

Blackhawk Technical College
District Board Meeting
February 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. Recognition of BTC Retiree Dolores Fisher (Chairperson Thornton and Dr. Tracy Pierner)
 - b. Student Representative to the Board Report (Information – Erika Kropp)
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 January 17, 2018 (Action)

Enc. #15 a. Award of Professional Services Contract for Transportation Center Training Facility (Finance Committee Recommendation – Action)

Enc. #16 b. Approval to Increase the Monroe Agriculture Training Center Construction Budget (Finance Committee Recommendation – Action)

Personnel Committee

Rick Richard, Chairperson

No January Meeting Held

Meeting Scheduled 2/21/18 – 3:00 PM

8. New Business

Enc. #17 a. 2018 Spring Enrollment Report (Information – Tony Landowski)

Enc. #18 b. Annual Report on Tax Incremental Districts Located Within the Blackhawk Technical College District (Information – Renea Ranguette)

Enc. #19 b. Review of District Board Policies (Discussion – Renea Ranguette and Dr. Zahi Atallah)

1. Board Policy D-440 – Audits

2. Board Policy D-540 – Expense Reimbursement

3. Board Policy D-554 – Procurement

4. Board Policy D-558 – District Relations with the Private Sector – General Policy on Goods and Services

9. Other Business

a. Report on District Boards Association Winter Meeting, January 26-27, Eau Claire

b. District Boards Association Spring Meeting – April 20-21, 2018, Fennimore/Richland Center

10. Future Agenda Items

ENCLOSURE #1

3. Special Reports

- a. Recognition of BTC Retiree Dolores Fisher (Chairperson Thornton and Dr. Tracy Pierner)

Dolores (Dee) Fisher will retire on April 6, 2018, after 12½ years of service to the College. She was hired in August 2005 as the Software Systems Training Specialist within the Management Information Systems area of the College. She has continued within the Information Technology department throughout her years at BTC and is currently the Systems Analyst. Dee has provided employees with training on Banner, Cognos, Office, ImageNow and Courseleaf. She has also provided numerous training sessions in software during Employee Development Days.

In addition to her regular duties, Dee has been involved in many additional activities and committees, including WACTE, BACTE Scholarship Committee Chair, Banner Governance, Data Task Force, CPI Guided Pathways Team, and CPI Registration Team. She indicated she has been proud to have been involved in the significant increase in the use of technology—Banner has gone from Banner 6 to Banner 9, added ImageNow, MyBTC portal, Courseleaf catalog and curriculum modules, TouchNet, new applicant tracking software, online Courses page, integrations to Blackboard and the bookstore, and process improvements in admissions, registration, and financial aid. Dee's expertise and knowledge will be greatly missed by everyone.

She has indicated her retirement plans include spending more time with her grandchildren, traveling, doing volunteer work, and focusing on new and long-neglected hobbies.

We wish Dee a long and happy retirement and thank her for her dedication to the College. She will not be in attendance at the meeting to be recognized. Her retirement plaque will be presented to her prior to her retirement date.

ENCLOSURE #2

BLACKHAWK TECHNICAL COLLEGE Summary of Revenue and Expenditures as of January 31, 2018

<u>COMBINED FUNDS</u>	2017-18 CURRENT BUDGET	2017-18 ACTUAL TO DATE	2017-18 PERCENT INCURRED	2016-17 ACTUAL TO DATE	2016-17 PERCENT INCURRED
REVENUE & OTHER RESOURCES:					
Local Government	\$ 14,802,796	\$ 14,824,462	100.1%	\$ 14,212,584	100.0%
State Aids	15,208,874	3,082,163	20.3%	2,908,675	19.6%
Statutory Program Fees	5,428,966	5,204,120	95.9%	5,099,941	94.2%
Material Fees	374,423	370,110	98.8%	366,318	106.2%
Other Student Fees	841,834	737,564	87.6%	624,080	95.5%
Institutional	2,597,513	646,452	24.9%	537,167	36.7%
Federal	9,514,154	3,907,919	41.1%	4,152,693	37.8%
Other Sources (Bond/Transfer from Other Fund)	<u>5,357,372</u>	<u>3,750,000</u>	70.0%	<u>1,500,000</u>	29.4%
Total Revenue & Other Resources	<u>\$ 54,125,932</u>	<u>\$ 32,522,790</u>	57.7%	<u>\$ 29,401,458</u>	53.0%
EXPENDITURES BY FUNCTION:					
Instruction	\$ 19,605,903	\$ 9,737,817	49.7%	\$ 9,743,871	53.3%
Instructional Resources	2,746,182	1,017,262	37.0%	1,004,092	37.1%
Student Services	12,854,775	5,694,345	44.3%	6,062,662	42.1%
General Institutional	5,953,123	3,162,315	53.1%	2,779,768	50.8%
Physical Plant	14,403,325	2,670,545	18.5%	3,998,236	29.7%
Auxiliary Services	329,800	213,776	64.8%	232,690	62.7%
Other Uses (Transfer to Other Fund)	<u>399,039</u>	<u>250,000</u>	62.7%	<u>-</u>	0.0%
Total Expenditures & Other Uses	<u>\$ 56,292,147</u>	<u>\$ 22,746,060</u>	40.2%	<u>\$ 23,821,319</u>	43.6%
EXPENDITURES BY FUNDS:					
General	\$ 26,997,173	\$ 14,221,906	52.7%	\$ 14,567,767	56.9%
Special Revenue	3,191,514	1,240,523	38.9%	1,268,635	43.1%
Capital Projects	7,185,264	1,878,781	26.1%	2,481,503	40.0%
Debt Service	8,192,179	602,849	7.4%	665,582	8.2%
Enterprise	119,800	38,026	31.7%	47,733	29.7%
Internal Service	210,000	175,450	83.5%	184,957	88.1%
Trust & Agency	9,997,178	4,338,525	43.4%	4,605,142	40.1%
Other Uses (Transfer to Other Fund)	<u>399,039</u>	<u>250,000</u>	62.7%	<u>-</u>	0.0%
Total Expenditures	<u>\$ 56,292,147</u>	<u>\$ 22,746,060</u>	40.2%	<u>\$ 23,821,319</u>	43.6%
Fund Balances, Beginning	\$ 15,111,679	\$ 15,111,679		\$ 13,778,644	
Change in Fund Balance	<u>(2,166,215)</u>	<u>9,776,730</u>		<u>5,580,139</u>	
Fund Balances, Ending	<u>\$ 12,945,464</u>	<u>\$ 24,888,409</u>		<u>\$ 19,358,783</u>	

Debt Service Detail					
Principal Payments	7,065,000	-	0.0%	-	0.0%
Interest Payments	1,059,179	568,599	0.0%	596,719	0.0%
Other Debt Service Expenses	<u>68,000</u>	<u>34,250</u>	50.4%	<u>68,863</u>	43.1%
Total Debt Service Payments	<u>\$ 8,192,179</u>	<u>\$ 602,849</u>		<u>\$ 665,582</u>	

ENCLOSURE #3

Regular Meeting

of the

Blackhawk Technical College District Board

January 17, 2018

Minutes

The regular meeting of the Blackhawk Technical College Board was held on Wednesday, January 17, 2018, at the BTC Administrative Center, 6004 S. County Road G, Janesville, in the Board Room. The following members were present: Eric Thornton, Chairperson; Barbara Tillman, Vice Chairperson; Laverne Hays, Secretary; Rick Richard, Treasurer; Tom Heeg; Mark Mayer; and Malik Surani. Board members absent: Traci Davis and Dr. Karen Schulte. Staff present: Dr. Tracy Pierner; Dr. Zahi Atallah; Renea Ranguette; Tony Landowski; Brian Gohlke; Jackie Pins; Dr. Jon Tysse; Dr. Helen Proeber; and Dr. Gina McConoughey.

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

Chairperson Thornton called for Public Comment. There was none.

Chairperson Thornton called for Special Reports.

BTC retiree Tara Kilby was recognized for 37 years of service to the College.

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

Chairperson Thornton called for Information/Discussion items.

The December financial statement and quarterly update were reviewed.

Dr. Pierner presented the President's monthly report. Community engagement included providing a presentation to the Milton Chamber; meeting with Mercy Health System to strategize a path forward for a Paramedic/EMT program; hosted a meeting with the UW-Whitewater executive team; met with Monroe Fire Dept. Chief regarding training opportunities – BTC will be relocating one of the human patient simulators to the Monroe Campus to provide training opportunities; participated in a meeting with the Bureau of Apprenticeship – BTC was highlighted for its work in beginning a number of apprenticeships; met with Ben Layman, new President of St. Mary Janesville Hospital; and met with Green County Development Corporation to finalize plans for their Enterprise Center at the Monroe Campus. College events noted included holding a Mechatronics signing event for 12 new apprentices; hosted the MLK Commemoration event; and Welcome Week for students is in process. Upcoming events include the Soul Food Luncheon, the Foundation Board meeting, the Presidents' Association Legislative Workshop, and hosting all of the Career and Technical Education (CTE) instructors from our K-12 districts on-campus to showcase our programs. Additional items shared included – The BTC Foundation will provide funding to transport grade school students to our Campus as a component of the Pipeline initiative; a brown bag lunch was held with the ESP union; the ag building design is finalized and will now move forward to design development (the bid process is

anticipated for late February/early March); and we have learned BTC is not legally able to be the chartering agency for the JEDI Academy Consortium, but additional discussion is planned regarding future opportunities. BTC is being awarded the Community Service Award from the Latino Partners Coalition Program. Spring enrollment currently reflects -2.7%; however, activities planned for the current week should result in positive movement.

Chairperson Thornton called for the Consent Agenda.

It was moved by Mr. Surani and seconded by Ms. Tillman to approve the consent agenda, which included the minutes of the Regular Meeting held on December 20, 2017; current bills from the month of December – Voucher #00244296 to and including #00244505 and direct deposit expense reimbursements in the total amount of \$378,374.74 (includes student related payments), a payroll total for the month of December of \$1,105,064.59, payroll tax wire transfers for the month of December of \$377,225.48, other wire transfers for the month of December of \$49,210.60, WRS wire transfers for the month of December of \$146,707.17, P-card disbursements for the month of December of \$56,829.16, a bond payment for the month of December of \$0, and a health insurance wire transfer for the month of December of \$292,488.58, for a grand total of \$2,405,900.32; five training contracts negotiated since the last meeting totaling \$24,683; acceptance of the attached grant awards for 2017-18 totaling \$2,596,204; acceptance of an intent to retire for Gail Pauletto, Administrative Assistant, June 29, 2018; acceptance of the resignation of William Hodge, IT Systems Manager, effective January 15, 2018; confirmation of an instructional employment contract issued to William Hodge for the position of Information Technology Network Specialist Instructor at a salary of \$66,786, effective January 16, 2018; and confirmation of an instructional employment contract issued to Jay Jackson for the position of Electro-Mechanical Technology Instructor at a salary of \$68,481, effective January 19, 2018.

Motion carried.

Chairperson Thornton called for Action Items.

It was moved by Mr. Mayer and seconded by Mr. Heeg to approve revisions to Board Policy D-310 – Tax Incremental Districts, as presented.

Motion carried.

John Mehan, of Robert W. Baird, reviewed results from the sale of bonds for the borrowing of \$1,500,000 for the purpose of paying for the cost of the water main extension, which was included within the Fiscal Year 2017-18 budget.

