

Blackhawk Technical College
Regular District Board Meeting

October 17, 2018

Advanced Manufacturing Training Center
15 Plumb St. – Room 117
Milton, WI

5:00 PM

AGENDA

1. Call to Order

2. Public Comment

Persons who wish to address the District Board may make a statement as long as it pertains to a specific agenda item. Persons who raise issues not on the agenda may be invited back to repeat their comments at a later Board meeting when the subject is properly noticed on the agenda. Unless requested by the Board Chair from the audience, regarding a specific agenda topic, public comments or dialogue are not allowed during other portions of the Board meeting and/or discussion.

3. Special Reports

Enc. #1

a. Student Success Story (Sarah Meadus, Josh Shope, and Bryan Williams)

b. Student Representative to the Board Report (Kyle Kuntz)

Enc. #2

c. Recognition of BTC Retiree Mary Thompson (Chairperson Tillman and Dr. Tracy Pierner)

4. Information/Discussion

Enc. #3

a. Financial Statement & Quarter Update (Information – Renea Ranguette)

b. President's Report (Dr. Tracy Pierner)

1. Community Engagement Update

2. Review of College Events

3. Upcoming Events

4. Other Communications

5. Consent Agenda

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

- Enc. #4 a. Approval of Minutes of the Regular District Meeting Held on September 19, 2018 (Action)
- Enc. #5 b. Approval of Current Bills (Action – Renea Ranguette)
- Enc. #6 c. Approval of Contract Training (Action – Dr. Zahi Atallah)
- Enc. #7 d. Adoption of Resolution to Designate District Positions Subject to Wisconsin's Code of Ethics (Action – Dr. Tracy Pierner)
- Enc. #8 e. Acceptance of Intent to Retire (Julie Bellman) (Action – Brian Gohlke)
- Enc. #9 f. Acceptance of Resignation (Janet Zoellner) (Action – Brian Gohlke)
- Enc. #10 g. Confirmation of Instructional Employment Contract Issued for the Position of Nursing Assistant Instructor (Beverly Hart) (Action – Brian Gohlke)

6. Action Items

- Enc. #11 a. Approval of Concept Review for Associate of Applied Science Organizational Leadership Program (Action – Dr. Zahi Atallah)
- Enc. #12 b. Approval of Concept Review for Associate of Applied Science Digital Marketing Program (Action – Dr. Zahi Atallah)
- Enc. #13 c. Approval of Concept Review for Associate of Applied Science Customer Service & Sales Management Program (Action – Dr. Zahi Atallah)
- Enc. #14 d. Approval of Concept Review for Associate of Applied Science Alcohol & Other Drug Abuse Program (Action – Dr. Zahi Atallah)

7. Committee Reports

Finance Committee

Barbara Barrington-Tillman, Chairperson

Enc. #15 Meeting Held 9/19/18
Action taken

Meeting Scheduled – 10/17/18 – 3:30 p.m.

Enc. #16 a. Establishment of Mill Rate and Tax Levy for Fiscal Year 2018-19
(Finance Committee Recommendation - Action)

Enc. #17 b. Acceptance of Procurement Annual Report (Finance Committee
Recommendation – Action)

Enc. #18 c. Reauthorize Monroe Agriculture Training Center Construction and
Request Wisconsin Technical College System Board (WTCSB)
Approval of Project (Finance Committee Recommendation – Action)

Enc. #19 d. Approval of Modifications to the Fiscal Year 2018-19 Budget
(Finance Committee Recommendation – Action)

Personnel Committee

Rick Richard, Chairperson

No September Meeting Held

No October Meeting Scheduled

8. New Business

Enc. #20 a. Flex Delivery Student Success Scorecard (Information – Dr. Jon
Tysse)

9. Other Business

a. Report on District Boards Association Fall Meeting – October 12-13,
Appleton

10. Future Agenda Items

ENCLOSURE #1

3. Special Reports

a. Student Success Story (Sarah Meadus, Josh Shope, and Bryan Williams)

In an effort to highlight the successes of our students, each month a student success story will be shared with the Board. This month we are featuring Web Development students Bryan Williams, Josh Shope and Sarah Meadus who have been selected to participate in the gBETA Beloit Startup Accelerator Program. gBETA is a program of nationally ranked startup accelerator, gener8tor. The program is a free seven-week concierge program for early-stage companies with local roots, and limited to five companies per cohort.

Williams, Shope, and Meadus came together through participation in the Summer gALPHA Beloit program, the precursor to gBETA in which teams whiteboard startup ideas from scratch. “It all started when a faculty member told me about a networking opportunity, and after learning more I knew this wasn’t something you stumble across every day,” said Williams. “I wondered if any other students would be interested in this sort of thing.”

During the gALPHA program, the team conceived their product idea through reviewing “reverse pitch” opportunities. These opportunities are problems sourced from Project North, gener8tor’s innovation network of top venture capital, merger and acquisition and strategy executives from across the Midwest.

This approach allows industry professionals an opportunity to pitch “problems” to startup hopefuls, who then create solutions and ultimately startup companies owning those product solutions. “I would say at first we didn’t really know what we were getting into. We had an idea what gALPHA was but saw it as a great opportunity for networking with local technical talent,” said Meadus.

When they returned to Beloit, the magic happened. “One of the biggest selling points of the program is getting students and participants in front of decision-makers and end users,” said gBETA Beloit Director Phil Fonfara. The team met and began working with representatives from Hendricks Commercial Properties, who sponsors gener8tor’s Beloit programming.

According to Shope, “Hendricks Commercial Properties had a few issues that needed to be solved, and initially our team wanted to solve them all.” Eventually, the team decided to tackle only one issue -- the complex and problematic nature of lien waivers. A lien waiver is a document from a contractor, subcontractor, supplier,

or another party who is working on a construction project. It states they have received payment and waive any future lien rights to the property.

In any given construction project there can be many waivers to track. The process is often manual and failure to use lien waivers properly and timely can lead to problems for everyone within the project chain. After substantial research, the team has created a solution called ezLien. The solution will better track, monitor and follow up on lien waivers.

Through participation in gALPHA, they have been able to really dive into the research and concept design phase of ezLien, and evolve the product to solve the needs of their end customers. “We went into it thinking this would be a great experience and an awesome opportunity to build our resume. But we began to get some wind in our sails, so-to-speak, and ultimately we really have something here,” said Williams.

By leveraging their participation in gBETA, the team will be able to meet others in the field, refine their solution, develop their revenue model, acquire capital and make something that is truly marketable and useful in the industry.

The team agreed with Meadus when she said, “It’s not really something I thought I would be into, but now that it’s going, this is very exciting.”

Sarah, Josh, and Bryan will be present at the meeting to share additional information.

ENCLOSURE #2

3. Special Reports

- c. Recognition of BTC Retiree Mary Thompson (Chairperson Tillman and Dr. Tracy Pierner)

Mary Thompson will retire on October 19, 2018, after 26½ years of service to the College. She began part-time in 1992 as a Lab Assistant and Clerk Typist in the Business Occupations Division and subsequently accepted a full-time position within the Division as the Administrative Assistant to the Dean. Additional positions Mary has held include Helpdesk Assistant and most recently, Scheduling Resource Assistant.

Throughout her career at the College, Mary has been involved in many things. As the Helpdesk Assistant, she assisted with starting the first Helpdesk in the Information Technology Department. In addition, she has provided scheduling process training and been a member of the Blackhawk Improvement Group (BIG) and a member on three (3) Continuous Process Improvement (CPI) teams. Mary has indicated she has been most proud of the ability to work with various teams during her career.

She has indicated her retirement plans include traveling and spending more time with her adopted family.

We wish Mary a long and happy retirement and thank her for her dedication to the College. She will not be able to attend the Board meeting to be recognized. A retirement plaque will be presented to her prior to her retirement date.

BLACKHAWK TECHNICAL COLLEGE
Summary of Revenue and Expenditures as of September 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	\$ 118	0.0%	\$ 804	0.0%
State Aids	15,585,461	1,855,936	11.9%	1,761,646	11.6%
Statutory Program Fees	5,515,110	3,005,424	54.5%	2,824,666	50.8%
Material Fees	398,190	204,757	51.4%	204,421	50.4%
Other Student Fees	855,710	473,665	55.4%	394,250	46.9%
Institutional	2,637,982	206,520	7.8%	295,557	21.8%
Federal	8,474,669	2,374,316	28.0%	2,197,193	23.2%
Other Sources (Bond/Transfer from Other Fund)	<u>2,994,000</u>	<u>2,900,000</u>	96.9%	<u>70,000</u>	1.4%
Total Revenue & Other Resources	<u>\$ 51,529,612</u>	<u>\$ 11,020,736</u>	20.4%	<u>\$ 7,748,537</u>	14.4%
EXPENDITURES BY FUNCTION:					
Instruction	\$ 20,322,664	\$ 3,298,619	16.2%	\$ 3,570,724	19.6%
Instructional Resources	2,448,871	587,251	24.0%	587,510	24.3%
Student Services	12,349,363	3,893,564	31.5%	3,522,511	27.5%
General Institutional	5,764,221	1,385,079	24.0%	1,607,924	29.0%
Physical Plant	12,728,020	2,642,264	20.8%	1,541,412	10.8%
Auxiliary Services	340,700	205,197	60.2%	192,543	58.4%
Other Uses (Transfer to Other Fund)	<u>94,000</u>	<u>-</u>	0.0%	<u>-</u>	0.0%
Total Expenditures & Other Uses	<u>\$ 54,047,839</u>	<u>\$ 12,011,974</u>	22.3%	<u>\$ 11,022,624</u>	20.6%
EXPENDITURES BY FUNDS:					
General	\$ 27,514,857	\$ 5,497,164	20.0%	\$ 5,616,176	21.6%
Special Revenue	3,526,638	557,873	15.8%	460,270	15.3%
Capital Projects	5,333,433	1,898,829	35.6%	1,239,504	21.0%
Debt Service	8,018,000	586,869	7.3%	568,599	6.9%
Enterprise	130,700	17,761	13.6%	18,126	15.1%
Internal Service	210,000	187,436	89.3%	174,777	83.2%
Trust & Agency	9,220,211	3,266,042	35.4%	2,945,172	29.5%
Other Uses (Transfer to Other Fund)	<u>94,000</u>	<u>-</u>	0.0%	<u>-</u>	0.0%
Total Expenditures	<u>\$ 54,047,839</u>	<u>\$ 12,011,974</u>	22.3%	<u>\$ 11,022,624</u>	20.6%
Fund Balances, Beginning	\$ 16,841,194	\$ 16,841,194		\$ 13,778,644	
Change in Fund Balance	<u>(2,518,227)</u>	<u>(991,238)</u>		<u>(3,274,087)</u>	
Fund Balances, Ending	<u>\$ 14,322,967</u>	<u>\$ 15,849,956</u>		<u>\$ 10,504,557</u>	

