

Blackhawk Technical College
District Board Meeting
November 21, 2018
Central Campus – Administrative Center – Board Room
5:00 PM

AGENDA

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

3. Special Reports

Enc. #1

- a. Student Success Story (Maria Mendoza)
- b. Student Representative to the Board Report (Kyle Kuntz)

4. Information/Discussion

Enc. #2

- a. Financial Statement (Information – Renea Ranguette)
- b. President’s Report (Dr. Tracy Pierner)
 1. Community Engagement Update
 2. Review of College Events
 3. Upcoming Events
 4. Other Communications

5. Consent Agenda

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

Enc. #3

- a. Approval of Minutes of the Regular District Meeting Held on October 17, 2018 (Action)

- Enc. #4 b. Approval of Minutes of Special District Meeting Held on October 26, 2018 (Action)
- Enc. #5 c. Approval of Current Bills (Action – Renea Ranguette)
- Enc. #6 d. Approval of Contract Training (Action – Dr. Zahi Atallah)
- Enc. #7 e. Confirmation of Administrative Employment Contract Issued for the Position of Foundation Director (Timothy McKearn) (Action – Dr. Tracy Pierner)
- Enc. #8 f. Confirmation of Administrative Employment Contract Issued for the Position of Director, Information Technology Services (Mitch Miller) (Action – Brian Gohlke)
- Enc. #9 g. Confirmation of Administrative Employment Contract Issued for the Position of Educational Technology Specialist (Jonathan Reseburg) (Action – Brian Gohlke)
- Enc. #10 h. Confirmation of Two (2) Instructional Employment Contracts Issued for the Position of Criminal Justice Instructor (Mitchell Ziolkowski, William Walsh) (Action – Brian Gohlke)
- Enc. #11 i. Acceptance of Intents to Retire (Katie Koel, Bonnie Cisewski) (Action – Brian Gohlke)

6. Action Items

7. Committee Reports

Finance Committee

Barbara Barrington-Tillman, Chairperson

- Enc. #12 Meeting Held 10/17/18
Action taken

Meeting Scheduled – 11/21/18 – 3:45 p.m.

- Enc. #13 a. Acceptance of Fiscal Year 2017-18 Audit Report (Finance Committee Recommendation - Action)
- Enc. #14 b. Award of Contract for Architectural and Engineering Services (Finance Committee Recommendation – Action)

Personnel Committee

Rick Richard, Chairperson

No October Meeting Held

No November Meeting Scheduled

8. New Business

Enc. #15

a. BTC Student Demographic Report (Information – Dr. Jon Tysse)

9. Other Business

a. Report on District Boards Association Legislative Conference/Winter Meeting, January 17-18, 2019, Madison

10. Future Agenda Items

ENCLOSURE #1

3. Special Reports

a. Student Success Story (Maria Mendoza)

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 Maria Mendoza, Human Services program student.

Daughter of first-generation Americans, Maria Mendoza, longs to help foster children and plans to accomplish that with a degree in Human Services from Blackhawk Technical College. Mendoza, quiet at first, quickly warms up when speaking of her time at Brodhead High School where she graduated in 2018. After moments, one can easily see the high regard she holds for her hard-working, loving family and tight-knit, close community in Green County.

When choosing a college, Mendoza said picking Blackhawk was an easy choice. “I chose Blackhawk because it is close to home and has the same familiar feel as my small community.” She laughed and added, “My parents want to keep us close.” By us, she means herself as well as two older siblings. Although her older sister has moved on from Blackhawk, Mendoza and her older brother still call Blackhawk home.

The road to Blackhawk has not always been easy for Mendoza whose parents moved to the United States in 1994. As a kindergartner, Mendoza spoke very little English. Thanks to the kindness of some classmates and additional help through speech, she quickly caught up to her peers. Her childhood was filled with loss from the suicide of a family member to losing two grandparents in a year.

But you wouldn’t know these struggles from talking to her. She was in band for seven years mastering three instruments, involved in student council including holding officer positions, organized a senior citizen prom, volunteered with Youth2Youth, and more before leaving Brodhead High School.

Today, Mendoza is focusing on school, work and family while she adjusts to college life. “I was very nervous to move on to college; I was quiet at first. Now I feel such a connection to my instructors,” said Mendoza.

She is wrapping up her first semester at Blackhawk but has her sights on the future. Mendoza already has her full-time schedule set for next semester. She is excited to be taking a mix of online and daytime classes. The flexibility in scheduling will

help her continue to work at Sunbrook Daycare in Brodhead where the children in her care range from infant to grade 4.

When asked what advice she has to offer other new college students, Mendoza said, “Don’t be afraid to talk. I was the shy one in high school so I was quiet at first. But it is different here.” She continued, “I am not quiet anymore.”

Maria will be present at the meeting to share additional information.

ENCLOSURE #2

BLACKHAWK TECHNICAL COLLEGE Summary of Revenue and Expenditures as of October 31, 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	\$ 14,996,271	\$ 118	0.0%	\$ 804	0.0%
State Aids	15,944,656	2,417,895	15.2%	2,328,780	15.2%
Statutory Program Fees	5,515,110	4,008,714	72.7%	2,836,077	51.0%
Material Fees	398,190	263,777	66.2%	205,705	50.7%
Other Student Fees	855,710	630,470	73.7%	406,236	48.3%
Institutional	2,637,982	355,998	13.5%	433,849	16.9%
Federal	8,474,669	3,411,543	40.3%	3,072,279	32.5%
Other Sources (Bond/Transfer from Other Fund)	<u>2,994,000</u>	<u>2,900,000</u>	96.9%	<u>3,750,000</u>	70.0%
Total Revenue & Other Resources	<u>\$ 51,816,588</u>	<u>\$ 13,988,515</u>	25.7%	<u>\$ 13,033,730</u>	23.1%
EXPENDITURES BY FUNCTION:					
Instruction	\$ 20,702,977	\$ 4,821,138	23.3%	\$ 5,071,379	25.8%
Instructional Resources	2,413,807	731,227	30.3%	668,446	24.6%
Student Services	12,389,363	4,915,890	39.7%	4,483,141	34.9%
General Institutional	5,804,725	1,786,747	30.8%	1,929,228	31.9%
Physical Plant	12,578,878	2,858,731	22.7%	1,857,398	12.9%
Auxiliary Services	352,700	212,384	60.2%	200,677	60.8%
Other Uses (Transfer to Other Fund)	<u>94,000</u>	<u>-</u>	0.0%	<u>250,000</u>	70.0%
Total Expenditures & Other Uses	<u>\$ 54,336,450</u>	<u>\$ 15,326,117</u>	28.3%	<u>\$ 14,460,269</u>	25.4%
EXPENDITURES BY FUNDS:					
General	\$ 27,514,857	\$ 7,661,868	27.8%	\$ 7,684,583	28.1%
Special Revenue	3,966,391	810,411	20.4%	653,996	21.2%
Capital Projects	5,333,433	2,015,797	37.8%	1,347,136	18.9%
Debt Service	7,854,858	586,869	7.5%	602,849	7.4%
Enterprise	142,700	24,948	17.5%	27,888	23.3%
Internal Service	210,000	187,436	89.3%	174,777	83.2%
Trust & Agency	9,220,211	4,038,788	43.8%	3,719,040	37.2%
Other Uses (Transfer to Other Fund)	<u>94,000</u>	<u>-</u>	0.0%	<u>250,000</u>	70.0%
Total Expenditures	<u>\$ 54,336,450</u>	<u>\$ 15,326,117</u>	28.3%	<u>\$ 14,460,269</u>	25.4%
Fund Balances, Beginning	\$ 16,841,194	\$ 16,841,194		\$ 13,778,644	
Change in Fund Balance	<u>(2,519,862)</u>	<u>(1,337,602)</u>		<u>(1,426,539)</u>	
Fund Balances, Ending	<u>\$ 14,321,332</u>	<u>\$ 15,503,592</u>		<u>\$ 12,352,105</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>34,250</u>	25.4%
Total Debt Service Payments	<u>\$ 8,018,000</u>	<u>\$ 586,869</u>		<u>\$ 602,849</u>	

ENCLOSURE #3

Regular Meeting

of the

Blackhawk Technical College District Board

October 17, 2018

Minutes

The regular meeting of the Blackhawk Technical College Board was held on Wednesday, October 17, 2018, at the BTC Advanced Manufacturing Training Center, 15 Plumb Street, Milton, in Room 117. The following members were present: Barbara Tillman, Chairperson; Eric Thornton, Vice Chairperson; Laverne Hays, Secretary; Rick Richard, Treasurer; Traci Davis; Mark Mayer; Steve Pophal (arrived 5:23 p.m.) and Malik Surani. Board members absent: Rachel Andres. Staff present: Dr. Tracy Pierner; Dr. Zahi Atallah; Brian Gohlke; Renea Ranguette; Dr. Jon Tysse; Jackie Pins; Jennifer Thompson (departed 5:08 p.m.); Tony Landowski; Sheryl Hooker. Guests: Jim Henry, SGA.

