

Blackhawk Technical College  
District Board Meeting  
November 15, 2017  
Central Campus – Administrative Center – Board Room  
5:00 PM  
**AGENDA**

1. Call to Order
2. Public Comment  
*Persons who wish to address the District Board may make a statement as long as it pertains to a specific agenda item. Persons who raise issues not on the agenda may be invited back to repeat their comments at a later Board meeting when the subject is properly noticed on the agenda. Unless requested by the Board Chair from the audience, regarding a specific agenda topic, public comments or dialogue are not allowed during other portions of the Board meeting and/or discussion.*
3. Special Reports
  - a. Student Representative to the Board Report (Erika Kropp)
4. Information/Discussion
  - a. Financial Statement (Information – Renea Ranguette)
  - b. President’s Report (Dr. Tracy Pierner)
    1. Community Engagement Update
    2. Review of College Events
    3. Upcoming Events
    4. Other Communications
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

Enc. #3

Enc. #4

- a. Approval of Minutes of the Regular District Meeting Held on October 18, 2017 (Action)
- b. Approval of Current Bills (Action – Renea Ranguette)
- c. Approval of Contract Training (Action – Dr. Zahi Atallah)

Enc. #5 d. Acceptance of Intents to Retire (Vicki Downs, Lori Krasemann (Action – Brian Gohlke)

Enc. #6 e. Acceptance of Resignations (Orinda Conway, Dr. Patricia Padjen, Denny Wright) (Action – Brian Gohlke)

Enc. #7 f. Confirmation of Administrative Employment Contract Issued for the Position of Resource Development and Community Relations Manager (Joseph Newborn) (Action – Brian Gohlke)

Enc. #8 g. Confirmation of Limited-Term Instructional Employment Contract Issued for the Position of Medical Assistant Instructor (Timothy Murphy) (Action – Brian Gohlke)

6. Action Items

Enc. #9 a. Approval of Second Reading of Revisions to District Board Bylaws B-322 – Notification of Board Meetings, and B-324 - Agenda (Action – Vice Chairperson Tillman)

Enc. #10 b. Approval of First Reading of Revisions to District Board Bylaws B-350 – Executive Sessions (Action – Vice Chairperson Tillman)

Enc. #11 c. Approval of Revisions to District Board Policy B-450 – Policy Review (Action – Vice Chairperson Tillman)

7. Committee Reports

Finance Committee

Barbara Barrington-Tillman, Chairperson

Enc. #12 Meeting Held 10/18/17 – Minutes Enclosed  
Action taken

Meeting Scheduled – 11/15/17 – 4:00 p.m.

Enc. #13 a. Presentation and Acceptance of Fiscal Year 2016-17 Audit Report (Finance Committee Recommendation - Action)

Enc. #14 b. Approval of Municipal Water Service Loop Extension Project Contingent upon Wisconsin Technical College System Board (WTCSB) Approval and to Request WTCSB Approval of Project (Finance Committee Recommendation – Action)

- Enc. #15
- c. Consideration of Resolution Authorizing the Issuance of \$1,500,000 General Obligation Promissory Notes, Series 2018A, of Blackhawk Technical College District, Wisconsin (Finance Committee Recommendation – Action)

Personnel Committee

Rick Richard, Chairperson

No October Meeting Held

No November Meeting Scheduled

8. New Business

- Enc. #16
- a. Review of District Board Policies (Discussion – Vice Chairperson Tillman)

1. Policy D-200 – Annual Budget

2. Bylaw D-280 – Budget Management and Transfers

9. Other Business

- a. Report on ACCT Leadership Congress, Sept. 25-28, Las Vegas, NV

- b. Report on District Boards Association Fall Meeting – Nov. 2-4, Waukesha

- c. District Boards Association Winter Meeting – January 26-27, 2018, Eau Claire

10. Future Agenda Items

# ENCLOSURE #1

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

<b>COMBINED FUNDS</b>	<b>2017-18 CURRENT BUDGET</b>	<b>2017-18 ACTUAL TO DATE</b>	<b>2017-18 PERCENT INCURRED</b>	<b>2016-17 ACTUAL TO DATE</b>	<b>2016-17 PERCENT INCURRED</b>
<b>REVENUE &amp; OTHER RESOURCES:</b>					
Local Government	\$ 14,802,796	\$ 804	0.0%	\$ 2,741	0.0%
State Aids	15,283,426	2,328,780	15.2%	2,257,957	15.1%
Statutory Program Fees	5,560,714	2,836,077	51.0%	2,754,590	50.9%
Material Fees	405,675	205,705	50.7%	198,413	57.5%
Other Student Fees	841,834	406,236	48.3%	334,828	48.6%
Institutional	2,560,888	433,849	16.9%	416,765	29.6%
Federal	9,455,688	3,072,279	32.5%	3,278,640	29.8%
Other Sources (Bond/Transfer from Other Fund)	<u>5,357,372</u>	<u>3,750,000</u>	70.0%	<u>1,500,000</u>	29.3%
Total Revenue & Other Resources	<u>\$ 54,268,393</u>	<u>\$ 13,033,730</u>	23.1%	<u>\$ 10,743,934</u>	19.3%
<b>EXPENDITURES BY FUNCTION:</b>					
Instruction	\$ 19,691,972	\$ 5,069,391	25.7%	\$ 5,217,181	28.4%
Instructional Resources	2,720,563	668,446	24.6%	696,339	24.9%
Student Services	12,859,852	4,485,129	34.9%	4,773,796	33.0%
General Institutional	6,041,856	1,929,228	31.9%	1,688,976	31.7%
Physical Plant	14,411,084	1,857,398	12.9%	3,022,953	22.3%
Auxiliary Services	329,800	200,677	60.8%	210,387	61.4%
Other Uses (Transfer to Other Fund)	<u>357,374</u>	<u>250,000</u>	70.0%	<u>-</u>	0.0%
Total Expenditures & Other Uses	<u>\$ 56,412,501</u>	<u>\$ 14,460,269</u>	25.4%	<u>\$ 15,609,632</u>	28.5%
<b>EXPENDITURES BY FUNDS:</b>					
General	\$ 27,310,739	\$ 7,684,583	28.1%	\$ 7,939,213	30.7%
Special Revenue	3,079,968	653,996	21.2%	681,568	23.7%
Capital Projects	7,145,263	1,347,136	18.9%	2,230,826	36.0%
Debt Service	8,192,179	602,849	7.4%	665,582	8.2%
Enterprise	119,800	27,888	23.3%	26,850	20.2%
Internal Service	210,000	174,777	83.2%	183,028	87.2%
Trust & Agency	9,997,178	3,719,040	37.2%	3,882,565	33.8%
Other Uses (Transfer to Other Fund)	<u>357,374</u>	<u>250,000</u>	70.0%	<u>-</u>	0.0%
Total Expenditures	<u>\$ 56,412,501</u>	<u>\$ 14,460,269</u>	25.4%	<u>\$ 15,609,632</u>	28.5%
Fund Balances, Beginning	\$ 15,352,305	\$ 15,352,305		\$ 13,778,644	
Change in Fund Balance	<u>(2,144,108)</u>	<u>(1,426,539)</u>		<u>(4,865,698)</u>	
Fund Balances, Ending	<u>\$ 13,208,197</u>	<u>\$ 13,925,766</u>		<u>\$ 8,912,946</u>	
<b>Debt Service Detail</b>					
Principal Payments	7,065,000	-	0.0%	-	0.0%
Interest Payments	1,059,179	568,599	0.0%	596,719	0.0%
Other Debt Service Expenses	<u>68,000</u>	<u>34,250</u>	50.4%	<u>68,863</u>	43.1%
Total Debt Service Payments	<u>\$ 8,192,179</u>	<u>\$ 602,849</u>		<u>\$ 665,582</u>	

