

Blackhawk Technical College  
District Board Meeting  
April 18, 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
    - a. Student Representative to the Board Report (Information – Erika Kropp)
  4. Information/Discussion
    - a. Financial Statement – Quarterly Update (Information – Renea Ranguette)
    - b. President’s Report (Dr. Tracy Pierner)
      1. Community Engagement Update
      2. Review of College Events
      3. Upcoming Events
      4. Other Communications
  5. Consent Agenda  
*Consent Agenda items will be approved in one motion; however, any Board member may ask that any individual item be acted on separately.*
- Enc. #1
- a. Approval of Minutes of the Regular Meeting Held on March 21, 2018 (Action)
- Enc. #2
- b. Approval of Current Bills (Action – Renea Ranguette)
- Enc. #3
- c. Approval of Contract Training (Action – Dr. Zahi Atallah)
- Enc. #4

- Enc. #5                    d. Approval to Issue Continuing Contract/Employment Letters to Faculty and Project Faculty (Action – Dr. Zahi Atallah)
- Enc. #6                    e. Acceptance of Resignations (Jill Benson, Ronald Lyons) (Action – Brian Gohlke)
- Enc. #7                    e. Confirmation of Exempt, Non-Instructional Employment Contract Issued for the Position of Librarian (Carol Kaufman) (Action – Brian Gohlke)
- Enc. #8                    f. Confirmation of Non-Exempt, Non-Instructional Employment Contract Issued for the Position of Academic Advisor and Enrollment Specialist (Shane Thomas) (Action – Brian Gohlke)
- Enc. #9                    g. Confirmation of Administrative Employment Contract Issued for the Position of IT Systems Engineer (Joshua Verdin) (Action – Brian Gohlke)

6. Action Items

- Enc. #10                    a. Approval of Revisions to District Board Policy D-650 – Equipment and Property Disposal (Action – Chairperson Thornton)
- Enc. #11                    b. Approval of Adjustment of 38.14 Contract Rates (Action – Dr. Helen Proeber)
- Enc. #12                    c. Approval of Avocational Fees for Fiscal Year 2018-19 (Action – Dr. Helen Proeber)

7. Committee Reports

Finance Committee

Ms. Barbara Barrington-Tillman, Chairperson

No March Meeting Held

Meeting Scheduled 4/18/18 – 3:00 p.m.

- Enc. #13                    a. Approval of Modifications to the Fiscal Year 2017-18 Budget (Finance Committee Recommendation – Action)

Personnel Committee

Mr. Rick Richard, Chairperson

- Enc. #14                    Meeting Held 3/21/18 – Minutes Enclosed  
No Action Taken

Meeting Scheduled 4/18/18 – 4:00 PM

8. New Business

- Enc. #15 a. Gap Analysis (Information – Dr. Jon Tysse)
- Enc. #16 b. Date for Annual Board Retreat (Chairperson Thornton)
- Enc. #17 c. Outreach Center Annual Report (Information – Dr. Helen Proeber)
- Enc. #18 d. Review of District Board Policy D-680 – Depository of Funds  
(Discussion – Renea Ranguette)
- Enc. #19 e. Shuttle Transportation Services (Information – Renea Ranguette)
- Enc. #20 f. Update on Beloit Programming Plans (Information – Dr. Tracy Pierner)

9. Other Business

- a. Report on District Boards Association Spring Meeting, April 13-14,  
Richland Center/Fennimore

10. Future Agenda Items

# ENCLOSURE #1

## BLACKHAWK TECHNICAL COLLEGE Summary of Revenue and Expenditures as of March 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
<b>REVENUE &amp; OTHER RESOURCES:</b>					
Local Government	\$ 14,802,796	\$ 14,833,507	100.2%	\$ 14,211,929	100.0%
State Aids	15,209,545	13,490,545	88.7%	13,270,236	89.4%
Statutory Program Fees	5,428,966	5,295,195	97.5%	5,173,129	95.6%
Material Fees	373,996	375,237	100.3%	381,263	110.5%
Other Student Fees	841,590	791,591	94.1%	650,252	99.5%
Institutional	2,597,513	1,006,597	38.8%	967,298	66.1%
Federal	9,514,154	7,099,314	74.6%	7,039,629	64.1%
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>\$ 48,141,986</u>	85.4%	<u>\$ 46,693,736</u>	84.1%
<b>EXPENDITURES BY FUNCTION:</b>					
Instruction	\$ 19,605,903	\$ 13,042,114	66.5%	\$ 12,751,798	69.8%
Instructional Resources	2,746,182	1,226,301	44.7%	1,172,271	43.3%
Student Services	12,854,775	9,588,790	74.6%	10,075,642	70.0%
General Institutional	5,953,123	4,214,433	70.8%	4,060,511	74.2%
Physical Plant	14,403,325	10,880,686	75.5%	11,879,932	88.4%
Auxiliary Services	329,800	222,177	67.4%	352,460	74.8%
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>\$ 39,424,501</u>	70.1%	<u>\$ 40,292,614</u>	73.6%
<b>EXPENDITURES BY FUNDS:</b>					
General	\$ 26,997,173	\$ 18,926,672	70.1%	\$ 19,250,997	75.2%
Special Revenue	3,191,514	1,680,308	52.6%	1,678,404	57.0%
Capital Projects	7,185,264	2,293,679	31.9%	2,763,361	44.5%
Debt Service	8,192,179	8,297,307	101.3%	8,021,036	99.4%
Enterprise	119,800	44,313	37.0%	69,667	43.3%
Internal Service	210,000	175,450	83.5%	282,793	91.2%
Trust & Agency	9,997,178	7,756,772	77.6%	8,226,356	71.7%
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>\$ 39,424,501</u>	70.1%	<u>\$ 40,292,614</u>	73.6%
Fund Balances, Beginning	\$ 15,111,679	\$ 15,111,679		\$ 13,778,644	
Change in Fund Balance	<u>(2,166,215)</u>	<u>8,717,485</u>		<u>6,401,122</u>	
Fund Balances, Ending	<u>\$ 12,945,464</u>	<u>\$ 23,829,164</u>		<u>\$ 20,179,766</u>	

<b>Debt Service Detail</b>					
Principal Payments	7,065,000	7,065,000	0.0%	6,900,000	0.0%
Interest Payments	1,059,179	1,175,057	0.0%	1,017,173	0.0%
Other Debt Service Expenses	<u>68,000</u>	<u>57,250</u>	84.2%	<u>103,863</u>	43.1%
Total Debt Service Payments	<u>\$ 8,192,179</u>	<u>\$ 8,297,307</u>		<u>\$ 8,021,036</u>	

# Quarterly Financial Statement Review

## March 31, 2018

### General Fund

#### Revenue

Total revenues are up approximately \$425,600 (1.7%) from the prior year. This is mainly due to an increase of approximately \$209,700 (3.5%) in Property Taxes, \$122,000 (2.4%) in Program Fees and \$62,800 (14.6%) in Institutional Revenue. The increase Property Taxes is the result of net new construction in the District. The growth in Program Fees is due to a 1.4% increase in tuition rate and a net increase in enrollment. The increase in Institutional Revenue is mainly due to increases in customized instruction (\$45,255) and investment income (\$50,509), offset by decreases in rebates and commissions (\$46,870). Customized instruction is up due to increase in contracting services, investment income is up due primarily to an increase in Wisconsin LGIP interest rate, rebates and commissions are down due to the receipt of one-time payments for contracts and energy rebates received last fiscal year.

