

Blackhawk Technical College
District Board Meeting
May 16, 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 (Erika Kropp)
 - Enc. #1 b. Recognition of BTC Retiree Lori Krasemann (Chairperson Thornton and Dr. Tracy Pierner)
 - c. District Boards Association Update (Information – Layla Merrifield)
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 Meeting Held on April 18, 2018 (Action)
 - Enc. #4 b. Approval of Current Bills (Action – Renea Ranguette)

In compliance with the Americans With Disabilities Act (ADA), all public meetings held by Blackhawk Technical College District are accessible to persons with disabilities. Any person wishing to attend who needs special accommodations should call (608) 757-7772 no less than 24 hours prior to the meeting time.

- Enc. #5 c. Approval of Contract Training (Action – Dr. Zahi Atallah)
- Enc. #6 d. Acceptance of Resignations (Mark Brown, Sarah Chilson, Jon Staebell)
(Action – Brian Gohlke)
- Enc. #7 e. Acceptance of Intent to Retire (Mary Thompson) (Action – Brian Gohlke)
- Enc. #8 f. Confirmation of Administrative Employment Contract Issued for the
Position of Diesel Truck Driving Instructional Specialist (Jan Sytsma)
(Action – Brian Gohlke)
- Enc. #9 g. Confirmation of Instructional Employment Contract Issued for the Position
of Nursing Assistant Instructor (Eva Peterson) (Action – Brian Gohlke)
6. Action Items
- Enc. #10 a. Approval of Revisions to District Board Policy D-680 – Depository of
Funds (Action – Chairperson Thornton)
- Enc. #11 b. Approval of Business Management Embedded Technical Diploma
Program (Action – Dr. Zahi Atallah)
- Enc. #12 c. Approval of International Travel (Action – Dr. Tracy Pierner)
7. Committee Reports
- Finance Committee
 Ms. Barbara Barrington-Tillman, Chairperson
- Enc. #13 Meeting Held 4/18/18 (Minutes Enclosed)
 Action Taken
- No May Meeting Scheduled
 Committee-related Items Follow
- Enc. #14 a. Adoption of Fiscal Year 2018-19 Budget for Presentation at Public
Hearing; Setting of Date for Public Hearing (Action – Renea Ranguette)
- Personnel Committee
 Mr. Rick Richard, Chairperson
- Enc. #15 Meeting Held 4/18/18 (Minutes Enclosed)
 No Action Taken
- Meeting Scheduled 5/16/18 – 4:00 p.m.
- Enc. #16 b. Approval of Faculty Compensation System Study (Personnel Committee
Recommendation – Action)

- Enc. #17 c. Approval of Administrative Staff Salaries for Fiscal Year 2018-19 (Personnel Committee Recommendation – Action)
- Enc. #18 d. Approval of Part-Time Staff Wages for Fiscal Year 2018-19 (Personnel Committee Recommendation – Action)
- Enc. #19 e. Approval of 2018-19 Base Wage Agreement with the Blackhawk Technical College Educational Support Professionals (Personnel Committee Recommendation – Action)
- Enc. #20 f. Approval of Wage Adjustments for the Blackhawk Technical College Educational Support Professionals (Personnel Committee Recommendation – Action)
- Enc. #21 g. Approval of Potential Action Resulting from Personnel Committee Closed Session Discussion (Personnel Committee Recommendation – Action)

- 8. New Business
- Enc. #22 a. Review of District Board Policy E-222 – Sexual Misconduct (Discussion – Brian Gohlke)
- Enc. #23 b. Update on Beloit Programming (Information – Dr. Tracy Pierner)
- Enc. #24 c. Summer Scheduling at AMTC (Information – Dr. Tracy Pierner)

- 9. Other Business
- Enc. #25 a. District Board Retreat Agenda Topics (Chairperson Thornton and Dr. Tracy Pierner)
- b. District Boards Association Summer Meeting – July 13-14, Green Bay

- 9. Future Agenda Items

ENCLOSURE #1

3. Special Reports

- b. Recognition of BTC Retiree Lori Krasemann (Chairperson Thornton and Dr. Tracy Pierner)

Lori Krasemann will retire at the end of the Spring 2018 semester, after 15 years of service to the College. Her BTC career began in 2003 as an adjunct faculty member within the Early Childhood Education program. She moved into a full-time instructional role within the program in 2008.

In addition to her regular duties, Lori has been involved in numerous committees and special projects, including the Close Captioned Task Force, community Early Childhood events, BTC recruitment activities, Tech Knowledge College, and Tech Exploration events and co-advised the Early Childhood Education Club. She has provided presentations at several community continuing education seminars and Early Childhood conferences at the local and state levels, as well as providing continuing education for the Childcare Resource and Referral Agency. Lori is most proud of the opportunity she has had to build relationships with students and staff at BTC and the overall success of her students.

She has indicated her retirement plans include training her Golden Doodles to be Therapy Dogs, motorcycle day trips with her husband, gardening, visiting family in Texas, and the freedom to enjoy the gifts that each day will bring.

We wish Lori 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 April 30, 2018

| <u>COMBINED FUNDS</u> | 2017-18 CURRENT BUDGET | 2017-18 ACTUAL TO DATE | 2017-18 PERCENT INCURRED | 2016-17 ACTUAL TO DATE | 2016-17 PERCENT INCURRED |
|---|------------------------------|------------------------------|--------------------------------|------------------------------|--------------------------------|
| REVENUE & OTHER RESOURCES: | | | | | |
| Local Government | \$ 14,802,796 | \$ 14,833,466 | 100.2% | \$ 14,211,929 | 100.0% |
| State Aids | 15,209,545 | 13,577,343 | 89.3% | 13,405,326 | 90.3% |
| Statutory Program Fees | 5,428,966 | 6,376,879 | 117.5% | 6,662,442 | 123.1% |
| Material Fees | 373,996 | 435,451 | 116.4% | 479,542 | 139.0% |
| Other Student Fees | 841,590 | 973,876 | 115.7% | 845,320 | 129.4% |
| Institutional | 2,607,730 | 1,114,419 | 42.7% | 1,458,950 | 79.1% |
| Federal | 9,508,937 | 7,554,973 | 79.5% | 8,118,846 | 73.9% |
| 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>\$ 54,130,932</u> | <u>\$ 50,116,407</u> | 88.9% | <u>\$ 50,182,355</u> | 89.7% |
| EXPENDITURES BY FUNCTION: | | | | | |
| Instruction | \$ 19,750,382 | \$ 14,543,759 | 73.6% | \$ 14,406,036 | 78.9% |
| Instructional Resources | 2,669,711 | 1,323,324 | 49.6% | 1,282,776 | 47.4% |
| Student Services | 12,785,367 | 10,157,178 | 79.4% | 10,939,022 | 76.2% |
| General Institutional | 5,955,523 | 4,563,904 | 76.6% | 4,440,082 | 82.0% |
| Physical Plant | 13,005,846 | 11,069,262 | 85.1% | 12,135,452 | 91.6% |
| Auxiliary Services | 333,300 | 224,718 | 67.4% | 357,020 | 75.8% |
| 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>\$ 54,899,168</u> | <u>\$ 42,132,145</u> | 76.8% | <u>\$ 43,560,388</u> | 80.0% |
| EXPENDITURES BY FUNDS: | | | | | |
| General | \$ 26,997,173 | \$ 20,899,765 | 77.4% | \$ 21,523,962 | 84.1% |
| Special Revenue | 3,191,514 | 1,975,450 | 61.9% | 1,916,078 | 65.0% |
| Capital Projects | 5,788,785 | 2,374,174 | 41.0% | 2,984,353 | 50.5% |
| Debt Service | 8,192,179 | 8,297,307 | 101.3% | 8,021,036 | 99.4% |
| Enterprise | 123,300 | 47,708 | 38.7% | 74,227 | 46.1% |
| Internal Service | 210,000 | 177,010 | 84.3% | 282,793 | 91.2% |
| Trust & Agency | 9,997,178 | 8,110,731 | 81.1% | 8,757,939 | 76.3% |
| Other Uses (Transfer to Other Fund) | <u>399,039</u> | <u>250,000</u> | 62.7% | <u>-</u> | 0.0% |
| Total Expenditures | <u>\$ 54,899,168</u> | <u>\$ 42,132,145</u> | 76.8% | <u>\$ 43,560,388</u> | 80.0% |
| Fund Balances, Beginning | \$ 15,111,679 | \$ 15,111,679 | | \$ 13,778,644 | |
| Change in Fund Balance | <u>(769,736)</u> | <u>7,984,262</u> | | <u>6,621,967</u> | |
| Fund Balances, Ending | <u>\$ 14,341,943</u> | <u>\$ 23,095,941</u> | | <u>\$ 20,400,611</u> | |

| | | | | | |
|-----------------------------|---------------------|---------------------|-------|---------------------|-------|
| Debt Service Detail | | | | | |
| 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> | |

ENCLOSURE #3

Regular Meeting

of the

Blackhawk Technical College District Board

April 18, 2018

Minutes

The regular meeting of the Blackhawk Technical College Board was held on Wednesday, April 18, 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 (via phone); Laverne Hays, Secretary (departed at 6:09 p.m.); Rick Richard, Treasurer; Mark Mayer (via phone); and Malik Surani. Board members absent: Traci Davis, Tom Heeg, and Dr. Karen Schulte. Staff present: Dr. Tracy Pierner; Renea Ranguette; Brian Gohlke; Jackie Pins; Dr. Jon Tysse; Dr. Helen Proeber; Kent Marsden.

Chairperson Thornton called the meeting to order at 5:09 p.m.

Chairperson Thornton called for Public Comment. There was none.

Chairperson Thornton called for Special Reports.

The Student Representative to the Board's report was shared by Ms. Pins.

Chairperson Thornton called for Information/Discussion items.

The March financial statement and quarterly update were reviewed.

