

Blackhawk Technical College  
District Board Meeting  
March 21, 2018  
Monroe Campus – 210 4<sup>th</sup> Ave. – Monroe – Room 413-414  
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 Nancy Lightfield (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 February 21, 2018 (Action)

- Enc. #4                      b. Approval of Current Bills (Action – Renea Ranguette)
- Enc. #5                      c. Approval of Contract Training (Action – Dr. Zahi Atallah)
- Enc. #6                      d. Acceptance of Intent to Retire (James Stec) (Action – Brian Gohlke)
- Enc. #7                      e. Acceptance of Resignations (Carol Aslesen, Gary Kohn) (Action – Brian Gohlke)
- Enc. #8                      f. Confirmation of Administrative Employment Contract Issued for the Position of Instructional Design Specialist (Kyle Vanderkin) (Action – Brian Gohlke)
  
- 6.                      Action Items
- Enc. #9                      a. Approval of Revisions to District Board Policies D-540 – Expense Reimbursement and D-554 – Procurement (Action – Chairperson Thornton)
- Enc. #10                      b. Approval of Memorandum of Understanding between Blackhawk Technical College and Blackhawk Technical College Foundation (Action – Dr. Tracy Pierner)
  
- 7.                      Committee Reports
- Finance Committee  
   Barbara Barrington-Tillman, Chairperson
- Enc. #11                      Meeting Held 2/21/18 – Minutes Enclosed  
   Action Taken
- No March Meeting Scheduled
- Personnel Committee  
   Rick Richard, Chairperson
- Enc. #12                      Meeting Held 2/21/18 – Minutes Enclosed  
   No Action Taken
- Meeting Scheduled 3/21/18 – 4:30 p.m.
  
- 8.                      New Business
- Enc. #13                      a. Flexible Learning/Class Delivery Options at BTC (Information – Dr. Zahi Atallah and Lynn Neitzel)

- Enc. #14            b. Preliminary Flex Delivery Student Success Evaluation (Information – Dr. Jon Tysse)
  
- Enc. #15            c. Review of District Board Policies (Discussion – Renea)
  - 1. Board Policy D-630 – Fund Balance of General and Special Revenue Funds
  - 2. Board Policy D-650 – Equipment and Property Disposal
  
- 9. Other Business
  - a. District Boards Association Spring Meeting, April 13-14, Richland Center/Fennimore
  - b. District Boards Association Officer Positions (Chairperson Thornton)
  
- 10. Future Agenda Items

## ENCLOSURE #1

### 3. Special Reports

- a. Recognition of BTC Retiree Nancy Lightfield (Chairperson Thornton and Dr. Tracy Pierner)

Nancy Lightfield will retire on April 6, 2018, after 29 years of full-time service to the College. Nancy began her career at BTC as a full-time instructor in the Livestock Management program in 1977. In 1984 she moved to part-time instructor status, as needed, for plumbing-related science courses and farm business management workshops for the College's Rural Economic Development project, and also wrote an independent study course through UW-Extension Independent Study Program. In February 1996, Nancy returned to a full-time role as the North Rock County Center Coordinator. The position subsequently transitioned into the Dean of Transportation, Agriculture, and Apprenticeship. In 2011, she was moved into the role of Dean of Health Sciences and in 2016 the role expanded to Dean of Health & Public Safety. In December 2017, she transitioned into the role of Director of College Accreditation Development.

In addition to her regular duties, Nancy has been involved in numerous committees and special projects, including AQIP Co-Coordinator, Strategic Horizons Team member, and WTCS Apprenticeship Statewide Curriculum Coordinator. Nancy has indicated student success has been her driving interest since starting her teaching career at BTC. Any contributions that she made towards this end are her primary source of pride. Specifically, she is also proud of her part in bringing about the Health Sciences Wing and in writing two successful AQIP Systems Portfolios.

She has indicated her retirement plans include spending time catching up on sleep.

We wish Nancy a long and happy retirement and thank her for her dedication to the College. She will be at the Board meeting to be recognized.

# ENCLOSURE #2

## BLACKHAWK TECHNICAL COLLEGE Summary of Revenue and Expenditures as of February 28, 2018

<b>COMBINED FUNDS</b>	<b>2017-18 CURRENT BUDGET</b>	<b>2017-18 ACTUAL TO DATE</b>	<b>2017-18 PERCENT INCURRED</b>	<b>2016-17 ACTUAL TO DATE</b>	<b>2016-17 PERCENT INCURRED</b>
<b>REVENUE &amp; OTHER RESOURCES:</b>					
Local Government	\$ 14,802,796	\$ 14,805,959	100.0%	\$ 14,209,442	100.0%
State Aids	15,209,545	13,348,687	87.8%	13,182,993	88.8%
Statutory Program Fees	5,428,966	5,210,239	96.0%	5,157,351	95.3%
Material Fees	373,996	368,341	98.5%	378,993	109.9%
Other Student Fees	841,590	751,545	89.3%	638,300	97.7%
Institutional	2,597,513	709,067	27.3%	657,707	44.9%
Federal	9,514,154	6,132,378	64.5%	6,290,652	57.2%
Other Sources (Bond/Transfer from Other Fund)	<u>5,357,372</u>	<u>5,250,000</u>	98.0%	<u>5,000,000</u>	98.1%
Total Revenue & Other Resources	<u>\$ 54,125,932</u>	<u>\$ 46,576,216</u>	82.6%	<u>\$ 45,515,438</u>	82.0%
<b>EXPENDITURES BY FUNCTION:</b>					
Instruction	\$ 19,605,903	\$ 11,342,011	57.8%	\$ 11,155,406	61.0%
Instructional Resources	2,746,182	1,108,909	40.4%	1,061,467	39.2%
Student Services	12,854,775	8,725,687	67.9%	9,151,740	63.6%
General Institutional	5,953,123	3,575,837	60.1%	3,413,870	62.4%
Physical Plant	14,403,325	2,890,378	20.1%	4,330,454	32.2%
Auxiliary Services	329,800	217,872	66.1%	332,005	70.5%
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>\$ 28,110,694</u>	49.8%	<u>\$ 29,444,942</u>	53.8%
<b>EXPENDITURES BY FUNDS:</b>					
General	\$ 26,997,173	\$ 16,347,074	60.6%	\$ 16,824,176	65.7%
Special Revenue	3,191,514	1,424,193	44.6%	1,465,074	49.7%
Capital Projects	7,185,264	2,103,354	29.3%	2,640,329	42.6%
Debt Service	8,192,179	613,849	7.5%	700,582	8.7%
Enterprise	119,800	42,122	35.2%	49,212	30.6%
Internal Service	210,000	175,450	83.5%	282,793	91.2%
Trust & Agency	9,997,178	7,154,652	71.6%	7,482,776	65.2%
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>\$ 28,110,694</u>	49.8%	<u>\$ 29,444,942</u>	53.8%
Fund Balances, Beginning	\$ 15,111,679	\$ 15,111,679		\$ 13,778,644	
Change in Fund Balance	<u>(2,166,215)</u>	<u>18,465,522</u>		<u>16,070,496</u>	
Fund Balances, Ending	<u>\$ 12,945,464</u>	<u>\$ 33,577,201</u>		<u>\$ 29,849,140</u>	