Debt Service Detail					
Principal Payments	6,935,000	-	0.0%	-	0.0%
Interest Payments	1,045,000	553,219	52.9%	568,599	55.0%
Other Debt Service Expenses	<u>38,000</u>	<u>33,650</u>	88.6%	<u>-</u>	0.0%
Total Debt Service Payments	<u>\$ 8,018,000</u>	<u>\$ 586,869</u>		<u>\$ 568,599</u>	

Quarterly Financial Statement Review

September 30, 2018

General Fund

Revenue

Total revenues are up approximately \$128,100 (2.7%) from the prior year. This is mainly due to increases of approximately \$180,800 (6.4%) in Program Fees and \$67,800 (33.8%) in Other Student Fees, offset by decreases of approximately \$86,200 (43.2%) in Institutional Revenue and \$30,800 (2.4%) in State Aid. The increases in Program and Material Fees is due to an increase in tuition rate (1.5%), enrollment (4% FTE's) and online course fees due to an increase in flexible class offerings over the prior year. The decrease in Institutional Revenue is mainly due to decreases in customized instruction (\$122,195), offset by an increase in investment income (\$28,419). Customized instruction is down due to a decrease in transcribed credit, 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 \$119,000 (2.1%) from the prior year. Instructional expenditures account for approximately \$226,500 (7.5%) of the total decrease, offset by increases in General Institutional and Instructional Resources expenditures of approximately \$49,600 (3.8%) and \$36,900 (12.6%), respectively. The decrease in Instructional expenditures is mainly due to a decrease in salaries and benefits (\$201,958) and supplies (\$12,228). The decrease in salaries and benefits is due in part to vacancies in currently funded positions and also to a change in the timing of the exempt employee payroll. The College switched from 26 to 24 pay periods per year for FY2019 and as a result, there has been one less exempt employee payroll compared to the prior year.

The increase in General Institutional expenditures is due to an increase in contractual services (\$61,205), info and promo (\$12,262) and advertising (\$11,423), offset by a decrease in salaries and benefits (\$42,218). The increase in Instructional Resources expenditures is mainly due to an increase in service contracts (\$39,128).

Special Revenue Fund

Revenues are up approximately \$21,400 (11.9%) overall compared to the prior year. State Aid is up approximately \$13,400 (10.7%) and Federal Revenue is up \$7,900 (14.6%), primarily due to the timing of payments. Total expenditures increased by approximately \$97,600 (21.2%) over the prior year. Instructional, Student Services, and Instructional Resource expenses increased by approximately \$56,400 (21.7%), \$37,200 (20.3%) and \$4,000 (23.5%), respectively. The increase in Instructional expenditures is mainly due to an increase in salaries and benefits (\$35,754) and minor equipment (\$13,680), the increase in Student Services is due to salaries and benefits (\$11,069) and contract services (\$17,488) and the increase in Instructional Resources is due to an increase in salaries and benefits (\$6,637).

Capital Projects Fund

Revenue is up by approximately \$2,874,200 (3,763.6%) in the current year compared to the prior year due to the timing of debt sales by the College. In the prior year, there was a good faith payment of \$70,000 for an October debt issuance and in the current year, there was a debt issuance of \$2,900,000. Expenditures increased by approximately \$659,300 (53.2%), due to an increase in Physical Plant (\$1,068,903), offset by decreases in General Institutional (\$266,711), and Instruction (\$101,620). Both the increases and decreases are primarily due to the number and size of planned projects and by the timing of annual capital purchases this year compared to last year in each functional area.

Other Funds

Debt Service Fund revenue for the first quarter is limited to investment income and is less than \$5,000 each year, which is expected. This fund is used to account for the accumulation of resources and the payment of principal and interest for general long-term debt and long-term lease purchase debt. The majority of revenue is derived from property taxes, of which an allocation is done later in the year to place amounts in this fund. Expenditures are up by approximately \$18,300 (3.2%). This increase is related to the other debt service expense in the current year compared to the prior year, due to the debt issuance discussed earlier.

Enterprise Fund revenue increased by approximately \$1,400 (3.6%) compared to the prior year. The increase is all in Institutional Revenue and relates to higher sales compared to the prior year. Expenditures remained flat, showing a decrease of \$365 from the prior year.

Internal Service Fund revenue is zero 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 up \$12,659 (7.2%) due mainly due to an increase in general liability and property insurance (\$20,403), offset by a decrease in workers' compensation insurance (\$7,744).

Agency Fund revenue increased by approximately \$10,600 (5.4%) from the prior year due primarily to an increase in student activity fees (\$11,664) as a result of increased enrollment. Expenditures increased by approximately \$8,500 (25.5%), due to a combined increase in salaries and benefits (\$15,544) and a decrease in student account expenses (\$7,076).

Trust Fund revenue increased by approximately \$233,700 (9.2%) in the current year compared to the prior year. This is primarily attributed to increases of approximately \$172,300 (8.0%) in Federal Revenue and \$77,500 (21.6%) in State Aid. The increase in both these areas are due to the timing of revenue received and an increase in student aid funding from the prior year. Expenses are up approximately \$312,400 (10.7%), directly related to the increase in revenues.

ENCLOSURE #4

Regular Meeting

of the

Blackhawk Technical College District Board

September 19, 2018

Minutes

The regular meeting of the Blackhawk Technical College Board was held on Wednesday, September 19, 2018, at the BTC Administrative Center, 6004 S. County Road G, Janesville, in the Board Room. The following members were present: Barbara Tillman, Chairperson; Laverne Hays, Secretary; Rick Richard, Treasurer; Rachel Andres, Mark Mayer, Steve Pophal, and Malik Surani. Board members absent: Eric Thornton, Vice Chairperson; and Traci Davis. Staff present: Dr. Tracy Pierner; Dr. Zahi Atallah; Brian Gohlke; Renea Ranguette; Dr. Jon Tysse; Jackie Pins; Jennifer Thompson; Tony Landowski; Steve Kormanak; Brad Smith; Rubina Jan (departed 5:15 p.m.); Sheryl Hooker; Michelle Weirich (departed 5:15 p.m.).

Chairperson Tillman called the meeting to order at 5:06 p.m.

Chairperson Tillman called for public comment. There was none.

Chairperson Tillman called for Special Reports.

A student success story was shared on Noel Jones, Early Childhood Education program student.

Chairperson Tillman called for Information/Discussion items.

The August financial statement was reviewed.

Dr. Pierner presented the President's monthly report, which included community engagement, a review of College events, and upcoming events. Other communications shared included distributing a copy of System Office FY 2019-21 budget request information, future adoption of a draft comprehensive board conduct policy which has been requested of each college by the System Office, and the selection of three (3) BTC students to participate in gener8tor, a nationwide entrepreneur program, in the gALPHA and gBETA phases of the program. These students will be featured at an upcoming Board meeting.

Chairperson Tillman called for the Consent Agenda.

It was moved by Mr. Richard and seconded by Mr. Pophal to approve the consent agenda, which included the minutes of the Regular Meeting held on August 16, 2018; minutes from the District Board Retreat held on August 16, 2018; current bills from the month of August – Voucher #00265092 to and including #00265327 and direct deposit expense reimbursements in the total amount of \$1,408,239.57 (includes student related payments), a payroll total for the month of August of \$899,159.43, payroll tax wire transfers for the month of August of

\$454,417.68, other wire transfers for the month of August of \$67,237.61, WRS wire transfers for the month of August of \$202,741.22, P-card disbursements for the month of August of \$339,739.88, a bond payment for the month of August of \$0, and a health insurance wire transfer for the month of August of \$282,336.16, for a grand total of \$3,653,871.55; 26 training contract negotiated since the last meeting totaling \$110,603; acceptance of four (4) resignations—Sarah Hubert, Nursing Assistant Instructor, effective August 12, 2018; Federico Bassetti, IT Web Software Developer Instructor, effective August 31, 2018; Sean Miller, Multimedia Engineer, effective September 14, 2018; and Lisa Fahey, Medical Assistant Instructor, effective September 27, 2018; and confirmation of an instructional employment contract issued to Tara Zachgo for the position of LTE Medical Assistant Instructor at a salary of \$53,000, effective September 10, 2018.

Motion carried.

Chairperson Tillman called for Action Items.

It was moved by Mr. Richard and seconded by Mr. Mayer to forward the nomination of Laverne Hays to the District Boards Association for the 2019 Board Member of the Year Award.

Motion carried with Mr. Hays abstaining.

Chairperson Tillman called for Committee Reports.

The Finance Committee met prior to the Board meeting. Administration presented its recommended modifications to the Fiscal Year 2017-18 budget and information on the acquisition of land and the need for an outdoor training track. The Committee presented its recommendation regarding budget modifications to the Board.