Dr. Pierner presented the President's monthly report. A presentation was made to the Beloit City Council regarding the decision to terminate the Beloit Center lease and relocate programming to other locations within Beloit. Several citizens shared concerns during the Council's public comment period with regard to the Beloit Center leaving the Eclipse Center. Meetings were held with a number of local companies and with the Clinton Superintendent and High School Principal. Dr. Pierner attended a Beloit 2020 meeting to share the College's plans in Beloit and to provide input on future opportunities with the Beloit School District that would be included within the Superintendent search. A summary of Dr. Pierner's trip to China was provided; several of the colleges there want BTC to return in June. BTC did not receive funding for English Language Learner programming currently held at the Beloit Center/Brother Dutton School and Rock County Jail. However, these programs were funded within the budget proposal shared at the Finance Committee meeting earlier this evening. At the Spring DBA meeting, the College's Media Award nominee, Hannah Flood – NBC 15, received the 2018 DBA Media Award. The Diagnostic Medical Sonography program had an accreditation visit several weeks ago; several findings will require follow-up. A welcome was provided for a Junior Achievement event held on Central Campus recently. Over 100 people attended a meeting held at Central Campus to learn information

about the FoxConn project's bidding process. Upcoming events include: Enterprise Center Grand Opening at the Monroe Campus on April 19; Student Awards Ceremony on April 28; GED Graduation on May 10; Law Enforcement Academy Graduation on May 11; Nursing Pinning Ceremony on May 17; and the Graduation Ceremony on May 19.

Chairperson Thornton called for the Consent Agenda.

It was moved by Mr. Surani and seconded by Mr. Hays to approve the consent agenda, which included the minutes of the Regular Meeting held on March 21, 2018; current bills from the month of March – 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; 25 training contracts negotiated since the last meeting totaling \$729,308; approval to issue continuing contract/employment letters to the attached list faculty and project faculty for the 2018-19 academic year; acceptance of two resignations – Jill Benson, Accounting Manager, effective May 4, 2018, and Ronald Lyons, CDL Instructional Specialist, effective March 30, 2018; confirmation of an exempt, non-instructional employment contract issued to Carol Kaufman for the position of Librarian at a salary of \$63,252, effective March 30, 2018; confirmation of a non-exempt, non-instructional employment contract issued to Shane Thomas for the position of Academic Advisor and Enrollment Specialist at a salary of \$51,708, effective May 7, 2018; and confirmation of an administrative employment contract issued to Joshua Verdin for the position of IT Systems Engineer at a salary of \$75,000, effective April 16, 2018.

Motion carried.

Chairperson Thornton called for Action Items.

It was moved by Mr. Richard and seconded by Mr. Hays to approve revisions to Board Policy D-650 – Equipment and Property Disposal, as presented.

Motion carried.

It was moved by Mr. Hays and seconded Mr. Richard to approve adjustment of 38.14 contract rates, as presented.

Motion carried unanimously.

Aid Code 60 courses do not qualify for state aid, and therefore, the goal of fees is to recover costs. A recommendation was presented to increase the hourly rate for Aid Code 60 classes from \$4.00 to \$5.00 per hour and to eliminate the 15% senior discount.

It was moved by Mr. Richard and seconded by Mr. Surani to approve the avocational fee rate of \$5.00 per hour, plus material fees, for 2018-19, and to discontinue the senior citizen discount on Aid Code 60 courses.

Motion carried unanimously.

Chairperson Thornton called for Committee Reports.

The Finance Committee met earlier in the evening. The proposed Fiscal Year 2018-19 budget and modifications to the current year's budget were presented. The Committee presented its recommendation regarding action to approve the budget modifications.

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

Motion carried unanimously.

The Personnel Committee met earlier in the evening; there was no report.

Chairperson Thornton called for New Business.

A presentation was made on the labor market gap analysis process being utilized to identify future program opportunities for the College.

Board member consensus was to hold the annual Retreat on August 16, 2018. Retreat agenda topics suggested were advocacy training, Strategic Plan update, Dr. Pierner's review, and Board self-evaluation. Board members were asked to think about additional topics and be prepared to discuss further at the May Board meeting. Ms. Pins will confirm a location for the Retreat/meeting. A draft agenda will be provided for Board review at a future meeting.

The Outreach Center Annual Report was reviewed.

A review was done of Board Policy D-680. Approval of the recommended revisions will be scheduled at the May meeting.

A report on the College's shuttle transportation services was reviewed. The data reported duplicated ridership as a system is not in place to track individual student ridership. A student ID swipe system is being implemented for classrooms/labs. A possibility exists to add usage of this system to track shuttle ridership to obtain unduplicated data. If a minimal number of students ride the shuttle, Mr. Richard suggested the College may want to look at the cost/benefit and possibly use smaller vehicles which would be more cost effective to operate.

Mr. Hays departed the meeting at 6:09 p.m.

An update was provided on Beloit programming plans. Through partnerships, classes will be offered at 4-6 locations within Beloit. Locations must be close to public transit, day care/other services, be added to the BTC Shuttle routes, and be more distributed throughout the city. Memorandums of Understanding are under development with multiple community locations. Two listening sessions will be scheduled in Beloit in both May and June to hear about what else BTC should be doing within Beloit. A longer-term growth plan will be developed following these sessions.

Chairperson Thornton called for Other Business.

A brief report was provided on the District Boards Association Spring meeting in Richland Center April 13-14.

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

It was moved by Mr. Surani and seconded by Mr. Richard to adjourn the meeting at 6:25 p.m.

Laverne E. Hays
Secretary

ENCLOSURE #4

5. Consent Agenda

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

The April bills include Voucher #00246076 to and including #00264357 and direct deposit expense reimbursements in the total amount of \$429,543.29 (includes student related payments), a payroll total for the month of April of \$864,306.98, payroll tax wire transfers for the month of April of \$355,499.31, other wire transfers for the month of April of \$48,830.07, WRS wire transfers for the month of April of \$146,767.61, P-card disbursements for the month of April of \$170,820.28, a bond payment for the month of April of \$0, and a health insurance wire transfer for the month of April of \$284,454.42, for a grand total of \$2,300,221.96.

Blackhawk Technical College

BILL LIST SUMMARY
 Period Ending April, 2018

Starting Check Number 00246076
 Ending Check Number 00264357 Plus Direct Deposits

| | | | |
|--|--|------------------|----------------------------|
| PAYROLL TAXES | | | |
| Federal | | 298,248.46 | |
| State | | <u>57,250.85</u> | |
| | | | 355,499.31 |
| PAYROLL BENEFIT DEDUCTIONS & FRINGE PAYMENTS | | | |
| Retirement | | - | |
| Health and Dental Insurance | | 23,654.70 | |
| Miscellaneous | | <u>13,625.66</u> | |
| | | | 37,280.36 |
| STUDENT RELATED PAYMENTS | | | 104,901.17 |
| CURRENT NON CAPITAL EXPENSES | | | 223,698.47 |
| CAPITAL | | | 63,663.29 |
| DEBT | | | <u>-</u> |
| TOTAL BILL LISTING AND PAYROLL TAXES | | | 785,042.60 |
| PAYROLL-NET | | | <u>864,306.98</u> |
| SUB TOTAL BILL LISTING AND PAYROLL | | | 1,649,349.58 |
| PLUS OTHER WIRE TRANSFERS | | | 48,830.07 |
| PLUS WRS WIRE TRANSFERS | | | 146,767.61 |
| P-CARD DISBURSEMENTS | | | 170,820.28 |
| PLUS BOND PAYMENT | | | - |
| HEALTH INSURANCE WIRES | | | <u>284,454.42</u> |
| GRAND TOTAL FOR THE MONTH | | | <u><u>2,300,221.96</u></u> |

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| | |
|-------------------------------|------------|
| Bill List Total | 429,543.29 |
| Wire Transfer - Payroll Taxes | 355,499.31 |

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 | |
| 6810-004 | Albany High School <i>HSED Preparation for High School At-Risk Student(s)</i> | 1 | 1.00 | \$657 | N/A | \$657 |
| 6810-001 | F.J. Turner Senior High School <i>HSED Preparation for High School At-Risk Student(s)</i> | 1 | 1.00 | \$230 | N/A | \$230 |
| 2018-1170 | Rock County District Attorney's Office <i>Real Colors</i> | 19 | 0.06 | \$1,909 | \$834 | \$1,909 |
| 6810-003 | School District of New Glarus <i>HSED Preparation for High School At-Risk Student(s)</i> | 3 | 3.00 | \$4,770 | N/A | \$4,770 |
| <i>Report Subtotal</i> | | 24 | 5.06 | \$7,566 | \$834 | \$7,566 |

| Contract # | Business/Industry | MULTIPLE RECIPEINT, 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 |
| 2018-1168 | SSI Technologies, Inc. <i>MSSC Quality & Manufacturing</i> --WAT Grant Funding | | | | | | 9 | 0.30 | \$10,923 | \$6,910 | \$2,440 |
| | | | | | | | | | | | \$10,923 |
| 2018-1171 | SSI Technologies, Inc. <i>Intermediate Excel</i> --WAT Grant Funding | | | | | | 8 | 0.04 | \$1,226 | \$747 | \$381 |
| | | | | | | | | | | | \$846 |

* BTC charges do not meet LAB formula.