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

Chairperson Tillman called for public comment. There was none.

Chairperson Tillman called for Special Reports.

A student success story was shared by Sarah Meadus, Josh Shope, and Bryan Williams, IT Web Development students selected to participate in the gBETA Beloit Startup Accelerator Program.

Student Representative to the Board Kyle Kuntz provided a report on Student Government activities.

BTC Retiree Mary Thompson was recognized for 26½ years of service.

Chairperson Tillman called for Information/Discussion items.

The September financial statement and quarterly update were reviewed.

Dr. Pierner presented the President's monthly report, which included community engagement and a review of College events. Other communications shared included: 1) Initial Nursing scholarships were awarded for the Nancy B. Parker Scholarship Program. 2) Katie Lange will be traveling to China later in October. 3) Tim McKearn has begun as the College's new Foundation Director. 3) Ivy Tech representatives visited AMTC to learn about how the College is integrating competency-based learning with local industry needs. An upcoming event is a Manufacturing Day Appreciation Breakfast on November 15.

Chairperson Tillman called for the Consent Agenda.

It was moved by Mr. Surani and seconded by Mr. Richard to approve the consent agenda, which included the minutes of the Regular Meeting held on September 19, 2018; current bills from the month of September – 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 \$553,218.38, and a health insurance wire transfer for the month of September of \$288,199.28, for a grand total of \$4,205,082.33; 15 training contracts negotiated since the last meeting totaling \$36,363; adoption of a resolution to designate district positions subject to Wisconsin's Code of Ethics; acceptance of an intent to retire for Julie Bellman, Mathematics instructor, effective the end of the 2018-19 academic year; acceptance of the resignation of Janet Zoellner, Associate Degree Nursing Instructor, effective January 8, 2019; and confirmation of an instructional employment contract issued to Beverly Hart for the position of Nursing Assistant Instructor at a salary of \$58,000, effective October 1, 2018.

Motion carried.

Chairperson Tillman called for Action Items.

Administration requested approval of the Concept Review for an Associate of Applied Science Organizational Leadership program. The proposed program would provide training in leadership, human relations, quality, health and safety, problem solving and team building, organizational development, supervision, project management, and lean and six sigma and prepare individuals to become a department manager, supervisor, or team leader. Pending District Board approval, documentation will be submitted for State Board approval. If approved, the anticipated start time for the program is Fall 2019.

It was moved by Mr. Richard and seconded by Mr. Thornton to approve the Concept Review for an Associate of Applied Science Organizational Leadership Program.

Motion carried unanimously.

Administration requested approval of the Concept Review for an Associate of Applied Science Digital Marketing program. Principles of marketing, sales, digital and social media, and integrated marketing communications will be components of the program. Employment opportunities are with profit and non-profit organizations as well as new business development and start-ups. An embedded technical diploma in Graphic Design will also be built into the program. Pending District Board approval, documentation will be submitted for State Board approval. If approved, the anticipated start time for the program is Fall 2019.

It was moved by Mr. Thornton and seconded by Ms. Davis to approve the Concept Review for an Associate of Applied Science Digital Marketing Program.

Motion carried unanimously.

Administration requested approval of the Concept Review for an Associate of Applied Science Customer Service & Sales Management program. The program will prepare students for a leadership position by providing a comprehensive background in business practices and principles, finance, marketing, supervision, and project management. Pending District Board approval, documentation will be submitted for State Board approval. If approved, the anticipated start time for the program is Fall 2019.

It was moved by Mr. Surani and seconded by Ms. Davis to approve the Concept Review for an Associate of Applied Science Customer Service & Sales Management Program.

Motion carried unanimously.

Administration requested approval of the Concept Review for an Associate of Applied Science Alcohol & Other Drug Abuse (AODA) program. The program prepares students in the human services

cluster for a career in alcohol and other drug abuse/substance abuse use disorder with a pathway in substance abuse and behavioral disorder counseling. Pending District Board approval, documentation will be submitted for State Board approval. If approved, the anticipated start time for the program is Fall 2019.

It was moved by Mr. Hays and seconded by Mr. Thornton to approve the Concept Review for an Associate of Applied Science Alcohol & Other Drug Abuse (AODA) Program.

Motion carried unanimously.

Chairperson Tillman called for Committee Reports.

The Finance Committee met prior to the Board meeting. Committee Chairperson Tillman provided a recap of meeting discussion. The Committee recommended approval of the following action items.

District Board action was requested to establish the mill rate and tax levy for fiscal year 2018-19. The 2018 valuation factor (1.25860%) for the District is applied to total revenue which is defined in statute as the total tax levy (net of debt service) from the previous year plus the property tax relief aid received in the previous year. The valuation factor of 1.25860% reflects an operational levy increase of \$210,851 due to net new construction in the District. State Statutes also provide the District Board authority to recapture any prior year levy which was refunded/rescinded. The Department of Revenue reported \$30,071 was the total amount refunded/rescinded in the 2017 levy. The increase for net new construction and recaptured prior year levy refunded/rescinded brings the operational levy to \$7,196,143 and generates a mill rate of 0.55268. The debt service levy is \$7,816,858 and generates 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 total levy reflects an increase of 1.2%; the mill rate reflects a decrease of 4.1%.

It was moved by Mr. Mayer and seconded by Mr. Richard 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.

Motion carried unanimously.

It was moved by Mr. Surani and seconded by Mr. Pophal to accept the Procurement Annual Report as presented.

Motion carried.

Administration requested the District Board to approve the reauthorization of the construction of the Agriculture Training Center at the Monroe Campus at an estimated cost of \$634,000. Pending approval by the State Board, a bidding process will begin as soon as possible. Construction would be slated to begin in Spring 2019.

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

Motion carried unanimously.

It was moved by Mr. Surani and seconded by Mr. Thornton to approve the attached modifications to the Fiscal Year 2018-19 Budget, as presented.

Motion carried unanimously.

Chairperson Tillman called for New Business.

Student success data related to the flexible learning initiative was presented for Fall 2017/Spring 2018 semesters.

Chairperson Tillman called for Other Business.

A brief report was provided on the District Boards Association's Fall Meeting held last week in Appleton.

Mr. Richard urged Administration to continue to seek business sponsorships on construction projects like the Monroe Ag Center. Dr. Pierner indicated discussions are in progress with regard to significant donations for several areas of the College. The new Foundation Director will be working on these projects as well as donation opportunities for the Ag Center and future construction to move CTS programming to Central Campus

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

It was moved by Mr. Surani and seconded by Mr. Thornton to adjourn the meeting at 6:32 p.m.

Motion carried.

Laverne E. Hays
Secretary

ENCLOSURE #4

Special Meeting

of the

Blackhawk Technical College District Board

October 26, 2018

Minutes

The special meeting of the Blackhawk Technical College Board was held on Friday, October 26, 2018, at the BTC Administrative Center, 6004 S. County Road G, Janesville, in the Board Room. The following members were present: Barbara Tillman, Chairperson; Eric Thornton, Vice Chairperson (via phone); Laverne Hays, Secretary; Rick Richard, Treasurer (via phone); Mark Mayer; Steve Pophal (via phone); and Malik Surani (via phone). Board members absent: Rachel Andres and Traci Davis. Staff present: Dr. Tracy Pierner; Dr. Zahi Atallah; Renea Ranguette; Dr. Jon Tysse; Jackie Pins; Jennifer Thompson; Tony Landowski. Guests: Catherine Idzerda, Gazette reporter.

Chairperson Tillman called the meeting to order at 9:52 a.m.