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

Motion carried unanimously.

Chairperson Tillman called for New Business.

The Fall 2018 Enrollment Report was reviewed. Total credit hours reflected an increase of approximately 4%; headcount reflected an increase of 5%.

Spring 2018 student success data was reviewed. The college's average success rate for college-level courses is 82% as compared to the national average of 74%.

The annual progress report for the Affirmative Action Plan was reviewed.

District Board Policy F-430 – Naming of College Facilities was reviewed. No revisions were recommended.

A summary of recommendations was shared from the security assessment completed in Spring 2018. Assessment categories included vulnerability and physical security, arming, and organizational structure. A task force will be formed to conduct additional analysis on arming and appropriate service level. The task force is to have a report of recommendations completed by March 2019. Any suggestions regarding task force membership should be shared with Dr. Pierner.

Chairperson Tillman called for Other Business.

A brief report was provided on the District Boards Association annual planning meeting. A reminder was given on the Boards Association's Fall Meeting being held in Appleton in October.

Chairperson Tillman invited Board members to attend the Law Enforcement Graduation on October 5 at 10:00 a.m. in the North Commons.

Dr. Pierner shared initial feedback received on the System Portfolio.

Chairperson Tillman called for Future Agenda Items. An update on the Monroe agricultural training center project was requested.

It was moved by Mr. Richard and seconded by Mr. Surani to adjourn the meeting at 6:48 p.m.

Motion carried.

Laverne E. Hays
Secretary

ENCLOSURE #5

5. Consent Agenda

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

The September bills include Voucher #00265328 to and including #00266406 and direct deposit expense reimbursements in the total amount of \$1,903,834.60 (includes student related payments), a payroll total for the month of September of \$889,180.17, payroll tax wire transfers for the month of September of \$242,240.74, other wire transfers for the month of September of \$18,435.61, WRS wire transfers for the month of September of \$169,214.52, P-card disbursements for the month of September of \$140,758.03, a bond payment for the month of September of \$553,219.38, and a health insurance wire transfer for the month of September of \$288,199.28, for a grand total of \$4,205,082.33.

Blackhawk Technical College

BILL LIST SUMMARY

Period Ending September, 2018

Starting Check Number	00265328		
Ending Check Number	00266406	Plus Direct Deposits	
PAYROLL TAXES			
	Federal	203,467.29	
	State	<u>38,773.45</u>	
			242,240.74
PAYROLL BENEFIT DEDUCTIONS & FRINGE PAYMENTS			
	Retirement	-	
	Health and Dental Insurance	24,839.10	
	Miscellaneous	<u>7,301.40</u>	
			32,140.50
STUDENT RELATED PAYMENTS			
			604,851.38
CURRENT NON CAPITAL EXPENSES			
			302,891.79
CAPITAL			
			942,300.93
DEBT			
			<u>21,650.00</u>
TOTAL BILL LISTING AND PAYROLL TAXES			2,146,075.34
PAYROLL-NET			<u>889,180.17</u>
SUB TOTAL BILL LISTING AND PAYROLL			3,035,255.51
PLUS OTHER WIRE TRANSFERS			18,435.61
PLUS WRS WIRE TRANSFERS			169,214.52
P-CARD DISBURSEMENTS			140,758.03
PLUS BOND PAYMENT			553,219.38
HEALTH INSURANCE WIRES			<u>288,199.28</u>
GRAND TOTAL FOR THE MONTH			<u><u>4,205,082.33</u></u>

Memo

Bill List Total	1,903,834.60
Wire Transfer - Payroll Taxes	242,240.74

5. Consent Agenda

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

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

		FULL CONTRACT DETAIL INFORMATION				
Contract #	Business/Industry	# Served	Est. FTEs	BTC Cost Formula	LAB Cost Formula	Actual Contract Cost
2019-1096	Baker Manufacturing <i>Welding - Technical Assistance</i>	1	0.00	\$1,104	\$608	\$1,104
2019-1116	Blackhawk Transport, Inc. <i>CDLA Refresh - Technical Assistance</i>	1	0.00	\$1,000	\$0	\$1,000
6810-001	School District of New Glarus <i>HSED Preparation for High School At-Risk Student(s)</i>	1	1.00	\$2,300	N/A	\$2,300
2019-1094	Woodford State Bank <i>Personality Profiles - Technical Assistance</i>	44	0.00	\$349	\$48	\$349
<i>Report Subtotal</i>		47	1.00	\$4,753	\$656	\$4,753

		MULTIPLE RECEIPT, GRANT OR OTHER COMPLEX CONTRACT BREAKDOWN INFORMATION			FULL CONTRACT DETAIL INFORMATION						
Contract #	Business/Industry	# Served	Est. FTEs	BTC Cost Formula	LAB Cost Formula	Actual Contract Cost	# Served	Est. FTEs	BTC Cost Formul	LAB Cost Formula	Actual Contract Cost
2019-1112	Beloit Health System <i>Supportive Environment</i> --WAT Grant Funding						60	0.2	\$1,383	\$350	\$205
											\$1,178
2019-1113	Beloit Health System <i>Legal Aspects of HR Mgmt.</i> --WAT Grant Funding						60	0.20	\$1,383	\$350	\$205
											\$1,178

* BTC charges do not meet LAB formula.

		MULTIPLE RECIPEINT, GRANT OR OTHER COMPLEX CONTRACT BREAKDOWN INFORMATION			FULL CONTRACT DETAIL INFORMATION							
Contract #	Business/Industry	# Served	Est. FTEs	BTC Cost Formula	LAB Cost Formula	Actual Contract Cost	# Served	Est. FTEs	BTC Cost Formul	LAB Cost Formula	Actual Contract Cost	
2019-1095	SSI Technologies, Inc. <i>Certified Quality Engineer</i> --WAT Grant Funding						10	0.33	\$8,340	\$6,398	\$2,340	
											\$6,000	
2019-1114	SSI Technologies, Inc. <i>Intermediate Word</i> --WAT Grant Funding						10	0.05	\$826	\$624	\$256	
											\$570	
2019-1115	SSI Technologies, Inc. <i>Advanced Powerpoint</i> --WAT Grant Funding						10	0.03	\$581	\$416	\$180	
											\$401	
2019-1117	SSI Technologies, Inc. <i>Problem Solving/Corrective Action</i> --WAT Grant Funding						20	0.07	\$1,015	\$738	\$315	
											\$700	
2019-1118	SSI Technologies, Inc. <i>Module 1 Lean Manufacturing</i> --WAT Grant Funding						45	0.15	\$2,284	\$1,661	\$709	
											\$1,575	
2019-1119	SSI Technologies, Inc. <i>Module 2 Lean Manufacturing - 5S</i> --WAT Grant Funding						15	0.05	\$761	\$554	\$236	
											\$525	
2019-1120	SSI Technologies, Inc. <i>Intermediate Powerpoint</i> --WAT Grant Funding						10	0.05	\$826	\$624	\$256	
											\$570	
2019-1121	SSI Technologies, Inc. <i>CNC Boot Camp</i> --WAT Grant Funding						10	0.33	\$7,696	\$4,890	\$2,140	
											\$5,556	
2019-1100	Stainless Tank and Equipment <i>Welding GTAW2</i> --WAT Grant Funding						10	0.33	\$6,515	\$5,504	\$2,022	
											\$4,493	
							<i>Report Subtotal</i>	<i>260</i>	<i>1.79</i>	<i>\$31,610</i>	<i>\$22,109</i>	<i>\$31,610</i>

* BTC charges do not meet LAB formula.

		MULTIPLE RECEIPT, GRANT OR OTHER COMPLEX CONTRACT BREAKDOWN INFORMATION			FULL CONTRACT DETAIL INFORMATION						
Contract #	Business/Industry	# Served	Est. FTEs	BTC Cost Formula	LAB Cost Formula	Actual Contract Cost	# Served	Est. FTEs	BTC Cost Formul	LAB Cost Formula	Actual Contract Cost
REPORT TOTALS							<u>307</u>	<u>2.79</u>	<u>\$36,363</u>	<u>\$22,765</u>	<u>\$36,363</u>

* 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	\$110,603	\$390,956
2nd Qtr.	October	\$26,983	\$156,219	\$52,506	\$170,916	\$210,046	\$2,512,522	\$83,880	\$237,776	\$36,363	\$427,319
	November	\$56,992	\$213,211	\$622,564	\$793,480	\$26,617	\$2,539,139	\$53,542	\$291,318		\$427,319
	December	\$408,509	\$621,720	\$275,514	\$1,068,994	\$24,362	\$2,563,501	\$44,997	\$336,315		\$427,319
3rd Qtr.	January	\$76,855	\$698,575	\$52,828	\$1,121,822	\$63,520	\$2,627,021	\$24,683	\$360,998		\$427,319
	February	\$124,335	\$822,910	\$14,624	\$1,136,446	\$45,218	\$2,672,239	\$53,006	\$414,004		\$427,319
	March	\$56,331	\$879,241	\$64,158	\$1,200,604	\$15,257	\$2,687,496	\$45,199	\$459,203		\$427,319
4th Qtr.	April	\$35,193	\$914,434	\$16,268	\$1,216,872	\$40,876	\$2,728,372	\$729,308	\$1,188,511		\$427,319
	May	\$52,003	\$966,437	\$85,469	\$1,302,341	\$35,548	\$2,763,920	\$43,748	\$1,232,259		\$427,319
	June	\$3,851	\$970,288	\$6,124	\$1,308,465	\$150,542	\$2,914,462	\$134,996	\$1,367,255		\$427,319
YTD TOTAL \$			<u>\$970,288</u>		<u>\$1,308,465</u>		<u>\$2,914,462</u>		<u>\$1,367,255</u>		<u>\$427,319</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: \$62,304; Transcribed Credit contracts with high schools total: \$311,318; HSED contracts with high schools total: \$2,300

ENCLOSURE #7

5. Consent Agenda

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

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

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

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

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

ENCLOSURE #8

5. Consent Agenda

d. Acceptance of Intent to Retire (Julie Bellman) (Action – Brian Gohlke)

Julie Bellman, Mathematics Instructor, has submitted her intent to retire at the end of the 2018-19 academic year, after 19 years of service to the College.