#### Uses

Total uses are down by approximately \$324,300 (1.7%) from the prior year. Physical Plant expenditures account for approximately \$267,000 (12.5%) of the total decrease, with additional decreases in Instructional Resources and Student Services expenditures of approximately \$221,700 (22.4%) and \$106,100 (7.3%) respectively. The decrease in Physical Plant expenditures is mainly due to the decrease in facilities rental expense which included a property tax expense of \$183,875 in the prior year for the AMTC property. With the purchase of the facility by the BTC Foundation in December 2017, the property is now tax exempt. The decreases in Instructional Resources are mainly due to decreases in salaries and benefits (\$103,748) and computer software (\$111,787). The decrease in salaries and benefits is the result of the fall 2016 reorganization offset by FY18 wage adjustments. The decrease in computer software is primarily due to a reduction in the Blackboard software fee which is the result of collaboration with other technical colleges. The decrease in Student Services expenditures is mainly due to decreases in salaries and benefits (\$139,025). The salary and benefit reductions are due to the fall 2016 reorganization offset by FY18 wage adjustments, and vacancies in currently funded positions.

These decreases are offset by increases in Instructional expenditures of approximately \$278,500 (2.5%). The increases in Instructional expenditures are due to salaries and benefits (\$204,080), supplies (\$55,732) and computer software (\$22,885). The increase in salaries and benefits is the result of FY18 wage adjustments, staff realignments, and an increase in adjunct and contract training payroll. The computer software and supplies increased expenses were planned in the FY18 budget.

### Special Revenue Fund

Revenues are up approximately \$117,370 (6.7%) overall compared to the prior year. State Aid is up approximately \$252,500 (56.5%) and Federal Revenue is down \$168,900 (28.8%), primarily due to the timing of payments and the expiration of federal TAACCCT grants. Total expenditures are level with the prior year. Student Services expenses increased approximately \$86,380 (16.8%), primarily due to an increase in salaries and benefits (\$62,552) and professional service expenses (\$29,820). The increase in the Student Services area was offset by decreases in Instructional and

General Institutional expenditures of approximately \$55,700 (5.1%) and \$34,800 (100.0%), respectively. The decrease in Instructional expenses is due to a decrease in salaries and benefits (\$75,520), offset by an increase in contracted services (\$13,420). General Institutional expenditures decreased by approximately \$34,900 (100.0%) with the entire decrease from salaries and benefits due to a grant that ended in the prior year.

### **Capital Projects Fund**

Revenue is up by approximately \$5,200 (17.1%) in the current year compared to the prior year. Institutional Revenue accounts for the entire increase as investment income increased by \$17,310 offset by a decrease in gifts and bequests of \$12,106. Debt issuances are the same from the prior year (\$5,000,000). Expenditures and Other Uses decreased by approximately \$219,700 (7.9%). Physical Plant decreased by \$1,008,430, due to the timing of planned projects compared to last fiscal year. This decrease is offset by increases in Instructional Resources (\$269,656), General Institutional (\$204,308), which is due in part to the timing of purchases. Other Uses increased (\$250,000) for the planned transfer to the Debt Service Fund.

### **Other Funds**

Debt Service Fund revenue and other sources increased by \$609,592 (8.1%). This fund is used to account for the accumulation of resources and the payment of principal and interest for general long-term debt and long-term lease purchase debt. The majority of revenue is derived from property taxes, of which an allocation is done to place amounts in this fund. In the current year, more property tax funds were allocated compared to the prior year, which is planned. Expenditures are up by approximately \$276,300 (3.4%). This increase is related to the principal and interest payments in the current year compared to the prior year (\$322,884) and is offset by a decrease in the cost of issuing debt (\$46,613). This increase in debt service payments for principal and interest was expected based on the debt maturities schedules.

Enterprise Fund revenue increased by approximately \$2,600 (2.6%) compared to the prior year. The increase is all in Institutional Revenue and relates to higher sales compared to the prior year. Expenditures are down by approximately \$25,400 (36.4%) in a variety of non-personnel accounts.

Internal Service Fund revenue is \$210,000 for both years. This fund is used to account for district operations where the cost of providing goods or services by one department or unit to other departments or units is recorded on a cost-reimbursement basis. Expenses are down \$107,343 (38.0%) due mainly due to a payment toward the insurance deductible as a result of an insurance claim settled in the prior year.

Agency Fund revenue increased by approximately \$99,700 (34.7%) from the prior year due primarily to an increase in student activity fees (\$106,256). Expenditures remained flat, showing an \$837 decline from the prior year.

Trust Fund revenue increased by approximately \$188,100 (2.6%) in the current year compared to the prior year. This is primarily attributed to an increase of approximately \$222,300 (3.4%) in Federal Revenue offset by a reduction in State Aid \$27,874 (-4.0%). The increase in federal revenue is due to the timing of revenue received. Expenses are down approximately \$468,700 (5.8%) due primarily to a reduction in student financial aid.

# ENCLOSURE #2

Regular Meeting

of the

Blackhawk Technical College District Board

March 21, 2018

## Minutes

The regular meeting of the Blackhawk Technical College Board was held on Wednesday, March 21, 2018, at the BTC Monroe Campus, 210 4<sup>th</sup> Ave., Monroe, in Rooms 413/414. The following members were present: Eric Thornton, Chairperson; Barbara Tillman, Vice Chairperson; Laverne Hays, Secretary; Rick Richard, Treasurer; Traci Davis (departed meeting at 5:56 p.m.); Tom Heeg; Mark Mayer; and Malik Surani (via phone). Board members absent: Dr. Karen Schulte. Staff present: Dr. Tracy Pierner; Dr. Zahi Atallah; Renea Ranguette; Tony Landowski; Brian Gohlke; Jackie Pins; Matt Urban; Lynn Neitzel; Dr. Gina McConoughey; Nancy Lightfield; and Kent Marsden. Guests: Art Carter.

Chairperson Thornton called the meeting to order at 5:19 p.m.

Chairperson Thornton called for Public Comment. There was none.

Chairperson Thornton called for Special Reports.

BTC retiree Nancy Lightfield was recognized for 29 years of full-time service to the College.

The Student Representative to the Board was not present to give a report.

Chairperson Thornton called for Information/Discussion items.

The February financial statement and quarterly update were reviewed.

Dr. Pierner presented the President's monthly report. On campus events of note included successful completion of Banner migration to the Cloud, All Access 360 program, Rock County Law Enforcement meeting, and a meeting with Local 601 regarding apprenticeship opportunities. Meetings have been held with potential partners within the Beloit community regarding locations where programming can be offered. Attendance at local events included Beloit Chamber Dinner, the Governor's visit at United Alloy, and UW-Whitewater community meeting hosted at UW-Rock County. Several dual credit programs will be launched in Fall 2018 at Brodhead High School. A presentation on BTC was made at Janesville Noon Rotary. A Channel 3 reporter was in attendance, with an interview request received the following day to discuss College plans as related to consolidation of facilities. A Pipeline Breakfast was held to launch an approach to expand career development from K-12 through adult education; the four programs within the approach were reviewed. A handout was distributed on Central Campus demographic information; the information was requested at the February Finance Committee meeting. Upcoming happenings include meetings with Greater Beloit Economic Development and the Beloit City Council President, providing a presentation at Beloit Rotary, participating in a dialog with Beloit 2020, and participating in a session

to identify the attributes for a new Beloit School District Superintendent. A final upcoming event is the Open House planned on April 19 at 5:00 p.m. for the Enterprise Center at the Monroe Campus.