It was moved by Mr. Hays and seconded by Ms. Tillman to adopt the attached resolution awarding the bid for borrowing of \$1,500,000 to BOK Financial Securities, Inc., Dallas, Texas, at an interest rate of 2.3350% and a net interest cost of \$310,625.

The roll was called. The following members voted affirmatively: Mr. Hays, Mr. Heeg, Mr. Surani, Mr. Richard, Ms. Tillman, Mr. Mayer, and Mr. Thornton.

Motion carried unanimously.

Chairperson Thornton called for Committee Reports.

The Finance Committee met earlier in the evening. A brief summary was provided on items discussed.

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

Motion carried unanimously.

Chairperson Thornton called for New Business.

A report was given on the Workforce & Community Development Division to provide insight into the Division's work in outreach activities, credit programming, and business & industry contracting.

A review of Board Policy D-398 was conducted. Minor revisions were recommended. Approval of the revisions will be scheduled at the February meeting.

Information from the BTC Foundation was reviewed for in-kind and cash donations exceeding \$5,000 received July 1-December 30, 2017; donations totaled \$81,500.

The programs approved for operation in Fiscal Year 2018-19 were reviewed.

An update was provided on the 2017-20 Strategic Plan.

Information was shared on course success rates for BTC courses by program for Fall 2017.

Chairperson Thornton called for Other Business.

Information was shared on the nomination for the District Boards Association's 2017 Media Award. This year's nominee is a story which was reported by Hannah Flood of NBC 15 titled "*Tech schools use specialized programs to fill workforce gaps*" which aired on August 23, 2017.

A reminder was provided on the winter meeting of the District Boards Association, being held in Eau Claire on January 26-27, 2018.

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

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

Laverne E. Hays
Secretary

ENCLOSURE #4

5. Consent Agenda

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

The January bills include Voucher #00244506 to and including #00244679 and direct deposit expense reimbursements in the total amount of \$643,036.32 (includes student related payments), a payroll total for the month of January of \$702,236.34, payroll tax wire transfers for the month of January of \$494,566.77, other wire transfers for the month of January of \$56,190.07, WRS wire transfers for the month of January of \$156,451.90, P-card disbursements for the month of January of \$162,232.01, a bond payment for the month of January of \$0, and a health insurance wire transfer for the month of January of \$271,325.32, for a grand total of \$2,486,038.73.

Blackhawk Technical College

BILL LIST SUMMARY

Period Ending January, 2018

Starting Check Number	00244506		
Ending Check Number	00244679	Plus Direct Deposits	
PAYROLL TAXES			
Federal		416,656.19	
State		<u>77,910.58</u>	
			494,566.77
PAYROLL BENEFIT DEDUCTIONS & FRINGE PAYMENTS			
Retirement		-	
Health and Dental Insurance		23,623.77	
Miscellaneous		<u>18,124.80</u>	
			41,748.57
STUDENT RELATED PAYMENTS			27,938.33
CURRENT NON CAPITAL EXPENSES			319,173.80
CAPITAL			254,175.62
DEBT			<u>-</u>
 TOTAL BILL LISTING AND PAYROLL TAXES			 1,137,603.09
 PAYROLL-NET			 <u>702,236.34</u>
 SUB TOTAL BILL LISTING AND PAYROLL			 1,839,839.43
PLUS OTHER WIRE TRANSFERS			56,190.07
PLUS WRS WIRE TRANSFERS			156,451.90
P-CARD DISBURSEMENTS			162,232.01
PLUS BOND PAYMENT			-
HEALTH INSURANCE WIRES			<u>271,325.32</u>
 GRAND TOTAL FOR THE MONTH			 <u><u>2,486,038.73</u></u>

Memo

Bill List Total	643,036.32
Wire Transfer - Payroll Taxes	494,566.77

5. Consent Agenda

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

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

Contract #	Business/Industry	FULL CONTRACT DETAIL INFORMATION				Actual Contract Cost
		# Served	Est. FTEs	BTC Cost Formula	LAB Cost Formula	
2018-1140	AMTEC <i>Forklift Train the Trainer</i>	3	0.02	\$1,246	\$1,033	\$1,246
2018-1133	Blackhawk Community Credit Union <i>Professional Development Inservice - Technical Assistance</i>	170	0.00	\$7,477	\$8	\$7,477
2018-1141	Bytec, Inc. <i>Confined Space Training</i>	30	0.10	\$938	\$603	\$938
2018-1143	Corporate Contractors, Inc. <i>Leadership-Organizational Impact</i>	10	0.10	\$2,639	\$2,067	\$2,639
2018-1134	GSM Supply <i>Intermediate Access</i>	17	0.06	\$1,127	\$464	\$1,127
2018-1135	GSM Supply <i>Intermediate Excel</i>	17	0.06	\$1,127	\$464	\$1,127
2018-1136	GSM Supply <i>Intermediate Word</i>	17	0.06	\$1,127	\$464	\$1,127
2018-1132	Schenck Process LLC <i>Leadership Development</i>	10	0.03	\$732	\$464	\$732
2018-1147	Van Galder <i>Positive Customer Relations - Technical Assistance</i>	210	0.00	\$112	\$0	\$112
<i>Report Subtotal</i>		484	0.43	\$16,525	\$5,567	\$16,525

* BTC charges do not meet LAB formula.

ENCLOSURE #5

2/21/2018

5. Consent Agenda

Contract #	Business/Industry	MULTIPLE RECEIPT, GRANT OR OTHER COMPLEX CONTRACT BREAKDOWN INFORMATION				FULL CONTRACT DETAIL INFORMATION					
		# Served	Est. FTEs	BTC Cost Formula	LAB Cost Formula	Actual Contract Cost	# Served	Est. FTEs	BTC Cost Formul	LAB Cost Formula	Actual Contract Cost
2018-1142	Corporate Contractors, Inc. <i>Leadership Development</i> --WAT Grant Funding						10	0.13	\$2,150	\$1,467	\$627
											\$1,523
2018-1101	Emmi-Roth USA, Inc. <i>English as a Second Language</i> --WAT Grant Funding						15	1.50	\$13,521	\$9,806	\$4,126
											\$9,395
2018-1102	Emmi-Roth USA, Inc. <i>Project Management</i> --WAT Grant Funding						30	0.4	\$4,356	\$3,313	\$1,352
											\$3,004
2018-1103	Emmi-Roth USA, Inc. <i>Basic Excel</i> --WAT Grant Funding						15	0.05	\$741	\$514	\$230
											\$511
2018-1104	Emmi-Roth USA, Inc. <i>Intermediate Excel</i> --WAT Grant Funding						15	0.05	\$741	\$514	\$230
											\$511
2018-1105	Emmi-Roth USA, Inc. <i>Advanced Excel</i> --WAT Grant Funding						7	0.02	\$683	\$514	\$212
											\$471
2018-1106	Emmi-Roth USA, Inc. <i>Leading with Emotional Intelligence</i> --WAT Grant Funding						30	0.10	\$1,928	\$1,322	\$598
											\$1,329
2018-1107	Emmi-Roth USA, Inc. <i>Written Communications</i> --WAT Grant Funding						10	0.03	\$705	\$514	\$219
											\$486

* BTC charges do not meet LAB formula.

ENCLOSURE #5

2/21/2018

5. Consent Agenda

Contract #	Business/Industry	MULTIPLE RECEIPT, GRANT OR OTHER COMPLEX CONTRACT BREAKDOWN INFORMATION				FULL CONTRACT DETAIL INFORMATION					
		# Served	Est. FTEs	BTC Cost Formula	LAB Cost Formula	Actual Contract Cost	# Served	Est. FTEs	BTC Cost Formul	LAB Cost Formula	Actual Contract Cost
2018-1108	Emmi-Roth USA, Inc. <i>Oral Communications</i> --WAT Grant Funding						10	0.03	\$705	\$514	\$219
											\$486
2018-1109	Emmi-Roth USA, Inc. <i>Dealing with Difficult People</i> --WAT Grant Funding						10	0.03	\$705	\$514	\$219
											\$486
2018-1110	Emmi-Roth USA, Inc. <i>Conflict Resolution</i> --WAT Grant Funding						10	0.03	\$705	\$514	\$219
											\$486
2018-1112	Emmi-Roth USA, Inc. <i>Applying Leadership Skills</i> --WAT Grant Funding						10	0.03	\$705	\$514	\$219
											\$486
2018-1137	Humane Manufacturing <i>Leadership Development</i> --WAT Grant Funding						15	0.10	\$1,098	\$691	\$341
											\$757
2018-1024	SSI Technologies, Inc. <i>Advanced Excel</i> --WAT Grant Funding						12	0.04	\$769	\$409	\$239
											\$531
2018-1146	Van Galder <i>Positive Customer Relations</i> --WAT Grant Funding						210	0.70	\$6,969	\$2,828	\$2,042
											\$4,927
							409	3.24	\$36,481	\$23,948	\$36,481
							893	3.67	\$53,006	\$29,515	\$53,006

Report Subtotal

REPORT TOTALS

893 **3.67** **\$53,006** **\$29,515** **\$53,006**

* BTC charges do not meet LAB formula.

CONTRACT TRAINING APPROVED BY BTC BOARD

	FY 2013-14		FY 2014-15		FY 2015-16		FY 2016-17		FY 2017-18		
	Month	Month's \$	YTD \$	Month's \$	YTD \$	Month's \$	YTD \$	Month's \$	YTD \$	Month's \$	YTD \$
1st Qtr.	July	\$52,148	\$52,148	\$36,837	\$36,837	\$64,607	\$64,607	\$17,083	\$17,083	\$60,763	\$60,763
	August	\$40,224	\$92,372	\$88,157	\$124,994	\$31,803	\$96,410	\$1,912,317	\$1,929,400	\$92,778	\$153,541
	September	\$43,942	\$136,314	\$4,242	\$129,236	\$22,000	\$118,410	\$373,076	\$2,302,476	\$355	\$153,896
2nd Qtr.	October	\$25,200	\$161,514	\$26,983	\$156,219	\$52,506	\$170,916	\$210,046	\$2,512,522	\$83,880	\$237,776
	November	\$34,725	\$196,239	\$56,992	\$213,211	\$622,564	\$793,480	\$26,617	\$2,539,139	\$53,542	\$291,318
	December	\$307,342	\$503,581	\$408,509	\$621,720	\$275,514	\$1,068,994	\$24,362	\$2,563,501	\$44,997	\$336,315
3rd Qtr.	January	\$0	\$503,581	\$76,855	\$698,575	\$52,828	\$1,121,822	\$63,520	\$2,627,021	\$24,683	\$360,998
	February	\$455,099	\$958,680	\$124,335	\$822,910	\$14,624	\$1,136,446	\$45,218	\$2,672,239	\$53,006	\$414,004
	March	\$46,981	\$1,005,661	\$56,331	\$879,241	\$64,158	\$1,200,604	\$15,257	\$2,687,496		\$414,004
4th Qtr.	April	\$72,840	\$1,078,501	\$35,193	\$914,434	\$16,268	\$1,216,872	\$40,876	\$2,728,372		\$414,004
	May	\$50,185	\$1,128,686	\$52,003	\$966,437	\$85,469	\$1,302,341	\$35,548	\$2,763,920		\$414,004
	June	\$47,797	\$1,176,483	\$3,851	\$970,288	\$6,124	\$1,308,465	\$150,542	\$2,914,462		\$414,004
YTD TOTAL \$			<u>\$1,176,483</u>		<u>\$970,288</u>		<u>\$1,308,465</u>		<u>\$2,914,462</u>		<u>\$414,004</u>

Historical Reference

1. FY 2013-14 - WAT Grant total: \$229,793; Transcribed Credit contracts with high schools total: \$707,169
2. FY 2014-15 - WAT Grant total: \$179,200; Transcribed Credit contracts with high schools total: \$597,665
3. FY 2015-16 - WAT Grant total: \$117,606; Transcribed Credit contracts with high schools total: \$900,167; HSED contracts with high schools total: \$47,438
4. FY 2016-17 - WAT Grant total: \$147,804; Transcribed Credit contracts with high schools total: \$2,408,840; HSED contracts with high schools total: \$32,174
5. FY 2017-18 - WAT Grant total: \$165,144; Transcribed Credit contracts with high schools total: \$0; HSED contracts with high schools total: \$10,681

ENCLOSURE #6

5. Consent Agenda

d. Approval of Salary Modification (Jessica Santillan) (Action – Brian Gohlke)

Jessica Santillan was issued a limited-term non-instructional employment contract in August 2017, in the amount of \$53,665, for the position of Program Advisor and Success Coach. The District Board confirmed issuance of the contract at the August 15, 2017, District Board meeting. During a recent review of Ms. Santillan's file, an error was discovered between the contract amount and the amount indicated in her employment offer.