5. Consent Agenda

| Contract # | Business/Industry | MULTIPLE RECEIPT, GRANT OR OTHER COMPLEX CONTRACT BREAKDOWN INFORMATION | | | | FULL CONTRACT DETAIL INFORMATION | | | | Actual Contract Cost | |
|------------|--|---|-----------|------------------|------------------|----------------------------------|-------------------|--------------------|------------------------|------------------------|------------------------|
| | | # Served | Est. FTEs | BTC Cost Formula | LAB Cost Formula | Actual Contract Cost | # Served | Est. FTEs | BTC Cost Formula | | LAB Cost Formula |
| 2018-1172 | SSI Technologies, Inc. <i>Hydraulics</i> --WAT Grant Funding | | | | | | 8 | 0.11 | \$2,326 | \$1,665 | \$722 \$1,604 |
| 2018-1173 | SSI Technologies, Inc. <i>Pneumatics</i> --WAT Grant Funding | | | | | | 8 | 0.11 | \$2,326 | \$1,665 | \$722 \$1,604 |
| 2018-1174 | SSI Technologies, Inc. <i>Intermediate PowerPoint</i> --WAT Grant Funding | | | | | | 8 | 0.04 | \$982 | \$614 | \$305 \$677 |
| 2018-1175 | SSI Technologies, Inc. <i>Yellow Belt</i> --WAT Grant Funding | | | | | | 10 | 0.33 | \$8,331 | \$6,780 | \$2,306 \$6,025 |
| 2019-1001 | SSI Technologies, Inc. <i>MSSC Maintenance</i> --WAT Grant Funding | | | | | | 9 | 0.15 | \$5,468 | \$3,263 | \$1,222 \$4,246 |
| 2019-1002 | SSI Technologies, Inc. <i>Intermediate Excel</i> --WAT Grant Funding | | | | | | 8 | 0.04 | \$1,226 | \$747 | \$381 \$846 |
| 2019-1003 | SSI Technologies, Inc. <i>Advanced Excel</i> --WAT Grant Funding | | | | | | 8 | 0.03 | \$933 | \$498 | \$289 \$643 |
| | <i>Report Subtotal</i> | | | | | | 76 | 1.15 | \$33,741 | \$22,889 | \$36,182 |
| | | | | | | | <u>100</u> | <u>6.21</u> | <u>\$41,307</u> | <u>\$23,723</u> | <u>\$43,748</u> |

* 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 | \$43,748 | \$1,232,259 |
| | June | \$47,797 | \$1,176,483 | \$3,851 | \$970,288 | \$6,124 | \$1,308,465 | \$150,542 | \$2,914,462 | | \$1,232,259 |
| YTD TOTAL \$ | | | <u>\$1,176,483</u> | | <u>\$970,288</u> | | <u>\$1,308,465</u> | | <u>\$2,914,462</u> | | <u>\$1,232,259</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: \$233,035; Transcribed Credit contracts with high schools total: \$693,632; HSED contracts with high schools total: \$16,666

ENCLOSURE #6

5. Consent Agenda

- d. Acceptance of Resignations (Mark Brown, Sarah Chilson, Jon Staebell) (Action – Brian Gohlke)

Mark Brown has submitted his resignation from the position of Law Enforcement Coordinator, effective May 25, 2018.

Sarah Chilson has submitted her resignation from the position of Pharmacy Technician Instructor, effective May 21, 2018.

Jon Staebell has submitted his resignation from the position of Business Management Instructor, effective May 24, 2018.

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

ENCLOSURE #7

5. Consent Agenda

e. Acceptance of Intent to Retire (Mary Thompson) (Action – Brian Gohlke)

Mary Thompson, Scheduling Resource Assistant, has submitted her intent to retire, effective October 19, 2018, after 26 years of service to the College.

Acceptance of the intent to retire is recommended.

ENCLOSURE #8

5. Consent Agenda

- f. Confirmation of Administrative Employment Contract Issued for the Position of Diesel Truck Driving Instructional Specialist (Jan Sytsma) (Action – Brian Gohlke)

Jan Sytsma has been issued an administrative employment contract for the position of Diesel Truck Driving Instructional Specialist at an annual salary of \$58,000, effective May 22, 2018.

Ms. Sytsma holds a Bachelor's degree in Business Management & Leadership from Wisconsin Lutheran College, Milwaukee. For the past three years she has held a part-time instructor position in the Professional Truck Driving Program at Waukesha County Technical College, Pewaukee. Prior occupational experience includes positions of Safety Coordinator and Warehouse Administrator at Rock Transfer & Storage, Milwaukee; Office Manager at Four Seasons Building Products, Milwaukee; and Lead IT Help Desk at Wisconsin Color Press, Milwaukee.

Confirmation of Ms. Sytsma's contract is requested.

ENCLOSURE #9

5. Consent Agenda

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

Eva Peterson has been issued an instructional employment contract for the position of Nursing Assistant Instructor at an annual salary of \$63,000, effective May 14, 2018.

Ms. Peterson holds an M.S. degree in Environmental and Occupational Health and Safety from UW-Whitewater, a Bachelor's degree in Nursing from Cardinal Stritch University, Milwaukee, and an Associate Degree in Nursing from Gateway Technical College. For the past six years she has owned and operated Assisted Living Training LLC in Walworth. Prior occupational experience includes positions of RN and Safety Liaison at Inspiration Ministries, Walworth; Nurse Consultant at Harmony Living Centers, Madison; and Nurse Team Leader/Case Manager at Willowfield Nursing and Rehabilitation, Delavan.

Confirmation of Ms. Peterson's contract is requested.

ENCLOSURE #10

6. Action Items

- a. Approval of Revisions to District Board Policy D-680 – Depository of Funds
(Action – Chairperson Thornton)

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

Policy D-680 – Depository of Funds – Revisions include updating a position title and insertion of the reference link to the administrative regulation associated with this policy.

District Board approval of the revisions is recommended.

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~~Administrative Services
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 #11

6. Action Items

b. Approval of Business Management Embedded Technical Diploma Program (Action – Dr. Zahi Atallah)

The Business Management program currently offers a local certificate option. Very few students pursue this certificate as it is not financially aidable. Academic Affairs is proposing a Business Management Embedded Technical Diploma program in lieu of the local certificate option. This diploma will be fully embedded in the two-year Business Management AAS program, thus providing educational and career laddering opportunities for all students in the program. In addition, as all of the courses are within the Business Management program, the diploma would be fully financially aidable.

The Business Management Embedded Technical Diploma will prepare students to apply the critical skills needed to plan, organize, staff, and lead day-to-day business management functions. It will provide more flexibility for students as they will be able to enter the workforce in a shorter time-frame. Students can complete the diploma program on a full- or part-time basis, as well as in-person or 100% online. Some courses are also offered in hybrid and MyEdChoice formats.

Members of the Business Management, Human Resources, and Supply Chain Management advisory committees were surveyed on this proposed program. Survey results reflected strong support for this technical diploma and positive job outlook opportunities for students who complete the diploma. Survey highlights include:

- Seventy-three percent of employers stated that they would be "likely" or "extremely likely" to hire or promote someone who completed the Technical Diploma.
- One-hundred percent of employers stated that job applicants who had this Technical Diploma would be hired at \$10.25 per hour or higher. Seventy-three percent of those respondents stated that these job applicants would be hired at \$15.01 per hour or higher.
- Sixty-eight percent of employers stated that the job outlook is "good" for employees who completed the Technical Diploma.

Following is a list of our courses in the Business Management Associate Degree program that will be offered as the Embedded Technical Diploma:

| Courses | Credits |
|--|-----------------|
| <i>First Semester</i> | |
| 102-148 Intro to Business & Mgmt | 3 |
| 103-128 Intro to MS Office Suites | 2 |
| 104-102 Marketing Principles | 3 |
| 801-195 Written Communication | 3 |
| 804-123 Math w Business Apps, OR | 3 |
| 804-118 Interm Algebra w Apps | 4 |
| <i>First Semester Total</i> | 14 or 15 |
| <i>Second Semester</i> | |
| 101-117 Accounting Fundamentals | 3 |
| 102-109 Business Careers & Communication | 3 |
| 102-115 Management Principles | 3 |
| 102-122 Bus Sustainability Planning, OR | 3 |
| 102-155 Intro to Project Management | 3 |
| 102-160 Business Law, OR | 3 |
| 116-193 Human Resource Mgmt | 3 |
| 104-104 Selling Principles | 3 |
| <i>Second Semester Total</i> | 18 |
| Technical Diploma Total | 32 or 33 |

District Board approval of the Business Management Embedded Technical Diploma Program is requested. Upon approval, the technical diploma will be forwarded to the Wisconsin Technical College System (WTCS) Office for approval by the appropriate WTCS State Education Director. As there is no need for additional resources, staffing, etc., the College will be able to launch this program immediately after State Office approval is received.

ENCLOSURE #12

6. Action Items

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

Dr. Pierner accompanied School District of Janesville representatives on a trip to China in March 2018. Meetings were held with a number of schools/colleges on potential areas of collaboration with several institutions expressing interest in BTC returning to China in the near future.

Discussions have continued between the College, School District of Janesville, and the individual in China who has coordinated our efforts. A potential exists for a BTC representative to return to China within the next two to six month.

Given the length of time required to obtain the necessary documentation for travel to China, District Board approval of the potential international travel is requested at this time.

Dr. Pierner will be present to answer questions related to the travel.

BLACKHAWK TECHNICAL COLLEGE

Finance Committee
Wednesday – April 18, 2018
Board Room

MINUTES

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

Members Absent: Traci Davis

Other Board Present: Rick Richard
Malik Surani

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

Mr. Thornton called the meeting to order at 3:08 p.m.

Presentation of Proposed Fiscal Year 2018-19 Budget – A balanced budget is proposed for Fiscal Year 2018-19, however, uncertainties exist with enrollment and state aid funding. As a result, flexibility is built into the proposed budget with \$250,000 in contingency funding and \$150,000 in new initiative funding. Operating revenue assumptions include: 1) Net New Construction is projected to be \$150,000, which is the median amount over the last 5 years. 2) Flat state aid is projected (outcomes based funding (OBF) & state aid formula), with a potential decline in OBF as the 3rd years rolls off. 3) State grants are budgeted for a \$60,000 decline, which is mostly related Workforce Advancement Training (WAT) grants. 4) Enrollment is predicted to be level with the current year for credit-bearing enrollment, which is 90% of our revenue. 5) The tuition rate was increased by 1.5% by the State Board for FY 2018-19; the new tuition will be \$134.20/credit hour. The net revenue increase will be approximately \$90,000 based on current enrollment levels. A new factor affecting the budget will begin with implementation of tuition remission for students from foster care. We anticipate up to \$20,000 would be needed to cover the mandated expense. 6) Federal grants are predicted to decline approximately \$237,000 (AEFL and TAACCCT grants). 7) Total operating revenues are anticipated to be \$30,167,400, which is a decline of \$101,000, or - 0.3%, from the current year's budget.