Dr. Pierner stated conversation was previously held with the Board regarding growth/expansion of the College and at that time asked permission to begin conversation with the owner of an adjacent property about the opportunity to purchase. The property is 34.86 acres located on the corner of Sunny Lane and County Road G. Dialog was initiated with the family's attorney, and an appraisal of the property was conducted. An offer was made and counter-offer received. Administration noted they were in support of the counter-offer price and presented the purchase agreement for District Board approval. The purchase price is \$610,050. No bonding will be required. Previous District Board action reallocated \$750,000 of FY18 surplus to the Capital Project Fund for a future use. A portion of those funds would be used for the property purchase. Board members spoke in support of purchasing the adjacent property to allow for expansion of programming.

It was moved by Mr. Hays and seconded by Mr. Mayer to approve the purchase agreement for 34.86 acres located within Rock Township (Tax Parcel No. 6-17-330/Tax Identification No. 034 103001) contingent upon Wisconsin Technical College System Board (WTCSB) approval and to request WTCSB approval of purchase.

Motion carried unanimously.

The District Board took action on October 17, 2018, to establish the mill rate and tax levy for fiscal year 2018-19. Following the meeting it was learned that this year there was a new personal property exemption as defined in §79.906 Wis. Stats. which removes certain items of personal property from the levy assessed by the District. Under this law, the amount which is exempt for the District totaled \$131,309. While not included within the tax levy, the amount will be remitted to the College from the Department of Revenue. The increase for net new construction and recapture of prior year levy refunded/rescinded less reduction for personal property exemption brings the 2018 operational levy to \$7,065,104, with an operational mill rate

of 0.5460 and a debt service levy of \$7,816,858 with a debt service mill rate of 0.60033. The total levy brought forward is \$14,881,962 with a total mill rate of 1.14293 per \$1,000 of equalized valuation. Board action was requested to revise the authorized Fiscal Year 2018-19 tax levy and mill rate as presented.

It was moved by Mr. Mayer and seconded by Mr. Hays to authorize a \$14,881,962 tax levy of 1.14293 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.

Motion carried unanimously.

It was moved by Mr. Hays and seconded by Mr. Mayer to adjourn the meeting at 10:02 a.m.

Motion carried.

Laverne E. Hays
Secretary

ENCLOSURE #5

5. Consent Agenda

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

The October bills include Voucher #00266407 to and including #00266985 and direct deposit expense reimbursements in the total amount of \$1,102,531.51 (includes student related payments), a payroll total for the month of October of \$905,239.14, payroll tax wire transfers for the month of October of \$503,713.79, other wire transfers for the month of October of \$108,345.81, WRS wire transfers for the month of October of \$153,858.21, P-card disbursements for the month of October of \$156,178.10, a bond payment for the month of October of \$0, and a health insurance wire transfer for the month of October of \$276,606.50, for a grand total of \$3,206,473.06.

Blackhawk Technical College

BILL LIST SUMMARY

Period Ending October, 2018

Starting Check Number	00266407		
Ending Check Number	00266985	Plus Direct Deposits	
PAYROLL TAXES			
	Federal	420,904.40	
	State	<u>82,809.39</u>	503,713.79
PAYROLL BENEFIT DEDUCTIONS & FRINGE PAYMENTS			
	Retirement	-	
	Health and Dental Insurance	24,193.11	
	Miscellaneous	<u>21,108.73</u>	45,301.84
STUDENT RELATED PAYMENTS			
			218,510.01
CURRENT NON CAPITAL EXPENSES			
			721,736.44
CAPITAL			
			104,983.22
DEBT			
			<u>12,000.00</u>
TOTAL BILL LISTING AND PAYROLL TAXES			1,606,245.30
PAYROLL-NET			<u>905,239.14</u>
SUB TOTAL BILL LISTING AND PAYROLL			2,511,484.44
PLUS OTHER WIRE TRANSFERS			108,345.81
PLUS WRS WIRE TRANSFERS			153,858.21
P-CARD DISBURSEMENTS			156,178.10
PLUS BOND PAYMENT			-
HEALTH INSURANCE WIRES			<u>276,606.50</u>
GRAND TOTAL FOR THE MONTH			<u><u>3,206,473.06</u></u>

Memo

Bill List Total	1,102,531.51
Wire Transfer - Payroll Taxes	503,713.79

5. Consent Agenda

d. 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	Contract Cost	
2019-1087	BRP US, Inc. <i>Forklift Train the Trainer</i>	4	0.01	\$901	\$674	\$901	
2019-1049	Rock County-Crisis Intervention Team <i>Real Colors</i>	30	0.10	\$1,567	\$620	\$1,567	
2019-1080	Rock County Human Resources <i>Leadership Development</i>	20	0.37	\$3,941	\$3,539	\$3,941	
		<i>Report Subtotal</i>	54	0.48	\$6,409	\$4,833	\$6,409

		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
2019-1124	Pratt Industries Corrugatinc, LLC <i>Leadership Development Series</i> --WAT Grant Funding						15	0.15	\$2,143	\$1,247	\$665
											\$1,478
2019-1130	Precision Drive & Control Inc. <i>Beginning Word 2010</i> --WAT Grant Funding						24	0.08	\$1,327	\$335	\$394
											\$933
2019-1131	Precision Drive & Control Inc. <i>Intermediate Word 2010</i> --WAT Grant Funding						24	0.08	\$1,327	\$335	\$394
											\$933

* BTC charges do not meet LAB formula.

5. Consent Agenda

Contract #	Business/Industry	MULTIPLE RECEIPT, GRANT OR OTHER COMPLEX CONTRACT BREAKDOWN INFORMATION			FULL CONTRACT DETAIL INFORMATION						
		# Served	Est. FTEs	BTC Cost Formula	LAB Cost Formula	Actual Contract Cost	# Served	Est. FTEs	BTC Cost Formul	LAB Cost Formula	Actual Contract Cost
2019-1132	Precision Drive & Control Inc. <i>Advanced Word 2010</i> --WAT Grant Funding						24	0.08	\$1,327	\$335	\$394
											\$933
2019-1122	Scot Forge <i>Leadership Development</i> --WAT Grant Funding						17	0.17	\$1,897	\$1,247	\$589
											\$1,308
2019-1089	SSI Technologies <i>Leading by Example</i> --WAT Grant Funding						20	0.07	\$788	\$513	\$245
											\$543
2019-1090	SSI Technologies <i>Employee Engagement</i> --WAT Grant Funding						10	0.03	\$521	\$365	\$162
											\$360
2019-1091	SSI Technologies <i>Employee Engagement</i> --WAT Grant Funding						10	0.03	\$394	\$257	\$122
											\$272
2910-1092	SSI Technologies <i>Communication Strategies</i> --WAT Grant Funding						20	0.07	\$1,043	\$730	\$324
											\$719
2019-1093	SSI Technologies <i>Building Effective Relationships</i> --WAT Grant Funding						20	0.07	\$1,043	\$730	\$324
											\$719

* BTC charges do not meet LAB formula.

5. Consent Agenda

Contract #	Business/Industry	MULTIPLE RECEIPT, GRANT OR OTHER COMPLEX CONTRACT BREAKDOWN INFORMATION				FULL CONTRACT DETAIL INFORMATION					
		# Served	Est. FTEs	BTC Cost Formula	LAB Cost Formula	Actual Contract Cost	# Served	Est. FTEs	BTC Cost Formul	LAB Cost Formula	Actual Contract Cost
2019-1098	SSI Technologies <i>AIAG Training - Technical Assistance</i> --WAT Grant Funding						2	0.00	\$6,412	\$0	\$1,832
											\$4,580
2019-1123	SSI Technologies <i>Shop Math</i> --WAT Grant Funding						12	0.06	\$1,040	\$776	\$323
											\$717
2019-1138	SSI Technologies <i>AIAG Training - Technical Assistance</i> --WAT Grant Funding						2	0.00	\$6,969	\$0	\$2,091
											\$4,878
2019-1099	Stainless Tank and Equipment <i>Welding GTAW 1</i> --WAT Grant Funding						10	0.33	\$6,515	\$5,504	\$2,022
											\$4,493
2019-1100	Stainless Tank and Equipment <i>Welding GTAW 2</i> --WAT Grant Funding						10	0.33	\$6,515	\$5,504	\$2,022
											\$4,493
2019-1133	Tigre USA, Inc. <i>Rigging</i> --WAT Grant Funding						9	0.08	\$1,725	\$1,387	\$535
											\$1,190
2019-1134	Tigre USA, Inc. <i>Real Colors</i> --WAT Grant Funding						13	0.04	\$617	\$274	\$131
											\$486
2019-1135	Tigre USA, Inc. <i>Real Colors</i> --WAT Grant Funding						8	0.03	\$470	\$243	\$109
											\$361

* BTC charges do not meet LAB formula.