<b>Debt Service Detail</b>					
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>103,863</u>	43.1%
Total Debt Service Payments	<u>\$ 8,192,179</u>	<u>\$ 602,849</u>		<u>\$ 700,582</u>	

# ENCLOSURE #3

Regular Meeting

of the

Blackhawk Technical College District Board

February 21, 2018

## Minutes

The regular meeting of the Blackhawk Technical College Board was held on Wednesday, February 21, 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; Traci Davis; Tom Heeg; Mark Mayer; and Dr. Karen Schulte. Board members absent: Rick Richard, Treasurer; and Malik Surani. Staff present: Dr. Tracy Pierner; Dr. Zahi Atallah; Renea Ranguette; Tony Landowski; Brian Gohlke; Jackie Pins.

Chairperson Thornton called the meeting to order at 5:11 p.m.

Chairperson Thornton called for Public Comment. There was none.

Chairperson Thornton called for Special Reports.

BTC retiree Dolores Fisher was recognized for 12½ 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 January financial statement and quarterly update were reviewed.

Dr. Pierner presented the President's monthly report. BTC received the Community Service Award from the Latino Service Providers Coalition at an awards luncheon. A follow-up meeting was held with Jedi Academy; a meta-major approach is being developed to provide opportunities for their students. AMTC was the host site for a Wisconsin Technical Education Association regional meeting; a focus was a national mechatronics grant opportunity. The Blackhawk Scholars initiative continues. A pilot is launching whereby students who are undecided in their career will be interviewed and hired as interns at companies; the interns will then rotate between career opportunities and companies in a 4-week program. A March 15 event is planned to officially launch the program in Rock County; invitations have been extended to companies and school districts to learn more about the initiative. A similar opportunity is being explored in Green County and a meeting already held with Brodhead High School/Kuhn/Stoughton Trailer/BTC/GCDC. Conversation has been held Brodhead High School regarding expansion of the Career & Tech Ed footprint at their facility through creation of a welding lab in the high school to provide a dual credit opportunity. Drs. Pierner and Atallah met with a UW-Stout representative regarding faculty development. Local and state meetings attended were reviewed. The BTC Foundation Board met in January; one item discussed was an MOU with the College for Foundation operations. The MOU will be brought forward for District Board approval in March. A meeting was held with UW-Whitewater Chancellor Kopper to discuss future opportunities; initial

conversation was held regarding the possibility of adding shuttle service to UW-Whitewater. The 2<sup>nd</sup> Annual Signing Day activity was held with approximately 100 students participating. Upcoming events include Gen. Marsha Anderson speaking on February 26 for a Black History Month event, Soul Food Luncheon on February 27, and a Women in Leadership event on March 8. BTC's new website will launch on February 27; a link will be sent to Board members to preview the development site prior to launch.

Chairperson Thornton called for the Consent Agenda.

It was moved by Ms. Tillman and seconded by Dr. Schulte to approve the consent agenda, which included the minutes of the Regular Meeting held on January 17, 2018; current bills from the month of January – 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; 24 training contracts negotiated since the last meeting totaling \$53,006; approval of a salary modification of \$3,000 to Jessica Santillan to reflect the salary amount of \$56,663 which had been documented in her offer letter; confirmation of a limited-term instructional employment contract issued to Brad Wildes for the position of Electrical Apprenticeship Instructor at a salary of \$60,065, effective February 12, 2018; confirmation of an administrative employment contract issued to Jeffrey Mueller for the position of Systems Engineer at a salary of \$75,000, effective February 26, 2018; confirmation of an administrative employment contract issued to Susan Reik for the position of ERP Business Analyst at a salary of \$65,000, effective February 26, 2018; confirmation of an administrative employment contract issued to Jon Dieter for the position of ERP Applications & Integration Analyst at a salary of \$72,000, effective February 26, 2018; and affirmation of the termination of a limited-term instructional employment contract issued to Timothy Murphy, effective February 7, 2018.

Motion carried.

Chairperson Thornton called for Action Items.

It was moved by Mr. Mayer and seconded by Ms. Davis to approve revisions to Board Policy D-398 – Contracted Service for Instruction, Technical Assistance, Fiscal, and Management Services, as presented.

Motion carried.

Dr. Pierner requested consideration of international travel to China. The opportunity is possible as a result of Dr. Annie Wu's visit to the College last fall. She is responsible for creating international educational opportunities in cooperation with the Chinese government. Upon her return to China, she held discussions with a number of Chinese colleges. The proposed trip at the end of March would have an approximate cost of \$2,500; travel would be with School District of Janesville (SDJ) representatives. Discussion will be held regarding a potential Memorandum of Understanding (MOU) on education cooperation between Shanghai Public Utility School, China, and BTC. Pros and

cons of partnerships with China were shared. Board members shared their perspectives regarding this proposed initiative. Comments supported the travel for the cost involved but added we would need to be sensitive of extra efforts that will be needed if an MOU moves forward. What would we let go of to put resources into the initiative? Talking points would also need to be developed in the future if moving forward. Dr. Pierner added that one of this year's established goals for the WTCS Presidents' Association is international and out-of-state student recruitment as Wisconsin does not have the population to support workforce needs within the state. This initiative would fit well with that statewide goal.

It was moved by Ms. Tillman and seconded Dr. Schulte to approve international travel for Dr. Pierner to accompany individuals from the School District of Janesville to China in March 2018.

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. Following discussion, Committee consensus was for Administration to move forward with giving 6-month notice regarding termination of the Beloit Center lease; alternate locations to provide instruction and services within Beloit are being sought.

Administration requested the award of a contract for professional services for design of the Central Campus Transportation Training Center facility. The Finance Committee presented its recommendation.

It was moved Ms. Davis and seconded by Mr. Heeg to award a contract for professional services for design of the Central Campus Transportation Training Center facility to Keller Design Architects, Kaukauna, Wisconsin.

Motion carried.