District Board action is requested to approve a salary modification of \$3,000 to reflect the salary amount of \$56,663 which had been documented in her offer letter.

ENCLOSURE #7

5. Consent Agenda

- e. Confirmation of Limited-Term Instructional Employment Contract Issued for the Position of Electrical Apprenticeship Instructor (Brad Wildes) (Action – Brian Gohlke)

Brad Wildes has been issued a limited-term instructional employment contract for the position of Electrical Apprenticeship Instructor at an annual salary of \$60,065, effective February 12, 2018.

Mr. Wildes attended the National Training Institute in Ann Arbor, Michigan, majoring in Apprenticeship Training. He has been employed as a part-time Electrical Apprentice Instructor at BTC for the past year. Additional teaching experience includes a part-time apprenticeship instructor position at IBEW Local 890 in Janesville for 4 years. Occupational experience includes positions of Project Supervisor at Pieper Power in Janesville for 3 years and Foreman at Foley Electric in Beloit for 2 years.

Confirmation of Mr. Wildes' contract is requested.

ENCLOSURE #8

5. Consent Agenda

f. Confirmation of Administrative Employment Contract Issued for the Position of Systems Engineer (Jeffrey Mueller) (Action – Brian Gohlke)

Jeffrey Mueller has been issued an administrative employment contract for the position of Systems Engineer at an annual salary of \$75,000, effective February 26, 2018.

Mr. Mueller holds an Associates of Applied Arts & Science degree in Computer Science from Rock Valley College in Rockford. For the past year he has held a contract position of Web Systems Administrator at KForce/Cuna Mutual Group in Madison. Prior work experience includes positions of Exchange Administrator/Systems Administrator at Alliant Group LLC, Houston, Texas; Sr. Systems Administrator at Blackhawk Community Credit Union, Janesville; Network Engineer/IT Manager at Abbey Resort and Spa, Fontana; Network Engineer/IT Manager at Comply 365 LLC in Beloit; IT Lead/Systems Administrator at Chemtool, Inc., Rockton; and IT Consultant/Network Administrator at Gemini Computer Systems, Inc., in Rockford.

Confirmation of Mr. Mueller's contract is requested.

ENCLOSURE #9

5. Consent Agenda

g. Confirmation of Administrative Employment Contract Issued for the Position of ERP Business Analyst (Susan Reik) (Action – Brian Gohlke)

Susan Reik has been issued an administrative employment contract for the position of ERP Business Analyst at an annual salary of \$65,000, effective February 26, 2018.

Ms. Reik holds an Associates of Applied Science degree in Computer Programming & Analysis from Madison Area Technical College. For the past seven years, she has been employed at Woodard, Inc., in Rockford as an Applications Developer/Analyst II. Prior work experience includes positions as Applications Developer/Analyst II at Fairbanks Morse Engine, Beloit; Programmer/Analyst II at Rock County Computer Services, Janesville; and Programmer/Analyst II at Wisconsin Power & Light Co., Madison.

Confirmation of Ms. Reik's contract is requested.

ENCLOSURE #10

5. Consent Agenda

h. Confirmation of Administrative Employment Contract Issued for the Position of ERP Applications & Integration Analyst (Jon Dieter) (Action – Brian Gohlke)

Jon Dieter has been issued an administrative employment contract for the position of ERP Applications & Integration Analyst at an annual salary of \$72,000, effective February 26, 2018.

Mr. Dieter holds an Associates of Applied Science degree from Waukesha County Technical College. For the past three years, he has been employed by the Department of Justice in Madison as a Data Services Specialist. Prior work experience includes positions of Database Administrator at Monterey Mills/Janesville and Glenoit Fabrics/Tarboro, North Carolina; and Software Developer, Database Administrator, Helpdesk Support Technician, and Production Coordinator at Standard Process, Inc., Palmyra.

Confirmation of Mr. Dieter's contract is requested.

ENCLOSURE #11

5. Consent Agenda

- i. Affirmation of Termination of Limited-Term Instructional Employment Contract Issued to Medical Assistant Instructor (Timothy Murphy) (Action – Brian Gohlke)

Administration took action to terminate the limited-term instructional employment of Timothy Murphy, Medical Assistant Instructor. A complaint was made regarding inappropriate instructional content and communication. A review of the allegation substantiated the complaint. The termination was effective February 7, 2018.

Administration is requesting District Board affirmation for termination of this limited-term instructional employment contract.

ENCLOSURE #12

6. Action Items

- a. Approval of Revisions to District Board Policy D-398 – Contracted Service for Instruction, Technical Assistance, Fiscal, and Management Services (Action – Chairperson Thornton)

The District Board reviewed proposed revisions to one (1) Board Policy at the January 2018, Board meeting. The document is presented for approval.

Policy D-398 – Contracted Service for Instruction, Technical Assistance, Fiscal, and Management Services – This policy governs the business and industry contracts that are submitted to the Board monthly for approval. The guidelines for these contacts are prescribed by the WTCSB and reflect what is practice at BTC. Minor revisions have been recommended.

District Board approval of the revisions is recommended.

CONTRACTED SERVICES FOR INSTRUCTION, D-398
TECHNICAL ASSISTANCE, FISCAL, AND
MANAGEMENT SERVICES

Contracting for services in addition to educational and general district objectives shall be conducted as follows:

1. All contracts are subject to approval by the District Board at regularly scheduled meetings.
2. Such contracts shall be written in compliance with the provisions of the Wisconsin Statutes and District contract procedures.
3. Contracts may be written for less than full cost at the discretion of the District Board and in accordance with District policies and procedures.
4. Reports will be provided to the District Board, at least quarterly, for contracts entered into in the previous quarter for which less than full cost is being charged (full cost being determined by the methodology specified by the Wisconsin Technical College System Board (WTCSB)). The reports shall identify the estimated cost of each contract, the amount charged, and the rationale for charging less than full cost.
5. Contract information shall be submitted to the WTCSB on an annual basis or as required.
6. District staff will provide the District board with a summary of the annual report generated by the WTCSB comparing costs to contract revenues.
7. Any proposed contract shall meet the following guidelines:
 - a. The proposed contract shall not diminish program and service opportunities to students of the District.
 - b. Revenue from any contract shall be deposited in the District treasury and applied to District operations.
 - c. Personnel providing services under such contracts as part of their work assignment shall be governed by District policies and shall receive no additional compensation.
 - d. The contract format and reporting standards shall be in compliance with WTCSB requirements.

CONTRACTED SERVICES FOR INSTRUCTION,
TECHNICAL ASSISTANCE, FISCAL, AND
MANAGEMENT SERVICES

D-398

- e. All contracts shall be subject to an internal review process prior to their execution to ensure consistent application of District policies. This process shall include review by a designated administrative unit by assigned personnel.
 - f. The contract form shall contain a nondiscrimination statement certifying that the service recipient does not discriminate in employment practices or against training participants.
 - G The contract form shall contain the college's standard terms and agreement statement.
 - gh. There is direct and measurable benefit to the District upon entering this contract.
8. Any contract relating to international efforts shall be submitted to the District board for approval prior to execution and will be reviewed using the additional following guidelines.
- a. The contract provides for full cost recovery so that no direct or indirect costs under the contract will be funded by the District.
 - b. Determines need with appropriate state and federal agencies regarding the feasibility and national interest related to developing an international education commitment.
 - c. Subcontracting with a foreign government will be regarded to be the same as a direct contract in circumstances where a program is initiated for purposes of serving a foreign government and the ultimate source of funding is a foreign government.
 - d. The contract will be subject to annual audit procedures verifying no state or tax funds are spent in the execution of the contract.

Reference: Wisconsin Statutes [38.04\(14\)\(a\)38.14](#)
Wisconsin Administrative Code WTCS 8.04
WTCSB Policy #409

CONTRACTED SERVICES FOR INSTRUCTION,
TECHNICAL ASSISTANCE, FISCAL, AND
MANAGEMENT SERVICES

D-398

Board Policy Adopted: September 16, 1981
Revised: January 25, 1993; October 25, 2000; July 8, 2002;
December 15, 2004
Reviewed: December 20, 2006; March 18, 2009

ENCLOSURE #13

6. Action Items

b. Approval of International Travel (Action – Dr. Tracy Pierner)

School District of Janesville representatives have held conversations with Dr. Pierner regarding an opportunity for students from China to attend Blackhawk Technical College. Leaders of the initiative from China visited BTC last fall and have now extended an opportunity for Dr. Pierner to travel to China with individuals from the School District of Janesville on March 23-31, 2018. Meetings will be held with several colleges, including Shanghai Public Utility School. Discussions will focus on potential areas of collaboration.

The College's Expense Reimbursement policy requires District Board approval for all international travel. The proposed travel cost is approximately \$2,500.

District Board consideration of Dr. Pierner's international travel is requested.

BLACKHAWK TECHNICAL COLLEGE

Finance Committee
Wednesday – January 17, 2018
Board Room – 3:30 PM

MINUTES

Members Present: Barbara Tillman, Chairperson
Laverne Hays
Mark Mayer

Members Absent: Traci Davis

Other Board Present: Rick Richard (arrived 3:34 p.m.)
Eric Thornton (arrived 3:52 p.m.)

BTC Staff Present: Dr. Tracy Pierner, Renea Ranguette, Jackie Pins, Brian Gohlke, Dr. Zahi Atallah (arrived 4:05 p.m.)

Chairperson Tillman called the meeting to order at 3:30 p.m.

Review of December 2017 Financial Statement & Quarterly Update – The December Financial Statement and quarterly update were reviewed. General Fund total revenues are up approximately 0.5% from one year ago. Institutional revenue reflects increases in customized instruction conducted by Workforce & Community Development. Program Fees revenue reflects a slight decrease due to a change in deregistration processes and lower enrollments for the Spring semester as of December 31, 2017. Total expenditures are down approximately 3.5% from one year ago. Instructional Resources accounts for the greatest share of the reduction due to decreases in salaries and benefits which resulted from the Fall 2016 reorganization and in computer software due to the reduction of the Blackboard software service fee. These decreases were offset by increases in instructional expenditures and general institutional expenditures. Computer software, supplies, and service contracts make up the former; salaries and benefits make up the latter. The Special Revenue Fund revenues have increased approximately 1.5% and total expenditures have decreased approximately 2.9% from one year ago. Grants funding has increased; however, expenditure tracking has not followed suit. Work is in process to reconcile grant activity with expenditures. Capital Projects Fund revenue reflects a significantly higher amount over last year due to the timing of the College's debt sales. One issuance for annual capital expenses was recorded earlier this year. Expenditures reflect a decrease of approximately one-half million due to the timing of annual capital purchases and facility improvements and the reduced number and size of planned projects. The Debt Service Fund reflects little activity at this point in the year. The sole payment has been interest which is the fall debt service payment; the principal payment will be in March. The Enterprise Fund reflects an increase in revenues and a decrease in expenses. The Internal Service Fund expenses have decreased due to lower insurance premiums. The Trust and Agency Fund reflects an increase in Other Student Fees as a

result of increased student fees which were voted into effect for this year. There were no questions.

