

Blackhawk Technical College
Regular District Board Meeting

August 16, 2018

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

The Galbraith Room
3:00 PM

AGENDA

1. Call to Order
2. Public Comment
Persons who wish to address the District Board may make a statement as long as it pertains to a specific agenda item. Persons who raise issues not on the agenda may be invited back to repeat their comments at a later Board meeting when the subject is properly noticed on the agenda. Unless requested by the Board Chair from the audience, regarding a specific agenda topic, public comments or dialogue are not allowed during other portions of the Board meeting and/or discussion.
3. Special Reports
 - a. Student Representative to the Board Report (on hiatus until Fall 2018)
4. Information/Discussion
 - a. Financial Statement – Quarterly 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 Annual and Regular Meeting Held on July 9, 2018 (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. Acceptance of Resignations (Kimberly Hawkins, Jeremiah Johnson, Dr. Gina McConoughey, Joseph Newborn) (Action – Brian Gohlke)
- Enc. #6 e. Confirmation of Administrative Employment Contract Issued for the Position of Accounting Manager (Kristine Byl) (Action – Brian Gohlke)
- Enc. #7 f. Confirmation of Instructional Employment Contract Issued for the Position of Human Services Instructor (Dr. Ann-Margaret Young) (Action – Brian Gohlke)
- Enc. #8 g. Confirmation of Instructional Employment Contract Issued for the Position of Engineering Instructor (Julie Cease) (Action – Brian Gohlke)
- Enc. #9 h. Confirmation of Instructional Employment Contract Issued for the Position of Limited-Term Dental Assistant Instructor (Nikki Arn) (Action – Brian Gohlke)
- Enc. #10 i. Confirmation of Instructional Employment Contract Issued for the Position of Business Management Instructor (Joel Schleusner) (Action – Brian Gohlke)
- Enc. #11 j. Confirmation of Instructional Employment Contract Issued for the Position of Electrical Apprenticeship Instructor (Jeremy Crabb) (Action – Brian Gohlke)
- Enc. #12 k. Confirmation of Instructional Employment Contract Issued for the Position of Associate Degree Nursing Instructor (James Kobs) (Action – Brian Gohlke)
- Enc. #13 l. Reinstatement of Administrative Contract Issued to Mark Brown for the Position of Law Enforcement Program Coordinator (Action – Brian Gohlke)
- 6. Action Items
- Enc. #14 a. Approval of Revisions to District Board Policy B-100 – Mission, Vision, & Values (Action – Dr. Tracy Pierner)

- Enc. #15 b. Approval of Concept Review for Associate of Applied Science Surgical Technology Program (Action – Moira Lafayette)

7. Committee Reports

Finance Committee

Ms. Barbara Barrington-Tillman, Chairperson

No July Meeting Held

No August Meeting Scheduled
Committee-related Items Follow

- Enc. #16 a. Adoption of Resolution Awarding the Sale of \$2,900,000 General Obligation Promissory Notes, Series 2018B (Action – Renea Ranguette and Robert W. Baird Representative)

- Enc. #17 b. Approval of Modifications to the Fiscal Year 2017-18 Budget (Action – Renea Ranguette)

- Enc. #18 c. Approval of Modifications to the Fiscal Year 2018-19 Budget (Action – Renea Ranguette)

Personnel Committee

Mr. Rick Richard, Chairperson

No July Meeting Held

No August Meeting Scheduled

8. New Business

- Enc. #19 a. Composite Financial Index (Discussion – Renea Ranguette)

- Enc. #20 b. BTC Student Cupboard (Information – Tony Landowski & Julie Barreau)

9. Other Business

- a. Report on District Boards Association Summer Meeting – July 13-14, Green Bay

9. Future Agenda Items

ENCLOSURE #1

BLACKHAWK TECHNICAL COLLEGE Summary of Revenue and Expenditures as of July 30, 2018

<u>COMBINED FUNDS</u>	2018-19 CURRENT BUDGET	2018-19 ACTUAL TO DATE	2018-19 PERCENT INCURRED	2017-18 ACTUAL TO DATE	2017-18 PERCENT INCURRED
REVENUE & OTHER RESOURCES:					
Local Government	\$ 15,068,490	\$ -	0.0%	\$ -	0.0%
State Aids	14,948,366	436,328	2.9%	360,111	2.4%
Statutory Program Fees	5,515,110	2,565,335	46.5%	2,578,634	46.4%
Material Fees	398,190	171,697	43.1%	177,903	43.9%
Other Student Fees	855,710	392,240	45.8%	336,018	40.0%
Institutional	2,637,982	54,375	2.1%	94,981	7.0%
Federal	8,474,669	5,524	0.1%	100,000	1.1%
Other Sources (Bond/Transfer from Other Fund)	<u>2,994,000</u>	<u>-</u>	0.0%	<u>-</u>	0.0%
Total Revenue & Other Resources	<u>\$ 50,892,517</u>	<u>\$ 3,625,499</u>	6.9%	<u>\$ 3,647,647</u>	6.8%
EXPENDITURES BY FUNCTION:					
Instruction	\$ 19,542,424	\$ 315,078	1.6%	\$ 416,945	2.3%
Instructional Resources	1,964,575	101,404	5.2%	98,886	4.1%
Student Services	12,330,563	265,518	2.2%	282,611	2.2%
General Institutional	5,649,291	351,061	6.2%	632,363	11.4%
Physical Plant	12,492,153	364,526	2.9%	132,495	0.9%
Auxiliary Services	340,700	188,605	55.4%	171,546	51.2%
Other Uses (Transfer to Other Fund)	<u>94,000</u>	<u>-</u>	0.0%	<u>-</u>	0.0%
Total Expenditures & Other Uses	<u>\$ 52,413,706</u>	<u>\$ 1,586,192</u>	3.0%	<u>\$ 1,734,846</u>	3.2%
EXPENDITURES BY FUNDS:					
General	\$ 27,514,857	\$ 970,628	3.5%	\$ 1,390,440	5.3%
Special Revenue	2,889,543	80,991	2.8%	79,808	2.7%
Capital Projects	4,336,395	268,433	6.2%	1,788	0.0%
Debt Service	8,018,000	-	0.0%	-	0.0%
Enterprise	130,700	493	0.4%	-	0.0%
Internal Service	210,000	188,112	89.6%	171,225	81.5%
Trust & Agency	9,220,211	77,535	0.8%	91,585	0.9%
Other Uses (Transfer to Other Fund)	<u>94,000</u>	<u>-</u>	0.0%	<u>-</u>	0.0%
Total Expenditures	<u>\$ 52,413,706</u>	<u>\$ 1,586,192</u>	3.0%	<u>\$ 1,734,846</u>	3.2%
Fund Balances, Beginning	\$ 16,615,743	\$ 16,615,743		\$ 13,778,644	
Change in Fund Balance	<u>(1,521,189)</u>	<u>2,039,307</u>		<u>1,912,801</u>	
Fund Balances, Ending	<u>\$ 15,094,554</u>	<u>\$ 18,655,050</u>		<u>\$ 15,691,445</u>	

Debt Service Detail					
Principal Payments	6,935,000	-	0.0%	-	0.0%
Interest Payments	1,045,000	-	0.0%	-	0.0%
Other Debt Service Expenses	<u>38,000</u>	<u>-</u>	0.0%	<u>-</u>	0.0%
Total Debt Service Payments	<u>\$ 8,018,000</u>	<u>\$ -</u>		<u>\$ -</u>	

Blackhawk Technical College
General Fund
 Comparative Statement of Revenues and Expenditures
 For The Months Ended June 30, 2018 and 2017

	2017-2018				2016-2017				Audited		
	Original Budget	Adjusted Budget	YTD Actual	Percent of Budget	Original Budget	Adjusted Budget	YTD Actual	Percent of Budget	Year End	Percent of Budget	Dollar Variance
Revenues											
Property Tax	6,066,425	6,209,148	6,209,149	100.00%	5,920,052	6,001,219	6,001,219	100.00%	6,001,219	100.00%	-
Other Local Government	(3,000)	(26,873)	3,795	-14.12%	(3,000)	(3,000)	9,309	-310.30%	9,309	-310.30%	12,309
State Aid	12,866,689	12,658,678	12,650,360	99.93%	12,964,287	12,649,904	12,677,123	100.22%	12,673,742	100.19%	23,838
Program Fees	5,556,748	5,428,966	5,347,353	98.50%	5,857,153	5,412,765	5,349,605	98.83%	5,349,605	98.83%	(63,160)
Material Fees	403,675	372,423	383,909	103.08%	387,400	343,663	392,382	114.18%	391,421	113.90%	47,758
Other Student Fees	407,300	408,334	461,209	112.95%	448,300	378,090	447,712	118.41%	429,238	113.53%	51,148
Institutional Revenue	731,478	1,936,478	1,954,107	100.91%	760,266	763,956	2,042,655	267.38%	1,994,922	99.75%	(5,018)
Federal Revenue	13,000	13,000	7,412	57.02%	13,000	13,000	7,478	57.52%	12,219	93.99%	(781)
Total Revenue	26,042,315	27,000,154	27,017,294	100.06%	26,347,458	25,559,597	26,927,483	105.35%	26,861,675	100.25%	66,094
Other Resources											
Trsf fr Res & Des Fund Bal	-	-	-	0.00%	-	36,277	-	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%	-	36,277	-	0.00%	-	0.00%	(128,976)
Total Resources	26,065,687	27,023,526	27,017,294	99.98%	26,347,458	25,595,874	26,927,483	105.20%	26,861,675	99.77%	(62,882)
Expenditures											
Instruction	14,994,175	16,145,364	15,483,575	95.90%	15,192,449	14,642,984	15,216,991	103.92%	15,255,608	96.07%	623,360
Instructional Resources	1,241,864	1,218,538	1,023,228	83.97%	1,494,077	1,349,771	1,277,940	94.68%	1,327,334	98.46%	20,802
Student Services	2,016,330	1,958,045	1,767,301	90.26%	2,255,886	2,060,136	2,033,499	98.71%	2,029,352	98.63%	28,215
General Institutional	5,155,444	5,074,111	4,798,550	94.57%	4,741,101	4,780,610	4,705,104	98.42%	4,752,408	99.44%	26,651
Physical Plant	2,637,874	2,601,115	2,485,771	95.57%	2,559,874	2,762,373	2,761,717	99.98%	2,767,868	99.99%	260
Auxiliary Services	-	-	-	0.00%	-	-	-	0.00%	-	0.00%	-
Total Expenditures	26,045,687	26,997,173	25,558,425	94.67%	26,243,387	25,595,874	25,995,251	101.56%	26,132,570	97.39%	699,288
Other Uses											
Trsf fr Res & Des Fund Bal	-	6,353	-	0.00%	104,071	-	-	0.00%	92,699	100.00%	-
Other Uses	20,000	20,000	-	0.00%	-	-	-	0.00%	-	0.00%	-
Total Other Uses	20,000	26,353	-	0.00%	104,071	-	-	0.00%	92,699	100.00%	-
Total Uses	26,065,687	27,023,526	25,558,425	94.58%	26,347,458	25,595,874	25,995,251	101.56%	26,225,269	97.40%	699,288
Budgeted Resources											
Over (Under) Expenditures	-	-	1,458,869		-	-	932,232		636,406		
Beginning Fund Balance	10,055,117	10,055,117	10,055,117		9,418,711	9,418,711	9,418,711		9,418,711		
Change in Fund Balance	-	6,353	-		104,071	(36,277)	932,232		636,406		
Ending Fund Balance	10,055,117	10,061,470	11,513,986		9,522,782	9,382,434	10,350,943		10,055,117		
Reserved for Prepaid Items	250,000	250,000	250,000		75,000	75,000	75,000		75,000		
Designated for Operations	6,400,000	6,400,000	6,400,000		6,531,000	6,531,000	6,531,000		6,531,000		
Designated for State Aid Fluc	290,000	290,000	290,000		313,000	313,000	313,000		313,000		
Designated for Sub Years	435,000	435,000	435,000		470,000	470,000	470,000		470,000		
Designated for Sub Year	2,680,117	2,686,470	4,138,986		2,133,782	1,993,434	2,961,943		2,666,117		

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

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

Blackhawk Technical College
Special Revenue Fund
 Comparative Statement of Revenues and Expenditures
 For The Months Ended June 30, 2018 and 2017