Acceptance of the intent to retire is recommended.

ENCLOSURE #9

5. Consent Agenda

f. Acceptance of Resignation (Janet Zoellner) (Action – Brian Gohlke)

Janet Zoellner, Associate Degree Nursing Instructor, has submitted her resignation, effective January 8, 2019.

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

ENCLOSURE #10

5. Consent Agenda

g. Confirmation of Instructional Employment Contract Issued for the Position of Nursing Assistant Instructor (Beverly Hart) (Action – Brian Gohlke)

Beverly Hart has been issued an instructional employment contract for the position of Nursing Assistant Instructor at an annual salary of \$58,000, effective October 1, 2018.

Ms. Hart is currently enrolled in an M. S. degree program in Nursing Education at Chamberlain College of Nursing, Downers Grove, Illinois. She holds a B. S. degree in Nursing from Chamberlain College of Nursing and an Associate Degree in Nursing from BTC. For the past seven (7) years she has been employed as a Registered Nurse at Mercy Health Systems. Prior occupational experience in healthcare includes positions at Beloit Memorial Hospital; PRN Health Services, Appleton; and self-employment/independent Nursing in Beloit.

Confirmation of Ms. Hart's contract is requested.

ENCLOSURE #11

6. Action Items

a. Approval of Concept Review for Associate of Applied Science Organizational leadership Program (Action – Dr. Zahi Atallah)

Blackhawk Technical College has explored the need for an Associate of Applied Science Organizational Leadership degree. The Organizational Leadership degree provides training in leadership, human relations, quality, health and safety, problem solving and team building, organizational development, supervision, project management and lean and six sigma. With this degree, you will be prepared to become a department manager, supervisor, or team leader. Whether you want to work in manufacturing, banking, retail, education, government or health care, these skills will prepare you to be an effective leader. This program is tailored to working adults and is offered face-to-face or online.

The program is built on a Meta Major in Business. The goal is to offer the AAS degree starting the fall 2019 semester. The program will be offered online, Flex Lab Hybrid, or MyEdChoice.

Industry Support:

A DACUM (Developing a Curriculum) was conducted on September 7 with representatives from four organizations from the college's district providing feedback on what students in this program need to be able to do upon graduation. Below are the six job requirement areas for people employed in this field.

1. Develop Self
2. Influence Others
3. Demonstrate Effective Communication
4. Lead Projects
5. Interpret Institutional Culture
6. Develop Others

Labor Market Analysis:

Labor market data for BTC's district and the surrounding region estimates 2.7% growth in demand by 2020.

Sixteen (16) organizations in the college's district were surveyed in September 2018, with five (5) organizations responding for a (30%) response rate. Three organizations (60%) indicated positively hiring or promoting someone with this degree, (100%) of organizations surveyed indicated positive weight to a new or

current employee with this degree, (100%) indicated a positive job outlook for employees with this degree now and in three years. Three (3) organizations indicated a starting salary for a new hire with the AAS would be \$15 to \$19.99 per hour, one said \$20 to 29.99 per hour, and one said \$25 to \$29.99 per hour.

Discussion with Other WTCS Districts

Ten (10) of the other colleges have a program like this.

Recommendation to Approve

Approval of the Concept Review is the first step in the Wisconsin Technical College System program development process. It is the recommendation of the College Administration that the Blackhawk Technical College District Board approve the Concept Review for a 62-credit Associates of Applied Science Organizational Leadership program.

ENCLOSURE #12

6. Action Items

b. Approval of Concept Review for Associate of Applied Science Digital Marketing Program (Action – Dr. Zahi Atallah)

Blackhawk Technical College has explored the need for Digital Marketers in its district. Digital Marketing is an exciting and dynamic part of business that provides you with opportunities in a wide variety of career choices. Employment opportunities are with for profit and non-profit firms, or a graduate may choose to work with new business development and start-ups. You may work in retail management, advertising, industrial sales and service, research or purchasing. Through this degree program, you will learn the principles of marketing, sales, digital and social media, as well as integrated marketing communications. You will also learn to develop and execute marketing plans, participate in teams, and utilize information technology. To give you a broad understanding of business, your training will include courses such as Intro to Business, Project Management, Accounting, Math with Business Applications, Microeconomics, and Communications. There are many career options with this degree.

Industry Support:

A DACUM (Developing a Curriculum) was conducted on August 22 with representatives from seven companies from the college's district providing feedback on what students in this program need to be able to do upon graduation. Below are the eight job requirement areas for people employed in this field.

1. Marketing fundamentals, including branding and maintaining brand integrity
2. Understanding of operating systems and platforms
3. Copyright for copy and imagery; copyright law
4. Understanding file types; pdf, jpg, tif, eps, png, ppt, Word, and Excel
5. Both oral and writing skills
6. Demonstrate basic content and design strategies
7. Research market trends
8. Graduates should be comfortable using PCs and Macs

Labor Market Analysis:

Labor market data for BTC's district and the surrounding region estimates 8.7% growth in demand by 2020 for people employed in the Digital Marketing field.

Sixteen (16) organizations in the college's district were surveyed in September 2018, with five (5) responding for a (31%) response rate. Four organizations (80%) indicated positively hiring or promoting someone with this degree, (80%) of organizations surveyed indicated positive weight to a new or current employee with this degree and indicated a positive job outlook for employees with this degree now and in three years. Three of the organizations indicated a starting salary for a new hire with an AAS degree would be below \$14.99 per hour, one organization \$15 to \$19.99 per hour, and one responded with \$20 to \$24.99 per hour.

Discussion with Other WTCS Districts

Twelve of the other 15 colleges have a program like this.

Recommendation to Approve

Approval of the Concept Review is the first step in the Wisconsin Technical College System program development process. It is the recommendation of the College Administration that the Blackhawk Technical College District Board approve the Concept Review for a 65-credit Associates of Applied Science Digital Marketing program.

ENCLOSURE #13

6. Action Items

c. Approval of Concept Review for Associate of Applied Science Customer Service & Sales Management Program (Action – Dr. Zahi Atallah)

Blackhawk Technical College has explored the need for Customer Service and Sales Managers in the college's district. Learners in the Customer Service and Sales Management program begin by learning the basics of excellent customer service and progress through advanced selling techniques and sales force management. Our Customer Service and Sales Management program prepares you for a leadership position by giving you a comprehensive background in business practices and principles, finance, marketing, supervision, and project management. Whether you have just decided on a career in sales, or are already in the sales force and would like to move into a management position, you will develop valuable skills that can lead to greater opportunities.

The goal is to offer the Associate of Applied Science (AAS) degree starting the fall 2019 semester. The program will be offered online or MyEdChoice. The 61-credit program is built on a Meta Major in Business.

Industry Support:

A DACUM (Developing a Curriculum) was conducted on September 20 with representatives from four organizations from the college's district providing feedback on what students in this program need to be able to do upon graduation. Below are the seven job requirement areas for people employed in this field.

1. Show positive performance skills
2. Convey company information
3. Navigate multiple tasks and priorities
4. Demonstrate basic math skills
5. Demonstrate computer skills
6. Demonstrate personal accountability
7. Communicate professionally

Labor Market Analysis:

Labor market data for BTC's district and the surrounding region estimates 4% growth in demand by 2020.

Ten (10) organizations in Rock and Green counties were surveyed in September 2018, with three (3) agencies responding for a (30%) response rate. Two

organizations indicated positively to hiring or promoting someone with this degree, with one stating neither likely nor unlikely. All three responding organizations indicated positive weight to a new or current employee with this degree and indicated a positive job outlook for employees with this degree now and in three years. All of the organizations indicated a starting salary for a new hire with the AAS degree would be up to \$19.99 per hour.

Discussion with Other WTCS Districts

Two of the other 15 colleges have a similar program, and one college has a program like this going through its new program development process.

Recommendation to Approve

Approval of the Concept Review is the first step in the Wisconsin Technical College System program development process. It is the recommendation of the College Administration that the Blackhawk Technical College District Board approve the Concept Review for a 61-credit Associate of Applied Science Customer Service Management program.

ENCLOSURE #14

6. Action Items

d. Approval of Concept Review for Associate of Applied Science Alcohol & Other Drug Abuse (AODA) Program (Action – Dr. Zahi Atallah)

Blackhawk Technical College (BTC) has explored the need for substance abuse and behavioral disorder counselors in the district based on feedback from the Human Services advisory committee, district employers, and students. The program prepares students in the human services cluster for a career in alcohol and other drug abuse/substance use disorder with a pathway in substance abuse and behavioral disorder counseling. This program is part of a human services meta-major, sharing the majority of first year courses with the Human Services program offered at BTC.

Upon Board approval, BTC will seek approval from the Wisconsin Department of Safety and Professional Services to offer this as a certified education program by the State of Wisconsin.

The program provides training in the area of alcohol and other drug abuse (AODA) treatment services needed to work in the diagnosis, treatment planning, group facilitation, and crisis management with health and human services agencies and clients. The substance abuse counselor education embedded diploma will offer students in the AODA human services program the opportunity to attain the substance abuse counselor credential and prepare for the Wisconsin Department of Safety and Professional Services Substance Abuse Counselor (SAC) credential.