5. Consent Agenda

Contract #	Business/Industry	MULTIPLE RECEIPT, GRANT OR OTHER COMPLEX CONTRACT BREAKDOWN INFORMATION			FULL CONTRACT DETAIL INFORMATION						
		# Served	Est. FTEs	BTC Cost Formula	LAB Cost Formula	Actual Contract Cost	# Served	Est. FTEs	BTC Cost Formul	LAB Cost Formula	Actual Contract Cost
2019-1136	Tigre USA, Inc. <i>Effective Communication and Listening Skills</i> --WAT Grant Funding						12	0.04	\$334	\$205	\$104
											\$230
											<i>Report Subtotal</i>
							262	1.74	\$42,407	\$19,987	\$42,408
							<u>316</u>	<u>2.22</u>	<u>\$48,816</u>	<u>\$24,820</u>	<u>\$48,817</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 2018-19	
		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	\$48,817	\$476,136
	December	\$408,509	\$621,720	\$275,514	\$1,068,994	\$24,362	\$2,563,501	\$44,997	\$336,315		\$476,136
3rd Qtr.	January	\$76,855	\$698,575	\$52,828	\$1,121,822	\$63,520	\$2,627,021	\$24,683	\$360,998		\$476,136
	February	\$124,335	\$822,910	\$14,624	\$1,136,446	\$45,218	\$2,672,239	\$53,006	\$414,004		\$476,136
	March	\$56,331	\$879,241	\$64,158	\$1,200,604	\$15,257	\$2,687,496	\$45,199	\$459,203		\$476,136
4th Qtr.	April	\$35,193	\$914,434	\$16,268	\$1,216,872	\$40,876	\$2,728,372	\$729,308	\$1,188,511		\$476,136
	May	\$52,003	\$966,437	\$85,469	\$1,302,341	\$35,548	\$2,763,920	\$43,748	\$1,232,259		\$476,136
	June	\$3,851	\$970,288	\$6,124	\$1,308,465	\$150,542	\$2,914,462	\$134,996	\$1,367,255		\$476,136
YTD TOTAL \$			<u>\$970,288</u>		<u>\$1,308,465</u>		<u>\$2,914,462</u>		<u>\$1,367,255</u>		<u>\$476,136</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: \$91,930; Transcribed Credit contracts with high schools total: \$311,318; HSED contracts with high schools total: \$2,300

ENCLOSURE #7

5. Consent Agenda

- e. Confirmation of Administrative Employment Contract Issued for the Position of Foundation Director (Timothy McKearn) (Action – Dr. Tracy Pierner)

Timothy McKearn has been issued an administrative employment contract for the position of Foundation Director at an annual salary of \$80,000, effective October 26, 2018.

Mr. McKearn holds a B.S. degree in Political Science/Education from UW-Whitewater. For the past 6½ years, he has held the position of Director at The James Company in Milwaukee. Prior employment included 13 years as Director of Development and Major Gift Director at Beloit College and 13 years as Principal and Instructor at Beloit Catholic High School.

Confirmation of Mr. McKearn's contract is requested.

ENCLOSURE #8

5. Consent Agenda

f. Confirmation of Administrative Employment Contract Issued for the Position of Director, Information Technology Services (Mitch Miller) (Action – Brian Gohlke)

Mitch Miller has been issued an administrative employment contract for the position of Director, Information Technology Services at an annual salary of \$117,000, effective October 22, 2018.

Mr. Miller holds a Master of Information Technology Management degree and a B.S. degree in Information Technology from University of Phoenix, Schaumburg, Illinois; and an Associate of Applied Science Computer Science degree from Rock Valley College, Rockford, Illinois. For the past three years, he has held the position of Information Technology Director at Hufcor. Prior employment included positions of Information Technology Director at DESTACO in Wheeling, Illinois; and Vice President of Information Technology and Director of Information Technology at Industrial Motion Control, LLC in Wheeling, Illinois.

Confirmation of Mr. Miller's contract is requested.

ENCLOSURE #9

5. Consent Agenda

g. Confirmation of Administrative Employment Contract Issued for the Position of Educational Technology Specialist (Jonathan Reseburg) (Action – Brian Gohlke)

Jonathan Reseburg has been issued an administrative employment contract for the position of Educational Technology Specialist at an annual salary of \$62,000, effective November 1, 2018.

Mr. Reseburg holds a B.A. degree in Mass Communications from UW-Stevens Point. For the past five years, he has been employed at BTC as the Instructional Media Support Technician. Prior employment included positions as Operations Manager – Assets Division at Universal Recycling Technologies, Janesville; Audio Visual Engineer at A&M Vision, Brookfield; Network Engineer at Techworks, LLC, Milwaukee; and Computer Lab Technician at Beloit College.

Confirmation of Mr. Reseburg's contract is requested.

ENCLOSURE #10

5. Consent Agenda

- h. Confirmation of Two (2) Instructional Employment Contracts Issued for the Position of Criminal Justice Instructor (Mitchell Ziolkowski, William Walsh) (Action – Brian Gohlke)

Mitchell Ziolkowski has been issued an instructional employment contract for the position of Criminal Justice Instructor at an annual salary of \$64,000, effective December 3, 2018.

Mr. Ziolkowski holds a B.S. degree in Criminal Justice from Winona State University, Winona, Minnesota, and is a graduate of Basic Law Enforcement Recruit Academy from Western Technical College, Sparta. For the past seven (7) years, he has been employed by the Verona Police Department in a number of positions (Patrol Officer, In-service Instructor, Detective, Field Training Officer, Police School Liaison Officer). Prior occupational experience includes 5½ years at the Viroqua Police Department in positions as Police Officer and K-9 Handler. Mr. Ziolkowski has also held adjunct instructor positions for the Law Enforcement Recruit Academy at BTC and Western Technical College.

William Walsh has been issued an instructional employment contract for the position of Criminal Justice Instructor at an annual salary of \$70,000, effective January 14, 2019.

Mr. Walsh holds a Master's degree in Administrative Leadership and Adult & Continuing Education Leadership from UW-Milwaukee; a B.A. degree in Criminal Justice from the University of Marian, Fond Du Lac; and an Associate's degree in Biblical Studies and Counseling from Midwest Bible College, West Allis. He has been employed by the City of Milwaukee Police Department for the past 25 years, currently holding the position of Police Lieutenant. He also acted as an instructor and adjunct instructor for the Milwaukee Police Training Academy for the past 18 years.

Confirmation of Messrs. Ziolkowski's and Walsh's contracts is requested.

ENCLOSURE #11

5. Consent Agenda

- i. Acceptance of Intents to Retire (Katie Koel, Bonnie Cisewski) (Action – Brian Gohlke)

Katie Koel, Culinary Arts Instructor, has submitted her intent to retire on May 18, 2019, after 28 years of service to the College.

Bonnie Cisewski, IT Manager-Administrative Services, has submitted her intent to retire on May 3, 2019, after 43 years of service to the College.

Acceptance of the intents to retire is recommended.

BLACKHAWK TECHNICAL COLLEGE

Finance Committee
Wednesday – October 17, 2018
AMTC, 15 Plumb St., Milton – Room 117

MINUTES

Members Present: Barbara Tillman, Chairperson
Laverne Hays
Mark Mayer

Members Absent: Traci Davis

Other Board Present: Rick Richard
Malik Surani

BTC Staff Present: Dr. Tracy Pierner, Renea Ranguette, Jackie Pins, Brian Gohlke, Jennifer Thompson (arrived 4:17 p.m.)

Chairperson Tillman called the meeting to order at 3:33 p .m.

