt computers. The 2017 equalized valuation for the District is \$12,329,756,115 (excluding the equalized value of Tax Incremental Districts and exempt computers). This is an increase of \$612,683,238 or 5.23% higher than last year.

Administration recommends the operational levy of \$6,955,491 with an operational mill rate of 0.56412, and the debt service levy of \$7,874,179 with a debt service mill rate of .63863. The total levy proposed is \$14,829,670 with a total mill rate of 1.20275 per \$1,000 equalized valuation.

The State requires the reporting of a total levy which includes the value of computers that are exempt from the local tax levy. Including the value of exempt computers brings the BTC total tax levy to \$14,890,101 for 2017-18. However, the local (actual) tax levy for 2017-18 will be \$14,829,670 as noted above since BTC will receive state aid in lieu of local property taxes for exempt computers.

For information purposes, the following items have been attached:

- Tax Levy History and Analysis
- Mill Rate History and Analysis

It is recommended that the Board authorize a \$14,890,101 tax levy of 1.20275 mills (including debt service) on \$12,329,756,115 of equalized value, and that the clerks of the various taxing entities be properly informed of their appropriate share of the District's levy.

A presentation was made to the Finance Committee earlier in the evening. The Committee will present its recommendation to the full Board.

Fiscal Year	Actual				% Change from prior year			
	Equalized Valuations	Operational Levy	Debt Service Levy	Total Levy	Equalized Valuations	Operational Levy	Debt Service Levy	Total Levy
1996-97	6,343,862,895	8,426,885	1,820,625	10,247,510				
1997-98	6,850,932,323	7,926,029	1,961,921	9,887,950	8.0%	-5.9%	7.8%	-3.5%
1998-99	7,236,371,866	8,665,010	2,023,869	10,688,879	5.6%	9.3%	3.2%	8.1%
1999-00	7,567,481,867	9,696,609	2,199,975	11,896,584	4.6%	11.9%	8.7%	11.3%
2000-01	7,930,633,427	10,511,385	2,530,121	13,041,506	4.8%	8.4%	15.0%	9.6%
2001-02	8,250,713,736	11,312,594	2,632,101	13,944,695	4.0%	7.6%	4.0%	6.9%
2002-03	8,605,885,415	11,799,544	2,976,612	14,776,156	4.3%	4.3%	13.1%	6.0%
2003-04	8,914,744,300	12,223,044	3,965,840	16,188,884	3.6%	3.6%	33.2%	9.6%
2004-05	9,471,022,002	12,912,595	3,669,520	16,582,115	6.2%	5.6%	-7.5%	2.4%
2005-06	10,214,313,441	13,629,288	3,956,149	17,585,437	7.8%	5.6%	7.8%	6.1%
2006-07	11,003,525,696	14,115,009	4,261,673	18,376,682	7.7%	3.6%	7.7%	4.5%
2007-08	11,597,147,342	15,109,593	4,552,457	19,662,050	5.4%	7.0%	6.8%	7.0%
2008-09	12,097,837,981	15,925,359	4,700,131	20,625,490	4.3%	5.4%	3.2%	4.9%
2009-10	11,998,810,726	16,031,971	4,717,332	20,749,303	-0.8%	0.7%	0.4%	0.6%
2010-11	11,501,174,128	15,888,757	3,999,993	19,888,750	-4.1%	-0.9%	-15.2%	-4.1%
2011-12	11,229,423,995	15,888,757	4,148,765	20,037,522	-2.4%	0.0%	3.7%	0.7%
2012-13	11,048,410,836	15,888,757	4,533,000	20,421,757	-1.6%	0.0%	9.3%	1.9%
2013-14	10,779,158,932	16,004,740	4,743,100	20,747,840	-2.4%	0.7%	4.6%	1.6%
2014-15	11,192,317,904	6,332,599	6,105,000	12,437,599	3.8%	-60.4%	28.7%	-40.1%
2015-16	11,400,609,427	6,481,601	7,188,785	13,670,386	1.9%	2.4%	17.8%	9.9%
2016-17	11,717,072,877	6,687,768	7,522,075	14,209,843	2.8%	3.2%	4.6%	3.9%
2017-18	12,329,756,115	6,955,491	7,874,179	14,829,670	5.2%	4.0%	4.7%	4.4%