# ENCLOSURE #2

Regular Meeting

of the

Blackhawk Technical College District Board

October 18, 2017

## Minutes

The regular meeting of the Blackhawk Technical College Board was held on Wednesday, October 18, 2017, at the BTC Advanced Manufacturing Training Center, 15 Plumb Street, Milton, in Room 118. The following members were present: Eric Thornton, Chairperson; Barbara Tillman, Vice Chairperson; Laverne Hays, Secretary; Rick Richard, Treasurer; Traci Davis; Mark Mayer; Dr. Karen Schulte; and Malik Surani (arrived 5:03 p.m.). Board members absent: Tom Heeg. Staff present: Dr. Tracy Pierner; Brian Gohlke; Renea Ranguette; Dr. Zahi Atallah; Jackie Pins; Jon Tysse; Joe Wollinger; Elisa Colson; and Gary Kohn (arrived 5:11 p.m.).

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

Chairperson Thornton called for public comment. There was none.

Chairperson Thornton called for Special Reports.

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

Chairperson Thornton called for Information/Discussion items.

The September financial statement and quarterly update were reviewed.

Dr. Pierner presented the President's monthly report. Attendance at community meetings and visits to local companies were shared. He attended and provided comments at the IBEW graduation ceremony for apprentices and attended the ACCT Conference in Las Vegas. An excellent Harvest Dinner was hosted at the Buckhorn Supper Club for the annual Culinary scholarship fundraiser. Joseph Newborn will begin as the new Resource Development & Community Relations Manager in mid-November. A Manufacturing Day event was held on October 6, 2017; 600 students and 27 businesses participated. A meeting was held with Best Events to hold initial discussion regarding a collaboration to utilize The Armory for the proposed Culinary Production Specialist program. Upcoming events include BTC hosting the State Board meeting on November 7-8; and a meeting next week with Dr. Smiley of the School District of Janesville (SDJ) and Dr. Annie Wu to discuss how BTC can connect with SDJ and Chinese students interested in technical education opportunities. Interviews will be held in the near future for finalists for the Director of Student Services; Board members will be invited to meet final candidates. The SDJ has an opportunity to obtain a federal grant to bring a fiber line to BTC to serve Rock University High School students; 80% of the funding is provided by the

federal government. Development of a Memorandum of Understanding (MOU) is underway whereby BTC would have access to the fiber line; access would enable BTC to eliminate its contract with Charter Communications.

Chairperson Thornton called for the Consent Agenda.

It was moved by Mr. Surani and seconded by Ms. Davis to approve the consent agenda, which included the minutes of the Regular Meeting held on September 20, 2017; current bills from the month of September – 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; 40 training contracts negotiated since the last meeting totaling \$83,880; adoption of a resolution to designate district positions subject to Wisconsin's Code of Ethics; approval of a request from Sarah Chilson for an extended leave of absence without pay; confirmation of an administrative employment contract issued to Jason Sanders for the position of Network Engineer at a salary of \$62,000, effective October 16, 2017; confirmation of an administrative employment contract issued to Mark Brown for the position of Program Coordinator – Law Enforcement Academy at a salary of \$76,000, effective October 16, 2017; and acceptance of a resignation from Matthew Albers, Programmer Analyst, effective October 20, 2017.

Motion carried.

Chairperson Thornton called for Action Items.

It was moved by Mr. Mayer and seconded by Dr. Schulte to approve Board Policy B-326 – Public Comment at Board Meetings, as presented.

Motion carried.

It was moved by Mr. Surani and seconded by Dr. Schulte to approve the first reading of revisions to District Board Bylaw B-211 – Notification of Board Meetings and B-324 – Agenda, as presented.

Motion carried.

Administration requested approval of the Concept Review for a Culinary Production Specialist Technical Diploma Program. In BTC's six-county service area, labor market data reflects a gap of 1,300 line cook positions between 2017 and 2022. Occupational data for our service area also projects a 5% increase in Food Preparation and Serving Related Occupations. At the state level, the projected increase is 4.1%. The current Culinary Arts program prepares

students to manage kitchens as head chefs. The proposed program would incorporate some of the courses included within the Associate Degree program and develop additional courses to address particular requirements of the industry. The Concept Review is the first step in the Wisconsin Technical College System program development process. Pending District Board approval, documentation will be submitted for State Board approval. If approved, the anticipated start time for the program is May 2018.