Chairperson Thornton called for the Consent Agenda.

It was moved by Mr. Mayer and seconded by Ms. Davis to approve the consent agenda, which included the minutes of the Regular Meeting held on February 21, 2018; current bills from the month of February – 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; 12 training contracts negotiated since the last meeting totaling \$45,199; acceptance of an intent to retire for James Stec, effective the end of the Spring 2018 semester; acceptance of two (2) resignations – Carol Aslesen, Nursing Assistant Instructor, effective July 3, 2018; and, Gary Kohn, Marketing and Communications Manager, effective March 23, 2018; and confirmation of an administrative employment contract issued to Kyle Vanderkin for the position of Instructional Design Specialist at a salary of \$58,000, effective March 30, 2018.

Motion carried unanimously.

Chairperson Thornton called for Action Items.

It was moved by Ms. Davis and seconded by Mr. Heeg to approve revisions to Board Policies D-540 – Expense Reimbursement and D-554 – Procurement, as presented.

Motion carried unanimously.

A Memorandum of Understanding (MOU) between BTC and the BTC Foundation. The MOU defines the responsibilities of each party; outlines expectations regarding personnel, finances, and administration; and outlines the College's declining funding support as the Foundation achieves operational self-sufficiency over the five-year term of the agreement. The Foundation Board approved the MOU at its regular meeting on January 22, 2018.

It was moved by Mr. Hays and seconded Mr. Mayer to approve the Memorandum of Understanding between Blackhawk Technical College and Blackhawk Technical College Foundation, as presented.

Motion carried unanimously.

Chairperson Thornton called for Committee Reports.

The Finance Committee minutes from February 21, 2018, were reviewed.

The Personnel Committee minutes from February 21, 2018 were reviewed. The Committee met in closed session prior to today's Board meeting.



Chairperson Thornton called for New Business.

A presentation was made on flexible learning/class delivery options at BTC.

A presentation was made on preliminary flexible delivery student success evaluation.

A review of Board Policies D-630 and D-650 was conducted. No revisions were recommended for D-630; minor revisions were recommended for D-650. Approval of the recommended revisions will be scheduled at the April meeting.

Chairperson Thornton called for Other Business.

A reminder was provided on the District Boards Association Spring meeting in Richland Center in April.

No members expressed interest in District Boards Association officer positions for 2018-19.

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

It was moved by Mr. Hays and seconded by Mr. Heeg to adjourn the meeting at 6:29 p.m.

Laverne E. Hays  
Secretary

ENCLOSURE #3

5. Consent Agenda

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

The March bills include Voucher #00245578 to and including #00246075 and direct deposit expense reimbursements in the total amount of \$775,683.73 (includes student related payments), a payroll total for the month of March of \$996,645.57, payroll tax wire transfers for the month of March of \$353,448.18, other wire transfers for the month of March of \$41,955.05, WRS wire transfers for the month of March of \$145,311.59, P-card disbursements for the month of March of \$171,093.73, a bond payment for the month of March of \$7,671,457.71, and a health insurance wire transfer for the month of March of \$296,482.08, for a grand total of \$10,452,077.64.

Blackhawk Technical College

BILL LIST SUMMARY  
 Period Ending March, 2018

Starting Check Number           00245578  
 Ending Check Number           00246075     Plus Direct Deposits

PAYROLL TAXES			
Federal		296,062.15	
State		<u>57,386.03</u>	
			353,448.18
PAYROLL BENEFIT DEDUCTIONS & FRINGE PAYMENTS			
Retirement		-	
Health and Dental Insurance		23,961.86	
Miscellaneous		<u>23,010.27</u>	
			46,972.13
STUDENT RELATED PAYMENTS			198,457.54
CURRENT NON CAPITAL EXPENSES			349,445.14
CAPITAL			168,808.92
DEBT			<u>12,000.00</u>
TOTAL BILL LISTING AND PAYROLL TAXES			1,129,131.91
PAYROLL-NET			<u>996,645.57</u>
SUB TOTAL BILL LISTING AND PAYROLL			2,125,777.48
PLUS OTHER WIRE TRANSFERS			41,955.05
PLUS WRS WIRE TRANSFERS			145,311.59
P-CARD DISBURSEMENTS			171,093.73
PLUS BOND PAYMENT			7,671,457.71
HEALTH INSURANCE WIRES			<u>296,482.08</u>
GRAND TOTAL FOR THE MONTH			<u><u>10,452,077.64</u></u>

Memo

Bill List Total	775,683.73
Wire Transfer - Payroll Taxes	353,448.18

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	
2018-1054	<b>Albany High School</b> <i>Transcribed Credit</i>	26	2.60	\$11,057	N/A	\$11,057
2018-1055	<b>Albany High School</b> <i>Transcribed Credit</i>	50	5.00	\$21,047	N/A	\$21,047
2018-1056	<b>Belleville High School</b> <i>Transcribed Credit</i>	36	4.43	\$19,393	N/A	\$19,393
2018-1099	<b>Brodhead High School</b> <i>Transcribed Credit</i>	118	25.33	\$68,822	N/A	\$68,822
2018-1063	<b>Edgerton High School</b> <i>Transcribed Credit</i>	51	5.73	\$25,415	N/A	\$25,415
2018-1064	<b>Edgerton High School</b> <i>Transcribed Credit</i>	25	2.50	\$11,198	N/A	\$11,198
2018-1079	<b>FJ Turner High School</b> <i>Transcribed Credit</i>	189	20.70	\$88,113	N/A	\$88,113
2018-1164	<b>Global Mapping Solutions</b> <i>Pad Mount</i>	4	0.05	\$2,422	\$2,225	\$2,422
2018-1165	<b>Global Mapping Solutions</b> <i>Heartsaver CPR</i>	4	0.02	\$355	\$227	\$355
2018-1061	<b>Janesville Craig High School</b> <i>Transcribed Credit</i>	300	36.67	\$155,921	N/A	\$155,921

\* BTC charges do not meet LAB formula.