Review of Financial Statement & Quarterly Update – Total revenues within the General Fund are up approximately 2.7% from last year while total uses are down approximately 2.1%. The latter is primarily due to timing of payroll for exempt employees and vacant positions. Revenues within the Special Revenue Fund are up approximately \$21,400 (11.9%) compared to last year due to the timing of payments for state aid and federal revenue. Expenditures within the Fund increased approximately \$97,600 (21.2%) due to salaries and benefits, minor equipment and contract services. The Capital Projects Fund reflects an increase in revenue of approximately \$2.9 million, which is due to the timing of debt sales by the College. Expenditures increased approximately \$659,000 due to the timing of annual capital purchases. The Debt Service Fund reflects limited revenue during the first quarter (investment income), which is expected. Expenditures reflect an increase of 3.2% because of debt service expenses incurred earlier than last year. The Enterprise Fund and Internal Service Fund reflected limited action. The Agency Fund revenue increased approximately \$10,600 due to an increase in student activity fees as a result of increased enrollment. Expenditures increased approximately \$8,500 as a result of increased salaries and benefits and decreased student account expenses. The Trust Fund increased approximately \$233,700 to date this year due to increases in Federal Revenue and State Aid. Expenses increased approximately \$312,400, directly related to the increase in revenues.

Pre-audit figures for FY18 reflect a budget surplus of \$1.4 million. Last month's budget modification reallocates \$750,000 of those funds to the Capital Projects Fund for future designation. The modification was not reflected within the September financials. The remaining surplus balance of \$650,000 will move to the Fund Balance upon completion of the audit.

Establishment of Mill Rate and Tax Levy for Fiscal Year 2018-19 – Certified values were received by the State. This year’s valuation factor is 1.25860% for an operational levy increase of \$210,851, which is net new construction. (The budget was built on an estimated increase of \$150,000.) In addition, Wisconsin Statutes provide authority to the 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 the 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. To establish the mill rate, the District’s equalized values are used excluding Tax Incremental Districts (TID) and exempt computers’ equalized values. The 2018 equalized valuation for the District is \$13,020,909,894. This represents an increase of \$691,153,779 or 5.61% higher than last year.

The tax levy history/projection and mill rate history/analysis were reviewed.

Administration recommended an operational levy of \$7,196,413 with an operational mill rate of 0.55268 and a debt service levy of \$7,816,858 with a debt service mill rate of 0.60033. The total levy proposed for FY19 was \$15,013,271 with a total mill rate of 1.15301 per \$1,000 equalized valuation.

The Committee was asked to take action to forward the 2018-19 mill rate and tax levy recommendation to the full Board. The total tax levy reflects an increase of 1.2% and a mill rate decrease of 4.1%.

It was moved by Mr. Mayer and seconded by Mr. Surani to recommend to the full Board that it 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.

Motion carried unanimously.

Acceptance of Procurement Annual Report – An annual procurement report is conducted to evaluate all purchases/vendors for a given year. For Fiscal Year 2017-18, 46 vendors were paid \$50,000 or more during the year. Of these, 43 vendors fell within the approved categories of, a) approved cooperative contract; b) properly bid by College and/or under a current contract or lease; and c) not required to use competitive procurement procedures for payroll, intergovernmental purchases, natural gas, electricity, water services, and WTCS cooperative activities. The three exceptions were, 1) Charter Communications – our sole-source for BTC’s Ethernet gateway, 2) Liebovich Brothers – non-serial purchases made at differing times throughout the year, and 3) Draeving Construction – multiple purchases under \$50,000 which were made through the appropriate competitive procurement processes required for their associated dollar amounts. No action is required at this time to address the exceptions.

The College's P-card transaction value decreased in FY18, mainly due to vendor imposed fees on credit card transactions. The College's rebate for P-card transactions totaled \$46,886 and represented a 7.3% decrease from FY17.

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

Motion carried.

Reauthorize Monroe Agriculture Training Center Construction and Request Wisconsin Technical College System Board (WTCSB) Approval of Project – The District Board approved the Agriculture Training Center construction project in August 2017. Due to costs exceeding the approved budget, the Board approved an increase of \$71,000 in February 2018, for a total construction budget of \$546,000. This was the maximum allowable project increase without needing to re-submit the project to the State Board. Bids received during the bidding process again exceeded the approved budget. During financial statement review with the Board in August 2018, discussion included the general fund and capital project budget plans. As a result of the discussion, Administration was directed to reexamine the design and resubmit the project to the Board with the design that best meets the needs of the program. Design elements that have been added back into the project included a slight increase in roof pitch and several other aesthetic elements. The estimated total construction cost is \$634,000 for the revised design. The floor plan for the project was reviewed. It was noted that a recent decision to remove a wall between storage and classroom space was not taken into consideration in the estimated cost. Design details, including this modification, are being finalized to go out to bid. The project will be 3,200 square feet (SF)—2,400 SF for the shop and 800 SF for classroom space. Project costs are \$493,000 for the base building and \$128,000 for the greenhouse. The additional project cost of \$97,000 will be funded from the Capital Projects Fund.

Documentation has been submitted to the State Board for consideration at its November meeting; District Board minutes reflecting approval of the project will be submitted immediately following today's meeting.

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

Motion carried unanimously.

Approval of Modifications to the Fiscal Year 2018-19 Budget – Modification #1 reflects a functional reassignment of a position within the budget. Modification #2 reflects a reclassification of a purchase for an online subscription renewal. Modification #3 provides allocation of FY19 state and property tax revenue adjustments. Modification #4 reflects the reclassification of a one-time budget initiative of facility rental for a WCD driving range.

Modification #5 increases the Special Revenue Fund to reflect WTCS Leadership grants and Wisconsin Fast Forward Dual Credit for Teachers and High School Certification grant initiatives. Modification #6 reflects a correction in the classification of expenditures for ID badges and related equipment. Modification #7 reduces FY19 property tax levy and interest expense budgets in the Debt Service Fund. Modification #8 reallocates funds to purchase an open-air cooler from the Enterprise Fund.

It was moved by Mr. Surani and seconded by Mr. Richard to recommend to the full Board that it approve the attached modifications to the Fiscal Year 2018-19 Budget, as presented.

Motion carried unanimously.

It was moved by Mr. Mayer and seconded by Mr. Surani to adjourn the meeting at 4:32 p.m.

Motion carried.

ENCLOSURE #13

7. Committee Reports

- a. Acceptance of Fiscal Year 2017-18 Audit Report (Finance Committee Recommendation – Action)

The District's auditing firm, Wipfli, LLP, has completed the audit of Fiscal Year 2017-18 financial records. Dan Walker will attend the Finance Committee meeting scheduled at 4:00 PM on November 21 to present the [draft FY 2017-18 Audit Report](#), discuss their findings, and answer questions. Hard copy of the Audit Report will be provided at the Board meeting.

The Finance Committee will present its recommendation to the District Board regarding acceptance of the Fiscal Year 2017-18 Audit Report.

Upon acceptance by the District Board, the report will be finalized and forwarded to the Wisconsin Technical College System Office by the December 31, 2018, deadline.

November 26, 2018

District Board
Blackhawk Technical College District
Janesville, Wisconsin

Dear Board Members:

We have audited the financial statements of the business-type activities, the discretely presented component unit, and the aggregate remaining fund information of the Blackhawk Technical College District (the "College") for the year ended June 30, 2018, and have issued our report thereon dated November 26, 2018. Professional standards require that we provide you with the following information related to our audit:

Our Responsibility Under Auditing Standards Generally Accepted in the United States, *Government Auditing Standards*, the Uniform Guidance, and the *State of Wisconsin Single Audit Guidelines*

As stated in our engagement letter dated March 29, 2018, our responsibility, as described by professional standards, is to express opinions about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in accordance with accounting principles generally accepted in the United States. Our audit of the financial statements does not relieve you or management of your responsibilities. The financial statements of Blackhawk Technical College Foundation, Inc., a discretely presented component unit, were not audited in accordance with *Government Auditing Standards*.

In planning and performing our audit, we considered the College's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinions on the financial statements and not to provide assurance on the internal control over financial reporting. We also considered internal control over compliance with requirements that could have a direct and material effect on a major federal and state program in order to determine our auditing procedures for the purpose of expressing our opinion on compliance and to test and report on internal control over compliance in accordance with the Uniform Guidance and *State of Wisconsin Single Audit Guidelines*.