Administration requested approval to increase the Monroe Agriculture Training Center construction budget by \$71,000 due to increased costs associated with the project. The Finance Committee presented its recommendation.

It was moved by Mr. Mayer and seconded by Ms. Davis to approve an increase of \$71,000 to the Monroe Agriculture Training Center construction budget.

Motion carried.

Chairperson Thornton called for New Business.

The Spring 2018 enrollment report was reviewed.

The annual report on Tax Incremental Districts located within the Blackhawk Technical College District was reviewed.



A review of Board Policies D-440, D-540, D-554, and D-558 was conducted. Revisions were recommended for D-540 and D-554. An additional revision was requested to better reflect what the Administrative Regulation is and where it is located. Also requested was a descriptor on the website to explain the differing policy documents within the manual. Approval of the recommended revisions will be scheduled at the March meeting.

Chairperson Thornton called for Other Business.

A report on the winter meeting of the District Boards Association was provided and initial information shared on the Association's Spring meeting in Richland Center in April.

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

It was moved by Mr. Heeg and seconded by Ms. Davis to adjourn the meeting at 7:15 p.m.

Laverne E. Hays  
Secretary

## ENCLOSURE #4

### 5. Consent Agenda

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

The February bills include Voucher #00244680 to and including #00245577 and direct deposit expense reimbursements in the total amount of \$1,281,666.60 (includes student related payments), a payroll total for the month of February of \$821,229.31, payroll tax wire transfers for the month of February of \$337,373.23, other wire transfers for the month of February of \$57,627.64, WRS wire transfers for the month of February of \$208,243.15, P-card disbursements for the month of February of \$237,419.95, a bond payment for the month of February of \$0, and a health insurance wire transfer for the month of February of \$300,091.28, for a grand total of \$3,243,651.16.

Blackhawk Technical College

BILL LIST SUMMARY

Period Ending February, 2018

Starting Check Number           00244680  
 Ending Check Number           00245577     Plus Direct Deposits

PAYROLL TAXES			
Federal		282,524.81	
State		<u>54,848.42</u>	
			337,373.23
PAYROLL BENEFIT DEDUCTIONS & FRINGE PAYMENTS			
Retirement		-	
Health and Dental Insurance		23,977.80	
Miscellaneous		<u>9,354.48</u>	
			33,332.28
STUDENT RELATED PAYMENTS			507,422.60
CURRENT NON CAPITAL EXPENSES			539,464.36
CAPITAL			190,447.36
DEBT			<u>11,000.00</u>
TOTAL BILL LISTING AND PAYROLL TAXES			1,619,039.83
PAYROLL-NET			<u>821,229.31</u>
SUB TOTAL BILL LISTING AND PAYROLL			2,440,269.14
PLUS OTHER WIRE TRANSFERS			57,627.64
PLUS WRS WIRE TRANSFERS			208,243.15
P-CARD DISBURSEMENTS			237,419.95
PLUS BOND PAYMENT			-
HEALTH INSURANCE WIRES			<u>300,091.28</u>
GRAND TOTAL FOR THE MONTH			<u><u>3,243,651.16</u></u>

Memo

Bill List Total                                   1,281,666.60  
 Wire Transfer - Payroll Taxes               337,373.23

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	
2018-1144	<b>Blackhawk Human Resources Association</b> <i>Workshop Facilitation - Technical Assistance</i>	25	0.00	\$655	\$113	\$655
2018-1150	<b>Blackhawk Transport, Inc.</b> <i>Fixed Object Conversations - Technical Assistance</i>	1	0.00	\$300	\$84	\$300
2018-1151	<b>Blackhawk Transport, Inc.</b> <i>Driver Assessments - Technical Assistance</i>	100	0.00	\$15,000	\$0	\$15,000
6810-005	<b>F.J. Turner Senior High School</b> <i>HSED Preparation for High School At-Risk Student(s)</i>	1	1.00	\$328	N/A	\$328
<i>Report Subtotal</i>		127	1.00	\$16,283	\$197	\$16,283

Contract #	Business/Industry	MULTIPLE RECEIPT, GRANT OR OTHER COMPLEX CONTRACT BREAKDOWN INFORMATION				FULL CONTRACT DETAIL INFORMATION				Actual Contract Cost	
		# Served	Est. FTEs	BTC Cost Formula	LAB Cost Formula	Actual Contract Cost	# Served	Est. FTEs	BTC Cost Formula		LAB Cost Formula
2018-1138	<b>Humane Manufacturing</b> <i>Problem Solving</i> --WAT Grant Funding						15	0.10	\$170	\$757	\$363
											\$807
2018-1139	<b>Humane Manufacturing</b> <i>Leadership-Developing Interpersonal</i> --WAT Grant Funding						15	0.10	\$1,170	\$757	\$363
											\$807

\* BTC charges do not meet LAB formula.

## ENCLOSURE #5

3/21/2018

## 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 Formula	LAB Cost Formula	Actual Contract Cost	
2018-1153	<b>Impact Confections, Inc.</b> <i>Curriculum Development - Technical Assistance</i> --WAT Grant Funding						1	0.00	\$8,861	\$7,769	\$2,747	
											\$6,114	
2018-1154	<b>Impact Confections, Inc.</b> <i>Heartsaver AED First Aid</i> --WAT Grant Funding						16	0.11	\$2,249	\$1,365	\$765	
											\$1,484	
2018-1148	<b>SSI Technologies, Inc.</b> <i>Respectful Workplace Supervisors</i> --WAT Grant Funding						60	0.20	\$2,530	\$841	\$1,138	
											\$1,392	
2018-1149	<b>SSI Technologies, Inc.</b> <i>Respectful Workplace Non-Supervisors</i> --WAT Grant Funding						408	0.65	\$10,404	\$1,346	\$4,682	
											\$5,722	
2018-1152	<b>SSI Technologies, Inc.</b> <i>Programmable Logic Controllers</i> --WAT Grant Funding						8	0.11	\$1,546	\$1,213	\$480	
											\$1,066	
2018-1159	<b>Stainless Tank and Equipment</b> <i>Principles of Lean Manufacturing</i> --WAT Grant Funding						15	0.05	\$986	\$795	\$306	
											\$680	
							<i>Report Subtotal</i>	538	1.32	\$27,916	\$14,843	\$28,916
							<b>REPORT TOTALS</b>	<b><u>665</u></b>	<b><u>2.32</u></b>	<b><u>\$44,199</u></b>	<b><u>\$15,040</u></b>	<b><u>\$45,199</u></b>