	2017-2018				2016-2017						
	Original Budget	Adjusted Budget	YTD Actual	Percent of Budget	Original Budget	Adjusted Budget	YTD Actual	Percent of Budget	Audited		
									Year End	Percent of Budget	Dollar Variance
Revenues											
Property Tax	746,342	746,342	746,342	100.00%	686,549	686,549	686,549	100.00%	686,549	100.68%	4,649
Other Local Government	-	-	-	0.00%	-	-	-	0.00%	-	0.00%	-
State Aid	1,352,268	1,559,397	1,141,132	73.18%	911,806	1,180,149	629,079	53.31%	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	-	36,625	28,854	78.78%	-	66,617	36,250	54.42%	36,250	54.42%	(30,367)
Federal Revenue	867,688	886,153	655,778	74.00%	986,260	986,260	882,441	89.47%	936,166	93.53%	(64,803)
Total Revenue	3,006,298	3,268,517	2,572,106	78.69%	2,611,111	2,946,071	2,234,319	75.84%	2,446,779	82.77%	(509,352)
Other Resources											
Trsf fr Res & Des Fund Bal	-	-	-	0.00%	-	-	-	0.00%	-	0.00%	-
Other Funding Sources	-	41,665	-	0.00%	-	-	-	0.00%	-	0.00%	-
Total Other Resources	-	41,665	-	0.00%	-	-	-	0.00%	-	0.00%	-
Total Resources	3,006,298	3,310,182	2,572,106	77.70%	2,611,111	2,946,071	2,234,319	75.84%	2,446,779	82.77%	(509,352)
Expenditures											
Instruction	2,045,424	2,186,314	1,609,005	73.59%	1,601,933	1,880,609	1,514,632	80.54%	1,635,943	85.37%	280,379
Instructional Resources	75,556	75,556	57,616	76.26%	50,476	50,476	49,775	98.61%	49,757	98.58%	719
Student Services	885,318	896,644	836,951	93.34%	905,434	930,468	698,537	75.07%	701,855	76.20%	219,163
General Institutional	-	-	-	0.00%	53,268	84,518	46,190	54.65%	62,003	90.76%	6,312
Physical Plant	-	33,000	70	0.21%	-	-	-	0.00%	-	0.00%	-
Total Expenditures	3,006,298	3,191,514	2,503,642	78.45%	2,611,111	2,946,071	2,309,134	78.38%	2,449,558	82.86%	506,573
Other Uses											
Trsf fr Res & Des Fund Bal	-	77,003	-	0.00%	-	-	-	0.00%	-	0.00%	-
Other Uses	-	41,665	-	0.00%	-	-	-	0.00%	-	0.00%	-
Total Other Uses	-	118,668	-	0.00%	-	-	-	0.00%	-	0.00%	-
Total Uses	3,006,298	3,310,182	2,503,642	75.63%	2,611,111	2,946,071	2,309,134	78.38%	2,449,558	83.15%	(506,573)
Budgeted Resources Over (Under) Expenditures	-	-	68,464		-	-	(74,815)		(2,779)		
Beginning Fund Balance	587,454	587,454	587,454		590,233	590,233	590,233		590,233		
Change in Fund Balance	-	77,003	-		-	-	(74,815)		(2,779)		
Ending Fund Balance	587,454	664,457	655,918		590,233	590,233	515,418		587,454		

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

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

Blackhawk Technical College
Operating Budget
General Fund & Special Revenue Funds Combined
For The Months Ended June 30, 2018 and 2017

	2017-2018				2016-2017						
	Original Budget	Adjusted Budget	YTD Actual	Percent of Budget	Original Budget	Adjusted Budget	YTD Actual	Percent of Budget	Year End	Audited of Budget	Dollar Variance
Revenues											
Property Tax	6,812,767	6,955,490	6,955,491	100.00%	6,606,601	6,687,768	6,687,768	100.00%	6,687,768	100.07%	4,649
Other Local Government	(3,000)	(26,873)	3,795	-14.12%	(3,000)	(3,000)	9,309	-310.30%	9,309	-310.30%	12,309
State Aid	14,218,957	14,218,075	13,791,492	97.00%	13,876,093	13,830,053	13,306,202	96.21%	13,442,121	97.20%	(387,932)
Program Fees	5,556,748	5,428,966	5,347,353	98.50%	5,857,153	5,412,765	5,349,605	98.83%	5,349,605	98.83%	(63,160)
Material Fees	405,675	374,423	383,909	102.53%	388,725	344,988	392,382	113.74%	392,382	113.74%	47,394
Other Student Fees	445,300	446,334	461,209	103.33%	473,471	403,261	447,712	111.02%	447,712	111.02%	44,451
Institutional Revenue	731,478	1,973,103	1,982,961	100.50%	760,266	830,573	2,078,905	250.30%	2,031,172	98.29%	(35,385)
Federal Revenue	880,688	899,153	663,190	73.76%	999,260	999,260	889,919	89.06%	948,385	93.53%	(65,584)
Total Revenue	29,048,613	30,268,671	29,589,400	97.76%	28,958,569	28,505,668	29,161,802	102.30%	29,308,454	98.51%	(443,258)
Other Resources											
Trsf fr Res & Des Fund Bal	-	-	-	0.00%	-	36,277	-	0.00%	-	0.00%	(128,976)
Other Funding Sources	23,372	65,037	-	0.00%	-	-	-	0.00%	-	0.00%	-
Total Other Resources	23,372	65,037	-	0.00%	-	36,277	-	0.00%	-	0.00%	128,976
Total Resources	29,071,985	30,333,708	29,589,400	97.55%	28,958,569	28,541,945	29,161,802	102.17%	29,308,454	98.08%	(572,234)
Expenditures											
Instruction	17,039,599	18,331,678	17,092,580	93.24%	16,794,382	16,523,593	16,731,623	101.26%	16,891,551	94.92%	903,739
Instructional Resources	1,317,420	1,294,094	1,080,844	83.52%	1,544,553	1,400,247	1,327,715	94.82%	1,377,091	98.46%	21,521
Student Services	2,901,648	2,854,689	2,604,252	91.23%	3,161,320	2,990,604	2,732,036	91.35%	2,731,207	91.69%	247,378
General Institutional	5,155,444	5,074,111	4,798,550	94.57%	4,794,369	4,865,128	4,751,294	97.66%	4,814,411	99.32%	32,963
Physical Plant	2,637,874	2,634,115	2,485,841	94.37%	2,559,874	2,762,373	2,761,717	99.98%	2,767,868	99.99%	260
Auxiliary Services	-	-	-	0.00%	-	-	-	0.00%	-	0.00%	-
Total Expenditures	29,051,985	30,188,687	28,062,067	92.96%	28,854,498	28,541,945	28,304,385	99.17%	28,582,128	95.95%	1,205,861
Other Uses											
Trsf fr Res & Des Fund Bal	-	83,356	-	0.00%	104,071	-	-	0.00%	92,699	100.00%	-
Other Uses	20,000	61,665	-	0.00%	-	-	-	0.00%	-	0.00%	-
Total Other Uses	20,000	145,021	-	0.00%	104,071	-	-	0.00%	92,699	100.00%	-
Total Uses	29,071,985	30,333,708	28,062,067	92.51%	28,958,569	28,541,945	28,304,385	99.17%	28,674,827	95.96%	1,205,861
Budgeted Resources											
Over (Under) Expenditures	-	-	1,527,333		-	-	857,417		633,627		
Beginning Fund Balance	10,642,571	10,642,571	10,642,571		10,008,944	10,008,944	10,008,944		10,008,944		
Change in Fund Balance	-	83,356	-		104,071	(36,277)	857,417		633,627		
Ending Fund Balance	10,642,571	10,725,927	12,169,904		10,113,015	9,972,667	10,866,361		10,642,571		
Reserved for Prepaid Items	250,000	250,000	250,000		75,000	75,000	75,000		75,000		
Designated for Operations	6,400,000	6,400,000	6,400,000		6,531,000	6,531,000	6,531,000		6,531,000		
Designated for State Aid Fluc	290,000	290,000	290,000		313,000	313,000	313,000		313,000		
Designated for Sub Years	435,000	435,000	435,000		470,000	470,000	470,000		470,000		
Designated for Sub Year	3,267,571	3,350,927	4,794,904		2,724,015	2,583,667	3,477,361		3,253,571		

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

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

Blackhawk Technical College
Capital Projects Fund
 Comparative Statement of Revenues and Expenditures
 For The Months Ended June 30, 2018 and 2017

	2017-2018				2016-2017				Audited		
	Original Budget	Adjusted Budget	YTD Actual	Percent of Budget	Original Budget	Adjusted Budget	YTD Actual	Percent of Budget	Year End	Percent of Budget	Dollar Variance
	Revenues										
Property Tax	-	-	-	0.00%	-	-	-	0.00%	-	0.00%	-
State Aid	256,799	256,799	-	0.00%	189,198	189,198	319,335	168.78%	318,601	93.93%	(20,597)
Institutional Revenue	8,810	14,027	47,961	341.92%	505,000	385,000	433,125	112.50%	433,125	111.16%	43,476
Federal Revenue	-	34,784	-	0.00%	-	-	1,649	No Budget	2,864	44.40%	(3,587)
Total Revenue	265,609	305,610	47,961	15.69%	694,198	574,198	754,109	131.33%	754,590	102.62%	19,292
Other Resources											
Trsf fr Res & Des Fund Bal	619,812	2,193,656	-	0.00%	236,938	1,764,740	-	0.00%	-	0.00%	(1,775,058)
Other Funding Sources	5,000,000	5,000,000	5,000,000	100.00%	8,500,000	5,000,000	5,000,000	100.00%	5,000,000	100.00%	-
Total Other Resources	5,619,812	7,193,656	5,000,000	69.51%	8,736,938	6,764,740	5,000,000	73.91%	5,000,000	73.80%	(1,775,058)
Total Resources	5,885,421	7,499,266	5,047,961	67.31%	9,431,136	7,338,938	5,754,109	78.41%	5,754,590	76.62%	(1,755,766)
Expenditures											
Instruction	1,147,771	1,458,604	1,149,371	78.80%	1,541,765	1,745,984	1,259,730	72.15%	1,245,539	72.97%	461,450
Instructional Resources	1,095,854	1,335,717	564,173	42.24%	1,276,000	1,304,208	735,645	56.41%	810,457	73.42%	293,426
Student Services	50,000	88,500	1,275	1.44%	60,000	23,000	6,498	28.25%	10,918	33.65%	21,532
General Institutional	230,592	726,412	574,039	79.02%	589,371	419,206	506,567	120.84%	371,322	55.38%	299,172
Physical Plant	3,297,204	2,179,552	1,049,736	48.16%	5,844,000	2,412,546	1,947,547	80.73%	1,891,760	78.41%	520,786
Auxiliary Services	-	-	-	0.00%	-	-	-	0.00%	-	0.00%	-
Total Expenditures	5,821,421	5,788,785	3,338,594	57.67%	9,311,136	5,904,944	4,455,987	75.46%	4,329,996	73.06%	1,596,366
Other Uses											
Trsf fr Res & Des Fund Bal	-	1,396,479	-	0.00%	-	1,343,994	-	0.00%	-	0.00%	1,493,994
Other Uses	64,000	314,002	250,000	79.62%	120,000	90,000	60,000	66.67%	60,000	66.67%	30,000
Total Other Uses	64,000	1,710,481	250,000	14.62%	120,000	1,433,994	60,000	4.18%	60,000	3.79%	1,523,994
Total Uses	5,885,421	7,499,266	3,588,594	47.85%	9,431,136	7,338,938	4,515,987	61.53%	4,389,996	58.45%	3,120,360
Budgeted Resources Over (Under) Expenditures	-	-	1,459,367		-	-	1,238,122		1,364,594		
Beginning Fund Balance	2,546,165	2,546,165	2,546,165		1,181,571	1,181,571	1,181,571		1,181,571		
Change in Fund Balance	(619,812)	(797,177)	-		(236,938)	(420,746)	1,238,122		1,364,594		
Ending Fund Balance	1,926,353	1,748,988	4,005,532		944,633	760,825	2,419,693		2,546,165		

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

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

Blackhawk Technical College
Debt Service
 Comparative Statement of Revenues and Expenditures
 For The Months Ended June 30, 2018 and 2017

	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	7,874,179	7,874,179	100.00%	8,254,350	7,522,075	7,522,075	100.00%	7,522,075	100.00%	-
Institutional Revenue	4,000	4,000	15,833	395.83%	2,000	2,000	7,876	393.80%	7,876	393.80%	5,876
Total Revenue	8,158,144	7,878,179	7,890,012	100.15%	8,256,350	7,524,075	7,529,951	100.08%	7,529,951	100.08%	5,876
Other Resources											
Trsf fr Res & Des Fund Bal	-	-	-	0.00%	-	455,575	-	0.00%		0.00%	(455,575)
Other Funding Sources	64,000	314,000	250,000	79.62%	120,000	90,000	60,000	66.67%	60,000	66.67%	(30,000)
Total Other Resources	64,000	314,000	250,000	79.62%	120,000	545,575	60,000	11.00%	60,000	11.00%	(485,575)
Total Resources	8,222,144	8,192,179	8,140,012	99.36%	8,376,350	8,069,650	7,589,951	94.06%	7,589,951	94.06%	(479,699)
Expenditures											
Physical Plant	8,222,144	8,192,179	8,121,014	99.13%	8,376,350	8,069,650	8,021,393	99.40%	8,021,392	99.40%	48,258
Total Expenditures	8,222,144	8,192,179	8,121,014	99.13%	8,376,350	8,069,650	8,021,393	99.40%	8,021,392	99.40%	48,258
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	8,192,179	8,121,014	99.13%	8,376,350	8,069,650	8,021,393	99.40%	8,021,392	99.40%	48,258
Budgeted Resources											
Over (Under) Expenditures	-	-	18,998		-	-	(431,442)		(431,441)		
Beginning Fund Balance	640,385	640,385	640,385		1,071,826	1,071,826	1,071,826		1,071,826		
Change in Fund Balance	-	-	-		-	(455,575)	(431,442)		(431,441)		
Ending Fund Balance	640,385	640,385	659,383		1,071,826	616,251	640,384		640,385		

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

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

Blackhawk Technical College
Enterprise Fund
Comparative Statement of Revenues and Expenditures
For The Months Ended June 30, 2018 and 2017