5. Consent Agenda

		FULL CONTRACT DETAIL INFORMATION				Actual Contract Cost
Contract #	Business/Industry	# Served	Est. FTEs	BTC Cost Formula	LAB Cost Formula	
2018-1075	<b>Janesville Parker High School</b> <i>Transcribed Credit</i>	300	36.67	\$159,979	N/A	\$159,979
2018-1069	<b>Monroe High School</b> <i>Transcribed Credit</i>	75	8.33	\$36,040	N/A	\$36,040
2018-1070	<b>Monroe High School</b> <i>Transcribed Credit</i>	50	5.00	\$21,459	N/A	\$21,459
2018-1071	<b>Monticello High School</b> <i>Transcribed Credit</i>	75	6.67	\$28,687	N/A	\$28,687
2018-1077	<b>Parkview High School</b> <i>Transcribed Credit</i>	100	9.17	\$39,448	N/A	\$39,448
2018-1078	<b>Parkview High School</b> <i>Transcribed Credit</i>	25	1.67	\$7,053	N/A	\$7,053
2018-1162	<b>Schenck Process LLC</b> <i>Auto Cad</i>	4	0.03	\$1,484	\$1,163	\$1,484
<i>Report Subtotal</i>		1,432	170.57	\$697,893	\$3,615	\$697,893

		MULTIPLE RECEIPT, GRANT OR OTHER COMPLEX CONTRACT BREAKDOWN INFORMATION				FULL CONTRACT DETAIL INFORMATION				Actual Contract Cost	
Contract #	Business/Industry	# Served	Est. FTEs	BTC Cost Formula	LAB Cost Formula	Actual Contract Cost	# Served	Est. FTEs	BTC Cost Formula	LAB Cost Formula	
2018-1155	<b>Blackhawk Transport, Inc.</b> <i>Building Effective Relationships</i> --WAT Grant Funding						40	0.20	\$1,695	\$1,100	\$526
											\$1,169

\* BTC charges do not meet LAB formula.

ENCLOSURE #4

4/18/2018

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
2018-1158	<b>Blackhawk Transport, Inc.</b> <i>Leadership - Paulway (Technical Assistance)</i>					40	0	\$10,425	\$8,188	\$3,601
	--WAT Grant Funding									\$9,033
2018-1156	<b>SSI Technologies, Inc.</b> <i>Programmable Logic Controllers</i>					16	0.11	\$1,533	\$1,127	\$476
	--WAT Grant Funding									\$1,057
2018-1163	<b>SSI Technologies, Inc.</b> <i>Real Colors</i>					80	0.27	\$4,328	\$1,786	\$971
	--WAT Grant Funding									\$3,357
2018-1166	<b>SSI Technologies, Inc.</b> <i>Respectful Workplace Supervisors</i>					60	0.20	\$2,530	\$841	\$1,138
	--WAT Grant Funding									\$1,392
2018-1167	<b>SSI Technologies, Inc.</b> <i>MSSC Safety</i>					9	0.15	\$5,469	\$3,153	\$1,223
	--WAT Grant Funding									\$4,247
2018-1160	<b>Stainless Tank and Equipment</b> <i>5S Visual Workplace</i>					15	0.05	\$1,050	\$738	\$350
	--WAT Grant Funding									\$700
2018-1161	<b>Stainless Tank and Equipment</b> <i>Principles of Lean</i>					15	0.1	\$2,175	\$1,476	\$725
	--WAT Grant Funding									\$1,450
	<i>Report Subtotal</i>					275	1.08	\$29,205	\$18,409	\$31,415
	<b>REPORT TOTALS</b>					<b><u>1,707</u></b>	<b><u>171.65</u></b>	<b><u>\$727,098</u></b>	<b><u>\$22,024</u></b>	<b><u>\$729,308</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	\$729,308	\$1,188,511
	May	\$50,185	\$1,128,686	\$52,003	\$966,437	\$85,469	\$1,302,341	\$35,548	\$2,763,920		\$1,188,511
	June	\$47,797	\$1,176,483	\$3,851	\$970,288	\$6,124	\$1,308,465	\$150,542	\$2,914,462		\$1,188,511
YTD TOTAL \$			<u>\$1,176,483</u>		<u>\$970,288</u>		<u>\$1,308,465</u>		<u>\$2,914,462</u>		<u>\$1,188,511</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: \$205,621; Transcribed Credit contracts with high schools total: \$693,632; HSED contracts with high schools total: \$11,009

## ENCLOSURE #5

### 5. Consent Agenda

#### d. Approval to Issue Continuing Contract/Employment Letters to Faculty and Project Faculty (Action – Dr. Zahi Atallah)

Wisconsin Statutes dictate that on or before May 15, the Board must give notice to faculty who hold contracts for the current year that the College will renew or refuse to renew contracts for the ensuing school year.

Faculty must respond no later than June 15, 2018, indicating acceptance or rejection of their contracts for the ensuing year. Externally-funded faculty would be informed that their employment beyond their project's funding expiration date would be contingent upon renewal of the project, availability of funds, as well as the District's ability and desirability to continue the specific project.

On the following pages are the proposed lists of the full-time faculty and the full-time, externally-funded faculty to whom contracts would be issued.

It is the recommendation of the College Administration that the Board approve issuance of contract/employment letters to full-time faculty and full-time project faculty (per the attached lists) for the 2018-19 academic year.



**FULL-TIME FACULTY  
CONTRACT RENEWAL FOR 2018-2019**

Lavinia Baldivieso	Business Management
Federico Bassetti	IT Web Software Developer
Linda Becker	Nursing Assistant
Julie Bellman	Mathematics
Tammy Berberich	Basic Skills
Bobbi Jo Bishofberger	Welding
Sarah Chilson	Pharmacy Technician
Nora Elizabeth Chambers	Supervisory Management
Kathryn Church	Radiography
Daniel Crifase	Welding
Patricia DeGarmo	Office Technology
Michael Doubleday	EPD
Christopher Esser	HVAC/R
Lisa Fahey	Medical Assistant
Erica Fenton	Basic Skills
Melissa Fischer	Nursing
Michael Flory	Mathematics
Kathleen Fratianne	Accounting
Tiffany Garrison-Stanley	Science
Julia (Kathy) Gates	Medical Assistant
Susan Griffin	Physical Therapist Assistant
Richard Grossen	CNC Technician
Daniel Harrigan	Laboratory Technician / Math – Science
Cheryl Harsevoort	Behavioral/Social Science
Kimberly Hawkins	Radiography
Deborah Heder	Nursing
Nichole Hinkel	Nursing
William Hodge	IT Networking Technology
Glenn Hoffarth	Economics/Social Science
Cathy Hopkins	Basic Skills
John Horkey	Automated Systems Technology
Sarah Hubert	Nursing Assistant
Melissa Hughes	Diagnostic Medical Sonography
Jaye Jackson	Electro-Mechanical Technology
Rubina Jan	Social Sciences
Benjamin Jedd	Communications
Jeremiah Johnson	Welding
Steven Jones	Diesel
Anthony Jordan	HVAC/R
Kristina Jordan	Emergency Medical Technician
Michelle Jubeck	Medical Administrative/Coding
Katie Koel	Culinary Arts
Jeffrey Kropp	Business Management
Patrick Lane	Police Science
Michael Langdon	Basic Skills

Alexandra Liezert  
William Lobenstein  
Kent Marsden  
Mary Mather  
Eric Moe  
Ronald Mowry  
Marshall Mundt  
Jason Nado  
Traci Newcomer  
Sheldon Newkirk  
John Norland  
Mark Olson  
Julie Patrick  
Deborah Pessoa  
Greg Phillips  
Julie Pierce  
Thomas Pleuger  
Susan Potter  
Mark Prosser  
Kevin Purcell  
Cynthia Ruiz  
Michael Salamone  
Edward Scoville  
Michele Spates  
Jon Staebell  
Beth Strauss  
Jon Thomason  
Michelle Weirich  
Dustin Williams  
Kathleen Winker  
Joseph Wollinger  
John Patrick Wynes  
Janet Zoellner