Approval of Modifications to the Fiscal Year 2017-18 Budget – The proposed modifications to the Fiscal Year 2017-18 budget were reviewed and questions answered. Modifications 1-7 impact the General Fund - #1 allocates new initiative funding by function; #2 reduces the budget to reflect a position elimination; #3 provides resources for exempt employee contract adjustments which resulted from the conversion to bi-monthly payroll; #4 adjusts state aids received based upon estimated and final WTCS reports; #5 is a permanent budget reduction due to savings on the contract renewal to VM software; #6 is budget reductions which were identified at mid-year to offset the anticipated enrollment decline for spring due to indication of enrollment decline for spring (if needs arise as a result of these reductions, consideration would be given to provide funding from contingency funds built into the budget); and, #7 reflects a mid-year tuition revenue adjustment. Modifications 8-10 impact the Special Revenue Fund and provide adjustments for carryover and new budget grants. Modification 11 impacts the Capital Projects Fund and establishes a budget for the Assistance to Firefighters capital equipment grant.

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

Motion carried unanimously.

Center for Transportation Studies (CTS) Relocation – There has been significant activity in entities looking at CTS. One of the potential tenants (state organization) has entered into an RFP process as the next step in their process of considering this space. As this potential purchase has moved to the next step, Administration wants to be in a position to move forward in two steps. Step 1 would be the design of a new facility at Central Campus. Step 2 would be to move forward with the construction project. Administration requested a conversation with Finance Committee members on whether to move forward with planning at this time.

Ms. Ranguette stated the normal construction project process would include an initial step of creating a schematic design to determine a project cost estimate. This would be brought forward for discussion with the Committee/Board, then move to District Board capital project approval prior to moving forward with State Board approval. Design would be further developed before moving forward. This is the process which was used in the Monroe Ag Building project. BTC does not have a contract with architectural design/construction management firm for this type of project.

Administration would like to initiate a Request for Proposal (RFP) to identify an architect to create a schematic design for the CTS relocation project. Approval of award of a contract for the architect would be brought to the District Board. Upon approval of the contract, preliminary design would be done. At that point, the project would be placed in a hold position. District

Board approval would not be sought on issuing contracts for construction prior to sale of CTS being complete. Moving forward with the CTS relocation project as proposed would result in approvals being brought forward to the District Board twice – approval of building project and award of contract for the construction project.

The timeline for the CTS sale/relocation was reviewed. The facility was approved to be listed for sale through a broker in December 2016 with a sale price of \$1.5 million. The facility listing was renewed in January 2018. Based on discussions with the broker in December 2017, Administration decided additional discussion needed to begin regarding construction planning steps. Minimum timelines for a construction process were reviewed; the timeline reflected 11 months were needed for delivery of services at the new site. Two construction planning options were reviewed. The first option laid out steps if BTC is not under contract for the sale of the CTS building. The second option laid out steps if BTC is under contract for the sale of the CTS building. In the first option, Administration suggests moving forward with an RFP to select a design or design/construction management professional from January 24-February 22, 2018. The schematic design process would be held Feb. 26-April 6, 2018. District Board approval of the construction project at Central Campus would be scheduled for April 18, with WTCS approval sought at their May meeting. At this point, design planning is paused until the building is under contract for sale. An award of construction contract would be sought from the District Board after the close on the sale of the CTS building. In the second option, the timeline would be to proceed through the initial State Board approval of the project, then immediately move forward with the remainder of the schedule without a pause. The latter process anticipates a purchase agreement for CTS and instruction being able to be delivered within a new Central Campus facility in January 2019.

The options presented provide a prudent approach to begin construction planning. Board member comments indicated there were enough approval points within the timeline for the project planning to begin. Mr. Mayer thanked Administration for thinking the planning process through to prevent the College from needing to lease back the CTS building from the proposed buyer. Dr. Pierner stated discussion has been held with CTS instructors; initial planning has allowed for CTS instruction to be able to be moved in Fall 2018 to Central Campus and Milton until a new facility would be ready in January 2019. Mr. Thornton inquired into the cost for the initial work to be done. Ms. Ranguette stated the initial design work would cost approximately \$20,000.

Mr. Richard asked if conversation had included a potential offer price for CTS. Ms. Ranguette responded there had not been discussion at this point as the agency is awaiting the outcome of the RFP before discussing price. BTC has not dropped its price for the building. Mr. Richard inquired into faculty comments regarding the proposed plan. Dr. Pierner responded that faculty are excited about moving to Central Campus. The automotive and diesel programs are moving to flexible delivery which creates more synergy. Truck driver training would also be a

component of the new building. With the relocation, our fleet of tractors would become part of the curriculum of the diesel program.

Finance Committee members voiced consensus to move forward with process as presented.

It was moved by Mr. Mayer and seconded by Mr. Thornton to adjourn the meeting at 4:42 p.m.

Motion carried.

ENCLOSURE #15

7. Committee Reports

a. Award of Professional Services Contract for Transportation Center Training Facility (Finance Committee Recommendation – Action)

In January, the Finance Committee expressed support for solicitation of proposals for professional services for design of the Central Campus Transportation Training Facility in preparation for relocation should the current facility be sold.

A Request for Proposals was released shortly after the January meeting with proposals due on February 7, 2018. The College received six (6) proposals. The screening team will rate proposals and invite the top firms to interview with the panel on February 19. A recommendation for award of a professional services contract for the Transportation Center Training Facility will be presented to the Finance Committee on February 21.

The Finance Committee will present its recommendation.

ENCLOSURE #16

7. Committee Reports

b. Approval to Increase the Monroe Agriculture Training Center Construction Budget (Finance Committee Recommendation – Action)

The District Board and WTCS Board have approved the construction of an Agriculture Training Center at the Monroe Campus. 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. The project was approved at a cost of \$475,000 which is funded in the FY18 capital budget.

Keller Design has been contracted to design and manage the construction of the building project and greenhouse foundation. The greenhouse will be constructed by a company specializing in this type of structure. The greenhouse bids and the building cost estimates have been received and are well in excess of the project budget. The project team is working to reduce the costs but it is not likely that the costs can be reduced to the \$475,000 budget. The WTCS requires resubmission of a project request if a project's building costs exceed 15% of the approved project. Fifteen percent of the approved project is \$71,250.

Administration is requesting approval to increase the project budget by \$71,000 with the funding obtained via reallocation of budget from land acquisition to building construction in the current budget. Administration will provide a report on the revised project plans with associated cost projections at the Finance Committee meeting on February 21.

The Finance Committee will present its recommendation.

ENCLOSURE #17

8. New Business

a. Spring 2018 Enrollment Report (Information – Tony Landowski)

The Spring 2018 Enrollment Report is attached. Information shared includes unduplicated credit and pre-college student count, FTE comparison, and credit hour comparisons for programs which pioneered the adoption of the Flexible Learning model and newly developed programs.

Tony Landowski, Director of Student Services, will be present to review the report and answer any questions.

SPRING 2018 ENROLLMENT



BLACKHAWK | TECHNICAL COLLEGE

Figure 1: Unduplicated Credit and Pre-College Student Count for the Previous Five Spring Terms, Spring 2014- Spring 2018

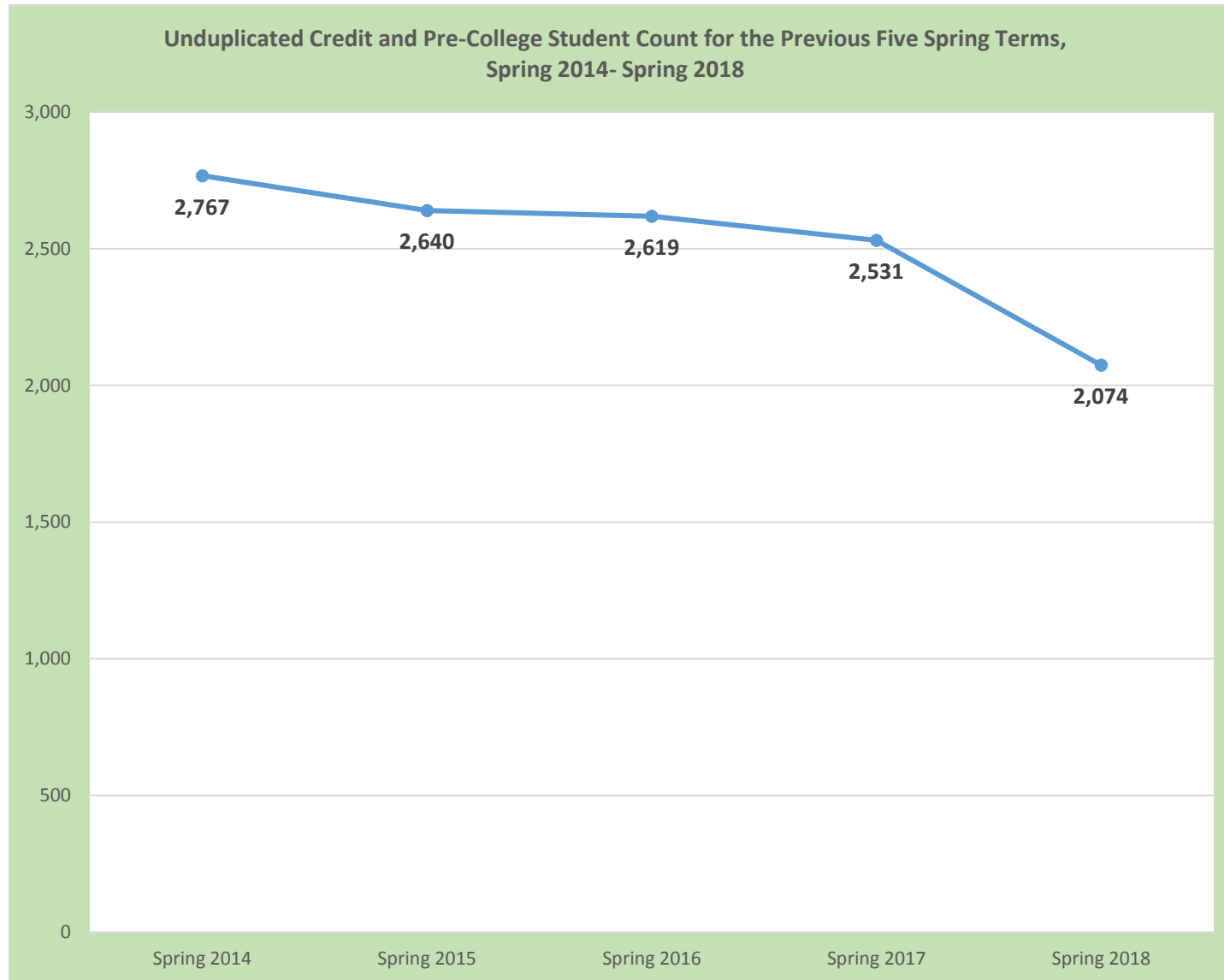


Figure 1 shows student, credit and pre-college, headcount at BTC from Spring 2014- 2018. This enrollment does not include dual credit enrollments which are completed later in the semester and over the last three terms accounts for an average of 327 students. Based on the trend data for dual credit enrollment BTC should see a net increase in headcount this semester