It was moved by Mr. Mayer and seconded by Mr. Hays to approve the Concept Review for a Culinary Production Specialist Technical Diploma Program.

Motion carried unanimously.

Chairperson Thornton called for Committee Reports.

The Finance Committee met prior to the start of the regular Board meeting. Acting Committee Chairperson Mayer provided a recap of meeting discussion. The September Financial Statement and quarterly update were reviewed. The Committee recommended approval of the following action items.

District Board action was requested to establish the mill rate and tax levy for fiscal year 2017-18. The College's operational levy is capped at the 2010 levy amount plus an annual valuation factor for net new construction within the District. The 2017 valuation factor (1.62403%) for the District is applied to total revenue which is defined in statute as the total tax levy (net of debt service) from the previous year plus the property tax relief aid received in the previous year. The valuation factor of 1.62403% reflects an operational levy increase of \$267,723 due to net new construction in the District. The increase for net new construction brings the operational levy to \$6,955,491 and will generate a mill rate of 0.56412. The debt service levy is \$7,874,179 and generates 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 total levy reflects an increase of 4.4%; the mill rate reflects a decrease of 0.8%.

It was moved by Mr. Surani and seconded by Mr. Richard to authorize a \$14,829,670 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.

Motion carried unanimously.

It was moved by Ms. Tillman and seconded by Mr. Mayer to approve the attached modifications to the Fiscal Year 2016-17 Budget, as recommended.

Motion carried unanimously.

It was moved by Mr. Richard and seconded by Mr. Surani to approve the attached modifications to the Fiscal Year 2017-18 Budget, as recommended.

Motion carried unanimously.

Board approval was requested for the 2016-2017 Procurement Annual Report. A listing of vendors paid \$50,000 or more during the year was shared.

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

Motion carried unanimously.

Chairperson Thornton called for New Business.

A review of three Bylaws and one Policy was conducted. A first reading of the revisions proposed for Bylaw B-350 and approval of revisions to Policy B-450 will be scheduled at the November Board Meeting.

Chairperson Thornton called for Other Business.

A reminder was provided on the District Boards Association Fall Meeting being held in Waukesha on November 2-4.

A report was provided on the ACCT 2017 Leadership Congress which was held in Las Vegas in September. Mr. Hays volunteered as an ambassador at the Conference.

Chairperson Thornton called for Future Agenda Items. There was none

It was moved by Mr. Mayer and seconded by Dr. Schulte to adjourn the meeting at 6:08 p.m.

Motion carried.

Laverne E. Hays  
Secretary



ENCLOSURE #3

5. Consent Agenda

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

The October bills include Voucher #00243490 to and including #00243981 and direct deposit expense reimbursements in the total amount of \$690,307.19 (includes student related payments), a payroll total for the month of October of \$678,411.52, payroll tax wire transfers for the month of October of \$373,303.27, other wire transfers for the month of October of \$38,866.04, WRS wire transfers for the month of October of \$142,642.69, P-card disbursements for the month of October of \$155,970.34, a bond payment for the month of October of \$0, and a health insurance wire transfer for the month of October of \$281,647.20, for a grand total of \$2,361,148.25.

Blackhawk Technical College

BILL LIST SUMMARY

Period Ending October, 2017

Starting Check Number           00243490  
 Ending Check Number           00243981       Plus Direct Deposits

PAYROLL TAXES			
Federal		316,794.53	
State		<u>56,508.74</u>	
			373,303.27
PAYROLL BENEFIT DEDUCTIONS & FRINGE PAYMENTS			
Retirement		-	
Health and Dental Insurance		24,984.84	
Miscellaneous		<u>11,947.89</u>	
			36,932.73
STUDENT RELATED PAYMENTS			202,495.24
CURRENT NON CAPITAL EXPENSES			284,056.41
CAPITAL			132,572.81
DEBT			<u>34,250.00</u>
TOTAL BILL LISTING AND PAYROLL TAXES			1,063,610.46
PAYROLL-NET			<u>678,411.52</u>
SUB TOTAL BILL LISTING AND PAYROLL			1,742,021.98
PLUS OTHER WIRE TRANSFERS			38,866.04
PLUS WRS WIRE TRANSFERS			142,642.69
P-CARD DISBURSEMENTS			155,970.34
PLUS BOND PAYMENT			-
HEALTH INSURANCE WIRES			<u>281,647.20</u>
GRAND TOTAL FOR THE MONTH			<u><u>2,361,148.25</u></u>

Memo

Bill List Total	690,307.19
Wire Transfer - Payroll Taxes	373,303.27

5. Consent Agenda

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

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

		<b>FULL CONTRACT DETAIL INFORMATION</b>				
<b>Contract #</b>	<b>Business/Industry</b>	<b># Served</b>	<b>Est. FTEs</b>	<b>BTC Cost Formula</b>	<b>LAB Cost Formula</b>	<b>Contract Cost</b>
2018-1014	<b>Catholic Charities</b> <i>Bloodborne Pathogens</i>	12	0.04	\$886	\$517	\$886
2018-1090	<b>Orchid Monroe</b> <i>Supervisory Leadership</i>	10	0.22	\$1,869	\$1,769	\$1,869
2018-1081	<b>Orchid Monroe</b> <i>Supervisory Skills</i>	10	0.03	\$646	\$428	\$646
6810-002	<b>School District of Beloit</b> <i>HSED Preparation for High School At-Risk Student(s)</i>	2	2.00	\$5,516	N/A	\$5,516
2018-1085	<b>Simmons U.S.A.</b> <i>Intermediate Excel</i>	7	0.02	\$644	\$388	\$644
2018-1089	<b>Simmons U.S.A.</b> <i>Outlook</i>	7	0.02	\$727	\$388	\$727
<i>Report Subtotal</i>		48	2.33	\$10,288	\$3,490	\$10,288

\* BTC charges do not meet LAB formula.