Radiography  
Industrial Mechanic  
Basic Skills Education  
Nursing Instructor  
Fire Protection Technician/EMS  
Automotive  
Math/Economics  
Communications  
Nursing  
Automotive Technician  
Communications  
Culinary Arts  
Nursing  
Nursing  
Electrical Apprenticeship  
Nursing  
CNC  
Nursing  
Welding  
Police Science  
Dental Assistant  
Diesel Instructor  
Computer Service Technician  
Diagnostic Medical Sonography  
Business Management  
Nursing  
Communications/Mathematics  
Early Childhood Education  
Ag Business/Farm Management  
Clinical Laboratory Technician  
Culinary Arts  
Natural Sciences  
Nursing

**FULL-TIME FUNDED TEACHERS  
CONTRACT RENEWAL – 2018-2019**

Erika Bemrich  
Carol Seichter  
Jered Soravia

Basic Skills/Jail  
Basic Skills/Reading  
Basic Skills Math and Chemistry

**LTE/GRANT FUNDED**

Brad Wildes

Electrical Apprentice

ENCLOSURE #6

5. Consent Agenda

c. Acceptance of Resignations (Jill Benson, Ronald Lyons) (Action – Brian Gohlke)

Jill Benson has submitted her resignation from the position of Accounting Manager, effective May 4, 2018.

Ronald Lyons has submitted his resignation from the position of CDL Instructional Specialist, effective March 30, 2018.

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

ENCLOSURE #7

5. Consent Agenda

- e. Confirmation of Exempt, Non-Instructional Employment Contract Issued for the Position of Librarian (Carol Kaufman) (Action – Brian Gohlke)

Carol Kaufman has been issued an exempt, non-instructional employment contract for the position of Librarian at an annual salary of \$63,252, effective March 30, 2018.

Ms. Kaufman holds an M.S. degree in Library Science and a B.S. degree in Art Education from the University of Wisconsin-Madison. Since June 2017 she has been employed at BTC as a part-time Librarian. Prior occupational experience includes positions of Records Officer at State of Wisconsin Investment Board, Madison; Librarian at Department of Corrections – Columbia County Correctional Institute; Department Administrator at University of Wisconsin – Madison Dept. of Urban and Regional Planning; Learning Resource Manager at Madison Media Institute College of Media Arts; and Reference Librarian at Madison Metropolitan School District – Education Resource Center.

Confirmation of Ms. Kaufman's contract is requested.

ENCLOSURE #8

5. Consent Agenda

- f. Confirmation of Non-Exempt, Non-Instructional Employment Contract Issued for the Position of Academic Advisor and Enrollment Specialist (Shane Thomas) (Action – Brian Gohlke)

Shane Thomas has been issued a non-exempt, non-instructional employment contract for the position of Academic Advisor and Enrollment Specialist at an annual salary of \$51,708, effective May 7, 2018.

Mr. Thomas holds an M.S. degree, College of Student Affairs at Eastern Illinois University and a B.S. degree in Agricultural Education from the University of Wisconsin-Platteville. For the past two years, he has held the position of Residence Life Coordinator at McMurry University, Abilene, Texas. Prior occupational experience includes positions of Associate Residence Life Coordinator at University of Wisconsin-Milwaukee; and Area Coordinator at Augustana College, Rock Island, Illinois.

Confirmation of Mr. Thomas' contract is requested.

ENCLOSURE #9

5. Consent Agenda

- g. Confirmation of Administrative Employment Contract Issued for the Position of IT Systems Engineer (Joshua Verdin) (Action – Brian Gohlke)

Joshua Verdin has been issued an administrative employment contract for the position of IT Systems Engineer at an annual salary of \$75,000, effective April 16, 2018.

Mr. Verdin holds a B.S. degree in Mechanical Engineering and holds numerous certifications with the IT field. Since January 2017, he has held the position of Operations/Technology Manager at D.B. Tax & Financial Services, Inc., Milwaukee. Prior occupational experience includes positions of Server Administrator/Desktop Architect Consultant at State of Wisconsin ETF, Madison; Virtual Infrastructure Administrator/Architect at Weir Minerals, Madison; Owner of Verdin Consulting LLC, Janesville; Application Specialist/Project Manager at Application Specialist/Project Manager at CCH Incorporated, Madison; Project Manager/Pre-Sales Engineer at Belcan Systems, Chicago; and Solution Architect at Dassault Systems Services, Montreal, Quebec, Canada.

Confirmation of Mr. Verdin's contract is requested.

ENCLOSURE #10

6. Action Items

- a. Approval of Revisions to District Board Policies D-650 – Equipment and Property Disposal (Action – Chairperson Thornton)

The District Board reviewed proposed revisions to one Board Policy at the March 2018 Board meeting and is presented for approval.

*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.

District Board approval of the revisions is recommended.

## 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



ENCLOSURE #11

6. Action Items

b. Approval of Adjustment of 38.14 Contract Rates (Action – Dr. Helen Proeber)

The Workforce and Community Development Division of Blackhawk Technical College continues to deliver workforce training through the services of customized instruction, technical assistance, and professional development seminars. A number of variables in the current formula for contract training and professional seminars is used to determine the final cost to the employer or participant. A review of these pricing variables is completed annually to ensure we are still comparable to the private sector and surrounding technical colleges and recommendations are brought forward. The last pricing change to business services under contract was brought to the Board in 2015. The recommended pricing adjustments for FY 2018-2019 are shown in the table below.

Standard Pricing for Contracts

Pricing Element	2015 Rate	2016 Rate	2017 Rate	2018 Rate	2019 Rate
Average Wage/Hour	\$48.00	\$50.00	\$50.00	\$50.00	\$55.00 - \$65.00
Average Wage/Hour EMS	\$26.00	\$27.00	\$27.00	\$27.00	28.00
Technical Assistance	\$125	Case by Case	Case by Case	Case by Case	Case by Case
Fringe Rate	40%	40%	40%	40%	40%
Mileage	IRS Rate	IRS Rate	IRS Rate	IRS Rate	IRS Rate
BTC Indirect Rate*	40%	40%	40%	40%	40% - 50%
LAB On-Campus**	30.29%	30.39%	31.47%	32.43%	33.76%
LAB Off-Campus**	23.98%	23.08%	22.55%	23.03%	24.08%

\*Indirect Rates may vary depending on the uniqueness of the service and the need for travel, expenses, curriculum development, prep time, and materials. In addition, not-for-profit agencies/groups are extended a 10% discount on the BTC Indirect Rate and governmental agencies are extended a 20% discount.

\*\* Indirect on- and off-campus labor rates are set by WTCS.

**Pricing Exception Contracts:**

In addition to the standard pricing above, there are circumstances that allow pricing exceptions to be considered and approved by the District President. The criteria for pricing exceptions are:

1. The contract is the third or more of multiple contracts with **identical** elements.
2. The primary trainer for the contract is a 3rd party vendor providing turnkey services.

3. The contract involves extraordinary circumstances as approved by the District President or designee.

In closing, we continue to work towards a balance of recovering costs while supporting the College's strategic priority to be an Economic Driver in our region. Survey data from our clients indicates that price is not the only consideration in the purchasing decision, but they also highly value customization of service, ease of doing business, and responsiveness.