Blackhawk Technical College

Mill Rate History and Analysis

Fiscal Year	Actual				% Change from prior year			
	Equalized Valuations	Operational Mill Rate	Debt Service Mill Rate	Total Mill Rate	Equalized Valuations	Operational Mill Rate	Debt Service Mill Rate	Total Mill Rate
1996-97	6,343,862,895	1.32830	0.28700	1.61530				
1997-98	6,850,932,323	1.15693	0.28637	1.44330	8.0%	-12.9%	-0.2%	-10.6%
1998-99	7,236,371,866	1.19742	0.27968	1.47710	5.6%	3.5%	-2.3%	2.3%
1999-00	7,567,481,867	1.28135	0.29071	1.57206	4.6%	7.0%	3.9%	6.4%
2000-01	7,930,633,427	1.32542	0.31903	1.64445	4.8%	3.4%	9.7%	4.6%
2001-02	8,250,713,736	1.37110	0.31901	1.69011	4.0%	3.4%	0.0%	2.8%
2002-03	8,605,885,415	1.37110	0.34588	1.71698	4.3%	0.0%	8.4%	1.6%
2003-04	8,914,744,300	1.37110	0.44487	1.81597	3.6%	0.0%	28.6%	5.8%
2004-05	9,471,022,002	1.36338	0.38745	1.75083	6.2%	-0.6%	-12.9%	-3.6%
2005-06	10,214,313,441	1.33433	0.38731	1.72164	7.8%	-2.1%	0.0%	-1.7%
2006-07	11,003,525,696	1.28277	0.38730	1.67007	7.7%	-3.9%	0.0%	-3.0%
2007-08	11,597,147,342	1.30287	0.39255	1.69542	5.4%	1.6%	1.4%	1.5%
2008-09	12,097,837,981	1.31638	0.38851	1.70489	4.3%	1.0%	-1.0%	0.6%
2009-10	11,998,810,726	1.33613	0.39315	1.72928	-0.8%	1.5%	1.2%	1.4%
2010-11	11,501,174,128	1.38149	0.34779	1.72928	-4.1%	3.4%	-11.5%	0.0%
2011-12	11,229,423,995	1.41492	0.36946	1.78438	-2.4%	2.4%	6.2%	3.2%
2012-13	11,048,410,839	1.43810	0.41029	1.84839	-1.6%	1.6%	11.1%	3.6%
2013-14	10,779,158,932	1.48479	0.44003	1.92482	-2.4%	3.2%	7.2%	4.1%
2014-15	11,192,317,904	0.56580	0.54546	1.11126	3.8%	-61.9%	24.0%	-42.3%
2015-16	11,400,609,427	0.56853	0.63056	1.19909	1.9%	0.5%	15.6%	7.9%
2016-17	11,717,072,877	0.57077	0.64198	1.21275	2.8%	0.4%	1.8%	1.1%

ENCLOSURE #15

7. Committee Reports

b. Approval of Modifications to the Fiscal Year 2016-17 Budget (Finance Committee Recommendation – Action)

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

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

The Finance Committee will present its recommendation to the full Board.

Proposed Modifications to the FY 2016-17 Budget

		<u>Expenditures</u>	<u>Revenues</u>
General Fund			
1	To reallocate budget to correct function		
	Increase Function 7 Physical Plant Expenditures	5,755	-
	Decrease Function 2 Instructional Resources Expenditures	(1,635)	-
	Decrease Function 3 Student Services Expenditures	(4,120)	-
	Total - Amendment 1	-	-
Trust Fund			
2	To establish budget for federal Bureau of Indian Affairs student financial assistance and Wisconsin Indian student financial assistance		
	Increase Federal Revenue	-	3,500
	Increase State Aid	-	1,100
	Increase Function 3 Student Services Expenditures	4,600	-
	Total - Amendment 2	4,600	4,600
3	To provide resources for increased flexible benefit fund activity		
	Increase Institutional Revenue	-	37,867
	Increase Transfers from Reserves and Designated Fund Balances	-	177
	Increase Function 6 General Institutional Expenditures	25,752	
	Increase Transfers to Reserves and Designated Fund Balances	12,292	
	Total - Amendment 3	38,044	38,044

ENCLOSURE #16

7. Committee Reports

c. Approval of Modifications to the Fiscal Year 2017-18 Budget (Finance Committee Recommendation – Action)

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

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

The Finance Committee will present its recommendation to the full Board.