	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											
Other Student Fees	-	-	-	0.00%	-	-	-	0.00%	-	0.00%	-
Institutional Revenue	162,100	162,100	163,511	100.87%	169,950	169,950	159,616	93.92%	145,930	88.19%	(19,543)
Federal Revenue	-	-	-	0.00%	-	-	-	0.00%	-	0.00%	-
Total Revenue	162,100	162,100	163,511	100.87%	169,950	169,950	159,616	93.92%	145,930	88.19%	(19,543)
Other Resources											
Trsf fr Res & Des Fund Bal	2,700	2,700	-	0.00%	-	12,000	-	0.00%	-	0.00%	(12,000)
Other Funding Sources	-	-	-	0.00%	5,000	5,000	5,000	100.00%	5,000	100.00%	-
Total Other Resources	2,700	2,700	-	0.00%	5,000	17,000	5,000	29.41%	5,000	29.41%	(12,000)
Total Resources	164,800	164,800	163,511	99.22%	174,950	186,950	164,616	88.05%	150,930	82.71%	(31,543)
Expenditures											
Instruction	-	-	-	0.00%	-	-	-	0.00%	-	0.00%	-
Auxiliary Services	124,800	123,300	68,198	55.31%	132,700	160,900	109,281	67.92%	109,281	69.86%	47,142
Total Expenditures	124,800	123,300	68,198	55.31%	132,700	160,900	109,281	67.92%	109,281	69.86%	47,142
Other Uses											
Trsf fr Res & Des Fund Bal	16,628	18,128	-	0.00%	37,250	21,050	-	0.00%	-	0.00%	21,050
Other Uses	23,372	23,372	-	0.00%	5,000	5,000	5,000	100.00%	5,000	100.00%	-
Total Other Uses	40,000	41,500	-	0.00%	42,250	26,050	5,000	19.19%	5,000	19.19%	21,050
Total Uses	164,800	164,800	68,198	41.38%	174,950	186,950	114,281	61.13%	114,281	62.63%	68,192
Budgeted Resources Over (Under) Expenditures	-	-	95,313		-	-	50,335		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	15,428	-		37,250	9,050	50,335		36,649		
Ending Fund Balance	535,560	537,060	616,945		522,233	494,033	535,318		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 June 30, 2018 and 2017

	2017-2018				2016-2017				Audited		
	Original Budget	Adjusted Budget	YTD Actual	Percent of Budget	Original Budget	Adjusted Budget	YTD Actual	Percent of Budget	Year End	Percent of Budget	Dollar Variance
Revenues											
Institutional Revenue	210,000	210,000	210,000	100.00%	210,000	210,000	210,000	100.00%	210,000	100.00%	-
Total Revenue	210,000	210,000	210,000	100.00%	210,000	210,000	210,000	100.00%	210,000	100.00%	-
Other Resources											
Trsf fr Res & Des Fund Bal	-	-	-	0.00%	-	100,000	-	0.00%	-	0.00%	(100,000)
Other Funding Sources	-	-	-	0.00%	-	-	-	0.00%	-	0.00%	-
Total Other Resources	-	-	-	0.00%	-	100,000	-	0.00%	-	0.00%	(100,000)
Total Resources	210,000	210,000	210,000	100.00%	210,000	310,000	210,000	67.74%	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	177,010	84.29%	210,000	310,000	282,793	91.22%	282,793	91.22%	27,207
Total Expenditures	210,000	210,000	177,010	84.29%	210,000	310,000	282,793	91.22%	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	177,010	84.29%	210,000	310,000	282,793	91.22%	282,793	91.22%	27,207
Budgeted Resources											
Over (Under) Expenditures	-	-	32,990		-	-	(72,793)		(72,793)		
Beginning Fund Balance	161,253	161,253	161,253		234,046	234,046	234,046		234,046		
Change in Fund Balance	-	-	-		-	(100,000)	(72,793)		(72,793)		
Ending Fund Balance	161,253	161,253	194,243		234,046	134,046	161,253		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 June 30, 2018 and 2017

	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	708,257	96.49%	819,000	819,000	713,732	87.15%	711,982	83.81%	(137,531)
Other Student Fees	395,500	395,500	369,386	93.40%	250,000	250,000	267,866	107.15%	267,866	107.15%	17,866
Institutional Revenue	239,500	244,500	181,997	74.44%	247,500	247,500	222,260	89.80%	235,947	81.21%	(54,605)
Federal Revenue	8,575,000	8,575,000	7,263,530	84.71%	9,990,000	9,990,000	7,703,989	77.12%	7,940,605	79.46%	(2,052,895)
Total Revenue	9,944,000	9,949,000	8,523,170	85.67%	11,306,500	11,306,500	8,907,847	78.79%	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	8,523,170	85.26%	11,472,266	11,472,266	8,907,847	77.65%	9,249,099	79.44%	(2,393,108)
Expenditures											
Instruction	-	-	-	0.00%	-	-	-	0.00%	-	0.00%	-
Student Services	9,842,178	9,842,178	8,484,493	86.21%	11,342,266	11,342,266	9,025,771	79.58%	9,092,379	79.59%	2,331,834
General Institutional	150,000	155,000	137,956	89.00%	130,000	130,000	148,072	113.90%	156,697	96.75%	5,256
Physical Plant	-	-	-	0.00%	-	-	-	0.00%	-	0.00%	-
Total Expenditures	9,992,178	9,997,178	8,622,449	86.25%	11,472,266	11,472,266	9,173,843	79.97%	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	8,622,449	86.25%	11,472,266	11,472,266	9,173,843	79.97%	9,249,076	79.44%	2,393,131
Budgeted Resources											
Over (Under) Expenditures	-	-	(99,279)		-	-	(265,996)		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)	(265,996)		23		
Ending Fund Balance	571,496	571,496	500,395		631,508	631,508	531,278		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 June 30, 2018 and 2017

	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	14,829,669	14,829,670	100.00%	14,860,951	14,209,843	14,209,843	100.00%	14,209,843	100.03%	4,649
Other Local Government	(3,000)	(26,873)	3,795	-14.12%	(3,000)	(3,000)	9,309	-310.30%	9,309	-310.30%	12,309
State Aid	15,209,756	15,208,874	14,499,749	95.34%	14,884,291	14,838,251	14,339,269	96.64%	14,472,704	96.36%	(546,060)
Program Fees	5,556,748	5,428,966	5,347,353	98.50%	5,857,153	5,412,765	5,349,605	98.83%	5,349,605	98.83%	(63,160)
Material Fees	405,675	374,423	383,909	102.53%	388,725	344,988	392,382	113.74%	392,382	113.74%	47,394
Other Student Fees	840,800	841,834	830,595	98.66%	723,471	653,261	715,578	109.54%	715,578	109.54%	62,317
Institutional Revenue	1,355,888	2,607,730	2,602,263	99.79%	1,894,716	1,845,023	3,111,782	168.66%	3,064,050	98.07%	(60,181)
Federal Revenue	9,455,688	9,508,937	7,926,720	83.36%	10,989,260	10,989,260	8,595,557	78.22%	8,891,854	80.73%	(2,122,066)
Total Revenue	47,788,466	48,773,560	46,424,054	95.18%	49,595,567	48,290,391	46,723,325	96.75%	47,105,325	94.65%	(2,664,798)
Other Resources											
Trsf fr Res & Des Fund Bal	650,690	2,224,534	-	0.00%	402,704	2,534,358	-	0.00%	-	0.00%	(945,706)
Other Funding Sources	5,107,372	5,399,037	5,250,000	97.24%	8,625,000	5,095,000	5,065,000	99.41%	5,157,699	99.42%	80,982
Total Other Resources	5,758,062	7,623,571	5,250,000	68.87%	9,027,704	7,629,358	5,065,000	66.39%	5,157,699	65.91%	(864,724)
Total Resources	53,546,528	56,397,131	51,674,054	91.63%	58,623,271	55,919,749	51,788,325	92.61%	52,263,024	90.74%	(4,609,897)
Expenditures											
Instruction	18,187,370	19,790,282	18,241,951	92.18%	18,336,147	18,269,577	17,991,353	98.48%	18,137,090	93.00%	1,365,189
Instructional Resources	2,413,274	2,629,811	1,645,017	62.55%	2,820,553	2,704,455	2,063,360	76.29%	2,187,548	87.41%	314,947
Student Services	12,793,826	12,785,367	11,090,020	86.74%	14,563,586	14,355,870	11,764,305	81.95%	11,834,504	81.98%	2,600,744
General Institutional	5,536,036	5,955,523	5,510,545	92.53%	5,513,740	5,414,334	5,405,933	99.84%	5,342,430	94.06%	337,391
Physical Plant	14,157,222	13,005,846	11,656,591	89.63%	16,780,224	13,244,569	12,730,657	96.12%	12,681,020	95.70%	569,304
Auxiliary Services	334,800	333,300	245,208	73.57%	342,700	470,900	392,074	83.26%	392,074	84.06%	74,349
Total Expenditures	53,422,528	54,500,129	48,389,332	88.79%	58,356,950	54,459,705	50,347,682	92.45%	50,574,666	90.58%	5,261,924
Other Uses											
Trsf fr Res & Des Fund Bal	16,628	1,497,963	-	0.00%	141,321	1,365,044	-	0.00%	92,699	5.57%	1,571,085
Other Uses	107,372	399,039	250,000	62.65%	125,000	95,000	65,000	68.42%	65,000	68.42%	30,000
Total Other Uses	124,000	1,897,002	250,000	13.18%	266,321	1,460,044	65,000	4.45%	157,699	8.97%	1,601,085
Total Uses	53,546,528	56,397,131	48,639,332	86.24%	58,623,271	55,919,749	50,412,682	90.15%	50,732,365	88.08%	6,863,009
Budgeted Resources Over (Under) Expenditures	-	-	3,034,722		-	-	1,375,643		1,530,659		
Beginning Fund Balance	15,111,680	15,111,680	15,111,680		13,778,644	13,778,644	13,778,644		13,581,021		
Change in Fund Balance	(634,062)	(726,571)	-		(261,383)	(1,169,314)	1,375,643		1,530,659		
Ending Fund Balance	14,477,618	14,385,109	18,146,402		13,517,261	12,609,330	15,154,287		15,111,680		
Reserved for Prepaid Items	250,000	250,000	250,000		75,000	75,000	75,000		75,000		
Designated for Operations	6,400,000	6,400,000	6,400,000		6,531,000	6,531,000	6,531,000		6,531,000		
Designated for State Aid Fluc	290,000	290,000	290,000		313,000	313,000	313,000		313,000		
Designated for Sub Years	435,000	435,000	435,000		470,000	470,000	470,000		470,000		
Designated for Sub Year	3,267,571	3,350,927	4,794,904		2,724,015	2,583,667	3,477,361		3,253,571		

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

Quarterly Financial Statement Review

June 30, 2018: Pre-Audit

General Fund

Revenue

Total revenues are up approximately \$89,800 (0.3%) from the prior year. This is mainly due to an increase of approximately \$202,400 (3.4%) in Property Taxes, offset by decreases of approximately \$88,500 (4.3%) in Institutional Revenue and \$26,700 (0.2%) in State Aid. The increase Property Taxes is the result of net new construction in the District. The decrease in Institutional Revenue is mainly due to decreases in customized instruction (\$121,870) and commissions (\$47,372), offset by an increase in investment income (\$92,137). Customized instruction is down due to a decrease in transcribed credit, rebates and commissions are down due to the receipt of one-time payments for contracts and energy rebates received last fiscal year and the increase in investment income is due primarily to an increase in the Wisconsin LGIP interest rate,.

Uses

Total uses are down by approximately \$436,800 (1.7%) from the prior year. Physical Plant expenditures account for approximately \$275,900 (10.0%) of the total decrease, with additional decreases in Instructional Resources and Student Services expenditures of approximately \$254,700 (19.9%) and \$266,200 (13.1%) respectively. The decrease in Physical Plant expenditures is mainly due to the decrease in facilities rental expenses for the AMTC and Beloit Center. The prior year included a property tax expense of \$183,875 for the AMTC. With the purchase of the facility by the BTC Foundation in December 2017, the property is now tax exempt. The Beloit Center lease was reduced by 35% in February 2017 providing five months of savings in FY17 and twelve months of savings in FY18 (\$32,483 additional savings). Energy efficiencies produced additional physical plant savings of \$43,740 in FY18. The decreases in Instructional Resources are mainly due to decreases in salaries and benefits (\$107,998) and computer software (\$109,823). The decrease in salaries and benefits is the result of a reorganization offset by 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 (\$264,641). The salary and benefit reductions are due to the fall 2016 reorganization offset by FY18 wage adjustments, and vacancies in currently funded positions.

These decreases are offset by an increase in Instructional expenditures of approximately \$266,600 (1.8%). The increases in Instructional expenditures are due to salaries and benefits (\$367,606), supplies (\$68,397) and computer software (\$23,456), offset by a decrease in contracting services (\$182,949). The increase in salaries and benefits is the result of FY18 wage adjustments, staff realignments, and an increase in adjunct, overload, and contract training payroll. The computer software and supplies increased expenses were planned in the FY18 budget.

Special Revenue Fund

Revenues are up approximately \$337,787 (15.1%) overall compared to the prior year. State Aid is up approximately \$512,000 (81.4%) and Federal Revenue is down \$226,600 (25.7%), primarily due to the timing of payments and the expiration of federal TAACCCT grants. Total expenditures increased by approximately \$194,500 (8.4%) over the prior year. Student Services expenses

increased approximately \$138,400 (19.8%), primarily due to an increase in salaries and benefits (\$111,801) and professional service expenses (\$36,774). Instructional expenditures also increased by approximately \$94,300 (6.2%), mainly due to an increase in salaries and benefits (\$62,443) and professional services (\$27,298). These increases are offset by a decrease in General Institutional expenditures of approximately \$46,200 (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 \$706,100 (12.3%) in the current year compared to the prior year. State Aid is down by \$319,335 as the entry to allocate State Aid to the capital fund has not yet been recorded for the current year. Institutional Revenue is down by \$385,164 primarily due to the sale of the Aviation Center in the prior year (\$386,550). Debt issuances are the same from the prior year (\$5,000,000). Expenditures and Other Uses decreased by approximately \$927,400 (20.5%), due to decreases in Physical Plant (\$897,811), Instructional Resources (\$171,472), and Instruction (\$110,359). The decrease is due in part to budget planning and the timing for certain capital projects including the water main loop and new building construction which are delayed to FY19). These decreases are offset by increases in General Institutional (\$67,472), and Other Uses (\$190,000) for the planned transfer to the Debt Service Fund.

Other Funds

Debt Service Fund revenue and other sources increased by approximately \$550,000 (7.2%). This fund is used to account for the accumulation of resources and the payment of principal and interest for general long-term debt and long-term lease purchase debt. The majority of revenue is derived from property taxes, of which an allocation is done to place amounts in this fund. In the current year, more property tax funds were allocated compared to the prior year, which is planned. Expenditures are up by approximately \$99,600 (1.2%). This increase is related to the principal and interest payments in the current year compared to the prior year (\$139,841) and is offset by a decrease in the cost of issuing debt (\$40,219). This increase in debt service payments for principal and interest was expected based on the debt maturities schedules.