Operating expense assumptions include: 1) Personnel expenditures are anticipated to increase 1.6% resulting from attrition/reorganization/new positions, and salary/wage increases. 2) Employee benefits are anticipated to decline 2.1% through reduction of the OPEB contribution and no change in College contribution for other benefits. 3) Non-personnel expenditures are anticipated to decline 2.3%. Budgets were reduced which provided the opportunity to increase contingency funding. Expenses related to Beloit Center operations were removed from the budget. 4) Total expenditures are anticipated to be \$30,170,900, which is a decline of approximately \$18,000, or -0.1% from the current year's budget. Total expenditures includes \$150,000 for new initiatives.

The Operating Fund Balance is proposed to close at \$10.6 million for 2017-18 and 2018-19.

Longer term, a structural challenge is facing the college. Financial sustainability is an issue as the rate of revenue growth is lower than the rate of expense growth. The solution involves a mixed approach of revenue growth and resource development. Strategic initiatives will be looking at an enrollment plan (growth aligned to the labor market), faculty compensation (assures we have a market-driven system), program review & evaluation (measures the health of each program based on metrics), facilities master plan (optimizing space), and resource optimization (measures, benchmarks, and targets set for allocation of resources). The latter will provide researched data that can be used for evaluation on a daily basis.

Capital Fund sources were reviewed. They included: bond proceeds of \$2.9 million, grants totaling \$51,916, interest income of \$7,659, Fund Balance of \$1,396,479 (water main loop; July installation), for a resource total of \$4,348,395. This total does not include the capital budget for the relocation of auto/diesel programming to Central Campus (pending sale of the CTS facility). Total bond proceeds of \$2.9 million are to be allocated as follows: \$2.2 million for equipment. \$675,357 for land/building, and \$32,000 for cost of bond issuance.

The long-range capital investment plan reflects a fiscal year maximum of \$3.5 million for annual capital. The proposed budget includes \$2.9 million capital ask. The following two fiscal years are predicted to not exceed \$3.5 million capital equipment/\$1.5 million building project capital investment. Total principal being retired in FY19 is \$6.9 million.

Property values and the tax levy were reviewed. The increase in operational levy reflects only the addition of \$150,000 Net New Construction annually. The debt service levy reflects an increase through FY20, then begins to decline as total debt begins to be reduced. The total levy change for FY19 is predicted to be an increase of 1.7%. For FY19, the operational mill rate is reflected at 0.56223 and the debt service mill rate at 0.63143, for a total mill rate of 1.19366, which is a decline of 0.8% from the current year.

Discussion followed. Committee members shared no concerns with the proposed budget.

The full budget will be presented at the May Board meeting for adoption to present at a public hearing in June.

Finance Statement – Quarterly Update – The General Fund reflects an increase of approximately \$425,600 in revenues, mainly due to an increase in property taxes, program fees, and institutional revenue. Total uses are down by approximately 324,000, with the largest decrease in Physical Plant. The decline is the result of the decrease in facilities rental expense due to the elimination of AMTC property tax expenses when the building was purchased by the BTC Foundation in December 2017. Upon purchase of the facility, tax-exempt status was granted for the facility. Additional decreases were experienced in Instructional Resources and Student Services as a result of salaries/benefits related to a reorganization and computer software fees which resulted from a collaboration with other technical colleges. Instructional expenditures did increase

approximately 2.5% due to salaries and benefits, supplies, and computer software. The Special Revenue Fund (grants) reflects an increase of approximately 6.7% in revenues with total expenditures being very close to last year. The Capital Projects Fund reflects an increase of 17.2% in revenue and a decline of 7.9% in expenditures, mainly due to the timing of projects. The Debt Service Fund reflects increases in revenue of 8.1% and 3.4% in expenditures. The Enterprise Fund reflected limited activity for the quarter. Internal Service Fund revenues are even with last year with expenditures reflecting a decline of \$100,000. Trust & Agency Fund revenues are increased by approximately 2.6%, largely due to increased student activity fees; expenditures for the Fund are flat. Trust Fund revenue has increased approximately \$188,000, resulting from an increase in Federal Revenue (due to the timing of revenue received), and expenses have decreased \$468,700 primarily due to a reduction in student financial aid.

Approval of Modifications to the Fiscal Year 2017-18 Budget – Proposed modifications were reviewed. Modifications 1 and 2 are in the General Fund and provide a change in classification of the how funds are being used. Modifications 3, 4, and 5 are in the Special Revenue Fund. Modification #3 provides for an adjustment in a grant funding source. Modification #4 provides for the carryover of the water main project funding to the next fiscal year due to the project delay caused by weather. Modification #5 establishes a Certification Testing enterprise fund for the Workforce & Community Development division.

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

Motion carried.

It was moved by Mr. Surani and seconded by Mr. Hays to adjourn the meeting at 4:10 p.m.

Motion carried.

ENCLOSURE #14

7. Committee Reports

a. Adoption of Fiscal Year 2018-19 Budget for Presentation at Public Hearing; Setting of Date for Public Hearing (Action – Renea Ranguette)

The Finance Committee reviewed the proposed FY2018-19 Operational, Capital, and Debt Service fund budgets at their meeting on April 18, 2018. The presentation and supporting reports were provided to the District Board members. That document has been updated to reflect better information than was available in late March. The result is a net increase in Operational revenues and expenses with a small positive contribution to fund balance. An overview of these changes will be presented to the Board on May 16.

The Trust (student financial aid) & Agency (student clubs & organizations), Internal Service (insurance fund), and Enterprise budgets are added to these fund budgets to establish the combined budget for Fiscal Year 2018-19.

Administration recommends forwarding the Fiscal Year 2018-19 budget, as summarized in the attached documents, for presentation at a public hearing. This budget is based upon the best information currently available and may require amendment after adoption as better information becomes available.

Administration recommends that the public hearing be held in conjunction with the regular Board meeting on June 20, 2018, at 4:30 p.m.

WHEREAS, the total operational budget for 2018-19 is proposed to be \$30,489,400;

WHEREAS, the combined budget for 2018-19 is proposed to be \$52,478,706;

WHEREAS, the proposed combined 2018-19 property tax levy is \$15,085,490;

WHEREAS, the 2018-19 budget proposes borrowing \$2,900,000 for annual capital equipment, building improvement and remodeling projects, and property acquisition;

WHEREAS, the equalized value of the District is estimated to increase 2.5%;

WHEREAS, the proposed 2018-19 operational mil rate is 0.56223, and the proposed debt service mil rate is 0.63143 for a total mil rate of 1.19366;

NOW, THEREFORE, BE IT RESOLVED, by the Blackhawk Technical College District Board that the proposed FY 2018-19 budget be presented to the electors of the District at a public hearing on June 20, 2018, at 4:30 p.m., and that a full hearing be held thereon.