Proposed Modifications to the FY 2017-18 Budget			
		<u>Expenditures</u>	<u>Revenues</u>
General Fund			
1	To establish estimated transcribed credit contract budget		
	Increase Institutional Revenue	-	1,200,000
	Increase Function 1 Instructional Expenditures	1,200,000	-
	Total - Amendment 1	<u>1,200,000</u>	<u>1,200,000</u>
2	To establish estimated budget for employee internal professional development		
	Increase Tuition Revenue	-	3,966
	Increase Other Student Fees Revenue	-	1,034
	Increase Function 6 General Institutional Expenditures	5,000	-
	Total - Amendment 2	<u>5,000</u>	<u>5,000</u>
3	To increase property tax revenue due to net new construction greater than budgeted; to account for City of Janesville property tax refund, to allocate budget for new initiatives funding		
	Increase Local Government Revenue	-	118,850
	Increase Function 2 Instructional Resources Expenditures	27,526	-
	Increase Function 3 Student Services Expenditures	27,526	-
	Increase Transfers to Reserves and Designated Fund Balances	63,798	-
	Total - Amendment 3	<u>118,850</u>	<u>118,850</u>
Special Revenue Fund			
4	To increase the special revenue fund to reflect carryover of FY17 Workforce Advancement Training grants		
	Increase State Aid	-	65,432
	Increase Function 1 Instructional Expenditures	65,432	-
	Total - Amendment 4	<u>65,432</u>	<u>65,432</u>
Capital Projects Fund			
5	To establish budget for capital fund projects carried forward from FY17		
	Increase Transfers from Reserves and Designated Fund Balances	-	63,087
	Increase Function 7 Physical Plant Expenditures	63,087	-
	Total - Amendment 5	<u>63,087</u>	<u>63,087</u>
6	To establish budget for capital fund projects carried forward from FY17		
	Increase Transfers from Reserves and Designated Fund Balances	-	397,065
	Increase Other Sources/Uses	154,191	-
	Increase Function 1 Instructional Expenditures	66,471	-
	Increase Function 2 Instructional Resources Expenditures	153,148	-
	Increase Function 6 General Institutional Expenditures	7,524	-
	Increase Function 7 Physical Plant Expenditures	15,731	-
	Total - Amendment 6	<u>397,065</u>	<u>397,065</u>
7	To establish budget for capital fund projects carried forward from FY17		
	Increase Transfers from Reserves and Designated Fund Balances	-	165,655
	Increase Other Sources/Uses	42,841	-
	Increase Function 2 Instructional Resources Expenditures	33,370	-
	Increase Function 6 General Institutional Expenditures	41,123	-
	Increase Function 7 Physical Plant Expenditures	48,321	-
	Total - Amendment 7	<u>165,655</u>	<u>165,655</u>

Proposed Modifications to the FY 2017-18 Budget			
		<u>Expenditures</u>	<u>Revenues</u>
8	To establish budget for capital fund projects carried forward from FY17		
	Increase Transfers from Reserves and Designated Fund Balances	-	299,374
	Increase Other Sources/Uses	52,970	-
	Increase Function 2 Instructional Resources Expenditures	28,556	-
	Increase Function 6 General Institutional Expenditures	217,848	-
	Total - Amendment 8	299,374	299,374
9	To establish budget for mid-year capital projects		
	Increase Transfers from Reserves and Designated Fund Balances	-	561,475
	Increase Function 1 Instructional Expenditures	164,461	-
	Increase Function 2 Instructional Resources Expenditures	64,689	-
	Increase Function 3 Student Services Expenditures	38,500	-
	Increase Function 6 General Institutional Expenditures	229,325	-
	Increase Function 7 Physical Plant Expenditures	64,500	-
	Total - Amendment 7	561,475	561,475
10	To adjust debt service revenue and expenditure budgets		
	Increase Other Sources/Uses	-	250,000
	Decrease Local Government Revenue	-	(279,965)
	Decrease Function 7 Physical Plant Expenditures	(29,965)	
	Total - Amendment 10	(29,965)	(29,965)

ENCLOSURE #17

7. Committee Reports

d. Acceptance of Procurement Annual Report (Finance Committee Recommendation – Action)

Wisconsin Technical College System (WTCS) procurement rules require each district to review purchases of similar goods, supplies, or services each year to determine if more competitive process should be used in the future. The WTCS Financial Accounting Manual specifies that the district review vendors who annual purchases exceed \$50,000. The findings of the review are to be communicated to the District Board each year by October 31.