\* 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	\$45,199	\$459,203
4th Qtr.	April	\$72,840	\$1,078,501	\$35,193	\$914,434	\$16,268	\$1,216,872	\$40,876	\$2,728,372		\$459,203
	May	\$50,185	\$1,128,686	\$52,003	\$966,437	\$85,469	\$1,302,341	\$35,548	\$2,763,920		\$459,203
	June	\$47,797	\$1,176,483	\$3,851	\$970,288	\$6,124	\$1,308,465	\$150,542	\$2,914,462		\$459,203
YTD TOTAL \$			<u>\$1,176,483</u>		<u>\$970,288</u>		<u>\$1,308,465</u>		<u>\$2,914,462</u>		<u>\$459,203</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: \$183,216; Transcribed Credit contracts with high schools total: \$0; HSED contracts with high schools total: \$11,009

ENCLOSURE #6

5. Consent Agenda

d. Acceptance of Intent to Retire (James Stec) (Action – Brian Gohlke)

James Stec, Science Instructor, has submitted his intent to retire at the end of the Spring 2018 semester, after 20 years of service to the College.

Acceptance of the intent to retire is recommended.

ENCLOSURE #7

5. Consent Agenda

e. Acceptance of Resignations (Carol Aslesen, Gary Kohn) (Action – Brian Gohlke)

Carol Aslesen has submitted her resignation from the position of Nursing Assistant Instructor, effective July 3, 2018.

Gary Kohn has submitted his resignation from the position of Marketing and Communications Manager, effective March 23, 2018.

Administration's recommendation is acceptance of the resignations with regret and with best wishes for future endeavors.



ENCLOSURE #8

5. Consent Agenda

f. Confirmation of Administrative Employment Contract Issued for the Position of Instructional Design Specialist (Kyle Vanderkin) (Action – Brian Gohlke)

Kyle Vanderkin has been issued an administrative employment contract for the position of Instructional Design Specialist at an annual salary of \$58,000, effective March 30, 2018.

Mr. Vanderkin holds a Master of Library and Information Science degree from UW-Milwaukee and a UW-Stout Online Instructional Design Graduate Certificate. For the past five (5) years he has held the position of Librarian, Instructor at Bryant & Stratton College in Wauwatosa. Prior occupational experience includes positions as Reference Librarian at Waterford Public Library in Waterford; Communications Officer – School of Information Studies at UW-Milwaukee; and MLIS Field Work for UW-Milwaukee Libraries.

Confirmation of Mr. Vanderkin's contract is requested.

ENCLOSURE #9

6. Action Items

- a. Approval of Revisions to District Board Policies D-540 – Expense Reimbursement and D-554 - Procurement (Action – Chairperson Thornton)

The District Board reviewed proposed revisions to several Board Policies at the February 2018 Board meeting. The following Policies are presented for approval of revisions.

*Policy D-540 – Expense Reimbursement* – Revision is recommended to remove the prescriptive details which are contained within in the administrative regulation. Based on requests at the February meeting, prescriptive wording has been added to the Reference noting the corresponding Administrative Regulation (AR). A hyperlink was also added to direct individuals to the AR document.

*Policy D-554 – Procurement* – Revision is recommended to remove the prescriptive details which are contained within in the administrative regulation. Based on requests at the February meeting, prescriptive wording has been added to the Reference noting the corresponding Administrative Regulation (AR). A hyperlink was also added to direct individuals to the AR document

District Board approval of the revisions is recommended.

## 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](#)  
[BTC Operational 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~~  
[BTC Operational 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



## ENCLOSURE #10

### 6. Action Items

#### b. Approval of Memorandum of Understanding between Blackhawk Technical College and Blackhawk Technical College Foundation (Action – Dr. Tracy Pierner)

The Blackhawk Technical College Foundation was established in 1979, as a 501(c)(3) corporation (a separate legal entity) for the express purpose of raising and managing private resources in support of the College's mission and priorities. The Foundation and College enjoy a cooperative relationship in support of this purpose and mission. This 'private foundation and public college' relationship is very common in higher education across the nation.

With the rising importance of and dependence upon the Foundation in recent times, the nature of the public-private relationship has come under scrutiny. In 2014, the Association of Governing Boards (AGB) released an 'Illustrative Memorandum of Understanding between a Public Institution or System and an Affiliated Foundation' which provides best practice guidance in the development of a formal agreement between these institutions. The enclosed Memorandum of Understanding (MOU) was drafted from the AGB guidance.

The MOU defines the responsibilities of each party as well as outlining expectations regarding personnel, finances and administration, and the terms of the agreement. In addition, the MOU outlines the College's declining funding support as the Foundation achieves operational self-sufficiency over the five-year term. The Foundation Board of Directors reviewed and approved the Memorandum of Understanding at their regular meeting on January 22, 2018. The Memorandum of Understanding is now presented to the District Board for review and consideration of approval.

## **Memorandum of Understanding between Blackhawk Technical College and Blackhawk Technical College Foundation**

THIS AGREEMENT was entered into as of this \_\_\_\_ day of \_\_\_\_\_, 20\_\_, by and between the Blackhawk Technical College (the College)] and the Blackhawk Technical College Foundation (the Foundation)].

The Foundation was organized and incorporated in 1979 for the purpose of stimulating voluntary private support from alumni, parents, friends, corporations, foundations, and others for the benefit of the College.

The Foundation exists to raise and manage private resources supporting the mission and priorities of the College, provide opportunities for students, and contribute to institutional excellence.

The Foundation is dedicated to assisting the College by fostering a culture of philanthropy, growing the endowment, acquiring and managing real property, and providing financial and other support for long-term academic and other institutional priorities.

As stated in its articles of incorporation, the Foundation is a separately incorporated 501(c)(3) organization and is responsible for identifying and nurturing relationships with potential donors and other friends of the College; soliciting cash, securities, real and intellectual property, and other private resources for the support of the College; and acknowledging and stewarding such gifts in accordance with donor intent and fiduciary responsibilities.

The College designates the Foundation as the repository of private gifts made in support of the College, unless otherwise specified by the donor, and authorizes the endorsement and deposit of checks made out to the College for gifts intended for the Foundation.

In support of fundraising and asset-management activities, the College and Foundation shall jointly hire and retain personnel with expertise in advancement services, fundraising, gift planning, investment and property management, and other capacities necessary for the fulfillment of the Foundation's mission.

The Foundation and the College will jointly establish gift-acceptance policies, naming policies, and provisions for the establishment of scholarships, chairs, and other endowed purposes.

Consistent with its mission to help to advance the plans and objectives of the College, the Foundation is allowed to associate the name "College" in connection with the operations of the foundation; however, the Foundation will operate under its own seal and logotype and shall not use the college seal or other identifying marks in the promotion of its business and activities.