2018-2019
Preliminary Budget and
Three-Year Projection

**BLACKHAWK TECHNICAL COLLEGE
PRELIMINARY 2018-2019 OPERATIONAL BUDGET**

| | 2013-14 | 2014-15 | 2015-16 | 2016-17 | 2017-18 | 2018-19 | 2019-20 | 2020-21 |
|--|-----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| | Actual | Actual | Actual | Actual | Budget | Projected | Projected | Projected |
| Revenue | | | | | | | | |
| Local Government | \$ 16,004,748 | \$ 6,332,599 | \$ 6,481,601 | \$ 6,687,768 | \$ 6,955,490 | \$ 7,105,490 | \$ 7,255,490 | \$ 7,405,490 |
| Local Government - Other | \$ 7,456 | \$ 23,402 | \$ 11,695 | \$ 12,394 | \$ 13,000 | \$ 13,000 | \$ 13,000 | \$ 13,000 |
| Tax Levy Refunds | \$ (5,922) | \$ (19,419) | \$ (8,834) | \$ (3,085) | \$ (39,873) | \$ (30,000) | \$ (30,000) | \$ (30,000) |
| State Aid | \$ 2,888,319 | \$ 12,731,384 | \$ 12,643,000 | \$ 12,609,560 | \$ 12,593,678 | \$ 12,685,478 | \$ 12,686,000 | \$ 12,686,000 |
| State Grants | \$ 788,538 | \$ 751,014 | \$ 888,622 | \$ 832,560 | \$ 1,625,068 | \$ 1,538,201 | \$ 1,538,500 | \$ 1,538,500 |
| Program Fees | \$ 6,265,821 | \$ 6,234,905 | \$ 5,673,556 | \$ 5,349,605 | \$ 5,428,966 | \$ 5,515,110 | \$ 5,598,000 | \$ 5,682,000 |
| Material Fees | \$ 387,151 | \$ 360,901 | \$ 385,666 | \$ 392,382 | \$ 373,996 | \$ 398,190 | \$ 400,000 | \$ 408,000 |
| Other Student Fees | \$ 425,068 | \$ 434,629 | \$ 389,666 | \$ 447,712 | \$ 446,090 | \$ 495,710 | \$ 408,000 | \$ 410,000 |
| Institutional - Contract | \$ 703,095 | \$ 675,424 | \$ 1,092,002 | \$ 1,457,254 | \$ 1,486,000 | \$ 1,535,000 | \$ 1,580,000 | \$ 1,600,000 |
| Institutional - Other | \$ 993,289 | \$ 521,144 | \$ 476,428 | \$ 573,917 | \$ 487,103 | \$ 503,273 | \$ 531,310 | \$ 513,310 |
| Federal | \$ 995,902 | \$ 1,139,075 | \$ 1,039,649 | \$ 948,385 | \$ 899,153 | \$ 687,948 | \$ 688,000 | \$ 688,000 |
| Transfers In | | | | \$ | \$ 65,037 | \$ 42,000 | \$ 42,000 | \$ 42,000 |
| Total Revenue | \$ 29,453,465 | \$ 29,185,058 | \$ 29,073,051 | \$ 29,308,454 | \$ 30,333,708 | \$ 30,489,400 | \$ 30,710,300 | \$ 30,956,300 |
| | -0.2% | -0.9% | -0.4% | 0.8% | 3.5% | 0.5% | 0.7% | 0.8% |
| Expenditures | | | | | | | | |
| Administrative Salaries | \$ 5,331,485 | \$ 5,473,926 | \$ 5,548,155 | \$ 5,171,926 | \$ 5,420,208 | \$ 5,462,455 | \$ 5,612,500 | \$ 5,690,000 |
| Faculty Association Salaries | \$ 8,556,510 | \$ 7,917,500 | \$ 7,823,146 | \$ 7,166,014 | \$ 7,261,653 | \$ 7,503,749 | \$ 7,710,000 | \$ 7,822,000 |
| Instructional Hourly | \$ 1,140,477 | \$ 1,016,441 | \$ 901,080 | \$ 865,560 | \$ 1,348,541 | \$ 1,020,016 | \$ 1,050,000 | \$ 1,065,000 |
| Support Salaries | \$ 1,625,516 | \$ 1,675,038 | \$ 1,679,840 | \$ 1,500,489 | \$ 1,423,896 | \$ 1,453,152 | \$ 1,494,000 | \$ 1,515,500 |
| Support Hourly | \$ 1,187,962 | \$ 1,363,768 | \$ 1,233,416 | \$ 1,165,381 | \$ 1,457,903 | \$ 1,363,400 | \$ 1,401,000 | \$ 1,421,000 |
| Other Compensation | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 465,305 | \$ 250,000 | \$ 250,000 |
| Health Insurance | \$ 3,248,368 | \$ 3,137,428 | \$ 3,075,017 | \$ 2,786,566 | \$ 2,864,833 | \$ 2,828,285 | \$ 2,829,000 | \$ 2,829,000 |
| Dental Insurance | \$ 305,952 | \$ 295,456 | \$ 288,803 | \$ 275,281 | \$ 281,981 | \$ 287,823 | \$ 288,000 | \$ 288,000 |
| Other Fringe Benefits | \$ 2,559,885 | \$ 2,476,185 | \$ 2,407,562 | \$ 2,256,856 | \$ 2,441,959 | \$ 2,615,317 | \$ 2,651,200 | \$ 2,651,200 |
| Travel, Training & Memberships | \$ 345,377 | \$ 346,910 | \$ 261,719 | \$ 266,137 | \$ 438,221 | \$ 447,039 | \$ 447,000 | \$ 447,000 |
| Supplies, Books, Reference & Software | \$ 1,625,410 | \$ 1,671,731 | \$ 1,313,276 | \$ 1,428,162 | \$ 1,512,930 | \$ 1,411,806 | \$ 1,412,000 | \$ 1,412,000 |
| Postage, Copiers, Promotion & Certification | \$ 631,189 | \$ 551,527 | \$ 510,564 | \$ 584,651 | \$ 623,487 | \$ 624,782 | \$ 624,900 | \$ 624,900 |
| Contracted Services | \$ 2,114,614 | \$ 1,985,967 | \$ 2,218,564 | \$ 2,791,091 | \$ 3,138,783 | \$ 2,782,161 | \$ 2,782,200 | \$ 2,782,200 |
| Equipment & Facility Rental | \$ 403,967 | \$ 543,841 | \$ 661,495 | \$ 698,429 | \$ 484,560 | \$ 396,446 | \$ 396,000 | \$ 396,000 |
| Professional & Uncollected Student Fees | \$ 200,800 | \$ 190,356 | \$ 150,455 | \$ 294,451 | \$ 103,800 | \$ 91,300 | \$ 91,000 | \$ 91,000 |
| Insurance & Unemployment | \$ 240,508 | \$ 261,780 | \$ 227,821 | \$ 278,883 | \$ 314,865 | \$ 289,865 | \$ 290,000 | \$ 290,000 |
| Utilities | \$ 785,050 | \$ 870,163 | \$ 822,877 | \$ 836,246 | \$ 846,458 | \$ 833,409 | \$ 833,500 | \$ 833,500 |
| Student Grants & Organizations | \$ 74,511 | \$ 80,122 | \$ 62,482 | \$ 86,003 | \$ 101,913 | \$ 73,090 | \$ 73,000 | \$ 73,000 |
| Transfers out | \$ 10,000 | \$ 10,000 | \$ - | \$ 92,699 | \$ 61,665 | \$ 20,000 | \$ 20,000 | \$ 20,000 |
| Current portion of OPEB | \$ 129,742 | \$ 129,742 | \$ - | \$ 130,000 | \$ - | \$ 55,000 | \$ 55,000 | \$ 55,000 |
| New Initiatives & Contingency | \$ - | \$ - | \$ 1,421 | \$ - | \$ 122,697 | \$ 400,000 | \$ 400,000 | \$ 400,000 |
| Total Expenditures | \$ 30,517,323 | \$ 29,997,881 | \$ 29,187,693 | \$ 28,674,826 | \$ 30,250,352 | \$ 30,424,400 | \$ 30,710,299 | \$ 30,956,300 |
| | 0.0% | -1.7% | -2.7% | -1.8% | 5.5% | 0.6% | 0.9% | 0.8% |
| Revenues Over (Under) Expenditures & Change to Fund Balance at Proposed Budget & Tax Levy | \$ (1,063,858) | \$ (812,823) | \$ (114,642) | \$ 633,628 | \$ 83,356 | \$ 65,000 | \$ 0 | \$ 0 |

**BLACKHAWK TECHNICAL COLLEGE
PRELIMINARY 2018-2019 OPERATIONAL BUDGET**

| | 2013-14 Actual | 2014-15 Actual | 2015-16 Actual | 2016-17 Actual | 2017-18 Budget | 2018-19 Projected | 2019-20 Projected | 2020-21 Projected |
|---|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| ENROLLMENT ASSUMPTIONS | | | | | | | | |
| Associate Degree | 1,415 | 1,355 | 1,195 | 1,078 | 1,050 | 1,050 | 1,050 | 1,050 |
| Technical Diploma | 324 | 282 | 270 | 276 | 310 | 310 | 310 | 310 |
| Vocational Adult | 58 | 41 | 46 | 39 | 30 | 30 | 30 | 30 |
| Non-Postsecondary | 155 | 134 | 114 | 106 | 105 | 105 | 105 | 105 |
| Community Services | 8 | 6 | 5 | 4 | 5 | 5 | 5 | 5 |
| BTC Total FTEs | 1,960 | 1,819 | 1,630 | 1,502 | 1,500 | 1,500 | 1,500 | 1,500 |
| Assoc/Tech Degree FTE Percentage Change | -14.96% | -5.84% | -10.52% | -7.61% | 0.48% | 0.00% | 0.00% | 0.00% |
| BTC Total FTE Percentage Change | -14.37% | -7.20% | -10.39% | -7.87% | -0.11% | 0.00% | 0.00% | 0.00% |
| TUITION ASSUMPTIONS | | | | | | | | |
| Tuition Rate | \$122.20 | \$125.85 | \$128.40 | \$130.35 | \$132.20 | \$134.20 | \$136.20 | \$138.25 |
| Tuition Rate Change | 4.5% | 3.0% | 2.0% | 1.5% | 1.4% | 1.5% | 1.5% | 1.5% |
| TAX LEVY ASSUMPTIONS | | | | | | | | |
| Operational Tax Levy | \$ 16,004,740 | \$ 6,332,599 | \$ 6,481,601 | \$ 6,687,768 | \$ 6,955,491 | \$ 7,105,490 | \$ 7,255,490 | \$ 7,405,490 |
| Debt Service Tax Levy | \$ 4,743,100 | \$ 6,105,000 | \$ 7,188,785 | \$ 7,522,075 | \$ 7,874,179 | \$ 7,980,000 | \$ 8,110,000 | \$ 8,065,000 |
| Total Tax Levy | \$ 20,747,840 | \$ 12,437,599 | \$ 13,670,386 | \$ 14,209,843 | \$ 14,829,670 | \$ 15,085,490 | \$ 15,365,490 | \$ 15,470,490 |
| Tax Levy % Change | | | | | | | | |
| Operational Levy Change | 0.7% | -60.4% | 2.4% | 3.2% | 4.0% | 2.2% | 2.1% | 2.1% |
| Debt Service Levy Change | 4.6% | 28.7% | 17.8% | 4.6% | 4.7% | 1.3% | 1.6% | -0.6% |
| Total Tax Levy Increase | 1.6% | -40.1% | 9.9% | 3.9% | 4.4% | 1.7% | 1.9% | 0.7% |
| Equalized Property Value Growth | -2.4% | 3.8% | 1.9% | 2.8% | 2.0% | 2.5% | 2.75% | 3.00% |
| Equalized Property Value | 10,779,158,932 | 11,192,317,904 | 11,400,609,427 | 11,717,072,877 | 12,329,756,115 | 12,638,000,018 | 12,985,545,018 | 13,375,111,369 |
| Mill Rate Projections | | | | | | | | |
| Operational Mill Rate | 1.48479 | 0.56580 | 0.56853 | 0.57077 | 0.56412 | 0.56223 | 0.55874 | 0.55368 |
| Debt Service Mill Rate | 0.44003 | 0.54546 | 0.63056 | 0.64198 | 0.63863 | 0.63143 | 0.62454 | 0.60299 |
| Total Mill Rate | 1.92482 | 1.11126 | 1.19909 | 1.21275 | 1.20275 | 1.19366 | 1.18328 | 1.15666 |
| Mill Rate % Change | | | | | | | | |
| Operational Mill Rate | 3.2% | -61.9% | 0.5% | 0.4% | -1.2% | -0.3% | -0.6% | -0.9% |
| Debt Service Mill Rate | 7.2% | 24.0% | 15.6% | 1.8% | -0.5% | -1.1% | -1.1% | -3.5% |
| Total Mill Rate Increase | 4.1% | -42.3% | 7.9% | 1.1% | -0.8% | -0.8% | -0.9% | -2.2% |