Source: BbA (Reg, Term, DESC, Course Level)

Figure 2: Credit and Pre-College FTE at Start of Term and 2 Wks into Term, Spring 2016- 2018

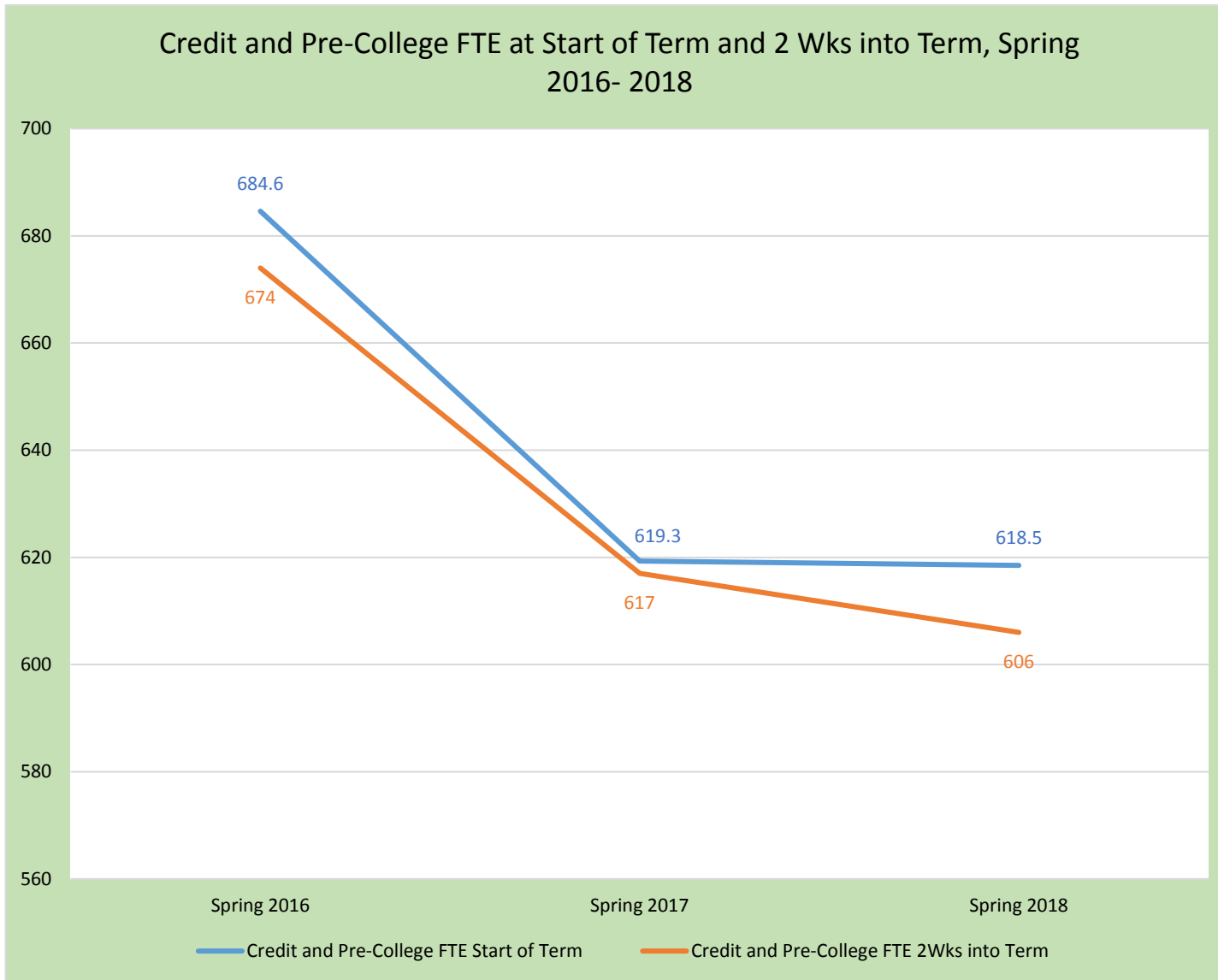


Figure 2 shows student FTE for credit and pre-college students at BTC from Spring 2016- Spring 2018. The change in FTE from Spring 2016 to Spring 2018 represents less than a 1 FTE decrease in credit and pre-college FTE at BTC. In the previous Fall semester we saw larger gains in first two weeks largely due to Flexible models. Due to completion issues we have limited flexible delivery enrollments at the start of the semester, but continue to expect enrollment growth into the semester.

Source: Course Daily Reports

Figure 3: Welding Credit Hour Comparison, End of Spring 2017 to Start Spring 2018

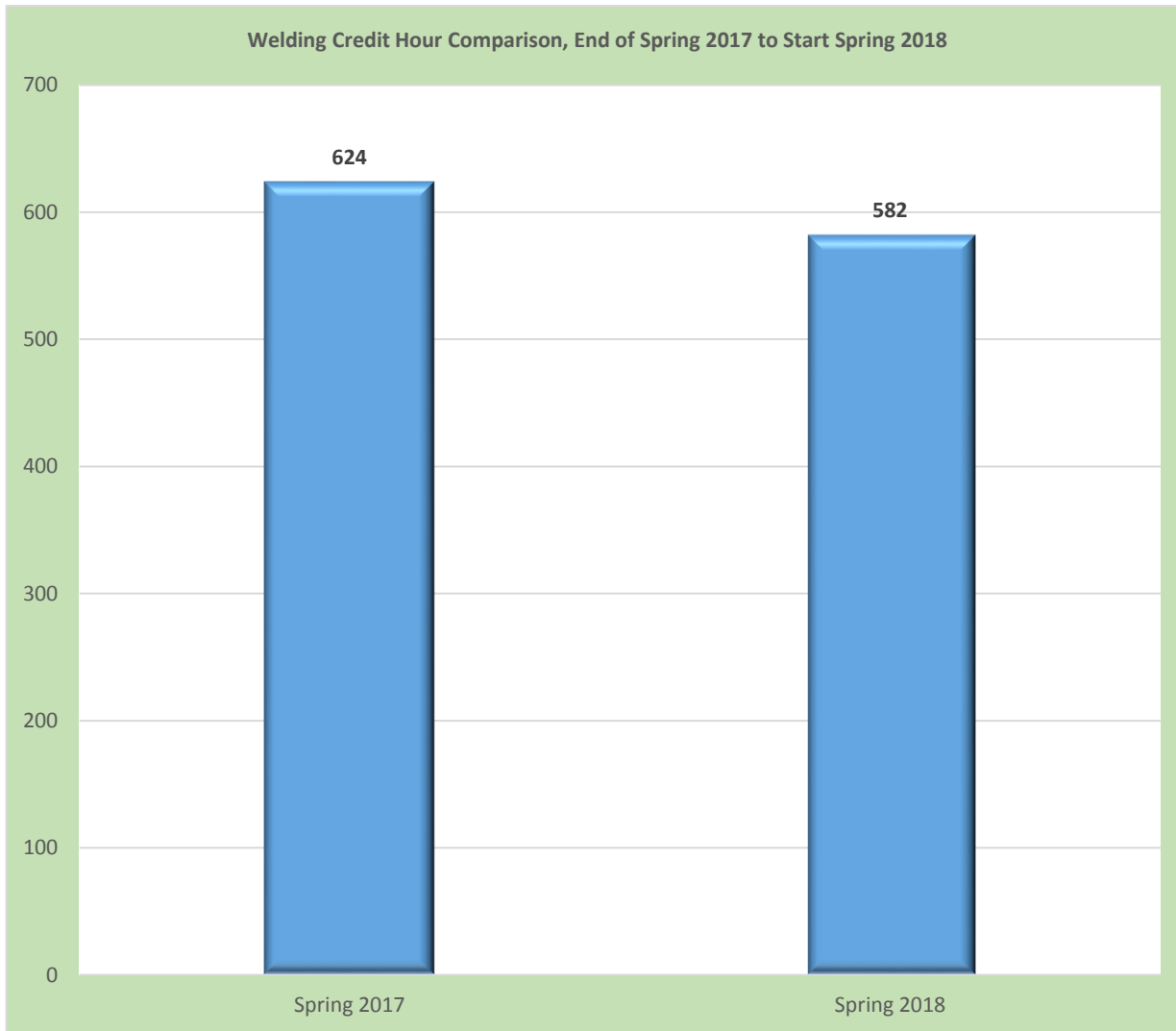


Figure 3 shows an enrolled student count for Welding (421&442) courses for end of the Spring 2017 semester to the beginning of the Spring 2018 semester.

Source: Cognos (Course Daily Report Update)

Figure 4: Auto Credit Hour Comparison, Ending Spring 2017 to Start Semester, Spring 2018

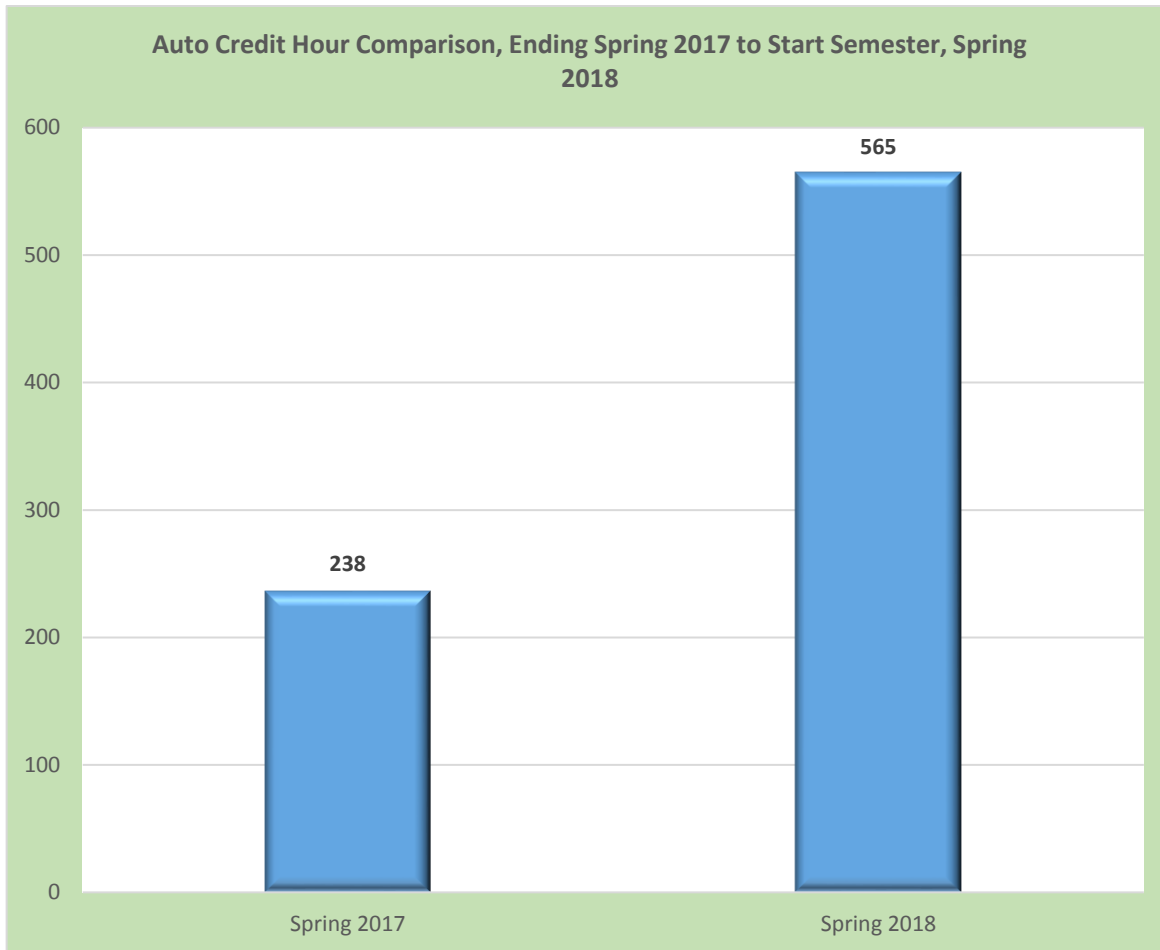


Figure 4 shows an enrolled student count for Auto (404) courses for end of the Spring 2017 semester to the beginning of the Spring 2018 semester.