5. Consent Agenda

Contract #	Business/Industry	MULTIPLE RECEIPT, GRANT OR OTHER COMPLEX CONTRACT BREAKDOWN INFORMATION				FULL CONTRACT DETAIL INFORMATION					
		# Served	Est. FTEs	BTC Cost Formula	LAB Cost Formula	Actual Contract Cost	# Served	Est. FTEs	BTC Cost Formul	LAB Cost Formula	Actual Contract Cost
2018-1036	<b>SSI Technologies</b> <i>GD&amp;T</i> --WAT Grant Funding										\$852 \$2,129
2018-1037	<b>SSI Technologies</b> <i>Principles of Lean Manufacturing</i> --WAT Grant Funding										\$295 \$655
2018-1091	<b>SSI Technologies</b> <i>Intermediate Excel</i> --WAT Grant Funding										\$1,167 \$2,592
2018-1092	<b>SSI Technologies</b> <i>Intermediate PowerPoint</i> --WAT Grant Funding										\$825 \$1,834
2018-1093	<b>SSI Technologies</b> <i>Intermediate Word</i> --WAT Grant Funding										\$2,370 \$5,268
2018-1094	<b>SSI Technologies</b> <i>Advanced PowerPoint</i> --WAT Grant Funding										\$664 \$1,475
2018-1095	<b>SSI Technologies</b> <i>Advanced Word</i> --WAT Grant Funding										\$2,048 \$4,551
2018-1096	<b>SSI Technologies</b> <i>Real Colors</i> --WAT Grant Funding										\$866 \$4,085

\* BTC charges do not meet LAB formula.

ENCLOSURE #4

11/15/2017

5. Consent Agenda

2018-1097	<b>SSI Technologies</b> <i>Team Building</i> --WAT Grant Funding		72	0.36	\$6,833	\$1,651	\$2,121
2018-1098	<b>SSI Technologies</b> <i>Meaningful Presentations</i> --WAT Grant Funding		24	0.12	\$4,745	\$1,651	\$1,473
		<i>Report Subtotal</i>	307	1.46	\$43,782	\$15,566	\$43,254
			<b><u>355</u></b>	<b><u>3.79</u></b>	<b><u>\$54,070</u></b>	<b><u>\$19,056</u></b>	<b><u>\$53,542</u></b>

\* BTC charges do not meet LAB formula.

## CONTRACT TRAINING APPROVED BY BTC BOARD

	FY 2013-14		FY 2014-15		FY 2015-16		FY 2016-17		FY 2017-18		
	Month	Month's \$	YTD \$	Month's \$	YTD \$	Month's \$	YTD \$	Month's \$	YTD \$	Month's \$	YTD \$
1st Qtr.	July	\$52,148	\$52,148	\$36,837	\$36,837	\$64,607	\$64,607	\$17,083	\$17,083	\$60,763	\$60,763
	August	\$40,224	\$92,372	\$88,157	\$124,994	\$31,803	\$96,410	\$1,912,317	\$1,929,400	\$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	\$53,542	\$291,318
	December	\$307,342	\$503,581	\$408,509	\$621,720	\$275,514	\$1,068,994	\$24,362	\$2,563,501		\$291,318
3rd Qtr.	January	\$0	\$503,581	\$76,855	\$698,575	\$52,828	\$1,121,822	\$63,520	\$2,627,021		\$291,318
	February	\$455,099	\$958,680	\$124,335	\$822,910	\$14,624	\$1,136,446	\$45,218	\$2,672,239		\$291,318
	March	\$46,981	\$1,005,661	\$56,331	\$879,241	\$64,158	\$1,200,604	\$15,257	\$2,687,496		\$291,318
4th Qtr.	April	\$72,840	\$1,078,501	\$35,193	\$914,434	\$16,268	\$1,216,872	\$40,876	\$2,728,372		\$291,318
	May	\$50,185	\$1,128,686	\$52,003	\$966,437	\$85,469	\$1,302,341	\$35,548	\$2,763,920		\$291,318
	June	\$47,797	\$1,176,483	\$3,851	\$970,288	\$6,124	\$1,308,465	\$150,542	\$2,914,462		\$291,318
YTD TOTAL \$			<u>\$1,176,483</u>		<u>\$970,288</u>		<u>\$1,308,465</u>		<u>\$2,914,462</u>		<u>\$291,318</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: \$107,177; Transcribed Credit contracts with high schools total: \$ ; HSED contracts with high schools total: \$8,144

ENCLOSURE #5

5. Consent Agenda

- d. Acceptance of Intents to Retire (Vicki Downs, Lori Krasemann) (Action – Brian Gohlke)

Vicki Downs, Associate Degree Nursing Instructor, has submitted her intent to retire on December 21, 2017, after 13 years of service to the College.

Lori Krasemann, Early Childhood Education Instructor, has submitted her intent to retire at the end of the Spring 2018 semester, after 14 years of service to the College.

Acceptance of the intents to retire is recommended.

ENCLOSURE #6

5. Consent Agenda

- e. Acceptance of Resignations (Orinda Conway, Dr. Patricia Padjen, Denny Wright)  
(Action – Brian Gohlke)

Orinda Conway, IT Network Specialist Instructor, has submitted her resignation, effective December 21, 2017.

Dr. Patricia Padjen, Associate Dean of Nursing, has submitted her resignation, effective December 21, 2017.

Denny Wright, IT Network Specialist Instructor has submitted his resignation, effective December 21, 2017.

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



ENCLOSURE #7

5. Consent Agenda

- f. Confirmation of Administrative Employment Contract Issued for the Position of Resource Development and Community Relations Manager (Joseph Newborn) (Action – Brian Gohlke)

Joseph Newborn has been issued an administrative employment contract for the position of Resource Development and Community Relations Manager at a salary of \$64,000, effective November 13, 2017.