Enterprise Fund revenue decreased by approximately \$1,100 (0.7%) compared to the prior year. The increase is all in Institutional Revenue and relates to lower sales compared to the prior year. Expenditures are down by approximately \$46,100 (40.3%) in a variety of non-personnel accounts.

Internal Service Fund revenue is \$210,000 for both years. 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 \$105,783 (37.40%) due mainly due to a payment toward the insurance deductible as a result of an insurance claim settled in the prior year.

Agency Fund revenue increased by approximately \$82,600 (26.5%) from the prior year due primarily to an increase in the student activity fee (\$101,520). Expenditures remained flat, showing a \$1.980 decline from the prior year.

Trust Fund revenue decreased by approximately \$467,300 (5.4%) in the current year compared to the prior year. This is primarily attributed to decreases of approximately \$440,500 (5.7%) in Federal Revenue and \$21,300 (12.0%) in State Aid. The decrease in federal revenue is due in part to the timing of revenue received and in part, a reduction in student aid funding. Expenses are down approximately \$553,400 (6.3%) due primarily to a reduction in student financial aid.

ENCLOSURE #2

Annual and Regular Meeting
of the
Blackhawk Technical College District Board

July 9, 2018

Minutes

The combined annual and regular meeting of the Blackhawk Technical College Board was held on Monday, July 9, 2018, 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; Rachel Andres; Traci Davis; Mark Mayer; and Steve Pophal. Board members absent: Malik Surani. Staff present: Dr. Tracy Pierner; Dr. Zahi Atallah; Brian Gohlke; Renea Ranguette; Dr. Jon Tysse; Tony Landowski; Jackie Pins; Joe Newborn; Jen Thompson; and Sheryl Hooker.

Chairperson Thornton called the meeting to order at 5:08 p.m.

Reappointed Board member Traci Davis and newly appointed members Rachel Andres and Steve Pophal signed their oaths of office.

President Tracy Pierner temporarily chaired the meeting and called for nominations for the office of Chairperson of the Board for FY 2018-19.

Mr. Thornton nominated Barbara Tillman for the office of Chairperson of the Board.

Following three calls for nominations, it was moved by Mr. Mayer and seconded by Ms. Davis to close nominations for the office of Chairperson of the Board for FY 2018-19 and to cast one unanimous ballot for Barbara Tillman for the office of Chairperson of the Board for FY 2018-19.

Motion carried.

Chairperson Tillman called for nominations for the office of Vice Chairperson of the Board for FY 2018-19.

Mr. Mayer nominated Eric Thornton for the office of Vice Chairperson of the Board.

Following three calls for nominations, it was moved by Ms. Davis and seconded by Mr. Pophal to close nominations and to cast one unanimous ballot for Eric Thornton for the office of Vice Chairperson of the Board for FY 2018-19.

Motion carried.

Chairperson Tillman called for nominations for the office of Secretary of the Board for FY 2018-19.

Mr. Thornton nominated Laverne Hays for the office of Secretary of the Board.

Following three calls for nominations, it was moved by Ms. Davis and seconded by Mr. Thornton to close nominations and to cast one unanimous ballot for Laverne Hays for the office of Secretary of the Board for FY 2018-19.

Motion carried.

Chairperson Tillman called for nominations for the office of Treasurer of the Board for FY 2018-19.

Mr. Hays nominated Rick Richard for the office of Treasurer of the Board for FY 2018-19.

Following three calls for nominations, it was moved by Mr. Mayer and seconded by Ms. Andres to close nominations and to cast one unanimous ballot for Rick Richard for the office of Treasurer of the Board for FY 2018-19.

Motion carried.

Chairperson Tillman welcomed the new members to the Board. Ms. Andres and Mr. Pophal provided brief introductions.

Chairperson Tillman called for public comment. There was none.

Chairperson Tillman called for Special Reports. There were none.

Chairperson Thornton called for Information/Discussion items.

The June financial statement was presented.

Dr. Pierner presented the President's monthly report. Of note, the BTC Foundation received a significant contribution. The Parker Family Foundation contributed \$250,000, with matching \$250,000 possible if the Foundation raises \$500,000. The endowment will provide scholarships for the Nursing program. Jennifer Thompson began as our Marketing & Communications Manager. Upcoming events include a Leadership Team Retreat on July 10 to update the Strategic Plan work in the upcoming year, State Board meeting in La Crosse this week, an inaugural meeting of the Parker Scholars Committee this week, the DBA Summer Meeting July 13-14, Rock Internship Graduation Event in the North Commons on July 20, and hosting potential Chinese investors on July 25.

Chairperson Tillman called for Annual Meeting Business.

It was moved by Mr. Hays and seconded by Mr. Pophal to hold regular monthly meetings of the Board on the third Wednesday of each month at the Administrative Center of Blackhawk Technical College at 5:00 p.m.

Motion carried.

It was moved by Mr. Hays and seconded by Mr. Thornton to hold the August Board meeting on August 16 at 3:00 PM in the Galbraith Room at the Janesville Country Club.

Motion carried.

It was moved by Mr. Hays and seconded by Ms. Davis to hold the following Board meetings at off-site locations: October 17, 2018, will be held at 5:00 PM at the Advanced Manufacturing Training Center in Milton in Room 117; and, March 20, 2019, will be held at 5:00 p.m. at the Monroe Campus in Rooms 413-414.

Motion carried.

It was moved by Mr. Hays and seconded by Ms. Davis to hold the annual organizational and regular meeting on Monday, July 8, 2019, at 5:00 p.m. at the Administrative Center of Blackhawk Technical College.

Motion carried.

It was moved by Mr. Richard and seconded by Mr. Mayer to name the Beloit Daily News, as next in rotation, as the official newspaper of Blackhawk Technical College for FY 2018-19 and 2019-20.

Motion carried.

It was noted that Laverne Hays would continue to serve as the Board's voting delegate to the Wisconsin Technical College District Boards Association for FY 2018-19.

The following designations were made for the District Boards Association committees:

External Partnerships Committee Representatives	Traci Davis Rick Richard Malik Surani
Internal Best Practices Committee Representatives	Laverne Hays Mark Mayer Eric Thornton Barbara Tillman
Bylaws, Policies & Procedures Committee Representatives	Laverne Hays
Awards Committee Representatives	Traci Davis

It was moved by Mr. Thornton and seconded by Mr. Richard to approve the attached resolution designating the depositories in which District funds will be deposited and the individuals authorized to make transactions for FY 2018-19.

Motion carried.

It was moved by Mr. Pophal and seconded by Ms. Davis to designate Attorney David Moore of Nowlan & Mouat LLP, Janesville, as legal counsel for local legal issues, and Attorney Michael Aldana of Quarles & Brady LLP, Milwaukee, as legal counsel for labor relations and general higher education legal issues for FY 2018-19.

Motion carried.

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

Chairperson Tillman called for the Consent Agenda.

It was moved by Mr. Mayer and seconded by Mr. Thornton to approve the consent agenda, which included the combined minutes of the Public Hearing on the FY 2018-19 Budget and Regular Meeting held on June 20, 2018; current bills from the month of June – Voucher #00264645 to and including #00264894 and direct deposit expense reimbursements in the total amount of \$814,106.02 (includes student related payments), a payroll total for the month of June of \$879,083.41, payroll tax wire transfers for the month of June of \$224,207.73, other wire transfers for the month of June of \$18,460.79, WRS wire transfers for the month of June of \$154,313.71, P-card disbursements for the month of June of \$224,472.61, a bond payment for the month of June of \$0, health insurance wire transfers for the month of June of \$282,321.40, for a grand total of \$2,596,965.67; five (5) training contracts totaling \$15,141; confirmation of an administrative employment contract issued to Kristin Hesselbacher for the position of Grants Administrator at a salary of \$72,500, effective July 1, 2018; confirmation of a limited-term instructional employment contract issued to Shaun Walker for the position of Welding Instructor at a salary of \$60,000, effective August 22, 2018; acceptance of the resignation of Julie Patrick, Associate Degree Nursing Instructor, effective June 30, 2018; and, acceptance of the intent to retire of Patrick Lane, Criminal Justice Instructor, effective the end of the Fall 2018 semester.

Motion carried.

Chairperson Tillman called for Action Items.

It was moved by Mr. Hays and seconded by Ms. Davis to submit the nomination of David Hataj for the District Board Association's 2018 Distinguished Alumni Award.

Motion carried.

The Three-year Facilities Plan was reviewed. The Plan is an annual requirement of the WTCS Board. Projects included within the upcoming year include acquisition of land to support future construction of an outdoor training track to support public safety emergency vehicle operations and commercial truck driver training needs, remodel of student support spaces to encompass the library resource center for expanded services to students and improved operational efficiency, and routine capital improvements for facilities, parking lot, and grounds improvements.

It was moved by Mr. Thornton and seconded by Ms. Davis to approve the Three-Year Facilities Plan for July 1, 2018 – June 30, 2021, and to submit the document to the WTCS Board.

Motion carried.

Chairperson Tillman called for Committee Reports.

The Committees did not meet this month.

Board action was requested to adopt a resolution authorizing the issuance of \$2,900,000 general obligation promissory notes for annual capital building and grounds improvements and movable equipment for Fiscal Year 2018-19. 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 August 16, 2018, meeting. The existing and projected debt service plan was also reviewed.

It was moved by Mr. Thornton and seconded by Mr. Pophal to adopt the attached resolution authorizing the issuance of \$2,900,000 general obligation promissory notes, Series 2018B, of Blackhawk Technical College District, Wisconsin.

The roll was called and the following members voted affirmatively: Mr. Hays, Ms. Davis, Ms. Andres, Mr. Mayer, Mr. Thornton, Mr. Pophal, Mr. Richard, and Ms. Tillman.

Motion carried unanimously.

The Personnel Committee minutes from June were reviewed.

Negotiations for base wage increases for positions within the BTC Faculty Federation concluded without reaching an agreement. Administration recommended a 2.13% base wage increase for eligible faculty within the unit. The Federation's leadership notified Administration that members had rejected the proposal because employees at or above salary grade maximum of the new compensation structure would not be eligible for an increase in salary. District Board approval of the 2.13% base wage increase was requested. The estimated cost for Fiscal Year 2018-19 will be \$71,896.

It was moved by Mr. Richard and seconded by Mr. Pophal to approve a 2.13% base wage increase for eligible faculty represented by the Blackhawk Technical Faculty Federation (BTFF).

Motion carried unanimously

Chairperson Tillman called for New Business.

An enrollment report was provided for 2017-18 year-end was provided.

A report was provided on donations greater than \$5,000 which were received by the BTC Foundation from July 1-June 30, 2018. Total cash and in-kind donations was \$36,000.

The 2018 Outcomes-Based Funding Report was reviewed.

Chairperson Tillman called for Other Business.

A reminder was provided on the District Boards Association Summer Meeting being held July 13-14 in Green Bay. Discussion was held on Board member attendance at the ACCT Leadership Congress being held in October in New York. The discussion outcome was no Board members would be attending the conference.

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

It was moved by Mr. Thornton and seconded by Ms. Davis to adjourn to a closed session at 6:55 p.m. pursuant to Wis. Statutes 19.85 (1)(c) for the purpose of continuing the process for the annual review of the President.

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

Motion carried.

All staff were excused from closed session.

Dr. Pierner was recalled into the closed session.

Dr. Pierner was excused then recalled into the closed session.

It was moved by Mr. Thornton and seconded by Mr. Richard to adjourn closed session at 8:45 p.m.

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

Motion carried.

Chairperson Tillman called the meeting to order in open session.

It was moved by Mr. Thornton and seconded by Mr. Richard to approve an annual salary of \$175,950 for FY 2018-19 for President Tracy Pierner, which is a 3.5% merit increase to his base salary, to increase the contribution to a tax sheltered annuity of Dr. Pierner's choice by \$5,000 for a total amount of \$12,000, and to extend Dr. Pierner's contract through June 30, 2021.

Motion carried unanimously.

It was moved by Mr. Thornton and seconded by Mr. Mayer to adjourn the meeting at 8:49 p.m.

Motion carried.

Laverne E. Hays
Secretary

ENCLOSURE #3

5. Consent Agenda

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

The July bills include Voucher #00264895 to and including #00265091 and direct deposit expense reimbursements in the total amount of \$1,198,541.16 (includes student related payments), a payroll total for the month of July of \$950,405.36, payroll tax wire transfers for the month of July of \$579,279.22, other wire transfers for the month of July of \$49,364.92, WRS wire transfers for the month of July of \$158,718.92, P-card disbursements for the month of July of \$92,421.53, a bond payment for the month of July of \$0, and a health insurance wire transfer for the month of July of \$279,611.58, for a grand total of \$3,308,342.69.