The Fiscal Year 2016-17 report is attached. District Board acceptance of the Procurement Annual Report is requested.

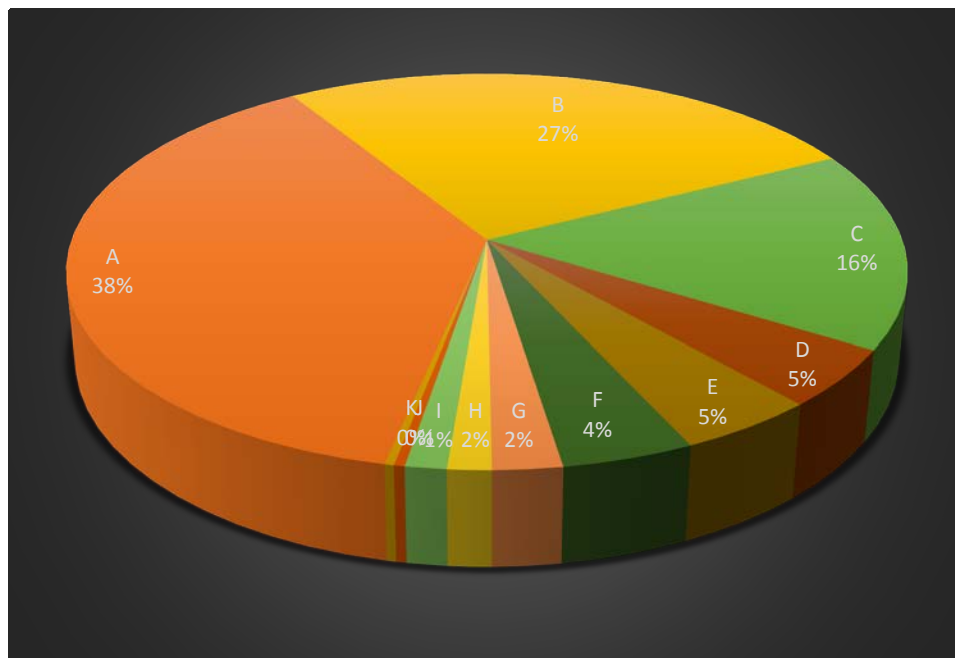
The Finance Committee will present its recommendation to the full Board.

2016-2017 Annual Procurement Report

For the Fiscal Year 2016-2017, 51 vendors were each paid a total of \$50,000 or more. Our Purchasing Administrator has categorized each vendor as outlined in the following table:

ID	Category	Spend Amount	# of Vendors	%
A	Payroll*	\$ 11,589,296.82	10	37.8%
B	Debt Service	\$ 8,110,442.00	2	26.4%
C	Maintenance/Building	\$ 4,986,983.91	9	16.2%
D	Instructional Materials	\$ 1,437,716.51	9	4.7%
E	Other	\$ 1,431,055.43	6	4.7%
F	Information Technology/Copiers	\$ 1,351,074.05	7	4.4%
G	Utilities/Postage	\$ 710,556.10	2	2.3%
H	Legal, Financial & Insurance	\$ 445,910.02	2	1.5%
I	Governmental	\$ 422,180.04	2	1.4%
J	Marketing	\$ 108,696.70	1	0.4%
K	Office Supplies/Furniture	\$ 96,307.67	1	0.3%
	Total	\$ 30,690,219.25	51	100%

* excludes employee net pay



A description of each category is provided at the end of this report.

Based on BTC’s Purchasing Administrator’s review of the above vendors, 49 of the vendors fell clearly into one of the following categories:

- Approved Cooperative contract (i.e. State contract, UW contract, GSA, etc.)
- Properly bid by College and/or under a current contract or lease.
- Not required to use competitive procurement procedures for payroll, intergovernmental purchases, natural gas, electricity, water services, and WTCS cooperative activities.

BTC’s Purchasing Administrator reviewed the expenditure detail for the remaining vendors who did not fall clearly into one of the categories listed above. Below are the findings for these vendors.