Source: Cognos (Course Daily Report Update)

Table 4: Credit Hours tied to New Programs, Spring 2018

	Spring 2018	Spring 2018 FTE	Utilization Rate for Program Courses
Human Services	453	15.1	84%
Supply Chain*	42	1.4	29%
Foundations of Education	141	4.7	34%

*Supply Chain utilizes many courses already in BTC catalogue

ENCLOSURE #18

8. New Business

b. Annual Report on Tax Incremental Districts Located Within the Blackhawk Technical College District (Information – Renea Ranguette)

Tax Incremental Districts (TIDs) are a financing mechanism by which municipalities may make improvements in their community. Wisconsin Statutes 66.1105 outlines the process and regulations for the creation, reporting, and discontinuance of TIDs.

Generally, the purpose of creating a TID is to improve an undeveloped or blighted area of the community. The municipality has the power to issue bonds and levy a tax on the incremental value to pay for the improvements. The incremental value is defined as the current property value compared to the base value of the property at the time the TID was created. The benefit of a TID to a community is that it allows the tax on the incremental value to be retained by the community rather than shared with other taxing entities. This benefit continues for the life of the TID, which can be up to 27 years depending on when the TID was created.

A summary showing the status of each TID located in the BTC District is attached. For 2017, the total base value of the TIDs increased by 23.78% (-0.50% decrease in 2016), while the current value increased by 15.92% (12.50% increase in 2016). The increase in 2017 base value is due to the creation/amendment of three TIDs, in the cities of Janesville, Milton, and Monroe, respectively.

The 2017 incremental value of \$678,694,190 multiplied by the District's operational mill rate of 0.56412 resulted in \$382,865 tax revenue captured by the TIDs.

Prior to 2011 WI Act 32, BTC captured the incremental value created by the TID at the time of TID closure. With the operational levy now capped at the prior year levy amount plus an adjustment for net new construction, the value increase is captured at the time of improvements rather than at time of TID closure.

The Department of Revenue reports information through December 2016 in the 2017 report. Activity during 2017 will be reflected in future reports.

TID VALUES - 2017

	<u>2017 Base Value</u>	<u>2017 Current Value</u>	<u>Increment Value</u>	<u>TID Revenue Capture</u>
Total District	476,609,310	1,151,530,800	678,694,190	382,865
2016 Values	385,036,910	993,353,000	612,447,490	
% Change	23.78%	15.92%	10.82%	

Operational Mill Rate **0.00056412**

TID Equalized Value Changes	<u>Base Value</u>	<u>Current Value</u>	<u>Increment Value</u>	<u>TID Revenue Capture</u>
Rock County				
V. Clinton	17,807,300	34,825,300	17,018,000	9,600
V. Footville	1,235,300	8,852,400	7,617,100	4,297
V. Orfordville	512,700	7,395,300	6,882,600	3,883
C. Beloit	84,514,510	348,962,500	264,447,990	149,180
C. Brodhead	102,100	1,015,400	913,300	515
C. Edgerton	18,093,900	42,602,800	24,508,900	13,826
C. Evansville	22,023,900	34,181,800	12,157,900	6,859
C. Janesville	237,317,600	488,025,700	250,920,300	141,549
C. Milton	35,212,500	74,543,800	42,891,800	24,196
Total Rock County	416,819,810	1,040,405,000	627,357,890	353,905
Green County				
V. Albany	1,209,500	5,548,000	4,338,500	2,447
C. Brodhead	6,926,500	9,124,000	2,197,500	1,240
C. Monroe	51,653,500	96,453,800	44,800,300	25,273
Total Green County	59,789,500	111,125,800	51,336,300	28,960
Total District	476,609,310	1,151,530,800	678,694,190	382,865
District Total	12,329,756,115	13,008,450,305	678,694,190	

TID VALUES - 2017

	TID		Statutory		Base Value	Current Value	Increment	TID
	District	Year	Year					
	#	Estab.	Retired	(2017)	(2017)	Value	Capture	
Rock County								
V. Clinton	4	1998	2021	17,807,300	34,825,300	17,018,000	9,600	
V. Footville	1	2000	2023	1,235,300	8,852,400	7,617,100	4,297	
V. Orfordville	3	2000	2023	512,700	7,395,300	6,882,600	3,883	
C. Beloit	5	1990	2017	26,241,710	61,366,000	35,124,290	19,814	
C. Beloit	6	1991	2018	14,073,100	43,874,300	29,801,200	16,811	
C. Beloit	8	1995	2022	1,646,300	7,572,300	5,926,000	3,343	
C. Beloit	9	1998	2021	3,666,300	8,578,300	4,912,000	2,771	
C. Beloit	10	2001	2024	1,763,400	158,760,900	156,997,500	88,565	
C. Beloit	11	2002	2025	1,963,200	9,689,500	7,726,300	4,359	
C. Beloit	12	2003	2026	795,300	2,217,600	1,422,300	802	
C. Beloit	13	2005	2028	23,854,500	44,349,700	20,495,200	11,562	
C. Beloit	14	2007	2030	10,510,700	12,553,900	2,043,200	1,153	
C. Brodhead	6	2006	2029	102,100	1,015,400	913,300	515	
C. Edgerton	6	2000	2023	10,105,900	26,987,900	16,882,000	9,523	
C. Edgerton	7	2000	2023	650,100	2,846,200	2,196,100	1,239	
C. Edgerton	8	2005	2028	7,337,900	12,768,700	5,430,800	3,064	
C. Evansville	5	2004	2027	11,299,100	15,750,300	4,451,200	2,511	
C. Evansville	6	2006	2029	1,927,800	4,555,000	2,627,200	1,482	
C. Evansville	7	2007	2030	6,101,700	8,154,500	2,052,800	1,158	
C. Evansville	8	2008	2031	2,695,300	5,722,000	3,026,700	1,707	
C. Janesville	17	1997	2020	1,407,500	3,046,200	1,638,700	924	
C. Janesville	21	1999	2022	2,200	9,862,400	9,860,200	5,562	
C. Janesville	22	1999	2022	5,508,500	57,667,500	52,159,000	29,424	
C. Janesville	23	2002	2025	4,973,700	7,658,700	2,685,000	1,515	
C. Janesville	25	2003	2026	12,900	8,230,500	8,217,600	4,636	
C. Janesville	26	2004	2027	33,643,100	43,546,700	9,903,600	5,587	
C. Janesville	27	2003	2026	4,064,800	4,457,500	392,700	222	
C. Janesville	28	2006	2029	2,471,400	2,259,200	-	-	
C. Janesville	29	2007	2030	6,610,100	8,497,900	1,887,800	1,065	
C. Janesville	32	2008	2031	54,834,800	115,603,200	60,768,400	34,281	
C. Janesville	33	2008	2031	7,048,500	21,865,900	14,817,400	8,359	
C. Janesville	35	2011	2034	27,730,500	109,031,300	81,300,800	45,863	
C. Janesville	36	2016	2039	89,009,600	96,298,700	7,289,100	4,112	
C. Milton	6	2003	2026	3,330,300	42,509,600	39,179,300	22,102	
C. Milton	7	2004	2027	8,567,500	12,264,400	3,696,900	2,085	
C. Milton	8	2007	2030	23,140,000	19,579,500	-	-	
C. Milton	9	2016	2039	174,700	190,300	15,600	9	
Total Rock County				416,819,810	1,040,405,000	627,357,890	353,905	

TID VALUES - 2017

TID District #	Year Estab.	Statutory		Base Value (2017)	Current Value (2017)	Increment Value	TID Revenue Capture
		Year Retired					
Green County							
V. Albany	2	1995	2022	1,209,500	5,548,000	4,338,500	2,447
C. Brodhead	4	2005	2028	108,400	135,900	27,500	16
C. Brodhead	5	2005	2028	1,529,000	1,756,500	227,500	128
C. Brodhead	6	2006	2029	1,170,300	1,846,800	676,500	382
C. Brodhead	7	2013	2036	4,118,800	5,384,800	1,266,000	714
C. Monroe	4	1996	2019	423,600	12,820,900	12,397,300	6,994
C. Monroe	5	1996	2019	6,404,200	18,449,600	12,045,400	6,795
C. Monroe	6	2003	2026	10,143,200	20,574,600	10,431,400	5,885
C. Monroe	7	2005	2028	32,349,800	40,659,600	8,309,800	4,688
C. Monroe	8	2007	2030	2,332,700	3,949,100	1,616,400	912
Total Green County				59,789,500	111,125,800	51,336,300	28,960
Total College District				476,609,310	1,151,530,800	678,694,190	382,865

ENCLOSURE #19

8. New Business

- b. Review of District Board Policies (Discussion – Renea Ranguette and Dr. Zahi Atallah)

Four (4) policies are being presented to the Board for review in February:

Policy D-440 – Audits – No revisions are recommended.

Policy D-540 – Expense Reimbursement – Revision is recommended to remove the prescriptive details which are contained within in the administrative regulation.

Policy D-554 – Procurement – Revision is recommended to remove the prescriptive details which are contained within in the administrative regulation.

Policy D-558 – District Relations with the Private Sector – General Policy on Goods and Services – No revisions are recommended.

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

The financial records of the BTC District shall be audited by an independent certified public accountant in conformance with the prescribed standards and legal requirements. The certified public accountant shall be selected by the District Board upon recommendation of the President/District Director.

The audit, when completed, shall be presented to the District Board for examination and approval.

The President/District Director, or his/her designate, shall file copies of the audit with the proper authorities as prescribed by law.

