

Regular Meeting
of the
Blackhawk Technical College District Board

August 16, 2017

Minutes

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

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

Chairperson Thornton called for public comment. There was none.

Chairperson Thornton called for Special Reports. There were none.

Chairperson Thornton called for Information/Discussion items.

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

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

Chairperson Thornton called for the Consent Agenda.

It was moved by Mr. Hays and seconded by Ms. Davis to approve the consent agenda, which included the minutes of the Annual and Regular Meeting held on July 10, 2017; current bills from the month of July – Voucher #00242107 to and including #00242280 and direct deposit expense reimbursements in the total amount of \$1,178,429.11 (includes student related payments), a payroll total for the month of July of \$915,061.63, payroll tax wire transfers for the month of July of \$384,052.02, other wire transfers for the month of July of \$36,725.40, WRS wire transfers for the month of July of \$146,637.49, P-card disbursements for the month of July of \$48,686.46, a bond payment for the month of July of \$0, and a health insurance wire transfer for the month of July of \$279,962.58, for a grand total of \$2,989,554.69; 24 training contracts negotiated since the last meeting totaling \$92,778; confirmation of a non-instructional employment contract issued to Linda Fair for the position of Program Advisor at a salary of

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

Motion carried.

Chairperson Thornton called for Action Items.

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

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

Motion carried unanimously.

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

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

Motion carried unanimously.

Chairperson Thornton called for Committee Reports.

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

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

Motion carried unanimously.

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

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

Motion carried unanimously.

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

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

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

Motion carried unanimously.

Chairperson Thornton called for New Business.

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

Chairperson Thornton called for Other Business.

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

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

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

Motion carried.

A handwritten signature in cursive script that reads "Laverne E. Hays".

Laverne E. Hays
Secretary

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

RESOLUTION:

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

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

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

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

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

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

Resolution:

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

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

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

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

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

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

Proposed Modifications to the FY 2016-17 Budget

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

Proposed Modifications to the FY 2016-17 Budget

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

Proposed Modifications to the FY 2017-18 Budget

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

Resolution

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

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

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

NOW, THEREFORE, BE IT:

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

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

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

RESOLVED, THAT:

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

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

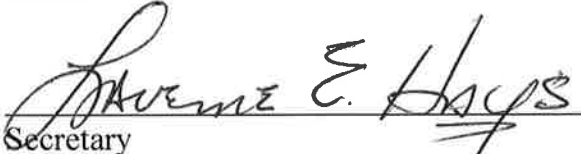
Section 3. Official Statement. The District Secretary shall cause an Official Statement to be prepared by Robert W. Baird & Co. Incorporated. The appropriate District officials shall determine when the Official Statement is final for purposes of Securities and Exchange Commission Rule 15c2-12 and shall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

Adopted this 16th day of August, 2017.



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 August 16, 2017, adopted pursuant to the provisions of Section 67.12(12) of the Wisconsin Statutes, a resolution providing that the sum of \$1,000,000 be borrowed through the issuance of general obligation promissory notes of the District for the public purpose of financing building remodeling and improvement projects.

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

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

Dated August 16, 2017.

BY ORDER OF THE DISTRICT BOARD

District Secretary

EXHIBIT B

NOTICE

TO THE ELECTORS OF:

Blackhawk Technical College
District, Wisconsin

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

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

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

Dated August 16, 2017.

BY ORDER OF THE DISTRICT BOARD

District Secretary

EXHIBIT C

NOTICE

TO THE ELECTORS OF:

Blackhawk Technical College
District, Wisconsin

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

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

Dated August 16, 2017.

BY ORDER OF THE DISTRICT BOARD

District Secretary