As part of obtaining reasonable assurance about whether the College's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grants. However, providing an opinion on compliance with those provisions was not an objective of our audit.

Other Information in Documents Containing Audited Financial Statements (Continued)

In relation to the preceding paragraph, we remind District management of the following clause in the engagement letter:

If the District intends to reproduce or publish these financial statements, or any portion thereof whether in paper or electronic form subsequent to the anticipated year-end filings, and make reference to our firm name in connection therewith, management agrees to provide us with proofs in sufficient time for our review and written approval before printing. If in our professional judgment the circumstances require, we may withhold our approval. The District agrees to compensate Wipfli for the time associated with such review.

Planned Scope and Timing of the Audit

We performed the audit according to the planned scope and timing previously communicated to your representative, Gerri Downing, in addition to our engagement letter dated March 29, 2018, accepted by Renea Ranguette.

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the College are described in Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during the period under audit except for the following:

- GASB Statement No. 75, *Accounting and Financial Reporting for Postemployment Benefits Other than Pensions* related to the cost-sharing multiple employer OPEB plan – Local Retiree Life Insurance Fund. The College elected to early implement this guidance related to the College's single-employer defined benefit OPEB Plan during the year ended June 30, 2017. Accordingly, net position as of July 1, 2017, has been restated as described in Note 1 of the financial statements.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the financial statements were:

- The adequacy of the estimated asset (liability), deferred outflows of resources, and deferred inflows of resources related to postemployment health insurance benefits is subjective and contingent upon actual insurance premium rates and employee salaries in effect when employees retire. We evaluated key factors and assumptions used to develop the liability for postemployment benefits in determining that it is reasonable in relation to the financial statements.

Management Consultations With Other Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters. To our knowledge, management has not obtained any opinions from other independent accountants on the application of accounting principles generally accepted in the United States which would affect the College's financial statements or on the type of opinion which may be rendered on the financial statements.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the College's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not, in our judgment, a condition of our retention.

Internal Control Matters

In planning and performing our audit of the financial statements of Blackhawk Technical College District as of and for the year ended June 30, 2018, in accordance with auditing standards generally accepted in the United States, we considered the College's internal control over financial reporting (internal control) as a basis for designing our auditing procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the College's internal control. Accordingly, we do not express an opinion on the effectiveness of the College's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect and correct misstatements on a timely basis. A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance. A material weakness is a deficiency, or combination of deficiencies in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented or detected and corrected on a timely basis.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be significant deficiencies or material weaknesses and, therefore, significant deficiencies and material weaknesses may exist that were not identified. We did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

ENCLOSURE #14

7. Committee Reports

b. Award of Contract for Architectural and Engineering Services (Finance Committee Recommendation – Action)

The College's five-year contract for Architectural & Engineering (A&E) Services expired December 31, 2017. Administration delayed the search and selection of successor A&E firm pending update of the College's Facilities Master Plan, which was adopted by the District Board in June.

This fall, Administration released a request for proposals (RFP) from qualified A&E firms in consideration of a multi-year services agreement. Ten proposals were received and evaluated by a four-member team.

Proposals were evaluated on the merits of firm and proposed project team experience; successful completion of projects similar to those identified in the Master Plan; experience optimizing project resources; and fee structure. The top four firms were invited to interview with the team in early November.

Reference checks are in-process and not concluded in time for the mailing of Board meeting materials. To ensure thorough due diligence is completed prior to recommendation of contract award, Administration will present the recommendation for award of contract to the Finance Committee prior to the start of the District Board meeting.

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

ENCLOSURE #15

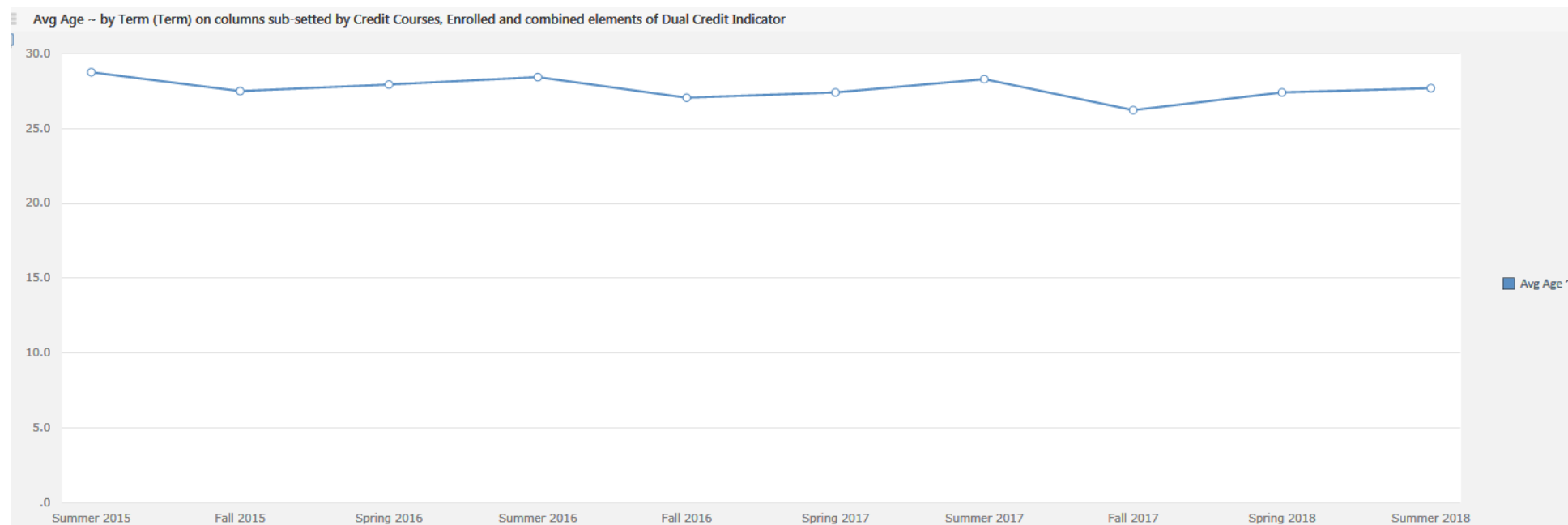
8. New Business

a. BTC Student Demographic Report (Information – Dr. Jon Tysse)

In a continued effort to share varying data elements with the Board, the attached report provides an overview of student demographics at the College from Fall 2014 through Spring 2018.

Dr. Jon Tysse, Director of Institutional Research and Effectiveness, will be present at the meeting to review the attached report at the meeting.