Blackhawk Technical College

BILL LIST SUMMARY
 Period Ending July, 2018

Starting Check Number 00264895
 Ending Check Number 00265091 Plus Direct Deposits

PAYROLL TAXES			
Federal		483,801.06	
State		<u>95,478.16</u>	
			579,279.22
PAYROLL BENEFIT DEDUCTIONS & FRINGE PAYMENTS			
Retirement		-	
Health and Dental Insurance		23,611.43	
Miscellaneous		<u>16,641.18</u>	
			40,252.61
STUDENT RELATED PAYMENTS			32,887.92
CURRENT NON CAPITAL EXPENSES			507,979.02
CAPITAL			617,421.61
DEBT			<u>-</u>
TOTAL BILL LISTING AND PAYROLL TAXES			1,777,820.38
PAYROLL-NET			<u>950,405.36</u>
SUB TOTAL BILL LISTING AND PAYROLL			2,728,225.74
PLUS OTHER WIRE TRANSFERS			49,364.92
PLUS WRS WIRE TRANSFERS			158,718.92
P-CARD DISBURSEMENTS			92,421.53
PLUS BOND PAYMENT			-
HEALTH INSURANCE WIRES			<u>279,611.58</u>
GRAND TOTAL FOR THE MONTH			<u><u>3,308,342.69</u></u>

Memo

Bill List Total	1,198,541.16
Wire Transfer - Payroll Taxes	579,279.22

5. Consent Agenda

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

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

Contract #	Business/Industry	FULL CONTRACT DETAIL INFORMATION					Actual Contract Cost
		# Served	Est. FTEs	BTC Cost Formula	LAB Cost Formula		
2019-1037	AMTEC <i>Minitab</i>	10	0.08	\$1,834	\$1,137	\$1,834	
2019-1038	AMTEC <i>8D Problem Solving</i>	10	0.03	\$1,037	\$803	\$1,037	
2018-1057	Beloit Memorial High School <i>Transcribed Credit</i>	402	41.27	\$169,597	N/A	\$169,597	
2019-1058	Beloit Memorial High School <i>Transcribed Credit</i>	116	10.87	\$48,312	N/A	\$48,312	
2018-1053	Juda High School <i>Transcribed Credit</i>	110	3.67	\$21,814	N/A	\$21,814	
2019-1009	Schenck Process LLC <i>Leadership Development</i>	10	0.33	\$7,297	\$5,618	\$7,297	
<i>Report Subtotal</i>		658	56.25	\$249,891	\$7,558	\$249,891	

	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
2019-1039	SSI Technologies, Inc. <i>Real Colors</i> --WAT Grant Funding					60	0.2	\$3,250	\$1,340	\$729
										\$2,521

* BTC charges do not meet LAB formula.

ENCLOSURE #4

8/16/2018

5. Consent Agenda

		MULTIPLE RECEIPT, GRANT OR OTHER COMPLEX CONTRACT BREAKDOWN INFORMATION			FULL CONTRACT DETAIL INFORMATION							
		# Served	Est. FTEs	BTC Cost Formula	LAB Cost Formula	Actual Contract Cost	# Served	Est. FTEs	BTC Cost Formul	LAB Cost Formula	Actual Contract Cost	
2019-1040	SSI Technologies, Inc. <i>Yellowbelt</i> --WAT Grant Training						10	0.33	\$7,837	\$6,299	\$2,432	
											\$5,405	
2019-1043	SSI Technologies, Inc. <i>Principles of Lean Manufacturing</i> --WAT Grant Funding						60	0.2	\$4,234	\$2,953	\$1,314	
											\$2,920	
							<i>Report Subtotal</i>	<i>130</i>	<i>0.73</i>	<i>\$15,321</i>	<i>\$10,592</i>	<i>\$15,321</i>
							788	56.98	\$265,212	\$18,150	\$265,212	

* BTC charges do not meet LAB formula.

CONTRACT TRAINING APPROVED BY BTC BOARD

	Month	FY 2014-15		FY 2015-16		FY 2016-17		FY 2017-18		FY 2017-18	
		Month's \$	YTD \$	Month's \$	YTD \$	Month's \$	YTD \$	Month's \$	YTD \$	Month's \$	YTD \$
1st Qtr.	July	\$36,837	\$36,837	\$64,607	\$64,607	\$17,083	\$17,083	\$60,763	\$60,763	\$15,141	\$15,141
	August	\$88,157	\$124,994	\$31,803	\$96,410	\$1,912,317	\$1,929,400	\$92,778	\$153,541	\$265,212	\$280,353
	September	\$4,242	\$129,236	\$22,000	\$118,410	\$373,076	\$2,302,476	\$355	\$153,896		\$280,353
2nd Qtr.	October	\$26,983	\$156,219	\$52,506	\$170,916	\$210,046	\$2,512,522	\$83,880	\$237,776		\$280,353
	November	\$56,992	\$213,211	\$622,564	\$793,480	\$26,617	\$2,539,139	\$53,542	\$291,318		\$280,353
	December	\$408,509	\$621,720	\$275,514	\$1,068,994	\$24,362	\$2,563,501	\$44,997	\$336,315		\$280,353
3rd Qtr.	January	\$76,855	\$698,575	\$52,828	\$1,121,822	\$63,520	\$2,627,021	\$24,683	\$360,998		\$280,353
	February	\$124,335	\$822,910	\$14,624	\$1,136,446	\$45,218	\$2,672,239	\$53,006	\$414,004		\$280,353
	March	\$56,331	\$879,241	\$64,158	\$1,200,604	\$15,257	\$2,687,496	\$45,199	\$459,203		\$280,353
4th Qtr.	April	\$35,193	\$914,434	\$16,268	\$1,216,872	\$40,876	\$2,728,372	\$729,308	\$1,188,511		\$280,353
	May	\$52,003	\$966,437	\$85,469	\$1,302,341	\$35,548	\$2,763,920	\$43,748	\$1,232,259		\$280,353
	June	\$3,851	\$970,288	\$6,124	\$1,308,465	\$150,542	\$2,914,462	\$134,996	\$1,367,255		\$280,353
YTD TOTAL \$			<u>\$970,288</u>		<u>\$1,308,465</u>		<u>\$2,914,462</u>		<u>\$1,367,255</u>		<u>\$280,353</u>

Historical Reference

1. FY 2014-15 - WAT Grant total: \$179,200; Transcribed Credit contracts with high schools total: \$597,665
2. 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
3. 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
4. FY 2017-18 - WAT Grant total: \$300,167; Transcribed Credit contracts with high schools total: \$693,632; HSED contracts with high schools total: \$20,240
5. FY 2018-19 - WAT Grant total: \$21,289; Transcribed Credit contracts with high schools total: \$239,723; HSED contracts with high schools total: \$0

ENCLOSURE #5

5. Consent Agenda

- d. Acceptance of Resignations (Kimberly Hawkins, Jeremiah Johnson, Dr. Gina McConoughey) (Action – Brian Gohlke)

Kimberly Hawkins, Radiography Instructor, has submitted her resignation, effective July 16, 2018.

Jeremiah Johnson, Welding Instructor, has submitted his resignation, effective July 21, 2018.

Dr. Gina McConoughey, Dean of Business & General Education, has submitted her resignation, effective August 10, 2018.

Joseph Newborn, Resource Development & Community Relations Manager, has submitted his resignation, effective August 22, 2018.

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

ENCLOSURE #6

5. Consent Agenda

- e. Confirmation of Administrative Employment Contract Issued for the Position of Accounting Manager (Kristine Byl) (Action – Brian Gohlke)

Kristine Byl has been issued an administrative employment contract for the position of Accounting Manager at an annual salary of \$69,000, effective August 1, 2018.

Ms. Byl holds a B.S. degree in Accounting from Rockford University and an Associates of Arts degree from Rock Valley College. She has been employed by Siepert & Company for the past 18 years as an Accounting Supervisor.

Confirmation of Ms. Byl's contract is requested.

ENCLOSURE #7

5. Consent Agenda

f. Confirmation of Instructional Employment Contract Issued for the Position of Human Services Instructor (Dr. Ann-Margaret Young) (Action – Brian Gohlke)

Dr. Ann-Margaret Young has been issued an instructional employment contract for the position of Human Services Instructor at an annual salary of \$60,000, effective August 22, 2018.

Dr. Young holds a Doctor of Education degree in Adult & Higher Education and an M.S. degree in Applied Child and Family Studies from Northern Illinois University, DeKalb, Illinois, and a B.S. degree in Law Enforcement Administration from Western Illinois University, Macomb, Illinois. For the past four (4) years, she has held the position of Human Services Instructor at Columbia College of Missouri, Freeport, Illinois. Additional teaching experience includes Social Work Adjunct Instructor at Aurora University, Aurora, Illinois, and Human Development and Family Studies Instructor at University of Wisconsin-Madison. Occupational experience includes positions as Child Welfare Supervisor at Lutheran Social Services of Illinois, Rockford, and Clinical Supervisor and Sexual Abuse Therapist at Family Advocate, Inc., Rockford.

Confirmation of Dr. Young's contract is requested.

ENCLOSURE #8

5. Consent Agenda

g. Confirmation of Instructional Employment Contract Issued for the Position of Engineering Instructor (Julie Cease) (Action – Brian Gohlke)

Julie Cease has been issued an instructional employment contract for the position of Engineering Instructor at an annual salary of \$64,000, effective August 22, 2018.

Ms. Cease holds a M.Ed. degree in Physics and Engineering and an M.S. degree in Materials Science and Engineering from Arizona State University, Tempe, Arizona, and a B.S. degree in Materials Engineering from the University of Wisconsin-Milwaukee. For the past year, she has been employed at Arizona State University through a federal iTEACH grant. Prior occupational experience includes positions as Research Engineer at Schafer Vallecitos Laboratory, Sunol, California; Dean's Fellow, Ira A. Fulton School of Engineering, Arizona State University Polytechnic Campus, Mesa, Arizona; Graduate Engineering Intern at Intel, Chandler, Arizona; Research Fellow at Center for Nanophase Materials Science, Oak Ridge, Tennessee; and Physics Teaching Assistant at Arizona State University.

Confirmation of Ms. Cease's contract is requested.

ENCLOSURE #9

5. Consent Agenda

h. Confirmation of Instructional Employment Contract Issued for the Position of Limited-Term Dental Assistant Instructor (Nikki Arn) (Action – Brian Gohlke)

Nikki Arn has been issued an instructional employment contract for the position of Limited-Term Dental Assistant Instructor at an annual salary of \$58,200, effective August 22, 2018.

Ms. Arn holds a B.S. degree in Health Administration from University of Phoenix, Phoenix, Arizona, and an Associate Degree in Dental Hygiene from BTC. She also holds professional certifications as a Certified Dental Assistant and a Registered Dental Hygienist. For the past eight (8) years she has been employed at BTC as an adjunct Dental Assistant instructor (6 years) and a Dental Assistant Lab Assistant (2 years). Prior occupational experience includes Dental Hygienist positions at a number of dental offices in the Janesville and Madison areas.

Confirmation of Ms. Arn's contract is requested.

ENCLOSURE #10

5. Consent Agenda

i. Confirmation of Instructional Employment Contract Issued for the Position of Business Management Instructor (Joel Schleusner) (Action – Brian Gohlke)

Joel Schleusner has been issued an instructional employment contract for the position of Business Management Instructor at an annual salary of \$60,000, effective August 22, 2018.

Mr. Schleusner holds an M.S. degree in Business Education, an M.B.A. degree, and a B.B.A. degree from University of Wisconsin-Whitewater. For the past 18 years he has been employed as a mathematics instructor at Edgerton High School, also serving as Department Chair since 2011 and Instructional Coach since 2017. In addition, he has been an adjunct instructor at University of Wisconsin-Whitewater since 1997 in the areas of Business Finance and Financial Institution Management and an adjunct instructor at BTC for two (2) summer semesters. Occupational experience includes positions as Personal Banker at Bank of Milton, Branch Manager of M & I Bank – Edgerton Office, and Personal Banker at Bank One – Edgerton Office.

Confirmation of Mr. Schleusner's contract is requested.

ENCLOSURE #11

5. Consent Agenda

j. Confirmation of Instructional Employment Contract Issued for the Position of Electrical Apprenticeship Instructor (Jeremy Crabb) (Action – Brian Gohlke)

Jeremy Crabb has been issued an instructional employment contract for the position of Electrical Apprenticeship Instructor at an annual salary of \$70,000, effective August 17, 2018.

Mr. Crabb holds an Electrical Apprenticeship degree from Madison College. He is also a State Licensed Journeyman and an NJATC Master Instructor. For the past two (2) years, he has held the position of Foreman at Krantz Electric in Madison. Prior occupational experience includes positions of Foreman or General Foreman at Staff Electric and Westphal & Company in Madison; and Field Superintendent at Circuit Electric in Madison.

Confirmation of Mr. Crabb's contract is requested.

ENCLOSURE #12

5. Consent Agenda

k. Confirmation of Instructional Employment Contract Issued for the Position of Associate Degree Nursing Instructor (James Kobs) (Action – Brian Gohlke)

James Kobs has been issued an instructional employment contract for the position of Associate Degree Nursing Instructor at an annual salary of \$65,000, effective August 22, 2018.

Mr. Kobs holds an M.S. degree in Nursing from Edgewood College, Madison, a B.S. degree in Nursing from Viterbo College, LaCrosse, and an Associate degree in Nursing from Madison College. For the past three (3) years, he has held Nursing Instructor positions at Madison College and Herzing College. Occupational experience includes positions of Intermediate Care Medical Nurse, St. Mary's Hospital-Madison; and Geriatric Nurse at Oakwood West Nursing Home, Madison.

Confirmation of Mr. Kobs' contract is requested.

ENCLOSURE #13

5. Consent Agenda

1. Reinstatement of Administrative Contract Issued to Mark Brown for the Position of Law Enforcement Program Coordinator (Action – Brian Gohlke)

Mark Brown had initially submitted a notice of employment resignation on April 18, 2018 for personal family reasons. The Blackhawk Technical College District Board accepted his resignation with regret on May 16, 2018. Administration asked Mr. Brown to extend his employment during the recruitment period for a replacement; he agreed to do so.

The recruitment and selection process proceeded with interview of candidates for Law Enforcement Coordinator on June 20, 2018. During this time, Mr. Brown asked if he could continue in the position. Mr. Brown was interviewed and considered along with the candidates who applied for the position. At the conclusion of the selection process, Moira Lafayette, Dean of Health & Public Safety, and Dr. Zahi Atallah, Vice President of Academic Affairs, recommended the selection of Mr. Brown for the position. As a result, Mr. Brown's employment continued with no break in service.

Reinstatement of Mr. Brown's contract is requested.