District Board approval of 38.14 contract rates is requested.

## ENCLOSURE #12

### 6. Action Items

- c. Approval of Avocational Fees for Fiscal Year 2018-19 (Action – Dr. Helen Proeber)

#### **Background**

Avocational or Aid Code 60 courses do not qualify for state aid and, therefore, the goal of fees charged is to recover costs. Other mechanisms also help Aid Code 60 classes approach cost recovery. For example, BTC pays a lower hourly rate to instructors who teach these courses. Meanwhile, although seniors presently receive a 15 percent discount for avocational courses, they pay a greater percentage than they would in aidable classes.

The definition of Aid Code 60 states that the code “applies to educational offerings that are leisure-time self-enrichment activities including arts, crafts, games, hobbies, sport, recreation, and foreign language conversation (WTCS Course Procedures 10.80.1).” Most other courses are listed in Aid Code 47, which “applies to educational offerings with a definite vocational/technical objective which are designed to either provide future employment or upgrade individuals in their present occupations.”

#### **Enrollment**

<u>Period</u>	<u>Number of Students</u>	<u>Number of Classes</u>	<u>Average Number of Students per Class</u>
Fall 2014	216	22	9.8
Fall 2015	233	21	11.1
Fall 2016	156	15	10.4
<b>Fall 2017</b>	<b>214</b>	<b>28</b>	<b>10.07</b>

## Enrollment Trends

The below data reflects the demographics based on our enrollment data.

Semester		Fall 2014	Fall 2015	Fall 2016	Revised age ranges	Fall 2017
Gender	Male	92	53	32		35
	Female	122	180	124		179
	Not Reported	2	0	0		
Age Range					Under 18	0
					18 to 24	7
					25 to 29	2
	Under 20	0	2	0	30 to 39	16
	20 to 40	14	15	6	40 to 49	22
	41 to 60	43	59	38	50 to 59	38
	Over 60	158	157	112	60	0
	Not Reported	7	0	0	Over 60	130
Race / Ethnicity	American Indian	0	0	0		0
	Asian American	0	0	1		1
	Black American	6	4	0		2
	Hispanic	5	5	3		0
	White	194	213	143		198
	Multiple Race	0	1	0		
	Not Reported	11	10	9		14
Students taking two or more classes during the semester		62	52	25		54

## Fee Background

### Definitions

**Aid Code 47 – Occupational Adult (Aidable):** Applies to educational offering with a definite vocational/technical objective, which are designed to either provide future employment or upgrade individuals in their present occupation. Student pays a minimum of \$4.50 for entire course (Material fee). **Vocational-Adult Students Age 62 & Over** - Students age 62 and over enrolled in aid codes 42 and 47 courses are exempt from program fees but not exempt from material fees. (s. 38.24(1m) (b) Wis. Stats.). This code applies only to those courses with an aid code of 42 or 47. It does not apply to community services, Collegiate Transfer, or postsecondary courses.

**Aid Code 60 – Adult Avocational (Non-Aidable):** Applies to education offerings that are leisure-time, self-enrichment activities including arts, crafts, games, hobbies, sports, recreation and foreign language conversation.

### Aid Code 60 Per-Hour Fee & Senior Discount Historical:

Year	From	To	Aid Code 60 Senior Discount
2015	\$3.60	\$3.75	40%
2016	\$3.75	\$4.00	40%
2017	\$3.75	\$4.00	15%
2018	\$3.75	\$4.00	15%
<b>2019</b>	<b>\$4.00</b>	<b>\$5.00</b>	<b>0%</b>

## **Analysis**

WCD continues to offer courses, which have been popular with community members and continue to seek their input on potential new, low cost topics. A comparison of BTC's avocational rates to other technical college rates shows that an increase is necessary, and with the increase, it still will allow us to offer reasonably priced course offerings for our community members.

The average cost per hour of the ten colleges researched was anywhere from \$5.48/hour - \$14.00/hour. One college has an hourly rate of \$4/hour but adds additional fees to increase to hourly rate to \$5 - \$6. The colleges that do offer these aid code 60 courses adjust other fees manually to increase the hourly rate so they can afford to offer the courses. Four of the ten colleges do not offer any aid code 60 courses because they had a hard time breaking even and subsequently had to cancel many courses. Additionally, two of the ten colleges do not offer senior discounts anymore.

### Recommended Strategy

***It is recommended that BTC continue to offer Aid Code 47 and 60 courses, to increase the hourly rate for aid code 60 courses from \$4.00 per hour to \$5.00 per hour, and to discontinue the senior citizen discount on Aid Code 60 courses.***

District Board approval of the recommended strategy is requested.

ENCLOSURE #13

7. Committee Reports

- a. Approval of Modifications to the Fiscal Year 2017-18 Budget (Finance Committee Recommendation – Action)

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

Proposed modifications to the 2017-18 Budget are attached.

The Finance Committee will present its recommendation.

**Proposed Modifications to the FY 2017-18 Budget**

		<u>Expenditures</u>	<u>Revenues</u>
<b>General Fund</b>			
<b>1</b>	Reclass personnel budget to correct function		
	Increase Function 1 Instructional Expenditures	145,879	-
	Decrease Function 2 Instructional Resources Expenditures	(76,471)	-
	Decrease Function 3 Student Services Expenditures	(69,408)	-
	<b>Total - Amendment 1</b>	<u>-</u>	<u>-</u>
<b>2</b>	Reclass non-personnel budget to correct function		
	Decrease Function 1 Instructional Expenditures	(1,400)	-
	Increase Function 6 General Institutional Expenditures	2,400	-
	Decrease Function 7 Physical Plant Expenditures	(1,000)	-
	<b>Total - Amendment 2</b>	<u>-</u>	<u>-</u>
<b>Special Revenue Fund</b>			
<b>3</b>	Reclass grant funding source revenue		
	Increase Institutional Revenue	-	8,938
	Decrease Other Sources (Uses)	-	(8,938)
	<b>Total - Amendment 3</b>	<u>-</u>	<u>-</u>
<b>4</b>	Increase capital project fund balance due to delay in water main project		
	Increase Transfers to Reserves and Designated Fund Balances	1,396,479	-
	Decrease Function 7 Physical Plant Expenditures	(1,396,479)	-
	<b>Total - Amendment 4</b>	<u>-</u>	<u>-</u>
<b>5</b>	To establish the Certification Testing enterprise fund for Workforce and Community Development		
	Increase Institutional Revenue	-	5,000
	Increase Function 1 Instructional Expenditures	3,500	-
	Increase Other Uses	1,500	-
	<b>Total - Amendment 5</b>	<u>5,000</u>	<u>5,000</u>

# ENCLOSURE #14

## BLACKHAWK TECHNICAL COLLEGE

Personnel Committee  
Wednesday, March 21, 2018  
Monroe Campus – Room 413/414

### MINUTES

Members Present: Rick Richard, Chair  
Tom Heeg  
Malik Surani (via phone)  
Eric Thornton

Members Absent: Dr. Karen Schulte

Other Board Present: Barbara Tillman  
Laverne Hays  
Mark Mayer  
Traci Davis (arrived 4:55 p.m.)

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

Chairperson Richard called the meeting to order in open session at 4:33 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 and discussion regarding employment of individuals over which the Board has jurisdiction.