In consideration of the mutual commitments herein contained, and other good and valuable consideration, receipt of which is hereby acknowledged, the parties agree as follows:

## **COLLEGE RESPONSIBILITIES**

The Governing Board of the College is responsible for overseeing the mission, leadership, and operations of the college.

The Governing Board of the College is responsible for determining philanthropic and strategic priorities.

The Governing Board of the College is legally responsible for the performance and oversight of all aspects of College operations.

The Governing Board of the College is responsible for the employment, compensation, and evaluation of all College employees, including the President.

The College President is responsible for communicating on a regular basis the priorities and long-term plans of the College, as approved by the Governing Board, to the Foundation.

The College recognizes that the Foundation is a separate, private corporation with the authority to keep all records and data confidential, consistent with the law.

The President of the College shall serve as an ex-officio member of the Foundation Board (without voting rights) and shall assume a prominent role in fundraising activities.

The College shall include the Foundation as an active and prominent participant in strategic planning for the College.

The Foundation Executive shall periodically meet with the College President and members of the senior administrative team to better understand vision, strategic direction, and priority needs of the College.

The College shall establish and enforce policies that support the Foundation's ability to respect the privacy and confidentiality of donor records.

The College shall ensure that gift funds and other privately contributed resources are used in compliance with donor intent.

The College recognizes that the Foundation bears major responsibility for fundraising. College representatives will coordinate fundraising initiatives, including major gifts solicitations with the Foundation.

The President and other senior administrators of the College will work in conjunction with the leadership of the Foundation Board of Directors and the Foundation Executive to identify, cultivate, and solicit prospects for private gifts.

## **FOUNDATION RESPONSIBILITIES**

The Foundation shall maintain its status as a separately incorporated 501(c)(3) nonprofit organization created to raise, manage, distribute, and steward private resources to support the various priorities of the College.

The Foundation Board of Directors is responsible for the control and management of all assets of the Foundation, including the prudent management of all gifts, consistent with donor intent.

The Foundation is responsible for the performance and oversight of all aspects of its operations based on a comprehensive set of bylaws that clearly addresses the board's fiduciary responsibilities, including expectations of individual board members based upon ethical guidelines and policies. The Foundation will apprise the College of significant changes made to the bylaws.

The Foundation shall establish and enforce policies to identify and manage potential conflicts of interest and ensure that foundation assets do not directly or indirectly unduly benefit an individual or other person.

### **Fundraising**

The Foundation shall create an environment conducive to increasing levels of private support for the mission and priorities of the College.

The Foundation is responsible for planning and executing comprehensive fundraising and donor-acquisition programs in support of the strategic priorities identified by the President and College (District) Board. These programs include annual giving, major gifts, planned gifts, special projects, and capital campaigns as appropriate.

The Foundation will establish, adhere to, and periodically assess its gift- management and acceptance policies. It will promptly acknowledge and issue receipts for all gifts and provide appropriate recognition and stewardship of such gifts.

The Foundation shall establish and enforce policies to protect donor confidentiality and rights.

### **Asset Management**

The Foundation will receive, hold, manage, invest, and disburse contributions of cash, securities, patents, copyrights, and other forms of property, including immediately vesting gifts and deferred gifts that are contributed in the form of planned and deferred-gift instruments.

The Foundation will establish prudent asset-allocation, disbursement, and spending policies that adhere to applicable federal and state laws including the Uniform Prudent Investor Act (UPIA) and the Uniform Prudent Management of Institutional Funds Act (UPMIFA).

The Foundation will engage an independent accounting firm annually to conduct an audit of the Foundation's financial and operational records and will provide the College with a copy of the

annual audited financial statements, including management letters.

The Foundation will establish internal controls and other enterprise risk management practices commensurate with the Board's fiduciary responsibility.

### **Entrepreneurial Activities**

The Foundation will explore current opportunities, including acquisition and management of real estate or personal property on behalf of the College, for future allocation, transfer, or use.

The Foundation may serve as an instrument for entrepreneurial activities for the College and engage in such activities as purchasing, developing, or managing real estate for campus expansion and student housing, or participating in joint ventures that advance the mission of the college. It also may hold licensing agreements and other forms of intellectual property, borrow or guarantee debt issued by their parties, or engage in other activities to increase foundation revenue with a direct connection to institutional purpose.

## **FOUNDATION PERSONNEL**

The College and Foundation will jointly hire and retain an Executive who will report directly to the College President. Strategic leadership and operational management of the Foundation shall be a significant portion of this position's duties and responsibilities. With the support of the College President and Foundation, the Executive will hire staff to support Foundation operations.

Employees in primary service to the Foundation shall be employed by the College and shall be eligible to receive the same benefits as College personnel. The College President and Human Resources Office, in consultation with the Foundation President, shall establish salaries for Foundation staff in accordance with College salary schedules. Wages, benefits, and other expenses of Foundation personnel will be paid in accordance with the funding agreement outlined in this Agreement. Should the Foundation elect to pay additional compensation to one or more of its staff as it deems appropriate, that payment shall be fully paid (reimbursed) from Foundation funds.

Foundation staff shall abide by the policies and procedures of the College. Neither the College nor the Foundation will make a major decision or change regarding any employee assigned to the Foundation without consulting the other in a spirit of mutual agreement.

## **FINANCES AND ADMINISTRATION**

### **Transfer of Funds**

The Foundation will transfer funds to the designated entity within the College in compliance with applicable laws, College and Foundation policies, and gift agreements.

The Foundation will disclose any terms, conditions, or limitations imposed by donor or legal determination on the gift. The College will abide by such restrictions and provide appropriate

documentation.

The Foundation's disbursements on behalf of the College must be reasonable business expenses that support the College, are consistent with donor intent, and do not conflict with the law.

All requests for Foundation funds other than regular disbursements and expense reimbursements must be submitted to the Foundation by the President of the College or designee.

**Funding**

The Foundation, in collaboration with the College, is responsible for establishing a financial plan to underwrite the cost of Foundation programs, operations, and services to achieve self-sufficiency by the end of the original term of this agreement.

In recognition of the Foundation's commitment to achieving self-sufficiency in the next five years, the College will provide in-kind support including administrative and support staff, office space, and technology services. This support will be provided on a declining-basis over the five-year term of this agreement as follows:

<u>Year</u>	<u>In-kind Support</u>
2017-18	100%
2018-19	80%
2019-20	60%
2020-21	40%
2021-22	20%

In those years where in-kind support is less than 100%, the Foundation agrees to reimburse the College for that portion of services which are not deemed in-kind. Exhibit A provides a summary of the anticipated annual costs incurred by the College with in-kind and reimbursement amounts detailed therein.