ENCLOSURE #14

6. Action Items

- a. Approval of Revisions to District Board Policy B-100 – Mission, Vision, & Values
(Action – Dr. Tracy Pierner)

Review of District Board policy related to the College's Mission, Vision, & Values was postponed until the 2017-2020 Strategic Plan was approved for implementation. With the Plan's implementation in Fall 2017, discussion again began regarding a review of the policy document. When the Continuous Process Improvement (CPI) Customer Service/Branding Team presented its Report-Out in December 2017, some of the recommendations brought forth led the Blackhawk Improvement Group (BIG) and the Executive Council to task that CPI Implementation Team to review of the College's Mission, Vision, and Values and the current Core Abilities as a component of its work in Spring 2018. The Team's efforts through the Spring semester have culminated in the attached draft proposal for a revised Mission, Vision, & Values – District Board Policy B-100.

Discussion on the proposal is an agenda item for the Board Retreat. Pending any revisions which may be requested at that time, District Board action is requested to approve the revised policy document.

Mission

~~Empower our Students -- Enrich our Communities~~

We help you build your future with flexible education in a supportive environment. (long form)

Flexible education, supportive environment (short form)

Vision

~~Blackhawk Technical College is a valued and integral partner in a prosperous and vital region.~~

Delivering innovative education to enrich our communities.

Guiding PrinciplesValues

~~These are the principles that will guide our actions, activities, and decisions as a college~~

We deliver excellence by being:

~~**Community Focus:** We seek to understand and respond to the needs of our students, employers, and citizens.~~

~~**Partnerships:** We make the best use of our resources by working collaboratively with community business, education, economic, and nonprofit partners.~~

~~**Transparent Communication:** We communicate clearly and frequently so that information flows vertically and horizontally through the organization.~~

~~**Accountability:** We accept responsibility for our actions and we follow through on our agreements.~~

~~**Campus Community:** We create an inclusive college community where all students and employees feel welcome and supported in achieving their goals.~~

~~**Interdependence:** We recognize that we are interconnected both within our college and with the communities we serve and consider both intended and unintended consequences of our decisions and actions.~~

~~**Data-Informed Decisions:** We appropriately use both qualitative and quantitative data in making decisions.~~

~~**Forward Focused:** We are focused on the future and ready to move in new and innovative ways.~~

Responsive: Meeting students when and where they learn best, providing supportive services empowering them to succeed.

Collaborative: Creating critical partnerships, adapting to community needs.

Empowering: Building an inclusive, aligned and supportive culture, allowing students and employees to develop, grow and succeed.

Strategic: Optimizing college resources to meet the needs of learners and employers through data-informed decisions and innovative solutions.

Process-driven: Developing transparent, consistent, aligned and repeatable processes and procedures, focusing on efficiency, accountability and excellence.

Policy Adopted: October 18, 1989
Revised: June 10, 1998; December 17, 2003
Reviewed: June 21, 2006; September 17, 2008
Revised: November 16, 2011

ENCLOSURE #15

6. Action Items

b. Approval of Concept Review for Associate of Applied Science Surgical Technology Program (Action – Moira Lafayette)

Blackhawk Technical College (BTC) is exploring the possibility of offering the Surgical Technology Associate of Applied Science program, with a potential embedded Sterile Processing Technician technical diploma.

The surgical technology program provides the entry-level surgical technologist the education and training needed to work as a member of a healthcare team alongside physicians, nurses and other healthcare workers. The typical job role included the following job tasks:

- Prepare operating rooms for surgery
- Sterilize equipment and make sure that there are adequate supplies for surgery
- Ready patients for surgery, such as by washing and disinfecting incision sites
- Help surgeons during surgery by passing them instruments and other sterile supplies
- Count supplies, such as sponges and instruments
- Maintain a sterile environment
- Apply dressings to incision sites
- Restock operating room supplies

A related Sterile Processing Technician embedded technical diploma will be offered as an early job opportunity leading to the Surgical Technologist role. The typical job role of a sterile processing technician/medical equipment preparer is:

- Operate and maintain steam autoclaves, keeping records of loads completed, items in loads, and maintenance procedures performed.
- Clean instruments to prepare them for sterilization.
- Record sterilizer test results.
- Organize and assemble routine or specialty surgical instrument trays or other sterilized supplies, filling special requests as needed.
- Examine equipment to detect leaks, worn or loose parts, or other indications of disrepair.

Industry Support

Within BTC's district, which includes Rock and Green counties, is a network of healthcare providers and medical facilities including Beloit Health Systems,

Edgerton Hospital and Health Services, Mercyhealth and SSM Health in Janesville, and Monroe Clinic Hospital. These entities have extensive representation on BTC's allied health program advisory committees and have anecdotally expressed the need for a surgical technology program and the need to hire trained sterile processing technicians.

Labor Market Analysis

In July of 2018, BTC conducted a needs assessment of the healthcare organizations in the district specifically targeting the directors and managers of surgery departments. Out of the eight major healthcare employers, six responded to the survey for a 75% response rate. All respondents indicated that they would hire or promote someone with the surgical technology associate degree, and all expressed the job outlook was very favorable for hiring employees with this degree over the next three years. Similarly, 83% of the employers responded that the hiring prospects for someone who completes a Sterile Processing Technician diploma or certification was extremely likely.

The labor market data for the region indicates the annual regional openings at 40 jobs with a medium hourly rate of \$23.24. Sixty percent of employers indicated the pay range for a newly hired Surgical Technologist would be \$15.00 - \$19.99 per hour, and 67% of those same employers indicated the pay range for a newly hired Sterile Processing Technician would range from \$13.00 to \$15.99 per hour.

Discussion with Other WTCS Districts

The Dean of Health Sciences and Public Safety contacted the other WTCS districts with similar programs. The WTCS colleges offering the Surgical Technology program as a one-year technical program include Chippewa Valley, Madison College, Mid-State, Northcentral, and Northeast Wisconsin. The associate degree program is offered by Gateway, Milwaukee, Moraine Park, Waukesha County, and Western. The accrediting Commission on Accreditation of Allied Health Education Programs (CAAHEP) is discussing a move toward requiring an associate degree for entry-level certification. Therefore, BTC would be establishing an associate degree program to meet the standards and guidelines used by CAAHEP for accrediting educational programs in surgical technology. The Sterile Processing Technician will provide an educational pathway for those seeking the opportunity to work in the sterile processing core of a surgical department.

Recommendation to Approve

Approval of the Concept Review is the first step in the Wisconsin Technical College System (WTCS) program development process. It is the recommendation of the College Administration that the Blackhawk Technical College District Board approve the Concept Review for the Associate of Applied Science in Surgical Technology and related Sterile Processing Technician diploma pathway and to forward the Concept Review to the WTCS State Board for approval.

ENCLOSURE #16

7. Committee Reports

- a. Adoption of Resolution Awarding the Sale of \$2,900,000 General Obligation Promissory Notes, Series 2018B (Action – Renea Ranguette and Robert W. Baird Representative)

The Board adopted a resolution in July authorizing the borrowing of \$2,900,000 for building improvements and annual capital equipment. This amount is included in the FY 2018-19 budget.

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

A copy of the blank resolution is attached.

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

RESOLUTION

RESOLUTION AWARDING THE SALE OF \$2,900,000 GENERAL OBLIGATION PROMISSORY NOTES, SERIES 2018B

WHEREAS, on July 9, 2018, the District Board of the Blackhawk Technical College District, Rock and Green Counties, Wisconsin (the "District") adopted a resolution (the "Authorizing Resolution") which authorized the issuance of General Obligation Promissory Notes, Series 2018B (the "Notes") in the amount of \$685,000 for the public purpose of financing building remodeling and improvement projects and in the amount of \$2,215,000 for the public purpose of financing the acquisition of movable equipment (collectively, the "Project");

WHEREAS, the District caused Notices to Electors to be published in the official District newspaper, the Beloit Daily News, on July 13, 2018 giving notice of adoption of the Authorizing Resolution, identifying where and when the Authorizing Resolution could be inspected, and advising electors of their right to petition for a referendum on the question of the issuance of the Notes within thirty (30) days of publication of the Notice;

WHEREAS, no petition for referendum has been filed with the District and the time to file such a petition has expired;

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

WHEREAS, Baird, in consultation with the officials of the District, prepared an Official Notice of Sale (a copy of which is attached hereto as Exhibit A and incorporated herein by this reference) setting forth the details of and the bid requirements for the Notes and indicating that the Notes would be offered for public sale on August 16, 2018;

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

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

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

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

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

Section 1A. Award of the Notes. For the purpose of paying the cost of the Project, there shall be borrowed pursuant to Section 67.12(12), Wisconsin Statutes, the principal sum of TWO MILLION NINE HUNDRED THOUSAND DOLLARS (\$2,900,000) from the Purchaser in accordance with the terms and conditions of the Proposal. The Proposal of the Purchaser offering to purchase the Notes for the sum set forth on the Proposal, plus accrued interest to the date of delivery, is hereby accepted. The Chairperson and Secretary or other appropriate officers of the District are authorized and directed to execute an acceptance of the Proposal on behalf of the District. The good faith deposit of the Purchaser shall be applied in accordance with the Official Notice of Sale, and any good faith deposits submitted by unsuccessful bidders shall be promptly returned. The Notes shall bear interest at the rates set forth on the Proposal.

Section 2. Terms of the Notes. The Notes shall be designated "General Obligation Promissory Notes, Series 2018B"; shall be issued in the aggregate principal amount of \$2,900,000; shall be dated September 5, 2018; shall be in the denomination of \$5,000 or any integral multiple thereof; shall be numbered R-1 and upward; and shall bear interest at the rates per annum and mature on April 1 of each year, in the years and principal amounts as set forth on the Pricing Summary attached hereto as Exhibit D-1 and incorporated herein by this reference. Interest shall be payable semi-annually on April 1 and October 1 of each year commencing on April 1, 2019. Interest shall be computed upon the basis of a 360-day year of twelve 30-day months and will be rounded pursuant to the rules of the Municipal Securities Rulemaking Board. The schedule of principal and interest payments due on the Notes is set forth on the Debt Service Schedule attached hereto as Exhibit D-2 and incorporated herein by this reference (the "Schedule").

Section 3. Redemption Provisions. The Notes maturing on April 1, 2026 and thereafter are subject to redemption prior to maturity, at the option of the District, on April 1, 2025 or on any date thereafter. Said Notes are redeemable as a whole or in part, and if in part, from maturities selected by the District, and within each maturity by lot, at the principal amount thereof, plus accrued interest to the date of redemption.

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

Section 5. Tax Provisions.

(A) Direct Annual Irrepealable Tax Levy. For the purpose of paying the principal of and interest on the Notes as the same becomes due, the full faith, credit and resources of the District are hereby irrevocably pledged, and there is hereby levied upon all of

the taxable property of the District a direct annual irrevocable tax in the years 2018 through 2027 for payments due in the years 2019 through 2028 in the amounts set forth on the Schedule.

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

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

Section 6. Segregated Debt Service Fund Account.

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

Within the debt service fund, there hereby is established a separate and distinct account designated as the "Debt Service Fund Account for General Obligation Promissory Notes, Series 2018B" (the "Debt Service Fund Account") and such account shall be maintained until the indebtedness evidenced by the Notes is fully paid or otherwise extinguished. There shall be deposited into the Debt Service Fund Account (i) all accrued interest received by the District at the time of delivery of and payment for the Notes; (ii) any premium which may be received by the District above the par value of the Notes and accrued interest thereon; (iii) all money raised by the taxes herein levied and any amounts appropriated for the specific purpose of meeting principal of and interest on the Notes when due; (iv) such other sums as may be necessary at any time to pay principal of and interest on the Notes when due; (v) surplus monies in the Borrowed Money Fund as specified below; and (vi) such further deposits as may be required by Section 67.11, Wisconsin Statutes.

(B) Use and Investment. No money shall be withdrawn from the Debt Service Fund Account and appropriated for any purpose other than the payment of principal of and interest on the Notes until all such principal and interest has been paid in full and the Notes canceled; provided (i) the funds to provide for each payment of principal of and interest on the Notes prior to the scheduled receipt of taxes from the next succeeding tax collection may be invested in direct obligations of the United States of America maturing in time to make such payments when they are due or in other investments permitted by law; and (ii) any funds over and above the amount of such principal and interest payments on the Notes may be used to

reduce the next succeeding tax levy, or may, at the option of the District, be invested by purchasing the Notes as permitted by and subject to Section 67.11(2)(a), Wisconsin Statutes, or in permitted municipal investments under the pertinent provisions of the Wisconsin Statutes ("Permitted Investments"), which investments shall continue to be a part of the Debt Service Fund Account. Any investment of the Debt Service Fund Account shall at all times conform with the provisions of the Internal Revenue Code of 1986, as amended (the "Code") and any applicable Treasury Regulations (the "Regulations").

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

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

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

Section 9. Compliance with Federal Tax Laws. (a) The District represents and covenants that the projects financed by the Notes and the ownership, management and use of the projects will not cause the Notes to be "private activity bonds" within the meaning of Section 141 of the Code. The District further covenants that it shall comply with the provisions of the Code to the extent necessary to maintain the tax-exempt status of the interest on the Notes including, if applicable, the rebate requirements of Section 148(f) of the Code. The District further covenants that it will not take any action, omit to take any action or permit the taking or omission of any action within its control (including, without limitation, making or permitting any use of the proceeds of the Notes) if taking, permitting or omitting to take such action would cause any of the Notes to be an arbitrage bond or a private activity bond within the meaning of the Code or would otherwise cause interest on the Notes to be included in the gross income of the recipients thereof for federal income tax purposes. The Secretary or other officer of the District charged with the responsibility of issuing the Notes shall provide an appropriate

certificate of the District certifying that the District can and covenanting that it will comply with the provisions of the Code and Regulations.