Reference: Wisconsin Statutes 38.04 (11)
Wisconsin Administrative Code – TCS 7.08 – April 1999

Policy Adopted: August 18, 1976
Revised: October 25, 2000, April 20, 2005
Reviewed: March 21, 2007
Revised: July 13, 2009

EXPENSE REIMBURSEMENT

D-540

District Board members and employees of the Blackhawk Technical College District (District) shall be reimbursed for reasonable travel costs and other expenses incurred in conjunction with authorized District business and the performance of job related responsibilities. Expenses related to the travel of spouses and family members who accompany board members and employees will not be reimbursed ~~unless such expenses are approved in advance by the District Board.~~

~~Individuals, who utilize a privately owned vehicle on official District business, will be reimbursed for actual miles traveled from the normal place of work assignment (or home) to the authorized travel destination, whichever is less. The mileage reimbursement rate will be equal to the rate approved by the United States (US) Internal Revenue Service (IRS) for authorized travel.~~

~~Meal expenses incurred in the performance of District responsibilities shall be reimbursed. The reimbursement rate for in-state travel shall not exceed the rate the State of Wisconsin pays state employees for meal expenses. In-district meals will be reimbursable when the meal expense is incurred in the performance of District responsibilities and has been pre-approved by the President/District Director or a Vice President. Meals are not reimbursable if already provided as part of a seminar, conference, and/or meeting fee.~~

~~The choice of lodging shall be based on cost with consideration to accessibility to the function or business being executed. The original printed receipt must support all lodging expenses. Expenses for lodging at homes of relatives and friends are not reimbursable. Employees are encouraged to share double rooms, if practical. If lodging is shared with another person, an appropriate notation and adjustment shall be noted on the billing. If lodging is shared with a spouse or guest, the District will reimburse the equivalent of single room rate. The printed receipt should contain an appropriate notation including the single room rate.~~

~~Meals and lodging at out-of-state or foreign locations shall be reimbursed in accordance with the federally allowable rate.~~

International travel is appropriate when such travel is directly related to the planning, delivery and management of instruction and other education related services provided by BTC to a foreign government or business and industry locations outside the US. International travel must be approved by the District Board in advance of the travel taking place. All expenses, including transportation, lodging, meals and other expenses must comply with District policies for out-of-state travel.

Reference: [Wisconsin Administrative Regulation TCS 6.04](#)
[Administrative Regulation D-540 AR](#)

EXPENSE REIMBURSEMENT

D-540

Policy Adopted: September 16, 1981

Policy Revised: May 19, 1982; August 13, 1985; January 20, 1988;
December 21, 1988; August 21, 1991; April 21, 1993;
July 10, 2000; April 20, 2005; April 18, 2007; July 13, 2009;
August 17, 2011; August 16, 2012; April 17, 2014

Procurement is defined as buying, purchasing, renting, leasing, or otherwise acquiring any product, supplies, services, rental, equipment, construction, remodeling or any other transaction that involves an expenditure of district funds. Any procurement transaction must be formally processed and approved by proper authority to be a valid claim against the District.

The Blackhawk Technical College District Board shall authorize procurement transactions that are determined to be in the best interest of the District while providing for open and free competition. It is the responsibility of the District Board to protect the interests of the District while complying with current federal and state laws/statutes, regulations, administrative rules and agency procedures. In recognition of this responsibility, the District Board ~~directs the following:~~

~~1. General Requirements.~~

~~A. Purchasing Authority.~~

~~1) The District Board designates the President/District Director as the procurement authority for the District.~~

~~2) The President/District Director, under authority from the District Board, has assigned responsibility for administering procurement policies and procedures to the Vice President of Finance and College Operations who shall:~~

~~a) Ensure that procedures and systems are established and maintained to document and record all procurement transactions.~~

~~b) Ensure that a written code or standards of conduct are maintained which shall govern the performance of the officers, employees or agents engaged in the award and administration of procurement.~~

~~c) Ensure that procedures are developed that will avoid the purchase of unnecessary or duplicative items.~~

~~B. Vendor Relations.~~

~~District employees involved in procurement transactions shall:~~

~~1) Act professionally and treat any vendor seeking to do business with the District with courtesy and respect.~~

~~2) Act in the best interest of the District and attempt to obtain the greatest value for every dollar expended by the District.~~

~~3) Give all responsible bidders equal consideration and assurance of unbiased judgment in determining whether their product(s) meets specifications and the educational needs of the District~~

~~4) — Not solicit or accept inducements for personal gain.~~

~~5) — Decline gifts that might in any way influence the procurement decision.~~

~~C. — Purchases from another governmental unit may be made directly without the use of bids or competitive procedures per s. 66.0131 (2), Wis. Stats.~~

~~D. — State/Government Contracts:~~

~~1) — Procurement through a current contract awarded by UW System or its campuses, the Department of Administration, other state agencies, and other governmental units including other Wisconsin Technical College System (WTCS) districts or its purchasing consortium, are authorized provided the vendor was selected through a competitive process comparable to that required of WTCS districts.~~

~~2) — Whenever it is in the best interest of the District, staff may negotiate a lower price or contract amount with the state/government contracted vendor.~~

~~3) — The District may also negotiate with other vendors for items on current state/governmental contracts provided an adequate number of quotes are solicited.~~

~~E. — Brand Name:~~

~~1) — A specific brand name, under normal circumstances, will only be used to identify the quality and product specifications required for the item to be purchased. However, in rare instances, a particular brand name product may be purchased when key employers in the District, certify in writing, that potential employees are required to be trained on that specific brand of equipment. The written certification must be obtained prior to the purchase and clearly state why the specific brand is required.~~

~~2) — If the specified brand is only available from one vendor, the procurement may be made as a sole source procurement. If the specified brand is available from more than one vendor, the procurement shall be made using the appropriate competitive process.~~

~~F. — Real Estate:~~

- ~~1) — Procurement of real estate leases shall be exempt from the competitive purchasing processes as allowable by WTCS Financial Accounting Manual Chapter 6.1.1 Section C.14.~~
- ~~2) — Purchases of land or existing buildings shall be procured by means of a request for proposals (RFP), unless it can be demonstrated that a sole source situation exists for buildings in the immediate proximity of existing District owned building facilities, in which case noncompetitive negotiation is permitted. The WTCSB Financial Accounting Manual Chapter 6.1.1 Section C.15 defines “immediate proximity as an area within one quarter mile of the perimeter of a current district owned facility.”~~
- ~~G. — Procurements shall be exempt from the competitive purchasing process when an emergency or public exigency will not permit a delay caused by competitive procurement.~~
- ~~H. — Miscellaneous:~~
 - ~~1) — Copyrighted Materials — Copyrighted materials shall be procured through noncompetitive negotiation unless they are available from more than one vendor.~~
 - ~~2) — Scrap Material and Used Equipment — Procurement of scrap metal, used equipment and similar items from a vendor who offers it for immediate sale may be made through noncompetitive negotiation.~~
 - ~~3) — General Contractor Purchases — Purchases of materials or equipment by the District on behalf of a general contractor are subject to the procurement requirements of the WTCS, including those under s. 38.18, Wis. Stats.~~
 - ~~4) — Subgrantees and Delegate Agencies — The District is subject to any and all procurement rules and regulations of the contracting/funding agency. It is the District's responsibility to become aware of all applicable regulations and to monitor fiscal activities to ensure compliance.~~
- ~~I. — Budget responsible staff and managers shall avoid the procurement of unnecessary or duplicative items.~~
- ~~J. — District staff that fail to follow District official procurement procedures or do not obtain required approval by proper authority may be personally liable for the cost of the procurement.~~

~~K. — Procurement from any vendor who may have received an unfair advantage by providing salient product specifications or contracted service standards for the price solicitation document is not authorized. Any vendor who, in the sole discretion of the District Board, may have received an unfair competitive advantage because of their involvement in preparation of the price solicitation document shall be disqualified from the procurement process and their price quotation/bid shall be rejected.~~

~~L. — The District reserves the right to accept or reject any or all quotations and to accept the quotation that appears to be in the best interest of the District.~~

~~M. — When all other factors are equal, the District will patronize Wisconsin businesses, small and minority businesses, women-owned business enterprises, and businesses in labor surplus areas.~~

~~N. — Bid bonds are required for all construction contracts under s. 62.15, Wis. Stats. Bid bonds, performance bonds, sureties, etc., are not required for other procurements but may be used if they are determined to be in the best interest of the District.~~

~~O. — All estimates for procurement transactions should include delivery, handling, and shipping charges, as well as installation, setup and training whenever necessary.~~

~~2. — Soliciting Prices:~~

~~Prices for every procurement transaction should be solicited through an open, competitive process in accordance with the guidelines delineated in this section.~~

~~A. — Price Solicitation Requirements:~~

~~1) — Procurement of Less than \$5,000:~~

~~a) — All non-construction purchases may be procured by verbal or telephone quotation or direct purchase. District employees are encouraged to obtain estimated costs from two or more vendors.~~

~~b) — Use of the District approved price quotation and documentation forms is not required.~~

- ~~2) Procurement of \$5,000 but Less than \$10,000

 - ~~a) Purchasing Department shall obtain written quotes from a minimum of two sources.~~
 - ~~b) Written documentation of price quotations is required and shall be retained by the Manager, Purchasing and Facilities Design for a minimum of three years.~~~~
- ~~3) Procurement of \$10,000 but Less than \$50,000.

 - ~~a) For all non-construction purchases, the Purchasing department shall obtain written quotations from a minimum of three (3) competitive sources.~~
 - ~~b) The written quotations received shall be retained by the Manager, Purchasing and Facilities Design for a minimum of three years.~~~~
- ~~4) Procurement of \$50,000 or More.

 - ~~a) All non-construction purchases with an estimated total cost that exceeds \$50,000 shall be based on written sealed bids from at least three (3) competitive sources. See Section 3.A for a definition of when sealed bids are appropriate.~~
 - ~~b) A request for proposals may be issued in lieu of sealed bids for certain non-construction purchases in excess of \$50,000. Purchases shall be based on a minimum of three (3) competitive proposals obtained through a sealed request for proposal process. See Section 3.B for a definition of when requests for proposals are appropriate.~~
 - ~~c) Every non-construction procurement in excess of \$50,000 shall comply with the competitive procurement procedures outlined in Section 3.~~~~
- ~~5) Public Construction.

 - ~~a) For the purposes of public construction procurement, the District Board shall possess the powers conferred by s. 62.15, Wis. Stats. on the Board of Public Works and the Common Council. All contracts for projects requiring bids under this section shall be made in the name of the District and shall be executed by the District Board Chairperson and District Board Secretary.~~~~

- ~~b) Projects With An Estimated Cost Less Than \$5,000

 - ~~1) All construction purchases shall be obtained by written, verbal or telephone quotations from two or more sources.~~
 - ~~2) Written documentation of the price quotations is required and shall be retained by the budget manager for a minimum of three years.~~~~
- ~~e) Projects with an Estimated Cost of \$5,000 but less than \$15,000.

 - ~~(1) Award of contracts shall be based on written quotations from a minimum of three (3) competitive sources.~~
 - ~~(2) The written quotations received shall be retained by the budget manager for a minimum of three years.~~~~
- ~~d) Projects with an Estimated Cost of \$15,000 but less than \$25,000.

 - ~~(1) The Purchasing Department shall obtain written quotations from a minimum of three (3) competitive sources.~~
 - ~~(2) The written quotations received shall be retained by the Manager, Purchasing and Facilities Design for a minimum of three years.~~~~
- ~~e) Projects with an Estimated Cost of \$25,000 or more.