Exceptions: For the following vendors, BTC did not issue a RFP or RFB nor used an approved cooperative contract for the purchases made in fiscal year 2016-2017.

1. Charter Communications (\$79,005.02): This is a sole-source purchase for BTC’s Ethernet gateway. **Required Action:** None at this time.
2. Amazon (\$66,058.98) – After research, these are individual non-serial purchases made from many departments. During FY15-16 BTC enrolled in an Amazon Business account that provided the institution with specific educational discounts. **Required Action:** None at this time.

Purchasing Card Usage:

BTC’s purchasing card transaction value decreased overall in FY17. The College receives a rebate on purchasing card transactions. The FY17 rebate totaled \$50,595 which is down \$4,594 (-8.3%) from FY16.

The College continues to see a decline in purchasing card transactions for large value items, such as capital equipment, due to vendor imposed fees on credit card transactions. In these instances, the College utilizes the traditional accounts payable method for procuring goods or services.

	Fiscal Year Procurement Card Spend		% Change
	2015-2016	2016-2017	
Operational	\$ 1,365,829.60	\$ 1,572,089.91	15%
Capital	\$ 1,112,358.11	\$ 522,779.79	-53%

Description of Procurement Categories:

- **Debt Service:** Payment of interest, principal and other debt service costs relating to long-term note and bond borrowings
- **Governmental:** Payments made to other technical colleges for cooperative projects, WTCS System Office, and other governmental agencies not reported in another category
- **Information Technology/Copiers:** Include IT consultants, purchases of new computers, servers, computer-related equipment, and copier lease payments
- **Instructional Materials:** Items specific to a particular program or class
- **Legal, Financial & Insurance:** Legal counsel, bond counsel, and property and liability insurance
- **Maintenance/Building:** Vendors providing construction and maintenance supplies and services (e.g. cleaning services/supplies, facility improvements, painting, plumbing)
- **Marketing:** Advertisements, promotional materials, high-end printing
- **Office Supplies/Furniture:** Paper, office supplies, and furniture
- **Other:** Bookstore, cafeteria, advertising, publishing legal notices, facilities rental, and other activities not reported under another category
- **Payroll:** Payments made to other for employee benefits and deductions (e.g. taxes, health insurance, retirement accounts and annuities)
- **Utilities/Postage:** Includes electricity, gas, telecommunications and postage

ENCLOSURE #18

8. New Business

- a. Review of District Board Bylaws B-350, B-430, B-431; and Policy B-450 (Discussion – Board Chairperson)

Three (3) bylaws and one (1) polic⁷ are being presented to the Board for review in October:

Bylaw B-350 – Executive Sessions – Revision is recommended to strike the majority of language within the document. Language within the document is a citation of Wisconsin State Statute 19.85 in its entirety. Rather than providing the statutory language it is recommended the Bylaw state the Board may meet in executive session as specified in Wisconsin Statutes 19.85 Exemptions. Doing so will prevent the Bylaw from becoming outdated whenever legislative action results in modifications to the statutory language.

Bylaw B-430 – Policy Adoption, Amendment & Suspension – No revisions are recommended.

Bylaw B-431 – Bylaw Adoption, Amendment & Suspension – No revisions are recommended.

Policy B-450 – Policy Review – Revision is recommended to reflect the District Board conducts the ongoing review of all Board policies.

Based on input received, action to approve revisions would be scheduled at future Board meetings. Revisions to a Bylaw requires readings of the document at two subsequent Board meetings. Revision to Policy requires presentation/approval at a single meeting.

The Board may meet in executive session for the following purposes as specified by in the exemptions in Wisconsin Statutes: 19.85 Exemptions.

19.85 Exemptions. ~~(1) Any meeting of a governmental body, upon motion duly made and carried, may be convened in closed session under one or more of the exemptions provided in this section. The motion shall be carried by a majority vote in such manner that the vote of each member is ascertained and recorded in the minutes. No motion to convene in closed session may be adopted unless the chief presiding officer announces to those present at the meeting at which such motion is made, the nature of the business to be considered at such closed session, and the specific exemption or exemptions under this subsection by which such closed session is claimed to be authorized. Such announcement shall become part of the record of the meeting. No business may be taken up at any closed session except that which relates to matters contained in the chief presiding officer's announcement of the closed session. A closed session may be held for any of the following purposes:~~