Tasks include:

- Counsel clients or patients, individually or in group sessions, to assist in overcoming dependencies, adjusting to life, or making changes.
- Interview clients, review records, and confer with other professionals to evaluate individuals' mental and physical condition and to determine their suitability for participation in a specific program.
- Develop client treatment plans based on research, clinical experience, and client histories.
- Review and evaluate clients' progress in relation to measurable goals described in treatment and care plans.
- Complete and maintain accurate records or reports regarding the patients' histories and progress, services provided, or other required information.

Industry Support

The Human Services advisory committee met on September 25, 2018, and gave input and support to the Human Services program faculty on the proposed AODA

associate degree and embedded Substance Abuse Counselor credential. BTC will seek approval from the Wisconsin Department of Safety and Professional Services (DSPS) to offer this as an approved 360-hour Substance Abuse Counselor education program which will allow completers of this program to take the National Association for Alcoholism and Drug Abuse Counselors (NAADC) examination.

Labor Market Analysis

The occupation overview for the Southwest Wisconsin Workforce Development Board includes eight counties, of which BTC's district of Rock and Green counties is included. In this region there are over 526 jobs for substance abuse and behavioral disorder counselors which is 23% above national average. Job growth in this field for the BTC economic service area (ESA) is projected at 6.3% over the next four years. Current job postings for Substance Abuse and Behavioral Disorder Counselors under the 21-1011 SOC code within a 50 mile radius of BTC main campus is 13. The labor market data for the region indicates the annual regional openings at 56 jobs in Rock County with a medium hourly rate of \$24.05 per hour.

Twenty-two (22) human service agencies in Rock and Green counties were surveyed in September 2018, with thirteen (13) agencies responding for a 50% response rate. Eight of the agencies (36%) indicated that hiring someone with a substance abuse counselor education credential would be weighted as a significant advantage, while 32% of agencies surveyed indicated that the job outlook for employees with a Substance Use Disorder/AODA AAS is excellent-good. Most agencies indicated a starting salary for a new hire with the AAS degree would be \$15-\$19.99 per hour. The job outlook for employees with a substance abuse counselor credential was excellent – good at 23% of the agencies responding. Three of the agencies that responded indicated that they did not work with AODA programs and treatment so while the Substance Abuse Counselor credential was great to have, they did not hire that position.

Discussion with Other WTCS Districts

The Dean of Health Sciences and Public Safety contacted the other WTCS districts with similar programs. The five WTCS colleges currently offering the AODA AAS degree are Chippewa Valley, Moraine Park, Fox Valley, Northcentral, and Nicolet. The districts offering the Substance Abuse Counselor Education technical diploma include Fox Valley, Northcentral, Northeast Wisconsin, and Wisconsin Indianhead. Feedback from other districts included concerns with retention and recommendations to follow legislative activity that may impact future demand for training, reimbursement, and employability in this area.

Recommendation to Approve

Approval of the Concept Review is the first step in the Wisconsin Technical College System program development process. It is the recommendation of the College Administration that the Blackhawk Technical College District Board approve the Concept Review for the Associate of Applied Science Alcohol & Other Drug Abuse program and related Substance Abuse Counselor education diploma pathway.

BLACKHAWK TECHNICAL COLLEGE

Finance Committee
Wednesday – September 19, 2018
Board Room

MINUTES

Members Present: Barbara Tillman, Chairperson
Laverne Hays
Mark Mayer

Members Absent: Traci Davis

Other Board Present: Rachel Andres (arrived 4:50 p.m.)
Steve Pophal (arrived 4:40 p.m.)
Rick Richard
Malik Surani (arrived 4:06 p.m.)

BTC Staff Present: Dr. Tracy Pierner, Renea Ranguette, Jackie Pins, Brian Gohlke, Steve Kormanak, Brad Smith, Mark Brown, Mike Doubleday, Dr. Helen Proeber, Dr. Zahi Atallah, Rob Balsamo, Tony Landowski (arrived 4:50 p.m.), Jen Thompson (arrived 4:50 p.m.), and Dr. Jon Tysse (arrived 4:55 p.m.).

Chairperson Tillman called the meeting to order at 4:01 p.m.

Approval of Modifications to the Fiscal Year 2017-18 Budget – Proposed revisions to close-out Fiscal Year 2017-18 were presented. Modification #1 reallocates \$750,000 unspent General Fund dollars to Other Uses. The surplus resulted from a reduction in institutional and instructional expenditures, the largest of which was personnel due to vacancies throughout the year. Modification #2 transfers the surplus funds from Modification #1 to the Capital Projects Fund to be used for future capital projects. Modification #3 rebalances funds to the proper function within the Capital Projects Fund.

The Monroe Ag Training Center project will be brought forward again at the October Board meeting for approval to move forward with the project at a higher cost. A portion of the funds included in Modification #3 could be allocated to this project. The remaining year-end surplus, \$650,000, will move to the General Reserve Fund.

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

Motion carried unanimously.

Acquisition of Land for Outdoor Vehicle Training Track – In 2011-12, the College was very close to purchasing the property located at the corner of County G and Sunny Lane. A decision was made to not move forward with the purchase due to budgetary uncertainty which resulted

from state funding cuts. Administration has again begun conversation on purchasing this property for future use. An analysis of equalized valuation changes since 2011-12 in agriculture land in Rock County indicated there has been no change in the land's value. During the previous consideration of the 34 acres, the price was approximately \$400,000. The family who owns the property is interested in pursuing conversations following their valuation research. Administration requested input from the Committee on the proposed acquisition to determine whether there was any overwhelming concern moving forward. Committee members indicated adjacent property was appealing and Administration should further look into the opportunity for purchase. The only concern shared was whether the purchase price would increase substantially.

Reasoning behind again looking at the property is the result of the current parking lot being utilized at 90% at peak times. The 5% enrollment increase seen this fall has equated to 120 more students. We have no room to grow. Currently, four (4) bays of the parking lot are dedicated to training space for the Law Enforcement Academy, the Truck Driving program, the EPD program, and motorcycle training. Each using this space brings its own set of concerns/issues. Growth of Academy training is stymied due to limited training space. In addition, the Dept. of Justice controls curriculum for Law Enforcement Academies (Academy). Physical training with gym/workout area/track is one of the requirements. Utilization of parking lot space for the training is not optimal and limits program growth. Motorcycle training space is required to be completely flat. Academy, truck driving, and EPD training in the lots has caused accelerated degradation of the parking surface which has resulted in maintenance costs far exceeding routine upkeep. The parking lot was built to modern standards, which is 10-ton vehicles. The smallest vehicle we have using this space for training is 15 tons.

The residual impact of using the parking lot for training has resulted in several safety incidents within the space with city buses entering police training exercises; students/staff routinely walking in the path of truck driving; and timed physical training exercises for the Academy impacted by vehicle traffic.

Other limitations/concerns exist for fire training as it is restricted to live fires in a burn trailer. Multi-department scenarios are hard to implement due to limited training space. We currently have an entry-level program in Monticello and will be using the Merit Center in Monroe for training. Work has begun on continuing education programming within fire safety. With limited space, this is extremely hard to do.

For all programming disciplines, there are approximately 45,000 student hours behind-the-wheel-training. Blackhawk Farms Raceway has been utilized for track training for the Academy. A three-day rental is needed for each Academy at a cost of \$30,000. Components of truck driving training have also been conducted off-site at a cost of \$14,000. The site which has been used was recently sold and will no longer be available for our use.

A survey was conducted with public agencies and private institutions, with 37 responses received. Currently, 50% have rented an emergency vehicle operations course (EVOC) training

track in the last 2 years. In addition, 81% indicated they need a training facility, and 73% need EVOC training.

Administration shared options to address the concerns shared. Option #1 – We continue training operations status-quo. This option would result in potentially fewer programs available to students and reduced access to real-world scenarios. Option #2 – We pursue rental of facilities for training at a cost of approximately \$300,000/year (Blackhawk Farms Raceway and Janesville Fire Department facility). Revenue generation through Academies would be greatly reduced as a result of rental costs. Option #3 – BTC owns and operates a training facility. In addition to saving rental costs, the College would reduce travel for staff/students and eliminate the need for equipment moving/setup/teardown. A training track would be a closed environment, thereby providing safer training. Additional BTC training scenarios would also be possible, i.e. EPD could have the standard 150-200 foot pole distance rather than the current 80-90 foot distance. The EPD program could also add training for underground electric cables and transformers that is currently not done due to lack of space. Added space would allow us to trench and put training exercises in place for the EPD program. Roll-in fire training, multi-department response scenarios for car crashes and industrial accidents, and skid pad would also be possible with expanded space.

Based on the research conducted and the concerns shared regarding ongoing training in the current parking lot space, Administration's recommendation is to pursue owning and operating a multi-use training track. Preferences include property located adjacent to our current property, easy to access, flat topography, and access to city water.

Committee members shared their comments/questions and thanked Administration for the in-depth presentation. Concerns previously shared by members were addressed with the information provided. Administration is to proceed with investigation into acquisition of the property mentioned. Once additional information has been received from the owner, it will be brought back to Committee for additional discussion and direction.

It was moved by Mr. Mayer and seconded by Mr. Richard to adjourn the meeting at 5:01 p.m.

Motion carried.

ENCLOSURE #16

7. Committee Reports

a. Establishment of Mill Rate and Tax Levy for Fiscal Year 2018-19 (Finance Committee Recommendation - Action)

Section 38.16 of the Wisconsin Statutes provides for the following:

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

The 2013 Wisconsin Act 20 amended the operational levy limit. The valuation factor for net new construction in the District is applied to total revenue which, for this purpose, is defined in statute as the total tax levy (net of debt service) from the previous year plus the property tax relief aid (PTRA) received in the previous year. The District's 2018 valuation factor is 1.25860% for an operational levy increase of \$210,851 which is attributed to net new construction in the District. In addition, §38.16(3)(bg) Wis. Stats. provides the authority for a district board to increase its total revenue in an amount equal to any refunded or rescinded property taxes paid by the District in the year of the levy. The Department of Revenue reported District's total amount refunded or rescinded in the 2017 levy was \$30,071.