It was moved by Mr. Thornton and seconded by Ms. Tillman 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 and discussion regarding employment of individuals over which the Board has jurisdiction.

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

Motion carried.

Staff were present during closed session.

Ms. Davis arrived at 4:55 p.m. and voted to go into closed session.

It was moved by Mr. Thornton and seconded by Ms. Tillman to adjourn the closed session at 5:14 p.m.

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

Motion carried.

Chairperson Richard called the meeting to order in open session.

As there was no additional business, Chairperson Richard adjourned the meeting at 5:15 p.m.



## ENCLOSURE #15

### 8. New Business

#### a. Gap Analysis (Information – Dr. Jon Tysse)

As Blackhawk Technical College moves toward a closer connection between labor market data and programming offered, we have begun a labor market gap analysis process. The labor market gap analysis reflects which occupations typically associated with 2-year degrees or less show a gap between the number of credentials earned each year and the overall labor market need.

Dr. Jon Tysse, Director of Institutional Research & Effectiveness, will be present to describe the process, outcomes, and plans for Blackhawk Technical College's labor market gap analysis.

ENCLOSURE #16

8. New Business

b. Date for Annual District Board Retreat (Chairperson Thornton)

It is time to begin planning for this year's Retreat. Suggested topics include a professional development training session provided by legal counsel on a topic(s) pertinent to the Board, in-depth discussion on the Strategic Plan, and planning for the future.

Please be prepared to share your thoughts on the topics and focus of the Retreat. Also check your calendars and be prepared to discuss possible dates for the Retreat.

ENCLOSURE #17

8. New Business

c. Outreach Center Annual Report (Information – Dr. Helen Proeber)

Blackhawk Technical College offers courses at three outreach sites in Rock and Green Counties as well as at the Beloit, Milton, and Central Campuses. Rock County classes are managed through Central Campus, and Green County classes are managed through the Monroe Campus. One outreach site, Milton High School, has a paid part-time instructor that is also paid a flat, per-semester stipend of \$250 for inspecting machinery and performing necessary maintenance.

**Types of Courses Offered**

Furniture Refinishing	Welding
Woodworking	Acrylic Painting
Reupholstery	Beginning Soap making
Freezer Meals Made Easy	Essential Oils

**Enrollment and Offerings**

The below data reflects the enrollment and offerings at the current BTC outreach sites.

**Rock County Trends**

<u>Rock County Outreach Sites</u>	Fall 2017 <i>Offered</i>	<i>Run</i>
Milton High School	3	3
AMTC	8	5
Total	11	8
Rock County Outreach Run Rate		73%

**Green County Trends**

<u>Green County Outreach Sites</u>	Fall 2017 <i>Offered</i>	<i>Run</i>
Scotch Hill Farm	1	1
Monroe High School	3	3
Total	4	4
Green County Outreach Run Rate		100%

**Fall 2017 Community Education**

Rock County	Offered	Run	Rate	Green County	Offered	Run	Rate
Campus Locations	16	13	81%	Monroe Campus	7	7	100%
Outreach	11	8	73%	Outreach	4	4	100%
Total Rock County	27	21	78%	Total Green County	11	11	100%
Total 2 Counties	38	32	84%				

**Future Direction**

In the 2018-2019 academic year, the Workforce and Community Development Division (WCD) will continue to offer the popular personal enrichment courses and will expand additional new programming targeting middle school and high school aged children. WCD is also increasing the professional development/continuing education course offerings based on feedback from business and industry.

ENCLOSURE #18

8. New Business

- d. Review of District Board Policy D-680 – Depository of Funds (Discussion – Renea Ranguette)

One (1) policy is being presented to the Board for review in April:

*Policy D-680 – Depository of Funds* - One revision is recommended which is insertion of the reference link to the administrative regulation associated with this policy.

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

# DEPOSITORY OF FUNDS

D-680

The District Board shall deposit all monies received by it with the District Board Treasurer who shall be accountable for such funds. The Treasurer shall cause all District funds to be placed in depositories approved by the District Board.

The District Board shall officially designate the depositories for all District funds at its annual organizational meeting. A resolution, approved by two-thirds majority, shall be required.

Facsimile or specimen signatures of the Chairperson and Treasurer or any two (2) of the following will be required for the withdrawal of any funds from authorized depositories:

Chairperson, Blackhawk Technical College District Board  
Treasurer, Blackhawk Technical College District Board  
President/District Director  
Vice President, Finance and College Operations  
Controller

Automated Clearing House (ACH) and wire transfers of funds from the College's accounts to non-BTC accounts require the approval of one (1) check signer (other than the originator).

Reference: Wisconsin Statutes 38.12 (2)

[BTC Operational Administrative Regulation D-680 AR](#)

Policy Adopted: August 18, 1982

Revised: February 17, 1988; October 25, 2000; December 18, 2002; April 20, 2005; October 19, 2005; April 18, 2007; July 13, 2009

ENCLOSURE #19

8. New Business

e. Shuttle Transportation Services (Information – Renea Ranguette)

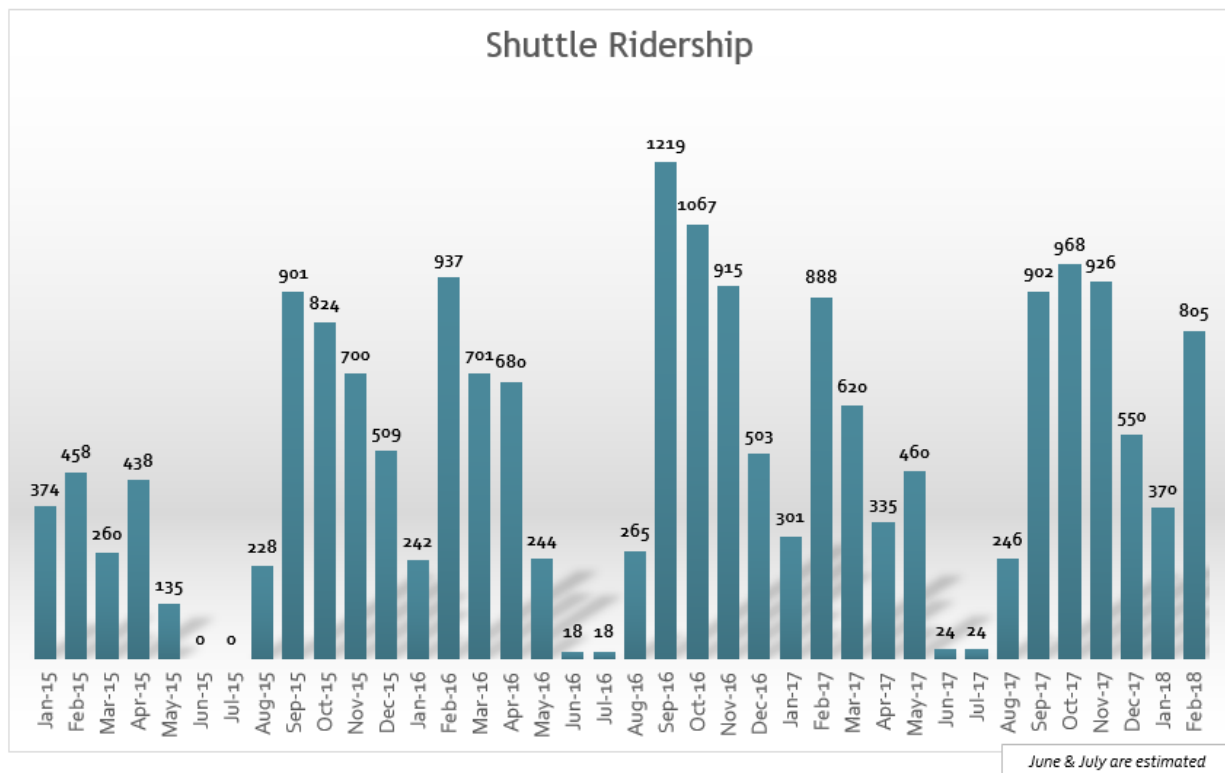
A request was made for a report on the College's Transportation Shuttle Services which were launched in fall 2015 in response to student transportation barriers. The attached report provides background and ridership information on the shuttle services.