Mr. Newborn holds a B.A. degree in Languages and Cultures of Asia and Religious Studies from the University of Wisconsin-Madison. For the past four years he has held the position of Director of Foundation Relations and Grant Writer at Thomas University, Thomasville, Georgia. Previous occupational experience includes positions of Special Education Teacher for the Pathways Educational Program in Thomasville, Georgia; Americorps Volunteer for Americorps – Charlotte County Habitat for Humanity, Punta Gorda, Florida; Construction Superintendent/Project Manager at Construction Compliance Inc., St. Petersburg, Florida; and Operations Manager at the University of Wisconsin Foundation, Madison, Wisconsin.

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

ENCLOSURE #8

5. Consent Agenda

- g. Confirmation of Limited-Term Instructional Employment Contract Issued for the Position of Medical Assistant Instructor (Timothy Murphy) (Action – Brian Gohlke)

Timothy Murphy has been issued limited-term instructional employment contract for the position of Medical Assistant Instructor at a salary of \$53,760, effective November 13, 2017.

Mr. Murphy holds a B.S. in Nursing from the University of Wisconsin School of Nursing in Madison. His occupational experience includes 19 years of healthcare experience in hospital and long-term care and rehab facilities, including Nazareth in Stoughton, Extencare in Monroe and Beloit, St. Elizabeth Home in Janesville, and Mercy Health Center. Positions have included Lead RN, RN Unit Manager, and RN Compliance Officer.

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

ENCLOSURE #9

6. Action Items

- a. Approval of Second Reading of Revisions to District Board Bylaws B-322 – Notification of Board Meetings and B-324 - Agenda (Action – Vice Chairperson Tillman)

The District Board reviewed proposed revisions to two (2) Bylaws at the September 20, 2017, Board meeting. Approval of revisions to Board Bylaws requires two readings at meeting held no less than 27 days apart. The first reading was approved at the October 18, 2017, Board meeting. The documents are presented for their second reading.

*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 second reading of the revisions to these documents is recommended.

# 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 #10

6. Action Items

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

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

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

District Board approval of the revisions is recommended.

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

ENCLOSURE #11

6. Action Items

- c. Approval of Revisions to District Board Policy B-450 – Policy Review (Action – Vice Chairperson Tillman)

The District Board reviewed proposed revisions to a Board Policy at the October 18, 2017, Board meeting. The document is presented for.

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

District Board approval of the revisions is recommended.

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

# ENCLOSURE #12

## BLACKHAWK TECHNICAL COLLEGE

Finance Committee  
Wednesday – October 18, 2017  
AMTC, 15 Plumb St., Milton – Room 118

### MINUTES

Members Present: Barbara Tillman, Chairperson (arrived 4:34 p.m.)  
Laverne Hays  
Mark Mayer

Members Absent: Traci Davis

Other Board Present: Rick Richard  
Dr. Karen Schulte (arrived 4:34 p.m.)  
Malik Surani (arrived 4:13 p.m.)  
Eric Thornton

BTC Staff Present: Dr. Tracy Pierner, Renea Ranguette, Jackie Pins, Brian Gohlke (arrived 4:37 p.m.)

Acting Chairperson Mayer called the meeting to order at 3:49 p.m. Msrs. Richard and Thornton were appointed to the Committee for the meeting.

Review of September 2017 Finance Statement and Quarterly Update – Total revenues are up approximately \$189,000 from last year. The areas with the largest increase are institutional revenue due to customized instruction and training and program fees due to a modest increase in the tuition rate and increased enrollment. Expenditures are down about \$42,000 from one year ago, mainly due to the Fall 2016 reorganization and substantial computer software savings resulting from WTCS consortium efforts. These decreases are offset by increases in Instructional expenditures due to FY18 increases in salaries and benefits and instructional software purchases and service contracts planned in FY18. An increase in General Institutional expenditures of approximately \$94,000 is due to salaries and benefits resulting from the Fall 2016 realignment of positions within the College and FY18 wage adjustments. Budgeted resources over expenditures reflect \$661,886 for pre-audit year-end 2016-17. Figures for the first quarter of FY18 did reflect a loss due to the timing of event occurrences within the budget. The Special Revenue Fund reflects an increase in revenues of \$29,100 from one year ago. Under this Fund's expenditures, it was noted 15.2% of the budget has been expended for the year, which indicates we have increased the volume and the rate of expenditure for the current year. Under the Pre-Audit column, it is noted the Special Revenue Fund Balance will increase \$115,888 due to budgeted resources over expenditures for year-end 2017. Capital Projects Revenues and Expenditures were reviewed. Revenues reflect a decline due to a decrease in the timing of debt sales by the College. Last year there was one debt issuance of \$1,500,000. In the current year, there have been no issuances, but the College did receive a good faith payment of \$70,000 for the September bond issuance scheduled to settle in October. Expenditures are down by approximately \$507,700 and reflect more active movement in utilization of funds compared to last year. The Pre-Audit column reflects capital projects which did not get completed prior to

year-end; funding for those projects will be carried forward to the current year's budget. Within the Debt Service Fund, interest income is reflected in revenues, and interest payments for bonds outstanding in expenditures. The Enterprise Fund and Internal Service Fund were reviewed. Under the latter, non-employee insurance premiums for the year were down slightly from one year ago. The Trust and Agency Fund reflects a slight revenue increase, \$2.7 million compared to \$2.4 million, due to increased student fees. Fund expenditures are down approximately \$55,000 due to a decrease in student financial aid funding. The Committee had minimal questions regarding the review of the financial statement.

Establishment of Mill Rate and Tax Levy for Fiscal Year 2017-18 – A tax levy history/projection and mill rate history/projection were provided within the meeting agenda packet. A new handout was shared which contained the complete mill rate history as the information for 2017-18 was not included on the original enclosure. The District's valuation factor for 2017 is 1.62403%, for an operational levy increase of \$267,723 due to net new construction in the District. BTC's valuation factor was one of the highest in the state. The increase for net new construction brings the 2017 operational levy to \$6,995,491. For purposes of establishing the mill rate, we use equalized values which exclude Tax Incremental Districts (TIDs) 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 recommended an operational levy of \$6,995,491 with an operational mill rate of 0.56412, and a debt service levy of \$7,874,179 with a debt service mill rate of .63863. The total proposed levy is \$14,829,670 with a total mill rate of 1.20275 per \$1,000 equalized valuation.