The increase for net new construction and recapture of prior year levy refunded/rescinded brings the 2018 operational levy to \$7,196,143. For purposes of establishing the mill rate, we use the District equalized values excluding Tax Incremental Districts (TID) and exempt computers equalized values. The 2018 equalized valuation for the District is \$13,020,909,894 (excluding the equalized value of Tax Incremental Districts and exempt computers). This is an increase of \$691,153,779 or 5.61% higher than last year.

Administration recommends the operational levy of \$7,196,413 with an operational mill rate of 0.55268, and the debt service levy of \$7,816,858 with a debt service mill rate of .60033. The total levy proposed is \$15,013,271 with a total mill rate of 1.15301 per \$1,000 equalized valuation.

The State requires the reporting of a *total* levy which includes the value of computers that are exempt from the local tax levy. **Including the value of exempt computers brings the BTC *total* tax levy to \$15,085,490 for 2018-19. However, the *local* (actual) tax levy for 2018-19 will be \$15,013,271 as noted above since BTC will receive state aid in lieu of local property taxes for exempt computers.**

For information purposes, the following items have been attached:

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

The District Board is requested to authorize a \$15,013,271 tax levy of 1.15301 mills (including debt service) on \$13,020,909,894 of equalized value, and that the clerks of the various taxing entities be properly informed of their appropriate share of the District's levy.

The Finance Committee will provide its recommendation to the Board.

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

Blackhawk Technical College

Mill Rate History and Analysis

Fiscal Year	Actual				% Change from prior year			
	Equalized Valuations	Operational Mill Rate	Debt Service Mill Rate	Total Mill Rate	Equalized Valuations	Operational Mill Rate	Debt Service Mill Rate	Total Mill Rate
1996-97	6,343,862,895	1.32830	0.28700	1.61530				
1997-98	6,850,932,323	1.15693	0.28637	1.44330	8.0%	-12.9%	-0.2%	-10.6%
1998-99	7,236,371,866	1.19742	0.27968	1.47710	5.6%	3.5%	-2.3%	2.3%
1999-00	7,567,481,867	1.28135	0.29071	1.57206	4.6%	7.0%	3.9%	6.4%
2000-01	7,930,633,427	1.32542	0.31903	1.64445	4.8%	3.4%	9.7%	4.6%
2001-02	8,250,713,736	1.37110	0.31901	1.69011	4.0%	3.4%	0.0%	2.8%
2002-03	8,605,885,415	1.37110	0.34588	1.71698	4.3%	0.0%	8.4%	1.6%
2003-04	8,914,744,300	1.37110	0.44487	1.81597	3.6%	0.0%	28.6%	5.8%
2004-05	9,471,022,002	1.36338	0.38745	1.75083	6.2%	-0.6%	-12.9%	-3.6%
2005-06	10,214,313,441	1.33433	0.38731	1.72164	7.8%	-2.1%	0.0%	-1.7%
2006-07	11,003,525,696	1.28277	0.38730	1.67007	7.7%	-3.9%	0.0%	-3.0%
2007-08	11,597,147,342	1.30287	0.39255	1.69542	5.4%	1.6%	1.4%	1.5%
2008-09	12,097,837,981	1.31638	0.38851	1.70489	4.3%	1.0%	-1.0%	0.6%
2009-10	11,998,810,726	1.33613	0.39315	1.72928	-0.8%	1.5%	1.2%	1.4%
2010-11	11,501,174,128	1.38149	0.34779	1.72928	-4.1%	3.4%	-11.5%	0.0%
2011-12	11,229,423,995	1.41492	0.36946	1.78438	-2.4%	2.4%	6.2%	3.2%
2012-13	11,048,410,839	1.43810	0.41029	1.84839	-1.6%	1.6%	11.1%	3.6%
2013-14	10,779,158,932	1.48479	0.44003	1.92482	-2.4%	3.2%	7.2%	4.1%
2014-15	11,192,317,904	0.56580	0.54546	1.11126	3.8%	-61.9%	24.0%	-42.3%
2015-16	11,400,609,427	0.56853	0.63056	1.19909	1.9%	0.5%	15.6%	7.9%
2016-17	11,717,072,877	0.57077	0.64198	1.21275	2.8%	0.4%	1.8%	1.1%
2017-18	12,329,756,115	0.56412	0.63863	1.20275	5.2%	-1.2%	-0.5%	-0.8%

ENCLOSURE #17

7. Committee Reports

- b. Acceptance of Procurement Annual Report (Finance Committee Recommendation - Action)

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

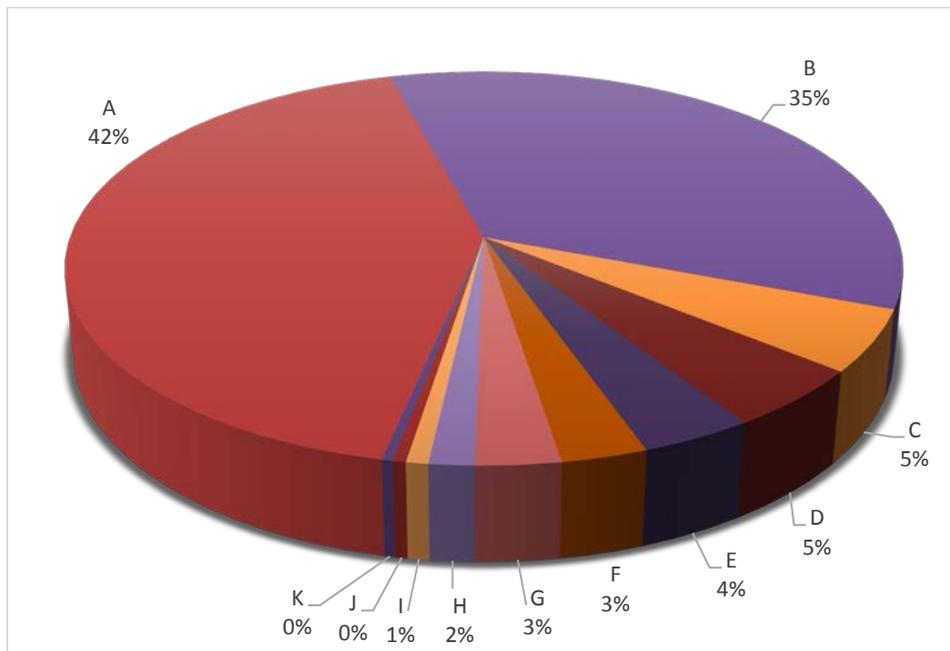
The Fiscal Year 2017-18 report is attached. District Board acceptance of the Procurement Annual Report is requested.

2017-2018 Annual Procurement Report

For the Fiscal Year 2017-2018, 46 vendors were each paid a total of \$50,000 or more. Our Purchasing Administrator has categorized each vendor as outlined in the following table:

ID	Category	Spend Amount	# of Vendors	%
A	Payroll*	\$ 10,000,293.66	8	42.5%
B	Debt Service	\$ 8,240,057.09	1	35.0%
C	Maintenance/Building	\$ 1,194,709.71	11	5.1%
D	Other	\$ 1,167,015.63	4	5.0%
E	Information Technology/Copiers	\$ 888,397.67	7	3.8%
F	Instructional Materials	\$ 678,191.47	8	2.9%
G	Utilities/Postage	\$ 666,340.80	2	2.8%
H	Governmental	\$ 357,764.73	2	1.5%
I	Legal, Financial & Insurance	\$ 172,926.90	1	0.7%
J	Office Supplies/Furniture	\$ 98,211.30	1	0.4%
K	Marketing	\$ 88,795.00	1	0.4%
Total		\$ 23,552,703.96	46	100%

* excludes employee net pay



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

Based on BTC’s Purchasing Administrator’s review of the above vendors, 43 of the vendors fell clearly into one of the following categories:

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

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

Exceptions: For the following vendors, BTC did not issue a RFP or RFB nor used an approved cooperative contract for the purchases made in fiscal year 2017-2018.

1. Charter Communications (\$78,903.37): This is a sole-source purchase for BTC’s Ethernet gateway. **Required Action:** None at this time.
2. Liebovich Brothers (\$66,486.43) – After research, these are non-serial purchases made at different times throughout the year. **Required Action:** None at this time.
3. Draeving Construction (\$106,500) – These we’re multiple under \$50,000 purchases made through the appropriate competitive procurement processes required for their associated dollar amounts. **Required Action:** None at this time.

Purchasing Card Usage:

BTC’s purchasing card purchases decreased this fiscal year resulting in a rebate to Blackhawk Technical College of \$46,885.97 from purchases made between 7/1/17 – 6/30/18. This amount is reduction to what Blackhawk Technical College received in Fiscal Year 2016-2017 (\$50,594.96). We continue to see a decline in utilizing purchasing cards for large ticket items such as capital as more vendors are applying a transaction fee to cover the credit card processing expense.

	Fiscal Year Procurement Card Spend		% Change
	2016-2017	2017-2018	
Operational	\$ 1,572,089.91	\$ 1,505,665.50	-4%
Capital	\$ 522,779.79	\$ 430,814.20	-18%

Conclusion:

During FY 2018-2019, the Purchasing Administrator will continue to focus on identifying cost savings opportunities by investigating contracts that are available to piggyback and through best purchasing practices.

During the coming fiscal year, the Purchasing Department will be revamping the purchasing card program to reduce risk exposure. Improvements will focus on reducing the number of cards issued with standard limits aligned with business need and implementing a pre-authorization process for purchasing card transactions.