Figure 1: BTC Student Demographics: Average Age, Summer 2015- Spring 2018

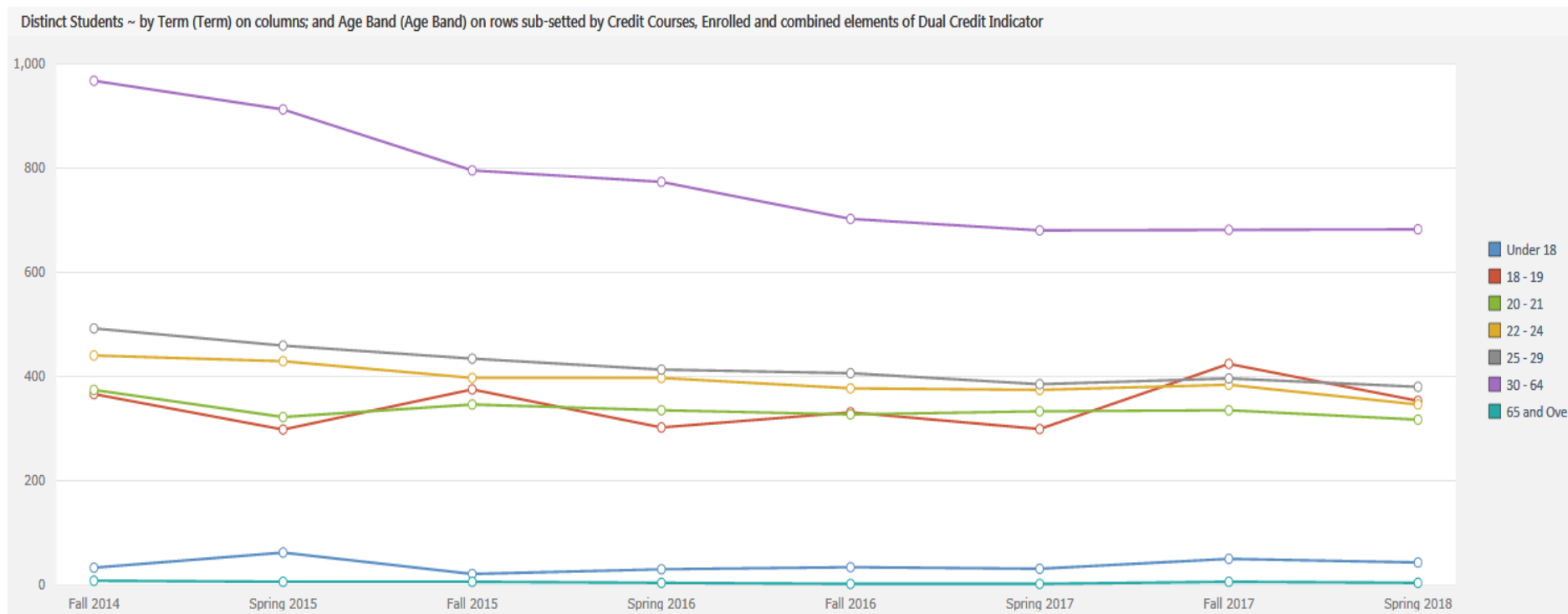


	Summer 2015	Fall 2015	Spring 2016	Summer 2016	Fall 2016	Spring 2017	Summer 2017	Fall 2017	Spring 2018	Summer 2018
Avg Age ~	28.7	27.5	27.9	28.4	27.0	27.4	28.3	26.2	27.4	27.7

Figure 1 shows the average age of BTC students by term. Averages as you know are sensitive to outliers. The median age for Spring 2018 was 25.

Source: BbA (student demographics)

Figure 2: BTC Student Demographics: Age Bands, Fall 2014- Spring 2018



	Fall 2014	Spring 2015	Fall 2015	Spring 2016	Fall 2016	Spring 2017	Fall 2017	Spring 2018
Under 18	33 1.2%	62 2.5%	21 0.9%	30 1.3%	34 1.6%	31 1.5%	50 2.2%	43 2%
18 - 19	366 13.7%	298 12%	375 15.8%	302 13.4%	331 15.2%	299 14.2%	424 18.6%	353 16.6%
20 - 21	374 14%	322 12.9%	346 14.6%	335 14.9%	327 15%	333 15.8%	335 14.7%	317 14.9%
22 - 24	440 16.4%	429 17.2%	397 16.7%	397 17.6%	377 17.3%	374 17.8%	384 16.9%	346 16.3%
25 - 29	492 18.4%	459 18.4%	434 18.3%	413 18.3%	406 18.6%	385 18.3%	396 17.4%	380 17.9%
30 - 64	967 36.1%	912 36.7%	795 33.5%	773 34.3%	702 32.2%	680 32.3%	681 29.9%	682 32.1%
65 and Over	8 0.3%	6 0.2%	6 0.3%	4 0.2%	2 0.1%	2 0.1%	6 0.3%	4 0.2%

Figure 2 shows the age of BTC students by age band and term. While the age band are of different sizes the largest population in a two year window is the 18-19 group.

Source: BbA (student demographics)

Figure 3: BTC Student Demographics: Ethnicity, Fall 2014- Spring 2018

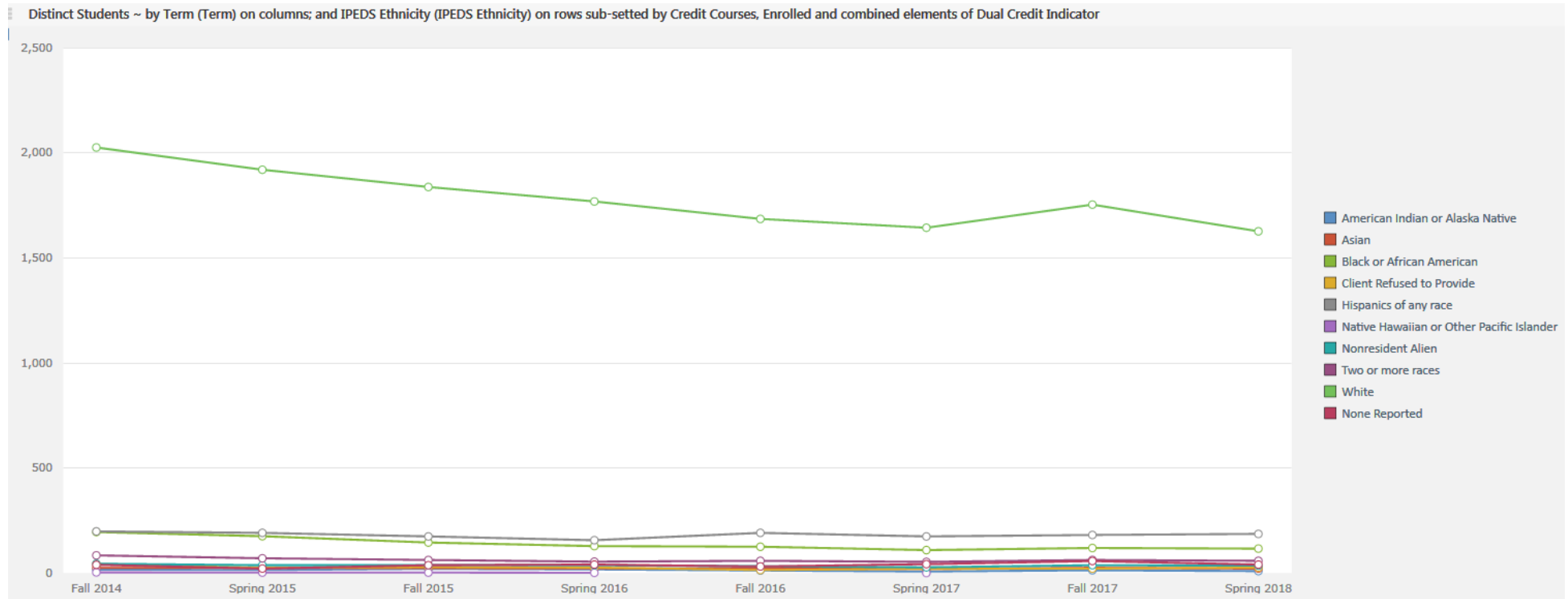


Figure 3 shows the ethnicity of BTC students by term. Our primary student ethnicity is white at 77% compared to the Rock and Green county averages of 89% white. Black or African American students make up around 6% of the student population compared to around 2-3% of the Rock and Green county populations. 8% of BTC student identify as Hispanic which is comparable with Rock counties Hispanic population and well above Green counties.

Source: BbA (student demographics)