 - ~~(1) Award of contracts shall be based on written sealed bids from a minimum of three (3) competitive sources as required under ss. 38.18 and 62.15 (1), (11) and (14), Stats.~~
 - ~~(2) Every construction project of \$25,000 or more must comply with competitive procurement procedures outlined in Section 3.~~~~

~~B. Limitation on Service or Equipment Changes after Bid~~

- ~~1) Equipment or service changes that result in the cost of the bid increasing 15% or more from the original bid will require the cancellation of the original bid and a re-bid process with the new specifications included in the bid solicitation.~~

~~C. — Exceptions.~~

~~1) — Certain circumstances justify the use of less stringent procurement procedures. These situations are:~~

~~(a) — Sole Source. The District may purchase directly from a vendor in the following situations:~~

~~(1) — Item or service is only available from a single source. However, competitive prices should be solicited from multiple supplier vendors whenever possible.~~

~~(2) — Competitive procurement has failed to generate the minimum number of quotes, bids or proposals; competition is determined to be inadequate.~~

~~(3) — Products/services purchased from another governmental body.~~

~~(4) — Cooperative purchasing under s. 16.73, Stats.~~

~~(5) — Purchases made through a cooperative purchasing association which used a competitive purchasing process.~~

~~(6) — Purchases authorized for noncompetitive negotiation by a federal grantor agency.~~

~~b) — Emergency Procurements.~~

~~(1) — The District may use the most appropriate procurement methodology in situations when public exigency or emergency will not permit a delay incident to competitive procurement~~

~~(2) — Emergency procurements are limited to procurements necessitated by a threat to the continued operation of the District or to the health, safety or welfare of students, staff, or the immediately affected general public.~~

~~2) — The District shall maintain documentation identifying sole source and emergency procurements citing the rationale for the sole source/emergency procurement decision and the vendor selection methodology used, including the specific rationale used to meet the aforementioned criteria.~~

~~3.—Competitive Procurement Procedures~~

~~All non-construction procurements where the total cost exceeds \$50,000 and public construction projects of \$25,000 or more shall comply with the requirements and guidelines outlined in this section for competitive procurement.~~

~~A.—Competitive Sealed Bids.—Competitive sealed bids shall be used whenever a complete, adequate and realistic purchase description is available; two or more responsible suppliers are willing and able to compete; the procurement lends itself to a firm fixed price contract; and selection of the supplier can be made principally on the basis of price.~~

~~B.—Competitive Request for Proposals.—Competitive requests for proposals are used if a firm fixed price contract is not appropriate or when factors other than price are of primary consideration in awarding the procurement, e.g., professional services where qualifications are of primary consideration. In the case of professional services contracts, service is defined by Administrative Rule TCS 6.05 (1)(i), as "the furnishing of labor, time, or effort by a contractor, not involving the delivery of a specific end product other than reports that are merely incidental to the required performance."~~

~~C.—Written Solicitation Document.—Every competitive procurement requires the preparation of a written price solicitation document as outlined in Financial Accounting Manual Chapter 6.1.1.~~

~~D.—Legal notice.~~

~~1) —All competitive procurements shall be published as required by the policies of the Wisconsin Technical College System Board. Additional notification may also be provided by other means to targeted vendors (i.e., direct mailings to vendors, use of specific industry publications, trade journals, etc.).~~

~~2) —Published notices shall be:~~

~~-a) —Class 1 Notice for all non-construction procurements whether a sealed bid or competitive selection process is used.~~

~~-b) —Class 2 Notice for construction related procurements.~~

~~—3) —The required legal notice shall be published at least seven (7) days prior to the bid/proposal submission deadline.~~

~~—4) —Copies of all bid specifications for construction projects exceeding \$25,000 will be provided to the local labor council so they might encourage contractors to submit proposals to do such work.~~

~~4. Public Opening.~~

- ~~A. All sealed bids/proposals received must be opened at a public opening at the date and time specified in the public notice.~~
- ~~B. A minimum of two District employees shall be present at the public opening.~~
- ~~C. A record of all bids/proposals received and/or rejected shall be in accordance with the Financial Accounting Manual Chapter 6.1.1.~~

~~5. Bid/Contract Award.~~

~~A. Contracts shall be awarded as follows:~~

- ~~1) For items or services included in the annual District budget, Administration will review the bids and award the contract.~~
- ~~2) For items or services in excess of \$50,000 which are not included in the annual District budget, Administration shall review the bids and recommend approval to the full Board.~~

~~B. Award of competitive procurements shall be made to the lowest acceptable bidder or proposer. Factors such as discounts, transportation costs, and life-cycle costs may be taken into consideration.~~

~~C. The District may waive minor irregularities in bids or proposals when making an award. However, any irregularity which could substantially change the price of a product or alter the service to be provided may not be waived.~~

~~D. The District reserves the right to accept or reject any or all bids/proposals when there are sound, documented business reasons.~~

~~E. When all factors are considered equal, the District will patronize Wisconsin contractors and subcontractors who employ apprentices from each of the building trades craft involved, if they are available. Such apprentices shall be properly indentured into a joint apprenticeship training program, registered and certified with the U.S. Department of Labor, Bureau of Apprenticeship and Training.~~

~~6. Best and Final Offer.~~

~~The best and final offer (BAFO) presents an optional step in the Request for Proposal (RFP) selection process and is not part of the contract negotiation process.~~

~~A. The BAFO process may be used when~~

- ~~1) No single response addresses all the specifications.~~

- ~~2) The cost submitted by all proposers is too high.~~
- ~~3) The scores of two or more proposers are very close after the evaluation process.~~
- ~~4) All proposers submitted responses that are unclear or deficient in one or more areas.~~

~~B. Procedures for the use of the BAFO process shall be detailed in the Administrative Regulations and shall be compliant with WTCS regulations.~~

~~7. Documentation.~~

~~The District shall maintain documentation and records sufficient to detail the significant history of all procurements in compliance with state statutes. The records required by the Financial Accounting Manual Chapter 6.1.1 shall be maintained as a minimum.~~

~~8. Contract Provisions.~~

~~All contracts awarded by the District Board as part of a procurement transaction shall contain the following:~~

- ~~A. Provisions for termination by the District.~~
- ~~B. Conditions under which the contract may be terminated for default.~~
- ~~C. Conditions where the contract may be terminated due to circumstances beyond the control of the contractor.~~
- ~~D. Provisions for administrative, contractual or legal remedies when contractors violate or breach contract terms.~~
- ~~E. A provision requiring compliance with Executive Order 11246, entitled, "Equal Employment Opportunity" as amended by Executive Order 11375, and as supplemented in Department of Labor regulations (41 CFR Part 60).~~

~~9. Requisition and Purchase Orders.~~

~~Procurement transactions usually require the initiation and approval of a requisition and subsequent issuance of a purchase order prior to the purchase. In certain situations, a purchase may be authorized without a requisition and purchase order. Those exceptions include:~~

- ~~A. Minor purchases in the amount not to exceed \$50.00 may be made without a requisition if approval is obtained from the Budget Manager before the item is purchased.~~

- ~~B. Recurring monthly utility costs may be incurred without a requisition if the item is budgeted. Setting up new utilities, or expansion or installation of additional service require that the normal procurement policy be adhered to.~~
- ~~C. Monthly rental and leasing costs may be incurred as long as the item is budgeted and there is a written contract on file with the Accounting Clerk II.~~
- ~~D. Emergency repair costs can be incurred without a requisition, but a confirming purchase order needs to be obtained at the earliest opportunity.~~
- ~~E. Legal fees incurred in the normal course of District business does not require a requisition if the matter is being coordinated by the President/District Director or designee.~~
- ~~F. Book charges do not require requisitions if the item is purchased through the BTC Bookstore and approval is obtained from the Budget Manager before the item is purchased.~~
- ~~G. Printing charges do not require requisitions if the service is obtained from the BTC Print Shop and approval is obtained from the Budget Manager.~~
- ~~H. Credit card purchases made with a District procurement/credit card may be made without a requisition.~~
- ~~I. Any additional unusual exclusions as approved by the President/District Director or designee.~~

~~10. Annual Report.~~

~~Annually, as required in Administrative Rule TCS 6.05(2)(h), District staff shall review and prepare a report for all procurements of \$50,000 or more of similar goods, supplies, or services to determine if a more competitive process should be used in succeeding years. The District Board shall take formal action by October 31 on the procurement review and report related to the prior fiscal year. Such action is to be reflected in the Board minutes.~~

PROCUREMENT

D-554

Reference: Wisconsin Statutes s.16.73, s. 38.18, s. 62.15, and s. 66.0131 (2)
Wisconsin Administrative Rule TCS6
WTCSB Financial Accounting Manual, ~~Chapter 6~~
Administrative Regulation D-554 AR

Policy Adopted: August 18, 1976
Revised: September 20, 2000; December 18, 2002; April 20, 2005; April 18, 2007;
July 13, 2009; May 19, 2010; August 16, 2012; April 17, 2014;
September 18, 2014; November 18, 2015

DISTRICT RELATIONS WITH THE PRIVATE SECTOR: D-558 General Policy on Goods and Services

The Blackhawk Technical College District (District) conducts technical assistance, occupational education and skill training which addresses the educational and economic development needs of the area. In the course of delivering relevant learning services, certain goods and support services are produced or rendered. The District also operates certain enterprise activities providing a variety of goods and services which benefit students, staff, and the public.

It is the policy of the District to minimize unnecessary duplication and competition with private sector businesses when goods and services are produced and provided as a result of educational and other activities performed by the District in fulfillment of its mission. District activities which yield goods and services will be permitted when the activity is:

1. Deemed important to fulfilling BTC's education, training, and economic development mission.
2. Needed to provide goods and services necessary for District operations at a reasonable price, on reasonable terms, and at a convenient location and time.
3. Carried out for the benefit of the BTC community while being sensitive to the larger community.

Goods and services provided by BTC will conform, at a minimum, to the following:

1. Activities operated by the District which parallel the private sector must be integral to the fulfillment of the District learning, research, or public service missions. Exceptions may be granted if any of the following pertain:
 - a. There are compelling reasons of economic efficiency. Economic efficiency means that BTC resources can be made available to the larger community at relatively little additional cost to the District;
 - b. The product or service is unavailable elsewhere in the community. Unavailability may be defined in terms of the lack of quality or quantity of the product or service;

DISTRICT RELATIONS WITH THE PRIVATE SECTOR: D-558 General Policy on Goods and Services

- c. The product or service is a major convenience to the BTC community, including students, staff, and other members of the public participating in District activities. Convenience is typically defined in geographic terms; i.e., private sources are too far away to practically be the supplier, although other factors may also be involved; or
 - d. BTC's offering of the product or service is of major importance to the maintenance of the quality of the District's operations and facilities.
2. The pricing of goods or services offered by BTC shall recover full costs or may be set higher so as to be comparable to private sector prices unless a reduced price is demonstrated to be necessary to fulfill a function integral to the mission of the District.
3. The District Board, through the President/District Director, shall appoint a private sector review committee. This committee shall:
 - a. Consist of representatives of the District staff, the private sector, and the general public;
 - b. Review specific areas which potentially could be competitive with the private sector;
 - c. With full documentation of costs and pricing considerations, review proposals for provision of goods and services for compliance with District guidelines including the Blackhawk District Board pricing structure criteria;
 - d. Report its findings to the District Board before the Board acts upon the proposed offering of goods and services.
4. In the event of a dispute in regard to possible competition with the private sector, the President/District Director shall:
 - a. Refer disputes to the District's private sector review committee for an advisory opinion;

DISTRICT RELATIONS WITH THE PRIVATE SECTOR: D-558 General Policy on Goods and Services

- b. Notify complainants in writing of the District's decision with regard to the dispute within 30 days of receipt of written complaint;
- c. Schedule a District Board review of a complaint if such a review is formally requested subsequent to the complainant's having received notification of the District's decision in regard to the complaint.

Reference: WTCS Administrative Bulletin AB 99-09

Policy Adopted: September 19, 1990

Revised: January 25, 1993; October 25, 2000; April 20, 2005; April 18, 2007

Reviewed: June 17, 2009