In addition, the Purchasing Department will continue to deploy technological solutions for efficient procurement while maintaining the integrity of the process. Recent improvements include electronic receipt of sealed bid documents (previously paper method) and electronic solicitation of quotes or bids for purchases below \$50,000 threshold. The electronic solicitation process will allow the College to more easily reach a larger audience of vendors which should drive more competitive pricing on the items solicited.

Description of Procurement Categories:

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

ENCLOSURE #18

7. Committee Reports

c. Reauthorize Monroe Agriculture Training Center Construction and Request Wisconsin Technical College System Board (WTCSB) Approval of Project (Finance Committee Recommendation - Action)

In August 2017, the District Board approved the construction of an Agriculture Training Center, including an attached greenhouse, at the Monroe Campus for an estimated cost of \$475,000. The WTCS Board approved this project in September 2017. Funding for this project was provided in the FY18 budget.

Plans for the new facility include a garage/shop area for agriculture equipment use and maintenance instruction as well as equipment storage and an agriculture lab/classroom with access to the garage/shop and adjoining greenhouse. Instruction is currently delivered in a 690 square foot laboratory/classroom which does not provide suitable space for instruction on the operational use and maintenance of agriculture equipment or instruction on plant life and soil science.

A request for proposal resulted in award of contract to Keller Designs for design and construction management services for the building project and greenhouse foundation. The greenhouse is to be constructed by a company specializing in this type of structure. The preliminary estimate based upon design indicated the project was well beyond budget. The project team worked to reduce the costs but remained above the approved project budget. The WTCS requires resubmission of a project request if costs exceed 15% of the approved project. Fifteen percent of the approved project is \$71,250. In February 2018, the District Board approved a \$71,000 increase in funding in support of the project design as amended by the team bringing the project budget to \$546,000.

The numerous design iterations impacted the project schedule with construction documents completed in March and the project released for bid in April 2018, two months behind schedule. The greenhouse and building bids came in well over budget. The District Board received an update in June on the project status including bid results, a portion of which was attributed to a poor bid window with contractors committed to summer projects already bid and a portion of which could be addressed with building design changes. These changes were to be incorporated into construction documents and the project rebid in late fall for spring 2019 start of construction.

During the August review of financials, the District Board and Administration engaged in discussion regarding the general fund and capital project budget plans.

As a result of that discussion, Administration recommends retaining the design with some aesthetic elements added (windows, wainscoting, and a slight increase in roof pitch) resulting in the following cost estimate by trade:

General construction (includes greenhouse)	\$405,000
Electrical, plumbing and fire protection	\$123,000
Heating, ventilating and air conditioning	\$32,000
Profession & other fees	\$63,000
Contingency	<u>\$11,000</u>
TOTAL	\$634,000

Administration recommends the District Board approve the following resolution reauthorizing the construction of the Agriculture Training Center at the Monroe Campus at a projected cost of \$634,000:

RESOLUTION:

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

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

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

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

Whereas, the fiscal year 2018-19 capital projects fund balance has sufficient funds available to support this project;

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

The Finance Committee will present its recommendation.



Keller

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FOX CITIES
 N216 State Road 55
 P.O. Box 620
 Kaukauna, WI 54130
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 1-800-236-2534
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 711 Lake Dr.
 Sun Prairie, WI 53590
 PHONE (608) 318-2336
 FAX (608) 318-2337

www.kellerbuilds.com

PROPOSED FOR:
BLACKHAWK TECHNICAL COLLEGE
 MONROE, WISCONSIN

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REVISIONS
 R1 12.15.2017 CDT
 R2 01.15.2018 CDT

PROJECT MANAGER:
 M. QUEOFF

DESIGNER:
 S. KLESSIG

DRAWN BY:
 C. TEAFOE

EXPEDITOR:

SUPERVISOR:

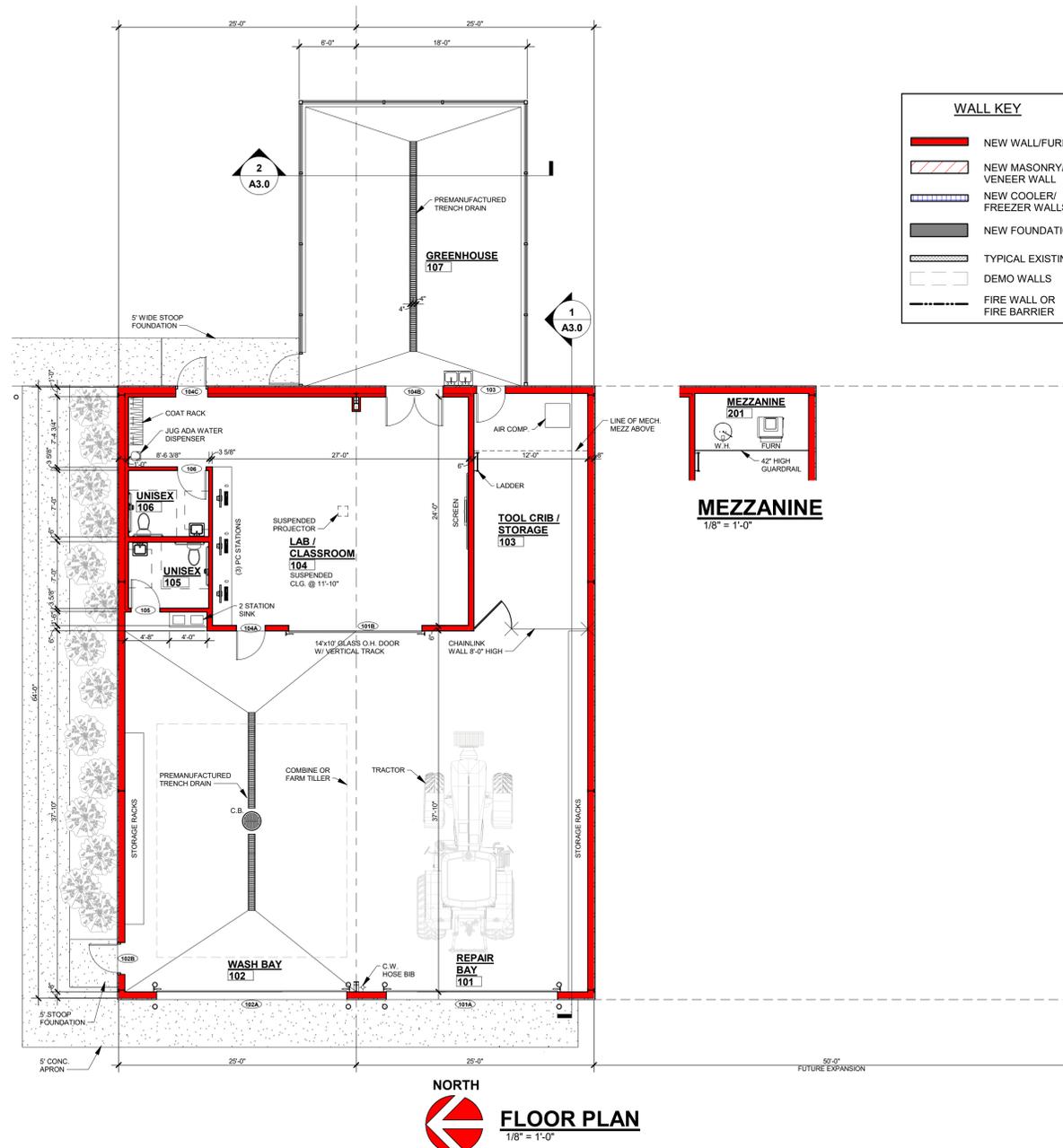
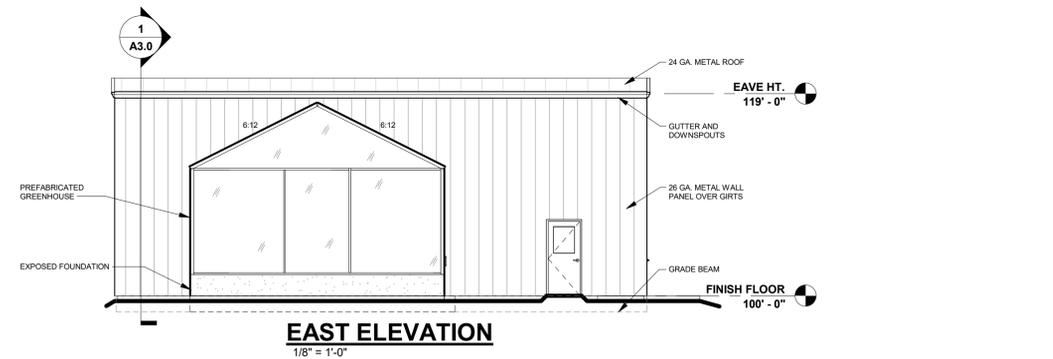
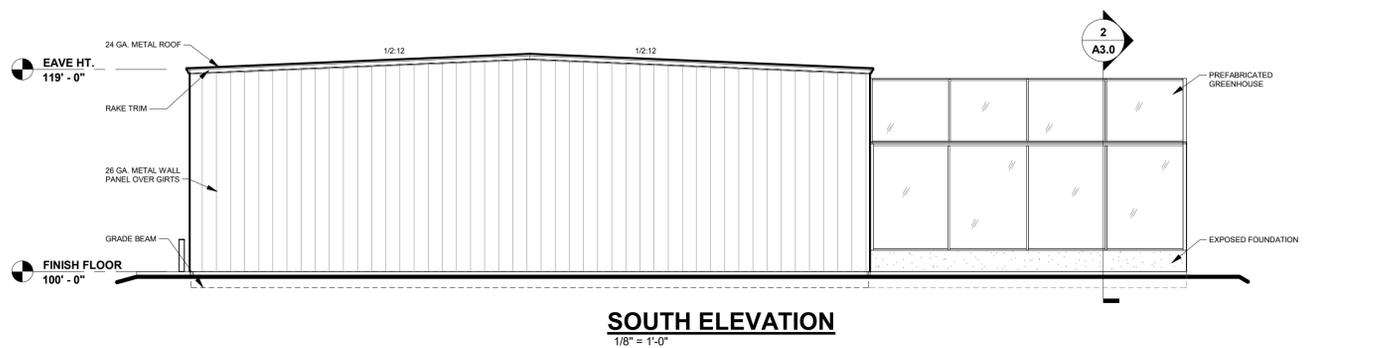
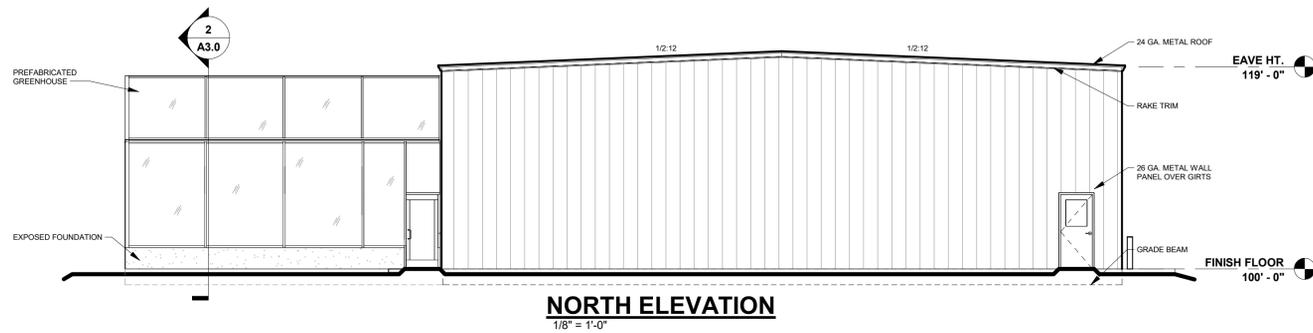
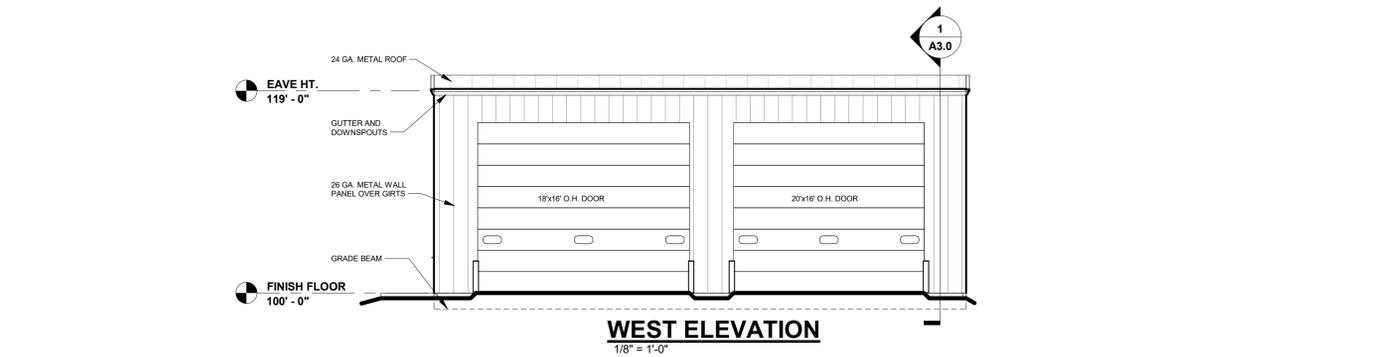
PRELIMINARY NO:
 P17332