The total mill rate reflects a -0.8 decrease, largely due to an increase in valuation. Committee members questioned why the district valuation increased so much. Ms. Ranguette stated the Department of Revenue posts a series of reports throughout the year, but the reports which would provide that particular information are not yet available. Dollar General, new housing construction projects, and housing market valuations may have had an impact on the district's valuation.

The Committee was asked to take action to forward its 2017-18 mill rate and tax levy recommendation to the full Board.

It was moved by Mr. Thornton and seconded by Mr. Hays to recommend to the full Board that it authorize a \$14,829,670 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.

Motion carried unanimously.

Approval of Modifications to the Fiscal Year 2016-17 Budget – The final budget adjustments for FY 2016-178 were brought forward prior to the presentation of the audit report in November 2017. Modification 1 corrects the function to which budget dollars are allocated within the General Fund. Modification 2 establishes a budget for federal Bureau of Indian Affairs student financial assistance and Wisconsin Indian student assistance for aid received by a student. Modification 3 provides resources for increased flexible benefit fund activity.

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

Motion carried unanimously.

Approval of Modifications to the Fiscal Year 2017-18 Budget – Modification 1 to 3 involve the General Fund - #1 establishes an estimated transcribed credit contract budget; #2 establishes an estimated budget for employee internal professional development (employees are allowed to take College courses at no cost for professional development as long as it is relevant to their job duties; there is no cost to the College as the seats would be otherwise unfilled within the classes); and #3 increases property tax revenue due to net new construction greater than budgeted, to account for a City of Janesville property tax refund, and to allocate budget for new initiatives funding. Modification #4 provides an increase to the Special Revenue Fund to reflect carryover for FY17 Workforce Advancement Training grants. Modifications 5-8 establishes budgets for capital fund projects carried forward from FY17. Modification 9 establishes a budget for the mid-year cycle approval for capital projects; approved items are aligned to strategic initiatives. Modification 10 adjusts the debt service revenue and expenditure budgets.

It was moved by Mr. Hays and seconded by Ms. Tillman to recommend to the full Board that it approve the attached modifications to the Fiscal Year 2017-18 Budget, as presented.

Motion carried unanimously.

Acceptance of Procurement Annual Report – An annual procurement report is conducted to evaluate all purchases/vendors for a given year. For Fiscal Year 2016-17, 51 vendors were paid \$50,000 or more during the year. Of these, 49 vendors fell within the approved categories of, a) approved cooperative contract; b) properly bid by College and/or under a current contract or lease; and c) not required to use competitive procurement procedures for payroll, intergovernmental purchases, natural gas, electricity, water services, and WTCS cooperative activities. The two exceptions were, 1) Charter Communications - our sole-source for BTC's Ethernet gateway, and 2) Amazon - individual non-serial purchases made by many departments within the College. No action is required at this time to address either exception. A handout was provided listing vendors paid \$50,000 or more in FY17.

The College's P-card transaction value decreased in FY17, mainly due to vendor imposed fees on credit card transactions. The College receives a rebate on P-card transactions. This year's rebate totaled \$50,595 and represented an 8.3% decrease from FY16.

It was moved by Mr. Thornton and seconded by Mr. Surani to recommend to the full Board that it accept the Procurement Annual Report as presented.

Motion carried unanimously.

As there was no further business, the meeting was adjourned at 4:49 p.m.

ENCLOSURE #13

7. Committee Reports

a. Presentation and Acceptance of Fiscal Year 2016-17 Audit Report (Finance Committee Recommendation – Action)

The District's auditing firm, Wipfli, LLP, has completed the audit of Fiscal Year 2016-17 financial records. Dan Walker will attend the Finance Committee meeting scheduled at 4:00 PM on November 15 to present the [draft FY 2016-17 Audit Report](#), discuss their findings, and answer questions. Hard copy of the Audit Report will be provided at the Board meeting.

The Finance Committee will present its recommendation to the District Board regarding acceptance of the Fiscal Year 2016-17 Audit Report.

Upon acceptance by the District Board, the report will be finalized and forwarded to the Wisconsin Technical College System Office by the December 31, 2017, deadline.



ENCLOSURE #14

7. Committee Reports

b. Approval of Municipal Water Service Loop Extension Project Contingent upon Wisconsin Technical College System Board (WTCSB) Approval and to Request WTCSB Approval of Project (Finance Committee Recommendation – Action)

In May 2015, the District Board approved an Annexation and Water Service Agreement with the City of Janesville (COJ) for the extension of municipal water service to the Central Campus. The Agreement detailed the two phases of this project, both of which are subject to WTCS Board approval. The first phase, completed in 2016, brought essential life safety protection to college facilities and potable water for public consumption. The second phase, when completed, will provide higher quality and dependability of water service via the completion of a loop connection service. The Agreement with the COJ requires the College to make good faith efforts to secure the required approvals for this second phase of the project.

If approved by the District Board and the WTCS Board, the City of Janesville will solicit bids and manage the project construction. The College will pay for the cost of installation. The Agreement includes a provision for reimbursement of future connection fees collected by the City from properties that make a later connection to the main installed by the College. The project is scheduled for winter bidding with COJ award of contract in early February and construction commencing in the spring.

The estimated cost for Phase 2 of this project is \$1,500,000 which will be funded by a general obligation tax exempt bond issue.