The Foundation has the right to use a reasonable percentage of the annual unrestricted funds; assess fees for services; or assess fees on gifts, endowed funds, and other investments.

The Foundation, at its own expense, will provide for other operational needs, specialized computer software, and other such services that may be necessary or required to fulfill its responsibilities and obligations.

The Foundation shall maintain, at its own expense, copies of the plans, budgets, and donor and alumni records developed in connection with the performance of its obligations.

The Foundation will provide access to data and records to the College on a need-to-know basis in accordance with applicable laws, Foundation policies, and guidelines. The Foundation will provide copies of its annual report and other information that may be publicly released.

## TERMS OF THE MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding, made this \_\_\_\_ [day] of \_\_\_\_ [month], 20\_ [year], by and between the board of the College and the Foundation (an Internal Revenue Code 501(c)(3) nonprofit corporation), is intended to set forth policies and procedures that will contribute to the coordination of their mutual activities.

To ensure effective achievement of the items of the agreement, the College and Foundation officers and board representatives shall hold periodic meetings to foster and maintain productive relationships and to ensure open and continuing communications and alignment of priorities. The College and Foundation will review and amend this agreement at least every five years.

Either party may, upon 90 days prior written notice to the Chief Executive and Board Chair/President of the other party, terminate this agreement. The party initiating termination of the agreement must act in good faith to provide an opportunity for a meeting to include College and Foundation executives and Board Chair/President (or the Board Chair's/President's designees) of both parties within 30 days of initial written notice of intention to terminate the agreement.

Notwithstanding the foregoing, either party may terminate this Memorandum of Understanding in the event the other party defaults in the performance of its obligations and fails to cure the default within a reasonable time after receiving written show cause notice to the Chief Executive and Board Chair/President of the defaulting party.

Consistent with provisions appearing in the Foundation's bylaws and its articles of incorporation, should the Foundation cease to exist or cease to be an Internal Revenue Code 501(c)(3) nonprofit corporation, the Foundation will transfer its assets and property to the College, to a reincorporated successor Foundation, to another 501(c)(3) organization affiliated with the College, or to another 501(c)(3) charitable, education organization, in accordance with the law and donor intent.

IN WITNESS WHEREOF, the parties have caused this Memorandum of Understanding to be executed by their duly authorized officers as of the day and date first above written.

\_\_\_\_\_  
Chair  
Blackhawk Technical College District Board

Date: \_\_\_\_\_

\_\_\_\_\_  
President  
Blackhawk Technical College Foundation Board

Date: \_\_\_\_\_

\_\_\_\_\_  
President  
Blackhawk Technical College

Date: \_\_\_\_\_

\_\_\_\_\_  
Executive  
Blackhawk Technical College Foundation

Date: \_\_\_\_\_

## BLACKHAWK TECHNICAL COLLEGE

Finance Committee  
Wednesday – February 21, 2018  
Board Room

### MINUTES

Members Present: Barbara Tillman, Chairperson  
Traci Davis (via phone)  
Laverne Hays  
Mark Mayer

Members Absent: None

Other Board Present: Eric Thornton  
Dr. Karen Schulte  
Tom Heeg

BTC Staff Present: Dr. Tracy Pierner, Renea Ranguette, Jackie Pins, Brian Gohlke, Dr. Zahi Atallah (arrived 4:08 p.m.), Darian Snow (departed at 4:35 p.m.), Gail Pauletto (departed at 4:35 p.m.)

Chairperson Tillman called the meeting to order at 3:53 p.m.

Review of Fiscal Year 2018-19 General Fund Budget Projections – An update was provided on the FY19 budget projections which were initially presented to the Board in December. A handout reflected the restoration of FY18 mid-year reductions to the FY19 base budgets. The sole revenue increase anticipated for the FY19 budget is Net New Construction, estimated at \$150,000. If tuition increases by 1%, an additional \$54,000 revenue could be realized. Based on the information detailed, the FY19 General Fund Budget currently reflects a deficit of approximately \$135,000.

The Strategic Plan provides for an investment of a percentage of operating margin moving forward to fund new initiatives. For FY19, a 1% operating margin was designated for new initiatives, which equates to \$271,500. The operating margin currently allocated in the FY19 base budget is \$215,500, which is \$56,000 less than needed.

Taking both of these projections into account, a total deficit of \$363,000 is anticipated as we begin work on budget planning for FY19. No wage increases have been built into the budget, therefore not included in figures presented

Beloit Center Lease Options – As review of expenses and usage of sites continues, the Beloit Center comes under review of whether bricks and mortar is needed within the community. We are not interested in lessening services within the Beloit community, but are interested in seeking alternate sites to provide increased instruction/services. Operational costs for the Beloit Center total \$305,000 annually. This does not take into account IT, security, and computer/equipment required to keep the facility open.



The College at one time needed the current Beloit Center space to accommodate the student population. As we have retracted back to student populations of the 1990s, the space requirement is not needed. A handout reflected a headcount decline from 481 in fall 2015 to 118 in spring 2018. Adult education and Certified Nursing Assistant (CNA) instruction are currently held at the Beloit Center. Instruction which was pulled back to Central Campus (Early Childhood Education, etc.) was taken out of the student numbers reflected. Of the 118 students, 75 are from Beloit, 19 from Janesville, and the remainder from communities within the District. In looking at demographics, the shift in student numbers has not resulted in a change in the percentage of the ethnic groups being served. Ms. Tillman requested information on the number of students from Beloit who travel to Central Campus for classes and the statistical make-up of students at Central Campus.

Ms. Ranguette stated all equipment/fixtures can be removed from the facility. Dr. Pierner indicated the equipment, i.e. Nursing Assistant instruction, could be moved to another location. A more typical model would be to run these classes at alternate times in alternate locations. Our shuttle service would be committed to transporting students from Beloit to Central Campus or other BTC locations. Mr. Heeg cited at the recent District Boards Association meeting partnerships at CVTC with healthcare facilities were highlighted. Would a similar type of scenario be possible in Beloit? Dr. Pierner stated discussions regarding potential partnerships could be initiated based on the outcome of discussion at this Committee meeting. Based on Committee feedback, the College would like to provide a 6-month notice of lease termination for the Beloit Center. Future direction would be to embed instruction/services throughout the Beloit community.