CONTRACT NO:

DATE:
 12.07.2017

SHEET:
A1.0

PRELIMINARY - NOT FOR CONSTRUCTION



WALL KEY

- NEW WALL/FURRING
- NEW MASONRY/VENEER WALL
- NEW COOLER/FREEZER WALLS
- NEW FOUNDATION WALL
- TYPICAL EXISTING WALL
- DEMO WALLS
- FIRE WALL OR FIRE BARRIER

ENCLOSURE #19

7. Committee Reports

d. Approval of Modifications to the Fiscal Year 2018-19 (Finance Committee Recommendation - Action)

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

Proposed modifications to the 2018-19 Budget are attached.

The Finance Committee will present its recommendation.

Proposed Modifications to the FY 2018-19 Budget			
		Expenditures	Revenues
General Fund			
1	Budget transfer between functions due to position reassignment		
	Increase Function 6 General Institutional Expenditures	40,504	-
	Decrease Function 2 Instructional Resources Expenditures	(40,504)	-
	Total - Amendment 1	-	-
2	Budget transfer between functions for purchase of on-line subscription renewal		
	Increase Function 2 Instructional Resources Expenditures	5,440	-
	Decrease Function 1 Instructional Expenditures	(5,440)	-
	Total - Amendment 2	-	-
3	To allocate FY19 state aid and property tax revenue adjustments		
	Increase Local Government Revenue	-	90,923
	Decrease State Aid	-	(80,558)
	Increase Transfers to Reserves and Designated Fund Balances	10,365	-
	Total - Amendment 3	10,365	10,365
4	Budget transfer between functions for approved one-time budget imitative (facility rental for WCD driving range)		
	Increase Function 7 Physical Plant Expenditures	14,000	-
	Decrease Function 1 Instructional Expenditures	(14,000)	-
	Total - Amendment 4	-	-
Special Revenue Fund			
5	To increase the Special Revenue fund to reflect WTCS Leadership grants and Wisconsin Fast Forward Dual Credit for Teachers and High School Student Certification grant initiatives		
	Increase State Aid	-	439,753
	Increase Function 1 Instructional Expenditures	399,753	-
	Increase Function 3 Student Services Expenditures	40,000	-
	Total - Amendment 5	439,753	439,753
Capital Projects Fund			
6	Budget transfer between functions for ID badges and related equipment		
	Increase Function 6 General Institutional Expenditures	2,180	-
	Decrease Function 7 Physical Plant Expenditures	(2,180)	-
	Total - Amendment 6	-	-
Debt Service Fund			
7	To reduce FY19 property tax levy and interest expense budgets in the Debt Service fund		
	Decrease Local Government Revenue	-	(163,142)
	Decrease Function 7 Physical Plant Expenditures	(163,142)	-
	Total - Amendment 7	(163,142)	(163,142)
Enterprise Fund			
8	Allocate partial fund balance to purchase open-air cooler		
	Increase Transfers from Reserves and Designated Fund Balances	-	12,000
	Increase Function 8 Auxiliary Services Expenditures	12,000	-
	Total - Amendment 8	12,000	12,000

ENCLOSURE #20

8. New Business

a. Flexible Delivery Student Success Scorecard (Information – Dr. Jon Tysse)

With the transition of programming to flexible delivery options, ongoing evaluation is being conducted to ensure the quality of education being delivered meets institutional goals for student success.

Dr. Jon Tysse, Director of Institutional Research and Effectiveness, will review the attached evaluation data at the meeting.

Start Term	Flexible Learning Initiative	Comparative Cohort	Success Rate (Grade of A, B, or C)								
			Semester #1			Semester #2			Semester #3		
			Pilot	Cohort	% Change	Pilot	Cohort	% Change	Pilot	Cohort	% Change
MyEdChoice											
Supply Chain MGMT			Fall 2017			Spring 2018			Fall 2018		
Fall 2017	Intro to Supply Chain MGMT	Institutional Benchmark	73% (11)	74%	-1% 	-	74%	-		74%	
Spring 2018	Inventory Management	Institutional Benchmark	-	74%	-	71% (7)	74%	-3% 			
Medical Admin Coder			Fall 2017			Spring 2018			Fall 2018		
Fall 2017	Health Insurance	Institutional Benchmark	78% (9)	74%	+4% 	-	74%	-		74%	
Fall 2017	Med Office Coding 1	Institutional Benchmark	100% (7)	74%	+26% 	-	74%	-		74%	
Full Flex											
Environmental			Fall 2017			Spring 2018			Fall 2018		
Spring 2018	Intr. Lab Skills	Institutional Benchmark	-	74%	-	100% (8)	74%	+26% 		74%	
Spring 2018	Food & Nutritional Sci.	Institutional Benchmark	-	74%	-	100% (2)	74%	+26% 		74%	
Laboratory Assistants			Fall 2017			Spring 2018			Fall 2018		
Spring 2018	Adv. Microbiology	Institutional Benchmark	-	74%	-	100% (15)	74%	+26% 			
Natural Science			Fall 2017			Spring 2018			Fall 2018		
Spring 2018	Microbiology	Institutional Benchmark	-	74%	-	80% (10)	74%	+6% 			
Nursing Assistant			Fall 2017			Spring 2018			Fall 2018		
Spring 2018	Nursing Assistant	Institutional Benchmark	-	74%	-	87% (15)	74%	+13% 			

Mathematics			Fall 2017			Spring 2018			Fall 2018		
Spring 2018	Welding Math	Institutional Benchmark	-	55%	-	75% (12)	55%	+20% ↑			
Spring 2018	Shop Mathematics I	Institutional Benchmark	-	55%	-	40% (43)	55%	-15% ↓			
Spring 2018	Shop Mathematics II	Institutional Benchmark	-	55%	-	88% (8)	55%	+33% ↑			
Automotive – Flex			Fall 2017			Spring 2018			Fall 2018		
Fall 2017	Five Auto Sections	Fall 2016 Auto	91% (212)	91% (126)	Flat -	85% (131)	91% (126)	-6% ↓			
Welding - Flex			Fall 2017			Spring 2018			Fall 2018		
Fall 2017	All Welding Sections	Fall 2016 Welding	91%* (475)	88% (154)	+3% ↗	76% (560)	88% (154)	-12% ↓			