Renea Ranguette will be present at the meeting to address any questions regarding this information.

## Shuttle Transportation Services Report

Blackhawk Technical College introduced the shuttle service in fall 2015 to address student transportation barriers. Shuttle buses (16 & 24-passenger units) were purchased by the College and are operated in partnership with the Student Government Association. Dan Krause is the Shuttle Transportation Coordinator (part-time) ensuring quality service and operational safety of the fleet by our team of part-time bus drivers. Dan is supported by Steve Kormanak, Director of Facilities.

The shuttle service routes serve the Monroe, Beloit, Janesville, and Milton locations with runs aligned with academic schedules to best meet student needs. The current route schedule is attached. This service has been well received by students as evidenced by strong ridership.



Ridership totals by academic year are:

Academic Year	Total
2017-18 thru Feb	4791
2016-17	6615
2015-16	5984
2014-15*	1665

\* AY2015 data tracking began in Jan. (1/2 year data)



Operational costs for the shuttle transportation service are:

<u>Fiscal Year</u>	<u>Total</u>
<u>2017-18 Budget</u>	<u>\$137,645</u>
<u>2016-17 Actual</u>	<u>\$125,228</u>
<u>2015-16 Actual</u>	<u>\$125,197</u>
<u>2014-15 Actual</u>	<u>\$108,527</u>

In addition to the core transportation route services, the shuttles also provide:

- Inter-campus delivery of mail, packages, supplies, marketing materials, etcetera
- Security personnel are transported daily to/from Monroe Campus.
- The shuttle service runs special routes during “one stop” admission events
- Special routes are added to support students with GED testing (Beloit, Job Center, & Central)
- Special routes and schedules are added to support transportation for summer boot camps
- Special routes are added for veteran events at the VFW to/from Central Campus
- The shuttle coordinator adds/modifies shuttle stops to accommodate student requests
- The shuttle drivers alter route schedules to accommodate the students

The shuttles are maintained as economically as possible by in-house talent, as appropriate and are inspected by licensed professionals annually.

Customer service has extended to personal touch such as special help to students with short term transportation problems needing rides, taking ill students home, and driving a student home who had sudden family tragedy and needed a quick exit. Students have developed bonds with some of the drivers who encourage and support their academic and personal achievements.

# BTC Shuttle Schedule



## Departures from Central Campus

CC	6:05am	7:50am	8:00am	12:00pm	12:10pm	1:15pm	1:45pm	2:25pm	3:30pm	5:00pm <sup>+</sup>	7:45pm <sup>+</sup>
Arrive Milton	6:35am		8:50am	12:25pm			2:10pm		4:30pm		
Arrive CTS	7:05am		8:25am						4:10pm		
Arrive Beloit		8:00am		12:20pm	1:25pm			2:35pm		5:10pm <sup>+</sup>	7:55pm <sup>+</sup>
Arrive Job Ctr									3:40pm		
Arrive Brodhead				On Request				On Request			On Request
Arrive Monroe		8:50am		1:25pm				3:40pm		5:55pm <sup>+</sup>	8:55pm <sup>+</sup>

## Departures from Milton

(Advanced Manufacturing Training Center)

Milton	6:45am	9:00am	12:30pm	2:20pm	4:30pm
Arrive CTS	7:05am			2:40pm	
Arrive Job Ctr	7:30am				
Arrive CC	7:45am	9:25pm	12:55pm	3:10pm	4:55pm
Arrive Brodhead					
Arrive Beloit	8:00am		1:25pm		5:10pm <sup>+</sup>
Arrive Monroe	8:50am				5:55pm <sup>+</sup>

## Departures from Job Center

Job Ctr	7:35am
Arrive CC	7:45am
Arrive Beloit	8:00am
Arrive Monroe	8:50am

## Departures from Beloit Center

Beloit	5:45am	7:40am	8:05am	10:05am	12:25pm	1:30pm	2:40pm	4:30pm	5:15pm <sup>+</sup>	7:15pm <sup>+</sup>	8:00pm <sup>+</sup>
Arrive CC	5:55am	7:50am		10:15am		1:40pm		4:40pm		7:25pm <sup>+</sup>	
Arrive Milton	6:35am	8:50am				2:10pm					
Arrive CTS	7:05am	8:25am									
Arrive Brodhead				On Request			On Request				On Request
Arrive Monroe			8:50am		1:25pm		3:40pm		5:55pm <sup>+</sup>		8:55pm <sup>+</sup>

## Departures from Monroe

Monroe	6:30am	9:00am	1:30pm	3:45pm	6:15pm <sup>+</sup>	9:05pm <sup>+</sup>
Arrive Brodhead	6:50am	9:20am				
Arrive Beloit	7:30am	10:00am		4:30pm	7:05pm <sup>+</sup>	On Request
Arrive CC	7:50am	10:15am	2:15pm	4:40pm	7:25pm <sup>+</sup>	10:00pm <sup>+</sup>
Arrive Milton	8:50am					
Arrive CTS	8:25am					

## Departures from CTS

CTS	7:10am	8:30am	2:45pm	4:10pm
Arrive CC	7:45am	9:25am	3:10pm	4:55pm
Arrive Milton		8:50am		4:30pm
Arrive Job Ctr	7:30am			

## Departures from Brodhead

Brodhead	6:55am	9:25am
Arrive Beloit	7:30am	10:00am
Arrive CC	7:50am	10:15am

## KEY

**Milton**=Advanced Manufacturing Training Center • **CC**=Central Campus

**Job Ctr**=Rock County Job Center • **CTS**=Center for Transportation Studies

**Brodhead**=Piggly Wiggly-Brodhead • **Monroe**=Monroe Campus

This schedule represents times at all locations: Monday-Friday.

\*Represents routes only Monday-Thursday.

rev. 1-2018



ENCLOSURE #20

8. New Business

f. Update on Beloit Programming Plans (Information – Dr. Tracy Pierner)

Blackhawk Technical College has provided notification of its intent to vacate the current Beloit Center in August 2018. Administration has been working to relocate the current level of instruction provided at that site to alternate locations within the Beloit community for the Fall 2018 semester.

Dr. Tracy Pierner, President, will provide an update on programming delivered in Beloit, locations at which programming will be offered in Fall 2018, and the next steps in long-term planning to increase service/offerings within the Beloit community.