The construction cost estimate detail is provided below:

Water main extension	\$1,396,580
Fees	56,822
Contingency	<u>46,598</u>
TOTAL	\$1,500,000

A diagram of the proposed project plan is attached (*Enclosure #1*). Administration recommends District Board approval of the following resolution for Phase 2 of the municipal water service extension to the Central Campus:

**RESOLUTION:**

**Whereas, the District entered into an Agreement with the City of Janesville for the extension of municipal water service to the Central Campus; and**

**Whereas, phase one of that extension was approved by the WTCS Board in July 2015; and**

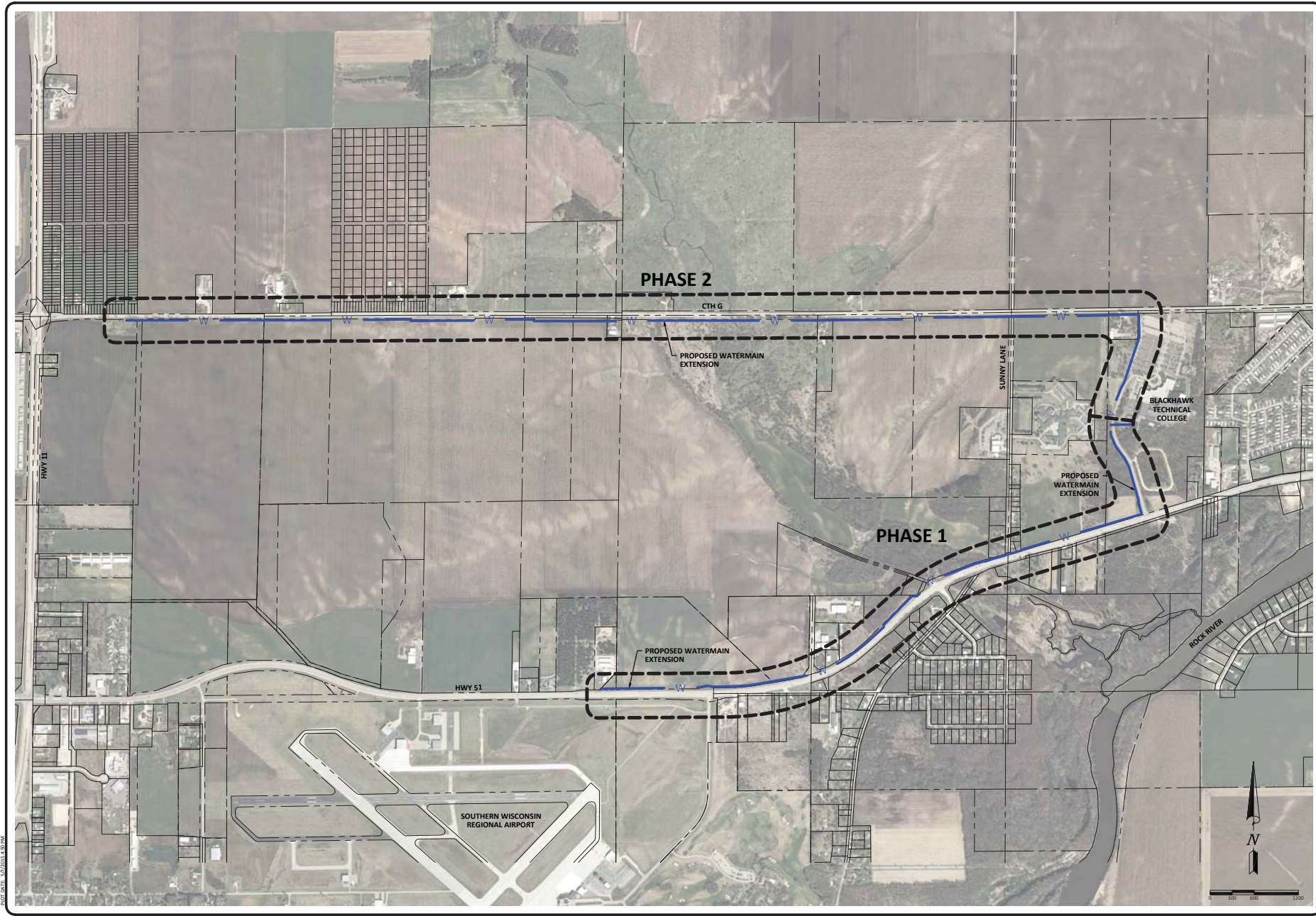
**Whereas, phase one of the water main installation was completed in summer 2016 with service to the Central Campus buildings and hydrants; and**

**Whereas, phase two will complete a loop in the water main system to ensure continuity of service and water quality; and**

**Whereas, the District committed to making a good faith effort to obtain the required approval for phase two loop completion;**

**It is therefore Resolved, that the Blackhawk Technical College District Board approve the capital improvement of a municipal water service extension to complete the loop serving the College's Central Campus, which is contingent upon WTCS Board approval and to request Wisconsin Technical College System Board approval of this capital improvement.**

The Finance Committee will present its recommendation.



PLOT DATE: 07/20/14 4:39 PM



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DESIGNED BY: \_\_\_\_\_  
 DRAWN BY: \_\_\_\_\_  
 CHECKED BY: \_\_\_\_\_  
 APPROVED BY: \_\_\_\_\_

DATE: \_\_\_\_\_  
 SCALE: \_\_\_\_\_

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PROJECT OVERVIEW

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CITY OF JAMESVILLE TO  
 BLACKHAWK TECHNICAL COLLEGE  
 WATERMAIN EXTENSION  
 ROCK COUNTY, WISCONSIN

---

SHEET NO. \_\_\_\_\_  
**X OF XX**

3/2000-OVERVIEW.DWG

NOTE: INFORMATIONAL DATA IS NOT TO BE RELIED UPON BY SCALE OR ANY  
 PORTION OF THIS DRAWING

ENCLOSURE #15

7. Committee Reports

- c. Consideration of Resolution Authorizing the Issuance of \$1,500,000 General Obligation Promissory Notes, Series 2018A, of Blackhawk Technical College District, Wisconsin (Finance Committee Recommendation – Action)

The Fiscal Year 2017-18 budget includes \$1,500,000 for building & grounds improvements in support of the water main Phase 2 project.

The authorizing resolution for the borrowing of \$1,500,000 for building & grounds improvements is attached. If approved, the actual borrowing will occur in January following the publishing of the resolution and subsequent to the passage of the statutory referendum time period. The second resolution to award the sale on the borrowing would be presented to the full Board at the January meeting.