~~———— (a) Deliberating concerning a case which was the subject of any judicial or quasi-judicial trial or hearing before that governmental body.~~

~~———— (b) Considering dismissal, demotion, licensing or discipline of any public employee or person licensed by a board or commission or the investigation of charges against such person, or considering the grant or denial of tenure for a university faculty member, and the taking of formal action on any such matter; provided that the faculty member or other public employee or person licensed is given actual notice of any evidentiary hearing which may be held prior to final action being taken and of any meeting at which final action may be taken. The notice shall contain a statement that the person has the right to demand that the evidentiary hearing or meeting be held in open session. This paragraph and par. (f) do not apply to any such evidentiary hearing or meeting where the employee or person licensed requests that an open session be held.~~

~~———— (c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.~~

~~———— (d) Except as provided in s. 304.06 (1)(eg) and by rule promulgated under s. 304.06 (1) (em), considering specific applications of probation, extended supervision or parole, or considering strategy for crime detection or prevention.~~

~~———— (e) Deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.~~

~~_____ (ee) Deliberating by the council on unemployment insurance in a meeting at which all employer members of the council or all employee members of the council are excluded.~~

~~_____ (eg) Deliberating by the council on worker's compensation in a meeting at which all employer members of the council or all employee members of the council are excluded.~~

~~_____ (em) Deliberating under s. 157.70 if the location of a burial site, as defined in s. 157.70 (1)(b), is a subject of the deliberation and if discussing the location in public would be likely to result in disturbance of the burial site.~~

~~_____ (f) Considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations.~~

~~_____ (g) Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved.~~

~~_____ (h) Considering of requests for confidential written advice from the ethics board under s. 19.46 (2), or from any county or municipal ethics board under s. 19.59 (5).~~

~~_____ (i) Considering any and all matters related to acts by businesses under s. 560.15 which, if discussed in public, could adversely affect the business, its employees or former employees.~~

~~_____ (j) Considering financial information relating to the support by a person, other than an authority, of a nonprofit corporation operating the Olympic Ice Training Center under s. 42.11 (3), if the information is exempt from disclosure under s. 42.115 or would be so exempt were the information to be contained in a record. In this paragraph, "authority" and "record" have the meanings given under s. 19.32.~~

~~_____ (2) No governmental body may commence a meeting, subsequently convene in closed session and thereafter reconvene again in open session within 12 hours after completion of the 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.~~

~~_____ (3) Nothing in this subchapter shall be construed to authorize a governmental body to consider at a meeting in closed session the final ratification or approval of a collective bargaining agreement under subch. I, IV or V of ch. 111 which has been negotiated by such body or on its behalf.~~

History: 1975 c. 426; 1977 c. 260; 1983 a. 84; 1985 a. 316; 1987 a. 38, 305; 1989 a. 64; 1991 a. 39; 1993 a. 97, 215; 1995 a. 27; 1997 a. 39, 237, 283; 1999 a. 32.

Although a meeting was properly closed, in order to refuse inspection of records of the meeting, the custodian was required by s. 19.35 (1) (a) to state specific and sufficient public policy reasons why the public interest in nondisclosure outweighed the public's right of inspection. *Oshkosh Northwestern Co. v. Oshkosh Library Board*, 125 Wis. 2d 480, 373 N.W.2d 459 (Ct. App. 1985).

The balance between protection of reputation under sub. (1) (f) and the public interest in openness is discussed. *Wis. State Journal v. UW-Platteville*, 160 Wis. 2d 31, 465 N.W.2d 266 (Ct. App. 1990). See also *Pangman v. Stigler*, 161 Wis. 2d 828, 468 N.W.2d 784 (Ct. App. 1991).

A "case" under sub. (1) (a) contemplates an adversarial proceeding. It does not connote the mere application for and granting of a permit. *Hodge v. Turtle Lake*, 180 Wis. 2d 62, 508 N.W.2d 603 (1993).

A closed session to discuss an employee's dismissal was properly held under sub. (1) (b) and did not require notice to the employee under sub. (1) (e) when no evidentiary hearing or final action took place in the closed session. *State ex rel. Epping v. City of Neilsville*, 218 Wis. 2d 516, 581 N.W.2d 548 (Ct. App. 1998).