**BLACKHAWK TECHNICAL COLLEGE
PRELIMINARY 2018-2019 OPERATIONAL BUDGET**

| | 2013-14 Actual | 2014-15 Actual | 2015-16 Actual | 2016-17 Actual | 2017-18 Budget | 2018-19 Projected | 2019-20 Projected | 2020-21 Projected |
|---|-------------------|-------------------|-------------------|-------------------|-------------------|----------------------|----------------------|----------------------|
| Analysis of Fund Balance - Operational Funds | | | | | | | | |
| Total Operational Year Expenditures & Transfers-out (Fund 1000-2000) | \$ 30,517,323 | \$ 29,997,881 | \$ 29,187,693 | \$ 28,674,826 | \$ 30,250,352 | \$ 30,424,400 | \$ 30,710,299 | \$ 30,956,300 |
| General State Aid | \$ 2,630,640 | \$ 2,960,246 | \$ 2,906,186 | \$ 2,870,942 | \$ 2,841,116 | \$ 2,841,116 | \$ 2,841,116 | \$ 2,841,116 |
| End of Year Fund Balance | \$ 10,936,359 | \$ 10,123,536 | \$ 10,008,894 | \$ 10,642,522 | \$ 10,725,878 | \$ 10,790,878 | \$ 10,790,877 | \$ 10,790,877 |
| Designated for Operations | \$ 6,423,763 | \$ 6,152,538 | \$ 6,911,617 | \$ 7,132,096 | \$ 7,500,000 | \$ 7,606,100 | \$ 7,677,575 | \$ 7,739,075 |
| Designated for State Aid Fluctuations | \$ 299,000 | \$ 257,000 | \$ 313,000 | \$ 290,000 | \$ 284,000 | \$ 284,000 | \$ 284,000 | \$ 284,000 |
| Designated for Subsequent Years | \$ 448,000 | \$ 386,000 | \$ 470,000 | \$ 435,000 | \$ 426,000 | \$ 426,000 | \$ 426,000 | \$ 426,000 |
| Designated for Subsequent Year | \$ 3,588,306 | \$ 3,250,935 | \$ 2,062,614 | \$ 2,607,061 | \$ 2,440,878 | \$ 2,399,778 | \$ 2,328,303 | \$ 2,266,802 |
| Reserved for Prepays | \$ 177,290 | \$ 77,121 | \$ 251,663 | \$ 178,414 | \$ 75,000 | \$ 75,000 | \$ 75,000 | \$ 75,000 |
| Percentage of Expenditures (1): | | | | | | | | |
| Designated for Operations (16.7-25%) | 21.05% | 20.51% | 23.68% | 24.87% | 24.79% | 25.00% | 25.00% | 25.00% |
| Percentage of State Aid Revenue (2) | | | | | | | | |
| Designated for State Aid Fluctuations (10%) | 11.37% | 8.68% | 10.77% | 10.10% | 10.00% | 10.00% | 10.00% | 10.00% |
| Designated for Subsequent Years (15%) | 17.03% | 13.04% | 16.17% | 15.15% | 14.99% | 14.99% | 14.99% | 14.99% |
| Percentage of Expenditures (3) | | | | | | | | |
| Designated for Subsequent Year | 11.76% | 10.84% | 7.07% | 9.09% | 8.07% | 7.89% | 7.58% | 7.32% |
| Percentage of Total Fund Balance to Subseq | 36.46% | 34.68% | 34.90% | 35.18% | 35.25% | 35.14% | 34.86% | 34.51% |

(1) % of Current Fiscal Year's Budgeted (or Actual) Expenditures & Transfers Out

(2) % of Current Year's Budgeted State Aid Revenue

(3) All Fund Balance not reserved or designated above

**Blackhawk Technical College
Preliminary 2018-2019 Budget and Projection
Capital Projects Funds**

| | 2015-16 Actual | 2016-17 Actual | 2017-18 Projected | 2018-19 Projected | 2019-20 Projected | 2020-21 Projected |
|---------------------------------|---------------------|---------------------|----------------------|----------------------|----------------------|----------------------|
| Fund Balance - Beginning | \$ 6,104,509 | \$ 1,181,571 | \$ 2,546,165 | \$ 1,748,988 | \$ 352,509 | \$ 352,509 |
| Resources: | | | | | | |
| State & Federal Aid | 82,641 | 321,465 | 291,583 | 51,916 | 60,000 | 60,000 |
| Institutional Revenue | 74,494 | 433,125 | 14,027 | 20,000 | 20,000 | 20,000 |
| Bond / Note Proceeds | 11,300,000 | 5,000,000 | 5,000,000 | 2,900,000 | 5,000,000 | 5,000,000 |
| Total Resources | 11,457,135 | 5,754,590 | 5,305,610 | 2,971,916 | 5,080,000 | 5,080,000 |
| Expenditures: | | | | | | |
| Capital Equipment | 6,118,633 | 2,893,540 | 3,779,299 | 2,264,559 | 2,064,000 | 2,063,000 |
| Capital Improvements | 10,121,920 | 1,436,456 | 2,009,486 | 2,071,836 | 2,952,000 | 2,949,000 |
| Transfers out | 139,520 | 60,000 | 314,002 | 32,000 | 64,000 | 68,000 |
| Total Expenditures | 16,380,073 | 4,389,996 | 6,102,787 | 4,368,395 | 5,080,000 | 5,080,000 |
| Fund Balance - Ending | \$ 1,181,571 | \$ 2,546,165 | \$ 1,748,988 | \$ 352,509 | \$ 352,509 | \$ 352,509 |

| Debt Retirement Assumptions | Useful Life |
|---------------------------------------|--------------------|
| Category 1 Software Updates/Licensing | 1 |
| Category 2 Software Equipment | 2 |
| Category 3 Computer Equipment | 4 |
| Category 4 Other Equipment | 6 |
| Category 5 Extended Life Equipment | 10 |
| Category 6 Building Improvements | 15+ |

Blackhawk Technical College
Preliminary 2018-2019 Budget and Projection
Debt Service Fund

| | 2015-16 Actual | 2016-17 Actual | 2017-18 Budget | 2018-19 Projected | 2019-20 Projected | 2020-21 Projected |
|---------------------------|-------------------|-------------------|-------------------|----------------------|----------------------|----------------------|
| Fund Balance - Beginning | \$ 819,388 | \$ 1,071,826 | \$ 640,385 | \$ 640,385 | \$ 640,385 | \$ 645,385 |
| Resources: | | | | | | |
| Property Taxes | 7,188,785 | 7,522,075 | 7,874,179 | 7,980,000 | 8,110,000 | 8,065,000 |
| Institutional Revenue | 6,165 | 7,876 | 4,000 | 6,000 | 8,000 | 8,000 |
| Transfers in | 139,520 | 60,000 | 314,000 | 32,000 | 64,000 | 66,000 |
| Total Resources | 7,334,470 | 7,589,951 | 8,192,179 | 8,018,000 | 8,182,000 | 8,139,000 |
| Expenditures: | | | | | | |
| Principal Payment | 5,960,000 | 6,900,000 | 7,065,000 | 6,935,000 | 7,035,000 | 7,125,000 |
| Interest Payment | 986,334 | 1,017,173 | 1,059,179 | 1,045,000 | 1,076,000 | 942,000 |
| Other Expenses | 135,698 | 104,219 | 68,000 | 38,000 | 66,000 | 68,000 |
| Total Expenditures | 7,082,032 | 8,021,392 | 8,192,179 | 8,018,000 | 8,177,000 | 8,135,000 |
| Fund Balance - Ending | \$ 1,071,826 | \$ 640,385 | \$ 640,385 | \$ 640,385 | \$ 645,385 | \$ 649,385 |