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

The Finance Committee will present its recommendation.

RESOLUTION AUTHORIZING THE ISSUANCE OF \$1,500,000  
GENERAL OBLIGATION PROMISSORY NOTES, SERIES 2018A, OF  
BLACKHAWK TECHNICAL COLLEGE DISTRICT, WISCONSIN

WHEREAS, Blackhawk Technical College District, Rock and Green Counties, Wisconsin (the “District”) is presently in need of \$1,500,000 for the public purpose of financing Phase 2 of the water main service extension project, which is a building remodeling and improvement project; and

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

NOW, THEREFORE, BE IT:

RESOLVED, that the District shall issue general obligation promissory notes in the amount of \$1,500,000 for the public purpose of financing Phase 2 of the water main service extension project, which is a building remodeling and improvement project; and be it further

RESOLVED, THAT:

Section 1. Note Authorization. The District shall issue the general obligation promissory notes authorized above in the aggregate principal amount of \$1,500,000 and designated “General Obligation Promissory Notes, Series 2018A” (the “Notes”), the proceeds of which shall be used for the purpose specified above.

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

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

Adopted this 15th day of November, 2017.

---

Chairperson

Attest:

---

Secretary

EXHIBIT A

NOTICE

TO THE ELECTORS OF:

Blackhawk Technical College  
District, Wisconsin

NOTICE IS HEREBY GIVEN that the District Board of the above-named District, at a meeting duly called and held on November 15, 2017, adopted pursuant to the provisions of Section 67.12(12) of the Wisconsin Statutes, a resolution providing that the sum of \$1,500,000 be borrowed through the issuance of general obligation promissory notes of the District for the public purpose of financing Phase 2 of the water main service extension project, which is a building remodeling and improvement project.

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

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

Dated November 15, 2017.

BY ORDER OF THE DISTRICT BOARD

District Secretary

ENCLOSURE #16

8. New Business

a. Review of District Board Policies (Discussion – Vice Chairperson Tillman)

Two (2) policies are being presented to the Board for review in November:

*Policy D-200 – Annual Budget* – Revision is recommended to reflect utilization of reserve funds (i.e. fund balance) when a compelling and essential reason warrants; with thresholds as established by Board policy maintained.

*Policy D-280 – Budget Management and Transfers* – Revision is recommended to permit designee approval of budget transfers, and to delete the defined dollar thresholds for budget transfer approval by the President and designees.

Based on input received, action to approve revisions would be scheduled at future Board meetings.



The BTC District Board will ensure the preparation of an annual budget for the College that shall be considered a controlled spending plan for the College. This budget will guide the expenditure of funds by fiscal year - July 1st to June 30th. Budgeted expenditures will be organized on a fund/function basis in accordance with the Wisconsin Technical College System Board (WTCSB) Uniform Financial Fund Accounting System (UFFAS).

The budget shall be communicated in writing, through a published document, and presented to area residents through one or more open, public hearing(s) at a day and time determined by the District Board. Any changes to the budget resulting from the public hearing shall be made prior to adoption. The budget document will comply with all state statutes, administrative rules/regulations, and the WTCSB Financial Accounting Manual (FAM).

The District Board directs the President/District Director to:

1. Develop and share with the District Board, no later than the November meeting, a calendar of budget preparation activities prior to beginning budget development.
2. Develop and communicate revenue and expenditure projections consistent with the District Board's strategic initiatives.
3. Assist the District Board in establishing budget parameters and guidelines to be shared with staff.
4. Conduct a series of reviews with budget managers resulting in a balanced revenue/expenditure budget that avoids ~~using~~ reducing reserved funds unless a compelling and essential reason warrants such reduction; thresholds as established by Board policy will be maintained ~~as a resource~~.
5. Report to the District Board on a regular basis the current status of budget preparation.
6. Present to the District Board a balanced budget that complies with the guidelines developed by the Board.
7. Oversee the preparation of the budget documents and the public notice required to finalize the budget and present it to the public.
- 8.. Require budget managers to effectively manage budgeted resources and ensure that expenditures will fall within the limits of the budget.

Reference: Wisconsin Statutes 38.12 (5m)  
Wisconsin Administrative Code TCS 7.05  
WTCSB Financial Accounting Manual  
WTCSB Uniform Fund Accounting System  
BTC Board Policy D-630 Fund Balances

# ANNUAL BUDGET

D-200

Policy Adopted: August 18, 1976

Revised: April 19, 2000; December 15, 2004; January 17, 2007; April 15, 2009

The BTC District Board annually adopts a College budget that serves as a controlled spending plan that regulates expenditures and purchases for each organizational unit. Budget managers shall control and limit spending to the approved budgeted amounts for their organizational unit(s). The approved budget classification amount shall be considered the maximum spending level for that category and expenditures should not exceed that amount. Managers are expected to routinely examine the budget status of each unit under their supervision and control spending to ensure that expenditures do not exceed the approved budget classification amount.

However, occasionally actual costs may exceed budgeted costs or new priorities will necessitate costs not included in the original budget. It shall be the policy of the Blackhawk Technical College District that appropriate amounts may be transferred from another budget category to cover these expenditures. Budget transfers shall only be authorized for compelling and essential reasons.

The District Board has the sole authority for transfers between Funds or Functions and transfers to and from fund balances. The District Board shall review all requests for the aforementioned transfers on a minimum of a quarterly basis. The District Board authorizes the President/District Director or designee to approve budget transfers ~~exceeding \$2,500~~ within any fund or function, all transfers related to full-time salaries and fringe benefits, and transfers between payroll and non-payroll accounts. ~~The President/District Director may designate approval authority for transfers under \$2,500.~~

Budget transfers for externally funded grants will not be approved until it is determined that the transfer complies with the guidelines of the funding agency and does not alter the intent of the project. In certain situations, written approval will be obtained from the funding agency and a copy should be attached to the transfer request.

Policy Adopted: April 19, 2000

Revised: December 15, 2004; January 17, 2007; April 15, 2009