Ms. Tillman stated she worried about the fact that Beloit is the second largest community in Rock County and education is important. BTC needs a strong presence in Beloit; it is very important for economic development. Ethnic populations need to know that Blackhawk is an avenue for them. We want BTC to be financially sustainable, but we need an expanded presence in Beloit. Dr. Pierner stated there has been a rich history of BTC serving Beloit, but there is opportunity to expand and improve.

Finance Committee members voiced consensus to move forward with giving a 6-month Beloit Center lease termination notice and to begin planning for expanded services at alternate locations within the community.

Award of Professional Services Contract for Transportation Center Training Facility – The Finance Committee expressed support in January for the solicitation of proposals for professional services for design of the Central Campus Transportation Center Training Facility. A Request for Proposals was released, resulting in three (3) firms being interviewed—Keller Designs Architect/Construction Manager; Mayo Architects/Duffek Construction Manager; and Strang Architects/JP Cullen Construction Manager. Companies were evaluated on the basis of firm history/experience, successful completion of similar projects, fee structure, and references provided. Administration recommended award of the contract to Keller Designs Architect. Upon award of a contract, the faculty will be engaged in developing the schematic design for the

proposed Transportation Center Training Facility and a cost estimate developed for the design. The project would then be brought forward for District Board and WTCS Board review and approval. If the CTS facility is under contract for sale, design activities would continue. If the CTS facility is not under contract for sale, design activities would be suspended until such time as the building is under contract for sale.

The Keller proposal's fees were 6.5% for professional design services and 5.5% for construction management services; both are percentages of the project cost. A \$3,000 cost for schematic design fees would be the first phase of the contract.

It was moved by Mr. Thornton and seconded by Mr. Mayer to recommend to the full Board that it award a professional services contract for the Transportation Center Training Facility to Keller Designs Architect, Kaukauna, Wisconsin. **Motion carried.**

Approval to Increase the Monroe Agriculture Training Center Construction Budget – Construction of an Agriculture Training Center at the Monroe Campus has been approved by the District Board and the State Board. Project funding in the amount of \$475,000 was included in the FY18 capital budget. Greenhouse bids and building cost estimates have been received and are well in excess of the project budget. While the project team is working to reduce the costs, it is unlikely the costs can be reduced to the \$475,000 budget amount. The WTCS requires submission of a project request if a project's building costs exceed 15% of the approved project, or \$71,250 for this specific project. Administration requested approval to increase the project budget by \$71,000 to continue with the project. Funding will be provided through reallocation of land acquisition funding to building construction funding within the current budget.

The project's estimate, 1<sup>st</sup> cost estimate, and revised cost estimates were reviewed. Items removed from the project were reviewed; none impacted use of the building. A revised cost estimate is \$455,330 for building cost; \$59,898 for the Green House; and \$35,738 for contingency, for a total of \$550,966. The limit for the project's cost is \$546,250, which will require an additional reduction of \$4,716. Committee questions were answered.

It was moved by Mr. Mayer and seconded by Ms. Davis to recommend to the full Board that it approve a \$71,000 increase to the Monroe Agriculture Training Center construction budget, as presented. **Motion carried.**

It was moved by Mr. Thornton and seconded by Mr. Heeg to adjourn the meeting at 5:04 p.m.

Motion carried.

# ENCLOSURE #12

## BLACKHAWK TECHNICAL COLLEGE

Personnel Committee  
Wednesday, February 21, 2018  
Board Room

### MINUTES

Members Present: Eric Thornton, Acting Chair  
Tom Heeg (arrived at 3:28 p.m.)  
Dr. Karen Schulte

Members Absent: Rick Richard, Chair  
Malik Surani

Other Board Present: Barbara Tillman  
Laverne Hays  
Mark Mayer

BTC Staff Present: Dr. Tracy Pierner, Brian Gohlke, Jackie Pins

Acting Chairperson Thornton appointed Laverne Hays, Barb Tillman, and Mark Mayer as Committee members for the meeting.

Acting Chairperson Thornton called the meeting to order in open session at 3:00 p.m. He stated the Committee would immediately adjourn to a closed session pursuant to Wisconsin Statutes 19.85 (1)(c) for the purpose of receiving an update on the faculty compensation system study for the Blackhawk Technical Faculty.

It was moved by Mr. Hays and seconded by Dr. Schulte to adjourn to a closed session pursuant to Wisconsin Statutes 19.85 (1)(c) for the purpose of receiving an update on the faculty compensation system study for the Blackhawk Technical Faculty.

The roll was called and the following voted affirmatively: Mr. Hays, Ms. Tillman, Mr. Mayer, Dr. Schulte, and Mr. Thornton.

Motion carried.

Staff were present during closed session.

Mr. Heeg arrived at 3:28 p.m. and voted to go into closed session.

It was moved by Ms. Tillman and seconded by Mr. Hays to adjourn the closed session at 3:37 p.m.

The roll was called and the following voted affirmatively: Mr. Hays, Mr. Heeg, Ms. Tillman, Mr. Mayer, Dr. Schulte, and Mr. Thornton.

Motion carried.

Acting Chairperson Thornton called the meeting to order in open session.

Fiscal Year 2017-18 Merit Increases – Dr. Pierner presented information on the potential implementation of a merit pay program for full-time employees whose performance is beyond position expectations. The Personnel Committee was asked if they would support a merit pay element based on performance. Merit pay would not be built into the annual budget and be based only on budget surplus. Award of merit pay would not be a base-building amount to annual salaries. Performance evaluation would be used to calculate merit pay. Mr. Thornton supported a merit pay program and suggested it be a centralized system with feedback received from supervisors. Merit pay should be built into the compensation program with all increases being based on all elements available within a compensation program. Dr. Schulte stated moving to a merit pay system requires a huge philosophical shift but is supportive of performance-based pay. Such a system must be objectionable; communication will be critical.

The Committee voiced support for Administration to move forward with the development of a merit pay program for consideration. Administration indicated a preliminary proposal would be shared in May.

It was moved by Ms. Tillman and seconded by Dr. Schulte to adjourn the meeting at 3:52 p.m.

Motion carried.

## ENCLOSURE #13

### 8. New Business

#### a. Flexible Learning/Class Delivery Options at BTC (Information – Dr. Zahi Atallah and Lynn Neitzel)

BTC's Strategic Plan includes flexible learning as one of its strategic priorities. Flexible education includes various aspects, including scheduling, modality, and curriculum. Early adopters of flexible learning began delivery of instruction via varying options in Fall 2017. While we have made great strides in this effort, work continues to expand these types of delivery options throughout the College. An example is the Manufacturing, Apprenticeship, Technology, and Transportation Division where programming will be delivered 100% in flexible mode beginning in Fall 2018.