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

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

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

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

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

Any Note may be transferred by the registered owner thereof by surrender of the Note at the office of the Fiscal Agent, duly endorsed for the transfer or accompanied by an assignment duly executed by the registered owner or his attorney duly authorized in writing. Upon such

transfer, the Chairperson and Secretary shall execute and deliver in the name of the transferee or transferees a new Note or Notes of a like aggregate principal amount, series and maturity and the Fiscal Agent shall record the name of each transferee in the registration book. No registration shall be made to bearer. The Fiscal Agent shall cancel any Note surrendered for transfer.

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

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

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

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

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

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

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

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

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

Adopted, approved and recorded August 16, 2018.

Barbara J. Barrington-Tillman
Chairperson

ATTEST:

Laverne E. Hays
Secretary

(SEAL)

EXHIBIT A

Official Notice of Sale

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

(See Attached)

DRAFT

EXHIBIT B

Bid Tabulation

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

(See Attached)

DRAFT

EXHIBIT C

Winning Bid

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

(See Attached)

DRAFT

EXHIBIT D-1

Pricing Summary

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

(See Attached)

DRAFT

EXHIBIT D-2

Debt Service Schedule and Irrepealable Tax Levies

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

(See Attached)

DRAFT

EXHIBIT E

(Form of Note)

REGISTERED UNITED STATES OF AMERICA DOLLARS
STATE OF WISCONSIN
ROCK AND GREEN COUNTIES
NO. R-___ BLACKHAWK TECHNICAL COLLEGE DISTRICT \$_____
GENERAL OBLIGATION PROMISSORY NOTE, SERIES 2018B

MATURITY DATE: ORIGINAL DATE OF ISSUE: INTEREST RATE: CUSIP:
April 1, _____ September 5, 2018 _____% _____

DEPOSITORY OR ITS NOMINEE NAME: CEDE & CO.

PRINCIPAL AMOUNT: _____ THOUSAND DOLLARS
(\$ _____)

FOR VALUE RECEIVED, the Blackhawk Technical College District, Rock and Green Counties, Wisconsin (the "District"), hereby acknowledges itself to owe and promises to pay to the Depository or its Nominee Name (the "Depository") identified above (or to registered assigns), on the maturity date identified above, the principal amount identified above, and to pay interest thereon at the rate of interest per annum identified above, all subject to the provisions set forth herein regarding redemption prior to maturity. Interest shall be payable semi-annually on April 1 and October 1 of each year commencing on April 1, 2019 until the aforesaid principal amount is paid in full. Both the principal of and interest on this Note are payable to the registered owner in lawful money of the United States. Interest payable on any interest payment date shall be paid by wire transfer to the Depository in whose name this Note is registered on the Bond Register maintained by the Secretary or District Treasurer (the "Fiscal Agent") or any successor thereto at the close of business on the 15th day of the calendar month next preceding each interest payment date (the "Record Date"). This Note is payable as to principal upon presentation and surrender hereof at the office of the Fiscal Agent.

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

This Note is one of an issue of Notes aggregating the principal amount of \$2,900,000, all of which are of like tenor, except as to denomination, interest rate, maturity date and redemption provision, issued by the District pursuant to the provisions of Section 67.12(12), Wisconsin Statutes, for the public purposes of financing building remodeling and improvement projects (\$685,000) and the acquisition of movable equipment (\$2,215,000), as authorized by resolutions adopted on July 9, 2018 and August 16, 2018. Said resolutions are recorded in the official minutes of the District Board for said dates.

The Notes maturing on April 1, 2026 and thereafter are subject to redemption prior to maturity, at the option of the District, on April 1, 2025 or on any date thereafter. Said Notes are redeemable as a whole or in part, and if in part, from maturities selected by the District, and within each maturity by lot (as selected by the Depository), at the principal amount thereof, plus accrued interest to the date of redemption.

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

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

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

This Note is transferable only upon the books of the District kept for that purpose at the office of the Fiscal Agent, only in the event that the Depository does not continue to act as depository for the Notes, and the District appoints another depository, upon surrender of the Note to the Fiscal Agent, by the registered owner in person or his duly authorized attorney, together with a written instrument of transfer (which may be endorsed hereon) satisfactory to the Fiscal Agent duly executed by the registered owner or his duly authorized attorney. Thereupon a new fully registered Note in the same aggregate principal amount shall be issued to the new depository in exchange therefor and upon the payment of a charge sufficient to reimburse the District for any tax, fee or other governmental charge required to be paid with respect to such registration. The Fiscal Agent shall not be obliged to make any transfer of the Notes (i) after the Record Date, (ii) during the fifteen (15) calendar days preceding the date of any publication of notice of any proposed redemption of the Notes, or (iii) with respect to any particular Note, after such Note has been called for redemption. The Fiscal Agent and District may treat and consider the Depository in whose name this Note is registered as the absolute owner hereof for the

purpose of receiving payment of, or on account of, the principal or redemption price hereof and interest due hereon and for all other purposes whatsoever. The Notes are issuable solely as negotiable, fully-registered Notes without coupons in the denomination of \$5,000 or any integral multiple thereof.

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

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

BLACKHAWK TECHNICAL COLLEGE
DISTRICT
ROCK AND GREEN COUNTIES, WISCONSIN

By: _____
Barbara J. Barrington-Tillman
Chairperson

(SEAL)

By: _____
Laverne E. Hays
Secretary

ASSIGNMENT

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

(Name and Address of Assignee)

(Social Security or other Identifying Number of Assignee)

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

Dated: _____

Signature Guaranteed:

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

(Depository or Nominee Name)

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

(Authorized Officer)

ENCLOSURE #17

7. Committee Reports

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

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

Proposed modifications to the 2017-18 Budget are attached.

Approval of the modifications to the Fiscal Year 2017-18 budget is requested.

Proposed Modifications to the FY 2017-18 Budget			
		<u>Expenditures</u>	<u>Revenues</u>
General Fund			
1	To allocate resources for employee recognition		
	Increase Other Sources (Uses)	12,623	-
	Increase Transfers from Reserves and Designated Fund Balances		12,623
	Total - Amendment 1	<u>12,623</u>	<u>12,623</u>
2	Transfer between functions for shuttle bus repair		
	Increase Function 3 Student Services Expenditures	3,200	-
	Decrease Function 7 Physical Plant Expenditures	(3,200)	-
	Total - Amendment 2	<u>-</u>	<u>-</u>
3	To provide resources for exempt employee contract adjustments		
	Decrease Function 3 Student Services Expenditures	(12,000)	-
	Decrease Function 7 Physical Plant Expenditures	(5,768)	-
	Increase Other Sources (Uses)	17,768	
	Total - Amendment 3	<u>-</u>	<u>-</u>
Special Revenue Fund			
4	To establish the WISCaregiver grant program		
	Increase Federal Revenue		6,300
	Increase Function 1 Instructional Expenditures	6,300	
	Total - Amendment 4	<u>6,300</u>	<u>6,300</u>
Capital Projects Fund			
5	To establish budget for equipment donations		
	Increase Institutional Revenue		11,000
	Increase Function 1 Instructional Expenditures	11,000	-
	Total - Amendment 5	<u>11,000</u>	<u>11,000</u>
6	To increase institutional revenue budget and decrease draw from fund balance		
	Increase Institutional Revenue		27,000
	Decrease Transfers from Reserves and Designated Fund Balances		(27,000)
	Total - Amendment 6	<u>-</u>	<u>-</u>
7	To establish capital reserves for IT program equipment to be purchased in FY19		
	Increase Transfers to Reserves and Designated Fund Balances	66,715	-
	Decrease Function 1 Instructional Expenditures	(66,715)	-
	Total - Amendment 7	<u>-</u>	<u>-</u>
8	To establish capital reserves for fire vent training prop to be purchased in FY19		
	Increase Transfers to Reserves and Designated Fund Balances	62,830	-
	Decrease Function 1 Instructional Expenditures	(62,830)	-
	Total - Amendment 8	<u>-</u>	<u>-</u>

Proposed Modifications to the FY 2017-18 Budget			
		<u>Expenditures</u>	<u>Revenues</u>
9	Transfer between functions to cover Ellucian annual fees		
	Increase Function 6 General Institutional Expenditures	7,853	
	Decrease Function 2 Instructional Resources Expenditures	(7,853)	
	Total - Amendment 9	<u>-</u>	<u>-</u>
10	Transfer between functions for learning management system in excess of grant funding		
	Increase Function 1 Instructional Expenditures	39,900	
	Decrease Function 2 Instructional Support Expenditures	(39,900)	
	Total - Amendment 10	<u>-</u>	<u>-</u>
11	To establish capital reserves for Phase 1 of disaster recovery to be initiated in FY19		
	Increase Transfers to Reserves and Designated Fund Balances	50,000	
	Decrease Function 2 Instructional Resources Expenditures	(50,000)	
	Total - Amendment 11	<u>-</u>	<u>-</u>
12	To establish capital reserves for Information Technology annual projects to be completed in FY19		
	Increase Transfers to Reserves and Designated Fund Balances	419,296	
	Decrease Function 2 Instructional Resources Expenditures	(419,296)	
	Total - Amendment 12	<u>-</u>	<u>-</u>
13	To establish capital reserves for Banner 9 forms transformation to be completed in FY19		
	Increase Transfers to Reserves and Designated Fund Balances	60,000	
	Decrease Function 6 General Institutional Expenditures	(60,000)	
	Total - Amendment 13	<u>-</u>	<u>-</u>
14	To establish capital reserves for fire pump apparatus to be purchased in FY19		
	Increase Transfers to Reserves and Designated Fund Balances	160,000	
	Decrease Function 1 Instructional Expenditures	(160,000)	
	Total - Amendment 14	<u>-</u>	<u>-</u>
15	To establish capital reserves for Information Technology office suite remodel to be completed in FY19		
	Increase Transfers to Reserves and Designated Fund Balances	159,267	
	Decrease Function 1 Instructional Expenditures	(155,654)	
	Decrease Function 7 Physical Plant Expenditures	(3,613)	
	Total - Amendment 15	<u>-</u>	<u>-</u>
	Enterprise Fund		
16	Transfer between budgetary functions and revenue sources (correction from April 2018 budget modification).		
	Decrease Function 1 Instructional Expenditures	(3,500)	
	Increase Function 8 Auxiliary Services Expenditures	3,500	
	Decrease Other Sources (Uses)		(1,500)
	Increase Transfers from Reserves and Designated Fund Balances		1,500
	Total - Amendment 16	<u>-</u>	<u>-</u>
	Trust Fund		
17	To allocate resources for employee recognition		
	Increase Interfund Transfers In	-	12,623
	Increase Function 3 Student Services Expenditures	12,623	
		12,623	12,623

Proposed Modifications to the FY 2017-18 Budget			
		<u>Expenditures</u>	<u>Revenues</u>
	Total - Amendment 17		
18	To allocate resources for academic excellence and technical excellence scholarships		
	Increase Other Sources (Uses)	-	17,634
	Increase Function 3 Student Services Expenditures	18,893	
	Increase Reserve for Student Financial Assistance		1,125
	Increase State Aid	-	134
		<u>18,893</u>	<u>18,893</u>
	Total Amendment 18		
19	To adjust Health Care Flexible Spending budget due to increased activity		
	Increase Institutional Revenue	-	1,468
	Increase Function 6 General Institutional Expenditures	1,468	
		<u>1,468</u>	<u>1,468</u>
	Total - Amendment 19		

ENCLOSURE #18

7. Committee Reports

- c. Approval of Modifications to the Fiscal Year 2018-19 Budget (Action – Renea Ranguette)

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

Proposed modifications to the 2018-19 Budget are attached.

Approval of the modifications to the Fiscal Year 2018-19 budget is requested.

Proposed Modifications to the FY 2018-19 Budget			
		<u>Expenditures</u>	<u>Revenues</u>
General Fund			
1	Allocate new initiative and contingency funding to functional budget areas		
	Decrease Function 1 Instructional Expenditures	(145,600)	
	Increase Function 2 Instructional Resources Expenditures	15,000	
	Increase Function 3 Student Services Expenditures	18,000	
	Increase Function 6 General Institutional Expenditures	36,000	
	Increase Function 7 Physical Plant Expenditures	76,600	
	Total - Amendment 1	<u>-</u>	<u>-</u>
2	Permanent transfer for Career Cruising from WCD to Student Services		
	Increase Function 3 Student Services Expenditures	800	
	Decrease Function 1 Instructional Expenditures	(800)	
	Total - Amendment 2	<u>-</u>	<u>-</u>
Special Revenue Fund			
3	Increase Special Revenue Fund to reflect FY19 grant awards from WTCS, Department of Justice, and Wisconsin Fast Forward		
	Increase Function 1 Instructional Expenditures	637,095	
	Increase State Aid	-	637,095
	Total - Amendment 3	<u>637,095</u>	<u>637,095</u>
Capital Projects Fund			
4	Allocate capital reserves for IT program equipment		
	Increase Transfers from Reserves and Designated Fund Balances		66,715
	Increase Function 1 Instructional Expenditures	66,715	
	Total - Amendment 4	<u>66,715</u>	<u>66,715</u>
5	Allocate capital reserves for fire vent training prop		
	Increase Transfers from Reserves and Designated Fund Balances		62,830
	Increase Function 1 Instructional Expenditures	62,830	
	Total - Amendment 5	<u>62,830</u>	<u>62,830</u>
6	Allocate capital reserves for Phase 1 of disaster recovery		
	Increase Transfers from Reserves and Designated Fund Balances		50,000
	Increase Function 2 Instructional Resources Expenditures	50,000	
	Total - Amendment 6	<u>50,000</u>	<u>50,000</u>
7	Allocate capital reserves for Information Technology annual projects		
	Increase Transfers from Reserves and Designated Fund Balances		419,296
	Increase Function 2 Instructional Resources Expenditures	419,296	
	Total - Amendment 7	<u>419,296</u>	<u>419,296</u>
8	Allocate capital reserves for Banner 9 forms transformation		
	Increase Transfers from Reserves and Designated Fund Balances		78,930
	Increase Function 6 General Institutional Expenditures	78,930	
	Total - Amendment 8	<u>78,930</u>	<u>78,930</u>
9	Allocate capital reserves for fire pump apparatus		
	Increase Transfers from Reserves and Designated Fund Balances		160,000
	Increase Function 1 Instructional Expenditures	160,000	

Proposed Modifications to the FY 2018-19 Budget			
		<u>Expenditures</u>	<u>Revenues</u>
	Total - Amendment 9	<u>160,000</u>	<u>160,000</u>
10	Allocate capital reserves for Information Technology office suite remodel		
	Increase Transfers from Reserves and Designated Fund Balances		159,267
	Increase Function 7 Physical Plant Expenditures	159,267	
	Total - Amendment 10	<u>159,267</u>	<u>159,267</u>

ENCLOSURE #19

8. New Business

a. Composite Financial Index (Discussion – Renea Ranguette)

A Board member recently requested information on the College’s Composite Financial Index. Nearly ten years ago, the Higher Learning Commission (HLC) adopted the Financial Composite Index (CFI) model for assessing institutions of higher education’s financial health. Annually each spring, colleges are required to submit data extracted from the prior year audit report. The CFI is calculated by summing the weighted outcome of four financial ratios (primary reserve ratio, net operating revenue ratio, return on net assets ratio, and viability ratio). These ratios are designed to address the following questions:



The HLC has established CFI ranges for assessing financial health of public and private institutions of higher education. The zones and their respective CFI range for public institutions are:

Public Institution Zone	CFI Range	Action
Above “Safety”	1.1 to 10	None
In “Watch”	0 to 1.0	Financial Panel Review if In/Below for two or more consecutive years
Below “Danger”	-4.0 to -0.1	Financial Panel Review if Below in any given year

Blackhawk Technical College’s Composite Financial Index for the last five years as reported to the HLC is provided in the attached report and graph. BTC was in the “Watch” zone for fiscal years ended June 30, 2015 and 2016, respectively.