Boards of review cannot rely on the exemptions in sub. (1) to close any meeting in view of the explicit requirements in s. 70.47 (2m). 65 Atty. Gen. 162.

A university subunit may discuss promotions not relating to tenure, merit increases and property purchase recommendations in closed session. 66 Atty. Gen. 60.

Neither sub. (1) (e) nor (f) authorizes a school board to make actual appointments of new member in closed session. 74 Atty. Gen. 70.

A county board chairperson and committee are not authorized by sub. (1) (e) to meet in closed session to discuss appointments to county board committees. In appropriate circumstances, sub. (1) (f) would authorize closed sessions. 76 Atty. Gen. 276.

Sub. (1) (e) does not permit closed sessions to consider employment, compensation, promotion, or performance evaluation policies to be applied to a position of employment in general. 80 Atty. Gen. 176.

A governmental body may convene in closed session to formulate collective bargaining strategy, but sub. (3) requires that deliberations leading to ratification of a tentative agreement with a bargaining unit, as well as the ratification vote, must be held in open session. 81 Atty. Gen. 139.

"Evidentiary hearing" as used in s. 19.85 (1) (b), means a formal examination of accusations by receiving testimony or other forms of evidence that may be relevant to the dismissal, demotion, licensing, or discipline of any public employee or person covered by that section. A council that considered a mayor's accusations against an employee in closed session without giving the employee prior notice violated the requirement of actual notice to the employee. *Campana v. City of Greenfield*, 38 F. Supp. 2d 1043 (1999).

Reference: Wisconsin Statutes 19.85 (in its entirety)

Bylaw Adopted: January 16, 1974
 Revised: October 20, 1999; August 18, 2004
 Reviewed: June 21, 2006; September 17, 2008

POLICY ADOPTION, AMENDMENT
& SUSPENSION

B-430

Policies of the Board shall be adopted and may be amended or suspended as follows:

Adoption: The written policies of the Board shall be adopted upon a majority vote of the members of the Board present at a meeting for which the proposed policy has been described in writing.

Amendment: The written policies of the Board shall be subject to amendment upon a majority vote of the members of the Board present at a meeting for which the proposed amendment has been described in writing.

Suspension: The written policies of the Board shall be subject to suspension upon a majority vote of the members of the Board present at a meeting for which the proposed suspension has been described in writing. Under extenuating circumstances, when no written notice is given, a unanimous vote of the members present is required to suspend Board policies.

In all instances, proper notice to the media is required.

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

BYLAW ADOPTION, AMENDMENT & SUSPENSION

B-431

Bylaws of the Board shall be adopted and may be amended or suspended as follows:

Adoption: The written bylaws of the Board shall be adopted upon a majority vote of the members of the Board present at two meetings held not less than twenty-seven (27) days apart and for which the proposed bylaw has been described in writing.

Amendment: The written bylaws of the Board may be amended only upon a majority vote of the members of the Board present at two meetings held not less than twenty-seven days (27) apart at a meeting for which the proposed amendment has been described in writing.

Suspension: The written bylaws of the Board may be suspended only upon a majority vote of members of the Board present at a meeting for which the proposed suspension has been described in writing. Under extenuating circumstances, when no written notice is given, suspension of the bylaws requires a unanimous vote of the members present.

In all instances, proper notice to the media is required.

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

POLICY REVIEW

B-450

The Board shall evaluate how its policies have been executed by the District staff and shall weigh the results. The Board shall rely on the President/District Director to monitor reports provided by District employees, students, and the community for providing evidence of the effect of the policies that it has adopted. Such reports shall be generated by the President/District Director or initiated by Board request.

The Board shall also strive to keep its policies up-to-date. To achieve this end, the ~~Policy Review Committee~~ District Board will conduct an ongoing review of all policies. In addition, the Board instructs the President/District Director to call attention to mandated policy revisions as they arise.

All staff members will be notified electronically of new and revised bylaws and policies following their adoption by the Board. Part-time staff who do not have e-mail shall be informed of policies that may affect them by their supervisors. For staff reference, all policies and bylaws are posted to the College's Internet and Intranet sites and maintained by the Office of the President. One official hard copy of the policy manual will be maintained by the Office of the President.

Policy Adopted: November 28, 1973

Revised: January 19, 2000; June 16, 2004; July 10, 2006

Reviewed: September 17, 2008