BLACKHAWK TECHNICAL COLLEGE
PRELIMINARY 2018-2019 BUDGET - ALL FUNDS

| | General Fund | Special Revenue | Operational Funds | Capital Projects | Debt Service | Enterprise Funds | Internal Service | Trust & Agency | Total All Funds |
|---|----------------------|---------------------|----------------------|---------------------|---------------------|-------------------|-------------------|---------------------|----------------------|
| Revenue | | | | | | | | | |
| Local Government | \$ 6,404,096 | \$ 701,394 | \$ 7,105,490 | | \$ 7,980,000 | | | | \$ 15,085,490 |
| Local Government - Other | \$ 13,000 | \$ - | \$ 13,000 | | | | | | \$ 13,000 |
| Tax Levy Refunds | \$ (30,000) | \$ - | \$ (30,000) | | | | | | \$ (30,000) |
| State Aid | \$ 12,685,478 | \$ - | \$ 12,685,478 | | | | \$ 680,430 | | \$ 13,365,908 |
| State Grants | \$ - | \$ 1,291,100 | \$ 1,291,100 | | | | | | \$ 1,291,100 |
| State Grants - Other | \$ 65,000 | \$ 182,101 | \$ 247,101 | \$ 51,916 | | | \$ - | | \$ 299,017 |
| Program Fees | \$ 5,515,110 | \$ - | \$ 5,515,110 | | | | | | \$ 5,515,110 |
| Material Fees | \$ 396,190 | \$ 2,000 | \$ 398,190 | | | | | | \$ 398,190 |
| Other Student Fees | \$ 457,710 | \$ 38,000 | \$ 495,710 | | | | \$ 360,000 | | \$ 855,710 |
| Institutional - Contract | \$ 1,535,000 | \$ - | \$ 1,535,000 | | | | | | \$ 1,535,000 |
| Institutional - Other | \$ 503,273 | \$ - | \$ 503,273 | \$ 20,000 | \$ 6,000 | \$ 136,800 | \$ 210,000 | \$ 219,250 | \$ 1,095,323 |
| Federal | \$ 13,000 | \$ 674,948 | \$ 687,948 | | | | | \$ 7,786,721 | \$ 8,474,669 |
| Total Revenue | \$ 27,557,857 | \$ 2,889,543 | \$ 30,447,400 | \$ 71,916 | \$ 7,986,000 | \$ 136,800 | \$ 210,000 | \$ 9,046,401 | \$ 47,898,517 |
| Long Term Note Proceeds | | | \$ - | \$ 2,900,000 | | | | | \$ 2,900,000 |
| Transfers In | \$ 42,000 | | \$ 42,000 | | \$ 32,000 | | \$ 20,000 | | \$ 94,000 |
| Use of Fund Balance | | | \$ - | \$ 1,396,479 | | \$ 35,900 | \$ 153,810 | | \$ 1,586,189 |
| Total Revenue & Other Sources | \$ 27,599,857 | \$ 2,889,543 | \$ 30,489,400 | \$ 4,368,395 | \$ 8,018,000 | \$ 172,700 | \$ 210,000 | \$ 9,220,211 | \$ 52,478,706 |
| Expenditures | | | | | | | | | |
| Administrative Salaries | \$ 4,791,673 | \$ 670,782 | \$ 5,462,455 | | | | \$ 40,000 | | \$ 5,502,455 |
| Faculty Association Salaries | \$ 6,913,604 | \$ 590,145 | \$ 7,503,749 | | | | | | \$ 7,503,749 |
| Instructional Hourly | \$ 882,825 | \$ 137,191 | \$ 1,020,016 | | | \$ 7,500 | | | \$ 1,027,516 |
| Support Salaries | \$ 1,367,144 | \$ 86,008 | \$ 1,453,152 | | | \$ 29,000 | | | \$ 1,482,152 |
| Support Hourly | \$ 1,098,758 | \$ 264,642 | \$ 1,363,400 | | | | \$ 72,966 | | \$ 1,436,366 |
| Other Compensation | \$ 465,305 | \$ - | \$ 465,305 | | | | | | \$ 465,305 |
| Health Insurance | \$ 2,504,746 | \$ 323,539 | \$ 2,828,285 | | | | \$ 16,790 | | \$ 2,845,075 |
| Dental Insurance | \$ 255,546 | \$ 32,277 | \$ 287,823 | | | | \$ 1,893 | | \$ 289,716 |
| Other Fringe Benefits | \$ 2,177,499 | \$ 437,818 | \$ 2,615,317 | | | \$ 4,574 | \$ 7,186 | | \$ 2,627,077 |
| Travel, Training & Memberships | \$ 392,175 | \$ 54,864 | \$ 447,039 | | | | | | \$ 447,039 |
| Supplies, Books, Reference & Software | \$ 1,316,656 | \$ 95,150 | \$ 1,411,806 | | | \$ 22,000 | | | \$ 1,433,806 |
| Postage, Copiers, Promotion & Certification | \$ 602,080 | \$ 22,702 | \$ 624,782 | | | \$ 9,400 | | | \$ 634,182 |
| Contracted Services | \$ 2,643,245 | \$ 138,916 | \$ 2,782,161 | | | \$ 44,150 | \$ 150,000 | | \$ 2,976,311 |
| Equipment & Facility Rental | \$ 384,027 | \$ 12,419 | \$ 396,446 | | | \$ 3,000 | | | \$ 399,446 |
| Professional & Uncollected Student Fees | \$ 91,300 | \$ - | \$ 91,300 | | | | | | \$ 91,300 |
| Insurance & Unemployment | \$ 289,865 | \$ - | \$ 289,865 | | | | \$ 210,000 | | \$ 499,865 |
| Utilities | \$ 833,409 | \$ - | \$ 833,409 | | | | | | \$ 833,409 |
| Student Grants & Organizations | \$ 50,000 | \$ 23,090 | \$ 73,090 | | | | \$ 8,931,376 | | \$ 9,004,466 |
| Capital Improvements & Equipment | | | \$ - | \$ 4,336,395 | | \$ 11,076 | | | \$ 4,347,471 |
| Debt Service | | | \$ - | | \$ 8,018,000 | | | | \$ 8,018,000 |
| Current portion of OPEB | \$ 55,000 | \$ - | \$ 55,000 | | | | | | \$ 55,000 |
| New Initiatives & Contingency | \$ 400,000 | \$ - | \$ 400,000 | | | | | | \$ 400,000 |
| Total Expenditures | \$ 27,514,857 | \$ 2,889,543 | \$ 30,404,400 | \$ 4,336,395 | \$ 8,018,000 | \$ 130,700 | \$ 210,000 | \$ 9,220,211 | \$ 52,319,706 |
| Transfers out | \$ 20,000 | \$ - | \$ 20,000 | \$ 32,000 | | \$ 42,000 | | | \$ 94,000 |
| Applied to Fund Balance | \$ 65,000 | \$ - | \$ 65,000 | | | | | | \$ 65,000 |
| Total Expenditures & Other Uses | \$ 27,599,857 | \$ 2,889,543 | \$ 30,489,400 | \$ 4,368,395 | \$ 8,018,000 | \$ 172,700 | \$ 210,000 | \$ 9,220,211 | \$ 52,478,706 |

BLACKHAWK TECHNICAL COLLEGE

Personnel Committee
Wednesday, April 18, 2018
Central Campus – Board Room

MINUTES

Members Present: Rick Richard, Chair
Malik Surani
Eric Thornton

Members Absent: Tom Heeg
Dr. Karen Schulte

Other Board Present: Barbara Tillman (via phone)
Laverne Hays
Mark Mayer (via phone)

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

Chairperson Richard called the meeting to order at 4:13 p.m.

2018 Educational Support Professionals Compensation Study – The ESP employee group represents 34 support staff. The standards of the compensation structure for the ESP were developed in 2013 with the assistance of QTI Consulting. A study was recently conducted to update the schedule. QTI Consultant Rebekah Temple (via phone) reviewed their February 2018 report. Objectives of the study included assessing if the benchmark jobs are compensated competitively as compared to the market and developing a formal pay structure using the market data while accounting for internal equity. Peer market data used included the Rock County labor market and data representing public organizations. The studies used were aged at 2% to take into account differing times when the studies were completed.

The recommended pay structure is comprised of 5 pay grades, which remains unchanged, and is built off of the 50th percentile of market data. The range spread is 16.6%; the midpoint progression is 10.5%. The overall structure change is 4.7% since 2013.

Historically, the Board has approved the structure when implemented; updates are provided to the Committee/Board when studies are conducted to revise the schedule.

The approval of wage increases, which are anticipated to be brought to the Board in May 2018, will be based on the schedule developed within the 2018 study.

Mr. Richard inquired about the turnover rate for this group of employees. Mr. Gohlke will provide the information.

Mr. Gohlke reported the preliminary review of the study reflects there are five positions that will fall below the minimum within their salary grade; four of these are newer employees. The budget impact is \$7,350 for adjustments to midpoint for these employees.

2018 Administrative Compensation Study – The Administrative group contains 75 employees. A compensation study update for administrative staff was last done in 2013. An update has not been

done since then due to the need to implement wage freezes and furloughs. The objectives of this study are the same as those for the ESP study. Labor market sector, industry, and size (\$30 million operation budget) data are used in researching compensation data for this employee group. The studies are aged at 2% to take into account differing times when the studies were completed.

The recommended pay structure is comprised of 13 pay grades, which remains unchanged. The range spread is 50%; the midpoint progression ranges from 9.7-9.8%. The overall structure change is 4.4% since 2013. During this analysis, it was noted the jobs in the higher pay grades (18-23) reflect salaries which are increasing at a faster pace, with the marketplace for these ranges being more regional rather than local. Preliminary indication is there is no budgetary impact of employees being below the minimum level of their pay structure; employees are being paid market-competitive with the current structure. However, there will be a recommendation forthcoming to advance individuals who are below the mid-point. The mid-point adjustments and annual salary adjustments would be brought forward at the May Board meeting.

There is more turnover in this employee group because these are degreed, administrative, upwardly mobile individuals. However, most who leave do not do so because of wages.

The initial administrative proposal received from QTI reflected substantially higher rates on the higher salary schedules. Dr. Pierner and Mr. Gohlke worked to bring the schedules to be more comparable between the higher and lower ends of the ranges. QTI did review the revised proposal and agreed with the decision made.

It was moved by Mr. Thornton and seconded by Mr. Surani to adjourn meeting at 5:03 p.m.

Motion carried.

ENCLOSURE #16

7. Committee Reports

b. Approval of Faculty Compensation System Study (Personnel Committee Recommendation – Action)

This past year, the Administration conducted a comprehensive study of the compensation system for faculty positions represented by the Blackhawk Technical College Faculty Federation (BTFF). Gallagher Consulting was engaged by the College to facilitate this process and provide a compensation structure based on the market study. The study included a review of compensation levels in educational and business & industry organizations for development of a compensation structure.

Michael Verdoorn, Principal Consultant with Gallagher Consulting, led the study and analysis. He presented the results of the analysis from this study to the Personnel Committee earlier in the evening.

Brian Gohlke, Executive Director/Chief Human Resources Officer (CHRO) will be present to address any questions.

Approval of the faculty compensation system study is recommended.

The Personnel Committee will present its recommendation.

ENCLOSURE #17

7. Committee Reports

c. Approval of Administrative Staff Salaries for Fiscal Year 2018-19 (Personnel Committee Recommendation – Action)

The College Executive Team is recommending a 2.13% base wage increase for administrative staff employees, adjustments to the compensation of individuals whose salary is below grade midpoint, grade adjustments, and positions that were restructured. The cost for these adjustments in Fiscal Year 2018-2019 will be \$205,462. These adjustments impact 81 administrative staff members.

Dr. Tracy Pierner, President, and Brian Gohlke, Executive Director/CHRO, will be present to address questions on the recommendation.

Approval of administrative staff salaries for Fiscal Year 2018-19 is requested.

The Personnel Committee will present its recommendation.