Following is a listing of the learning options available to BTC students, allowing them to take classes when, where, and how they choose to better fit their busy schedules.

#### **FlexLab**

This option allows students to attend when it is most convenient for them, within the designated open lab hours. The non-lab instructional content is delivered face-to-face.

#### **Hybrid**

Course content is delivered in a blend of face-to-face and online classes. Because 40 to 60 percent of the content is delivered online, students will need access to a computer with a high speed internet connection.

#### **ITV**

Classes are held at one campus and are delivered live via a compressed video system in specially equipped classrooms at other campuses, giving students the option of attending at the location most convenient for them.

#### **Online**

The entire course is delivered online, although proctored testing and assessment may be required. Because these courses are 100 percent online, students will need regular access to a computer with a high speed internet connection.

## **MyEdChoice**

This option allows students to choose to receive the non-lab instructional content in the following ways for each class period. It is the student's choice each time to attend:

- in the classroom at a set class time.
- live during class time using video conferencing.
- online at anytime.

Student participation is counted through comments and activities in the classroom or using video conferencing or through online discussion and activities.

## **Traditional**

These courses typically meet several times a week over the course of a semester. Instructors meet face-to-face with students in a traditional classroom or laboratory setting.

## **FlexLab and MyEdChoice**

This format allows students flexible options for lab and non-lab instructional requirements. Students can complete lab requirements when it is most convenient for them, within the designated open lab hours, and choose to receive the non-lab instructional content in the following ways:

- in the classroom at a set class time.
- live during class time using video conferencing.
- online at anytime.

## **FlexLab and Hybrid**

The lab times are flexible times but must be done at the specified campus during lab hours. The non-lab instructional content is delivered online.

ENCLOSURE #14

8. New Business

- b. Preliminary Flexible Delivery Student Success Evaluation (Information – Dr. Jon Tysse)

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

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

ENCLOSURE #15

8. New Business

c. Review of District Board Policies (Discussion – Renea Ranguette)

Three (3) policies are being presented to the Board for review in March:

*Policy D-630 – Fund Balance of General and Special Revenue Funds* – No revisions are recommended.

*Policy D-650 – Equipment and Property Disposal* – Several revisions are recommended: 1) Supervising title is updated to reflect revised organizational structure; 2) The WTCS approval is amended to reflect approval is granted by the System President per Wisconsin Statute and the WTCS Financial Accounting Manual (FAM); and, 3) References are updated to include the WTCS FAM and BTC Operational Administrative Regulation.

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



# FUND BALANCE OF GENERAL AND SPECIAL REVENUE FUNDS

D-630

The Blackhawk Technical College District shall maintain fund balance levels adequate to assure the future financial health of the district and provide for financial challenges outside of its ability to complete its mission. Fund balance shall be maintained and used, at the discretion of the Blackhawk Technical College District Board to maintain the ability to meet the District's financial needs, and shall develop budgets that maintain fund balance within the specified ranges. Operational funds are defined as General Fund (Fund 1) and Special Revenue Fund (Fund 2).

To achieve these goals, the District shall seek to provide (in this order):

1. Reserves - Reserve fund balance in an amount equal to end of year encumbrances and prepaid expenditures (i.e. inventory and prepaid services) in accordance with generally accepted accounting principles, and
2. Designated for Operations - Maintain a fund balance of 16.7% - 25% (60-90 days) of each operational fund's budgeted appropriation.
  - to meet annual cash flow needs and avoid short-term borrowing,
  - to provide resources for unexpected expenditures and revenue fluctuations,
  - to make orderly adjustments in resources resulting from the termination and/or reduction in revenue sources,
  - to provide seed money for new instructional and support service priorities,
  - to support one-time capital equipment acquisitions or building improvements,
  - to maintain a strong bond market credit rating and positive impression of BTC's financial position and management.
3. Designated for State Aids Fluctuations - Maintain a fund balance up to 10% of the district's budgeted total state aids (classifications 4200-4299) in each operational fund for fluctuations in future years' budgeted state aid revenue to provide for reductions in state support, and
4. Designated for Subsequent Years - Maintain a fund balance up to 15% of the General Fund's state aids in the district's current adopted budget, and
5. Designated for Subsequent Year – All fund balance not reserved or designated in the above classifications.

FUND BALANCE OF GENERAL  
AND SPECIAL REVENUE FUNDS

D-630

The College will develop budgets to reach these fund balance goals, and when necessary, apply fund balances in excess of these goals for capital improvements to supplement the annual investment level supported by the sale of general obligation notes.

The District strongly discourages the use of fund balance as a resource for balancing the operating budget and prohibits budget managers from exceeding approved appropriations that result in an unapproved reduction of fund balance. This policy and applicable procedures may be amended, at any time, by the Blackhawk Technical College District Board.

Policy Adopted: December 16, 1998

Revised: April 20, 2005; April 18, 2007; July 13, 2009; October 27, 2010

## EQUIPMENT AND PROPERTY DISPOSAL

D-650

Equipment or property owned by the Blackhawk Technical College District (District) cannot be sold, donated or disposed of without proper approval. All disposals shall be approved by the ~~sSupervising Executive Vice President~~. Disposal of all equipment with an original cost in excess of \$5,000 must be approved by the President/District Director.

The sale of District buildings or real estate requires the approval of the District Board and the Wisconsin Technical College System ~~President Board~~. Written approval must be received before the transaction becomes final. A written record of all transactions shall be documented in District Board minutes.

The sale of District non-real estate assets with an estimated value exceeding \$25,000 requires the approval of the Wisconsin Technical College System ~~President Board~~. Written approval must be received before the transaction becomes final. A written record of all transactions shall be documented in District office records.

Disposal of property obtained with state or federal funds may require reimbursement of a prorated share of the proceeds.

The Business Office relies on the user to determine whether there is any residual value to the item. If it is determined that there is no value, the Maintenance Department is directed to dispose of the item in an environmentally appropriate manner. If there is value, the Business Office will determine, with input from the user, the best venue to maximize the sale price for the item, i.e. trade-in, sale on eBay, auction sale, advertised bid, or some other method. The District is prohibited from making a donation of district property to any individual or entity, including governmental units, educational institutions, and charitable organizations.

Reference: Wisconsin Statutes 38.14 (2)

[WTCS Financial Accounting Manual](#)

[BTC Operational Administrative Regulation D-650 AR](#)

Policy Adopted: August 18, 1976

Revised: September 18, 1991; October 25, 2000; April 20, 2005; April 18, 2007;  
July 13, 2009; January 19, 2011