Figure 4: BTC Student Demographics: Gender, Fall 2014- Spring 2018

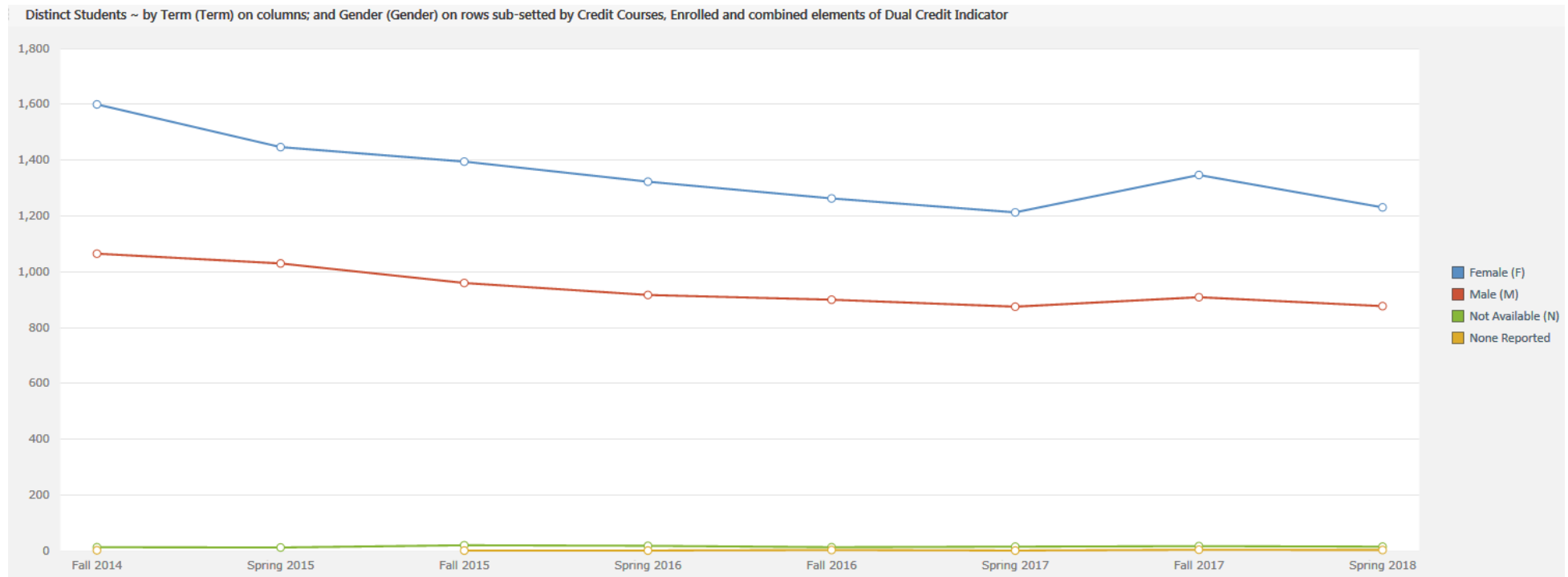


Figure 4 shows the gender of BTC students by term. Our primary student ethnicity is white at 77% compared to the Rock and Green county averages of 89% white. Black or African American students make up around 6% of the student population compared to around 2-3% of the Rock and Green county populations. 8% of BTC student identify as Hispanic which is comparable with Rock counties Hispanic population and well above Green counties.

Source: BbA (student demographics)

Figure 5: BTC Student Demographics: Enrollment Status, Fall 2014- Spring 2018

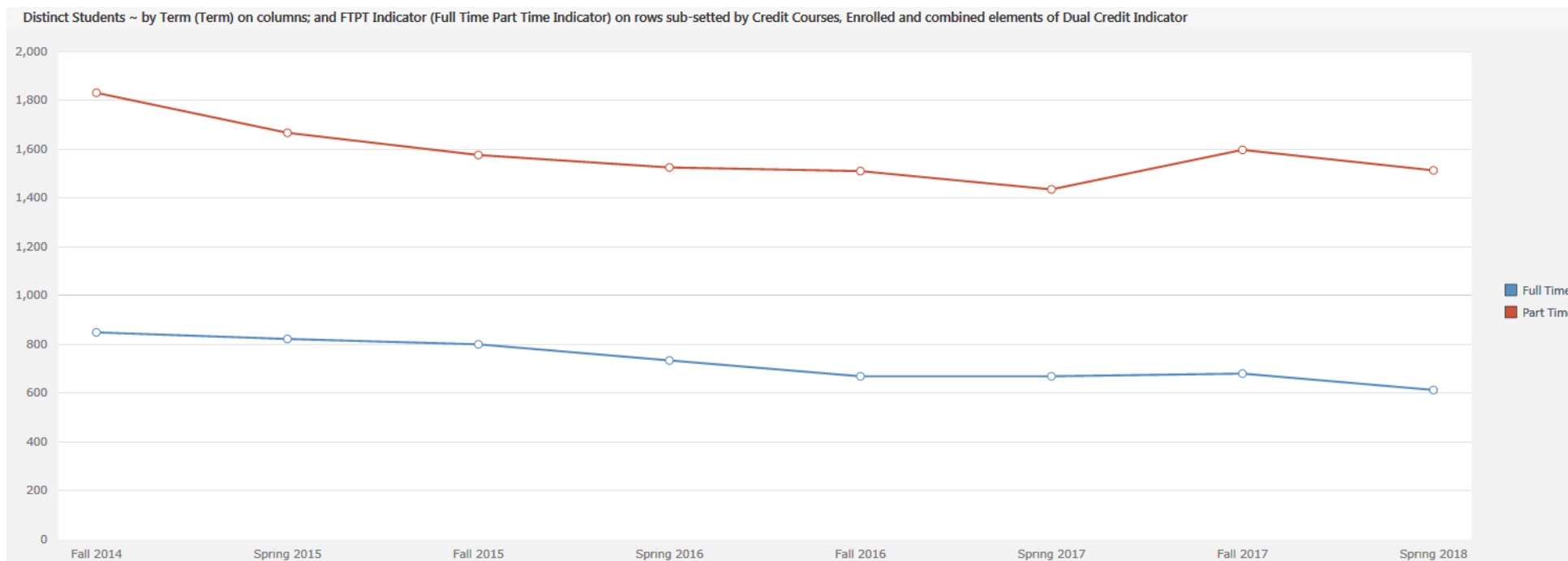


Figure 5 shows the enrollment status of BTC students by term. Full Time students account for around 30% of the students at BTC.

Source: BbA (student demographics)

Figure 6: BTC Student Demographics: Financial Need, Fall 2014- Spring 2018

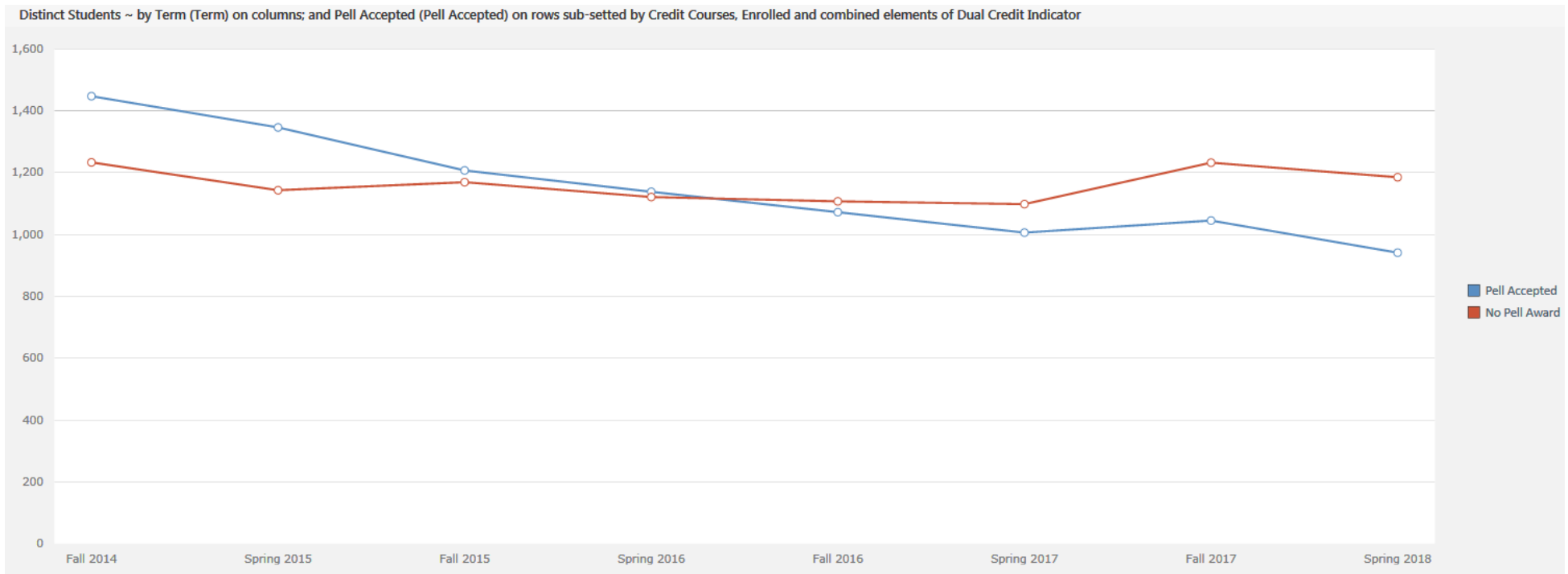


Figure 6 shows the amount of students in financial need at BTC by term. The number of students awarded and accepting pell grants has fallen. This reduction has occurred when unemployment rates are at historic lows and in counties with median income of over \$50K.

Source: BbA (student demographics)