In November 2017, Dr. Pierner informed the District Board of a Higher Learning Commission communication regarding the College’s Composite Financial Index for fiscal years ended June 30, 2015 and 2016 respectively which required the College to submit a report with supporting data for financial panel review. That report was submitted in last December. In January 2018, the College received communication from the HLC regarding the Financial Panel analysis which resulted in the determination that no further monitoring was required by the HLC.

The primary basis for this determination was recognition of the one-time effect due to a change in accounting estimate. In fiscal year 2016, a review of internal capital asset recordkeeping policy and processes resulted in a change in accounting estimate. The College determined the asset life estimate for building and building improvements, as previously established, was too long resulting in the annual under-reporting of depreciation expense and cumulative over-reporting of net capital assets. The College amended the estimate for the useful life of capital assets as follows:

<u>Asset Life</u>	<u>Former Life Estimate</u>	<u>Revised Life Estimate</u>
Building	50 Years	40 Years
Building Improvements	50 years	20 Years

This change in accounting estimate of capital asset life resulted in a Fiscal Year 2016 Depreciation Expense of \$1,809,407. Eliminating the one-time effect of this change results in a CFI of 1.63 which is in the “safety” zone. Graph #2 Financial Ratios (adjusted for change in accounting estimate) presents the CFI absent the impact of this one-time change.

The Fiscal Year 2015 CFI was in the “Watch zone due to the significant draw on fund balance to support operations. Beginning in 2011, Wisconsin Technical Colleges experienced sweeping legislative changes in operational funding. BTC experienced 53% growth in enrollment from 2008 to 2010 due primarily to General Motors’ closure of the Janesville Assembly Plant. Enrollment declined substantially in Academic Years 2012, 2013, and 2014. With state aid reduced, the operational tax levy largely frozen, the annual tuition rate set by the Wisconsin Technical College System Board, and operational efficiencies lost as enrollment declined, the College began exploring the viability of an operational levy referendum. Market research on viability was conducted by the College’s Foundation in late 2013 and early 2014. In May 2014, the District Board authorized placing the operational levy referendum on the August ballot. The District voters rejected the referendum in the August 2014 election. The District Board’s fund balance policy establishes the minimum and maximum balances for the general and special revenue funds. The fund balances were in excess of the policy limits and provided the basis of support for operational expenditures following the failed referendum which provided administration with time to develop recommendations to bring general fund expenditures in line with available resources. The College’s significant draw on general fund reserves (i.e. fund balance) in support of fiscal year 2015 operational expenses is the primary factor for the negative *Change in Net Position* which impacted the Net Operating Revenue and Return on Net Assets Ratios (negative numerator in each ratio).

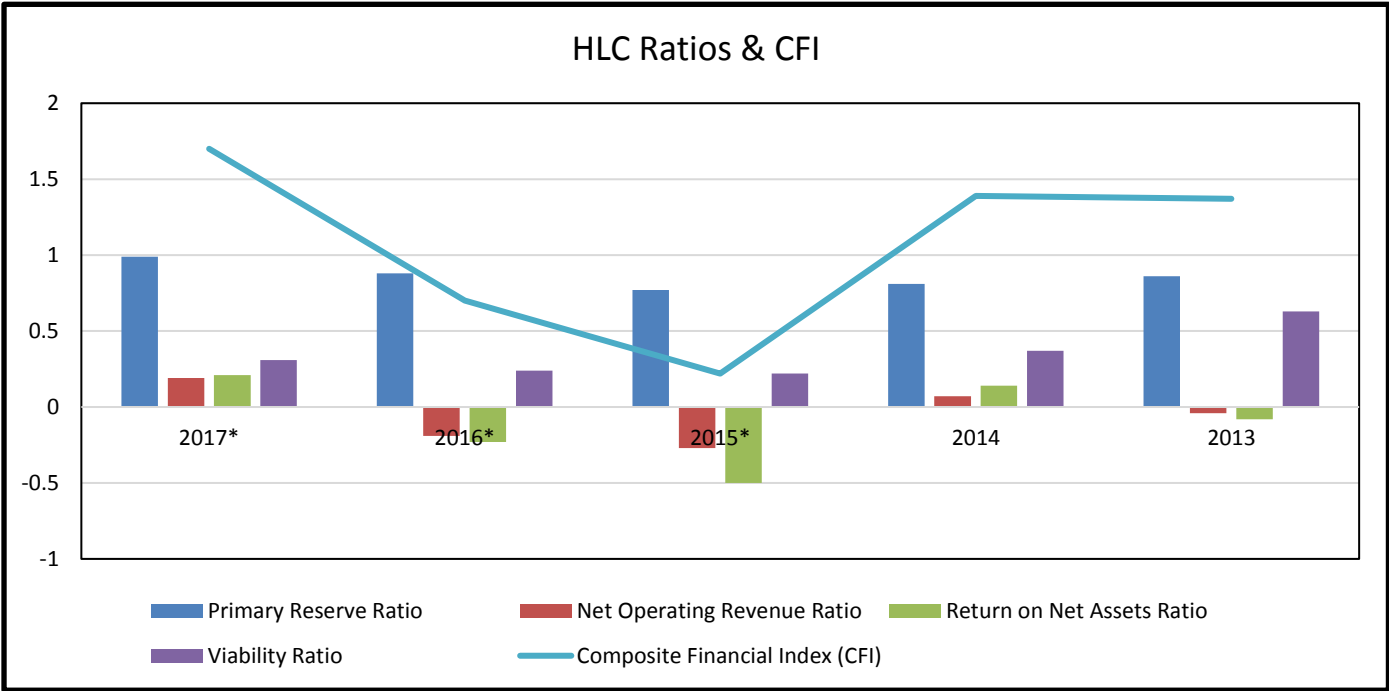
The College's Fiscal Year 2017 CFI of 1.70 was reported to the Higher Learning Commission in the spring 2018 data submission. While closure of the books for fiscal year 2018 is still in process, operational results are projected to be strong; however, the impairment of leasehold improvements at the Beloit Center will impact the overall results and the CFI.

Renea Ranguette will be present at the meeting to answer any questions the Board may have regarding this report.

BLACKHAWK TECHNICAL COLLEGE

Financial Ratios	Weight	2017*	2016*	2015*	2014	2013
Primary Reserve Ratio	0.35	0.99	0.88	0.77	0.81	0.86
Net Operating Revenue Ratio	0.10	0.19	-0.19	-0.27	0.07	-0.04
Return on Net Assets Ratio	0.20	0.21	-0.23	-0.50	0.14	-0.08
Viability Ratio	0.35	0.31	0.24	0.22	0.37	0.63
Composite Financial Index (CFI)	1.00	1.70	0.70	0.22	1.39	1.37

* GASB68 pension reporting impact is excluded (became effective in 2015) as required by HLC.

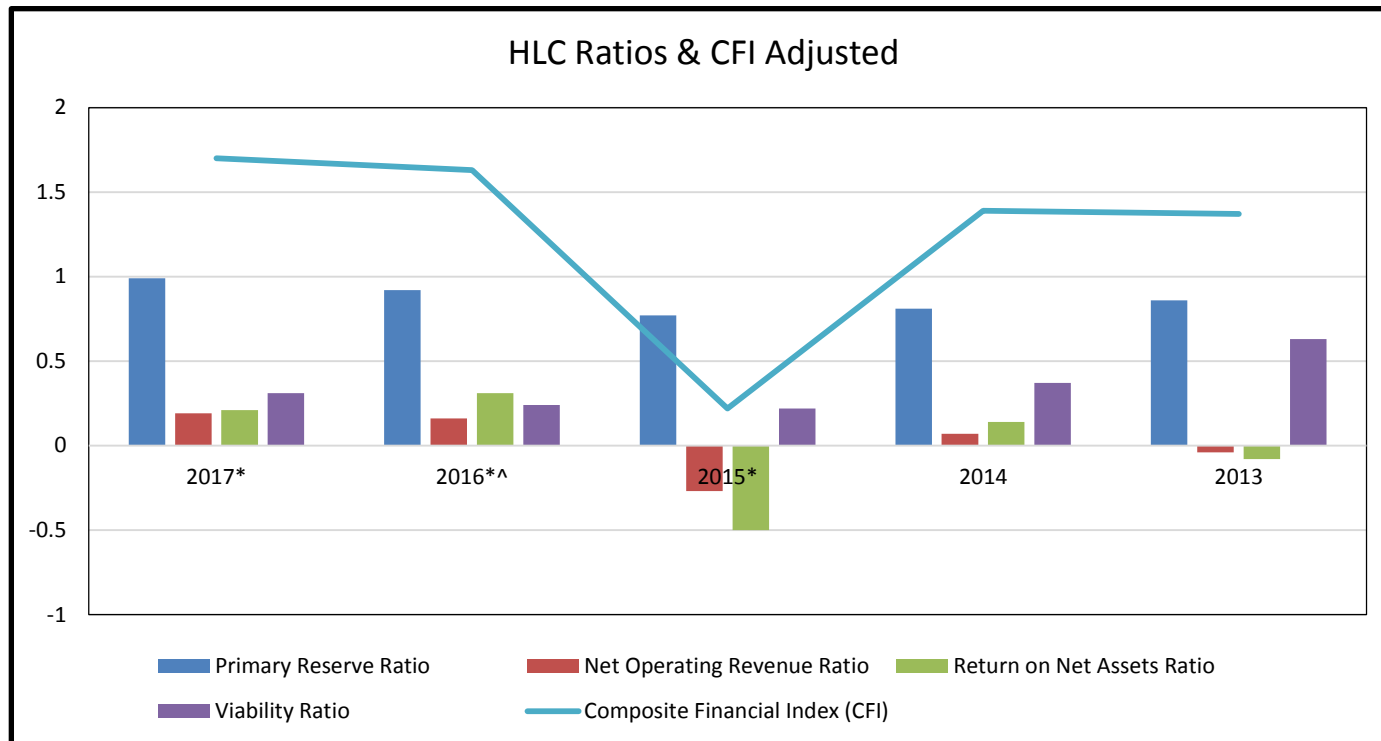


Financial Ratios

(adj for chg in accounting estimate)	Weight	2017*	2016*^	2015*	2014	2013
Primary Reserve Ratio	0.35	0.99	0.92	0.77	0.81	0.86
Net Operating Revenue Ratio	0.10	0.19	0.16	-0.27	0.07	-0.04
Return on Net Assets Ratio	0.20	0.21	0.31	-0.50	0.14	-0.08
Viability Ratio	0.35	0.31	0.24	0.22	0.37	0.63
Composite Financial Index (CFI)	1.00	1.70	1.63	0.22	1.39	1.37

* GASB68 pension reporting impact is excluded (became effective in 2015) as required by HLC.

^ eliminating impact of change in accounting estimate for asset life (6.30.2016 Audit Report Footnote - page 20)



ENCLOSURE #20

8. New Business

b. BTC Student Cupboard (Information – Tony Landowski and Julie Barreau)

During the 2017 fall semester, a group of faculty, staff, and students came together to discuss the need for a student pantry at Blackhawk Technical College. Many students deal with the stresses of college by pulling an all-nighter to finish a paper. For other students, it can also mean not having food to eat. Many college campuses have begun to address this issue by forming campus food pantries. Food insecurity is a reality at Blackhawk Technical College. To help combat the problem, a student food pantry was proposed to the Executive Council. Providing a student food pantry on campus can alleviate some of those fears and ultimately get food into the hands of those students who need it.

The Student Cupboard's mission statement is to provide supplemental food and other necessities for Blackhawk Technical College students and their families who are in need. The Student Cupboard's vision statement is to ensure no Blackhawk Technical College student goes hungry because of a lack of income or access to food.

Executive Council approved the proposed project earlier this spring. The committee has continued to move forward with the Student Cupboard project. Grand opening of The Cupboard will be September 19, 2018.

Tony Landowski, Executive Director of Student Services, and Julie Barreau, Institutional Research & Effectiveness Analyst, will be present to share additional information and answer questions.