ENCLOSURE #18

7. Committee Reports

- d. Approval of Part-Time Staff Wages for Fiscal Year 2018-19 (Personnel Committee Recommendation – Action)

Administration is recommending approval of a 2.13% adjustment to the wages paid to part-time staff. This employee group consists of 423 part-time instructional and support staff members that are not represented by a union. The projected impact of the wage adjustments for FY 2018-19 is \$44,645.

Brian Gohlke, Human Resources Executive Director/CHRO, will be present to address questions on the recommendation.

Approval of part-time employee wages is requested.

The Personnel Committee will present its recommendation.

ENCLOSURE #19

7. Committee Reports

- e. Approval of 2018-19 Base Wage Agreement with the Blackhawk Technical College Educational Support Professionals (Personnel Committee Recommendation – Action)

As you are aware, collective bargaining is limited to base wages only. We have concluded negotiations with the Blackhawk Technical College Educational Support Professionals (ESP) and reached a tentative agreement on May 9, 2018. Administration is recommending a 2.13% base wage increase for eligible support staff employees represented by the ESP. The cost for Fiscal Year 2018-19 will be \$27,738.

The ESP represents 35 employees in positions that include: administrative assistants, clerks, and maintenance technicians.

Brian Gohlke, Executive Director/CHRO, will be present to address questions on the recommendation.

Administration requests approval of the base wage increase.

The Personnel Committee will present its recommendation.

ENCLOSURE #20

7. Committee Reports

f. Approval of Wage Adjustments for Blackhawk Technical College Educational Support Professionals (Personnel Committee Recommendation – Action)

Administration is recommending compensation adjustments for support staff individuals whose wage rate is under the wage grade minimum and below midpoint range advancements. The cost for these adjustments in Fiscal Year 2018-2019 will be \$18,003. This adjustment impacts 21 support staff members

Brian Gohlke, Human Resources Executive Director/CHRO, will be present to address questions on the recommendation.

Administration recommends approval of the wage adjustments.

The Personnel Committee will present its recommendation.

ENCLOSURE #21

7. Committee Reports

g. Approval of Potential Action Resulting from Personnel Committee Closed Session Discussion (Personnel Committee Recommendation – Action)

The Personnel Committee of the District Board is scheduled to meet in closed session at approximately 4:45 PM for the purpose of discussion on employment of specific employees over which the District Board has jurisdiction. No action will be taken in closed session. Any action which might result from the closed session will be taken upon reconvening in open session (approximately 4:55 PM), scheduled for action in open session at the next regular meeting, or scheduled for action at a special meeting called on notice.

If the Personnel Committee takes action in open session, the Committee will provide its recommendation to the District Board.

ENCLOSURE #22

8. New Business

- a. Review of District Board Policy E-222 – Sexual Misconduct (Discussion – Brian Gohlke)

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

Policy E-222 – Sexual Misconduct – Revisions are recommended to this policy to update the names, titles, and contact information for the District's Title IX Officer and Deputy Officers.

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

SEXUAL MISCONDUCT

E-222

Blackhawk Technical College (BTC) is bound by and supports all applicable laws related to sexual misconduct. The Campus Sexual Violence Elimination Act (SAVE) of 2013 and Violence Against Women Reauthorization Act (VAWA) ensures that colleges and universities implement policies and programs to prevent sexual assault, dating violence, domestic violence, and stalking.

BTC strives to provide a safe and welcoming campus environment. In order to attain this goal, the College seeks to provide safety, privacy, and confidentiality where possible, to support victims of sexual assault and violence at all BTC Campuses and Centers. BTC offers educational programming to promote the awareness and prevention of rape, acquaintance rape, sexual assault, sexual harassment, domestic violence, dating violence, and stalking.

Blackhawk Technical College prohibits all forms of sexual misconduct and violence including, but not limited to, rape, acquaintance rape, sexual assault, sexual harassment, dating violence, domestic violence, stalking, and hate crimes between or against members of its college community. This policy will apply regardless of whether a criminal proceeding has been initiated, the conduct occurred on campus, or involved a College-sponsored activity. The College will take appropriate measures to address violations of this policy in a manner that is reasonable to prevent such conduct from recurring and to minimize the effects on victims and the BTC community. Retaliation for filing a report or complaint or for participating in a related investigation or disciplinary proceeding is also a violation of this policy.

The Title IX Coordinator position oversees all sex discrimination, sexual harassment, and sexual assault and relationship violence complaints at the College, and was created to promote an environment that is free of gender bias and misconduct. The Title IX Coordinator is responsible for conducting an annual report and review of complaints to ensure compliance with Title IX, make improvements, and identify any patterns or systemic problems within the College community. The Title IX Coordinator serves as a neutral administrator and resource to employees and students to answer questions, to coordinate reporting and handling of complaints, to review internal disciplinary proceedings and remedies, to provide education, training, and guidance to public safety, student development, human resources, and other personnel involved with investigations and disciplinary proceedings.

Title IX Coordinator:

~~Terese Tann~~Lynn Neitzel

Director, ~~Student Success Center~~Teaching and Learning Resources

Central Campus, Room 22004

(608) ~~757-7734~~743-4508

~~tann@blackhawk.edu~~

lneitzel@blackhawk.edu

BTC has designated Deputy Title IX Coordinators to assist the Title IX Coordinator. A Title IX Deputy Coordinator is responsible for assisting the Title IX Coordinator to conduct training,

SEXUAL MISCONDUCT

E-222

climate assessments, and facilitate communications on behalf of the College with the student or employee who reports a violation, the respondent, and with any administrators responsible for administering this policy.

Deputy Title IX Coordinator for Employees:

Brian Gohlke, ~~Executive Director/Vice President~~ CHRO, Human Resources
Central Campus, District Office
(608) 757-7773
bgohlke@blackhawk.edu

Deputy Title IX Coordinator for Students:

~~Kerry Froehlich Mueller, Director of Student Development~~
Alicia Acker, Student Engagement Specialist
Central Campus, Room ~~2104~~ 2209
(608) ~~757-7654~~ 743-4423
aacker@blackhawk.edu
kfroehlichmueller@blackhawk.edu

All College employees have an obligation to report to the Title IX Coordinator, information regarding sexual misconduct incidents made known to them, or that they have reasonable cause to suspect that such conduct might have occurred. Employees are required to caution students about confidentiality issues and to advise students that the employee is required to report potential or alleged violations of this policy. Even if a student refuses to file a complaint with the College or the police or participate in a disciplinary proceeding, the College may need to further investigate reports of sexual misconduct. To the extent possible, student privacy will be maintained and information will only be shared with individuals on a “need to know” basis.

Once a BTC employee (non-confidential reporter) has either been told or should have known about an incident(s) of sexual harassment or sexual misconduct, BTC will:

- Take immediate and appropriate steps to investigate what occurred.
- Take prompt and effective action to:
 - Stop the harassment.
 - Remedy the effects of the behavior.
 - Prevent the recurrence of said behavior.

In instances where a complaining party insists on confidentiality, it may limit the College’s ability to respond. Depending upon the circumstances, the College may not be able to ensure confidentiality because of its obligation to provide a safe and non-discriminatory environment. Factors that may impact the request include the seriousness of the alleged conduct and whether

SEXUAL MISCONDUCT

E-222

there have been other complaints about the same individual. Confidential resources are available on the College's website.

Reports involving violations of this policy will be taken seriously and incidents will be responded to in a prompt and equitable manner. There shall be no retaliation for good faith reporting of alleged violations of this policy or for participating in the investigative process detailed herein.

The College will not condone false reporting. Any person that makes a report that is later found to have been intentionally given falsely or maliciously without respect for the truth may be subject to suspension or expulsion if a student discipline and discipline and/or termination of employment if an employee.

References: Campus SaVE Act
 Violence Against Women Reauthorization Act (VAWA)
 Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics

Board Policy Adopted: June 17, 2015

ENCLOSURE #23

8. New Business

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

The District Board received an update at the April Board meeting on work done to-date regarding the relocation of Beloit Center programming to alternate sites. Through partnerships, classes will be held at 4-6 locations. Administration has continued to work on the development of Memorandums of Understanding with these locations. In addition, Listening Sessions within the Beloit community have been scheduled for May 16, May 22, June 5, and June 18. A flyer advertising these sessions is attached. Numerous communication vehicles will be used to publicize this information to Beloit citizens.

Dr. Pierner will provide additional information on the work being done and answer questions.

We're here for you...

Beloit Listening Sessions



Changes are happening and we need your input.

Please join us in attending one of these four informational sessions as we discuss our vision for BTC's presence in the Beloit community.

- **Creating** more opportunities for K-12
- **Assisting** with business & economic development
- **Expanding** partnerships
- **Sharing** more resources with our community partners

Beloit Memorial High School
1225 4th St. • Beloit, WI 53511

May 16, 2018 • 5:30PM

Beloit Historical Society
845 Hacket St. • Beloit, WI 53511

June 5, 2018 • 1PM

Beloit Public Library
605 Eclipse Blvd. • Beloit, WI 53511

May 22, 2018 • 1PM

Emmanuel Baptist Church
1151 East Grand Ave • Beloit, WI 53511

June 18, 2018 • 5:30PM

Contact Information:

(608) 757-7655 • dsnow2@blackhawk.edu

 blackhawk.edu

BTC is an EO/AA educator/employer. For more information, go to blackhawk.edu



ENCLOSURE #24

8. New Business

- c. Summer Scheduling at the Advanced Manufacturing Training Center (Information – Dr. Tracy Pierner)

Programming offered at the Advanced Manufacturing Training Center has done significant work this past year to move to a more flexible format. To meet the growing demand for several of the programs, Administration has supported expansion of a summer schedule to the Milton site.

Dr. Pierner will provide additional information on the summer schedule at the AMTC.

ENCLOSURE #25

9. Other Business

- a. District Board Retreat Agenda Topics (Discussion – Chairperson Thornton and Dr. Tracy Pierner)

Initial discussion on the annual District Board Retreat was held during the April meeting. A date of August 16 was selected for the Retreat. Work continues on finalizing where the Retreat will be held.

Agenda topics decided upon to-date include advocacy training, in-depth discussion on the Strategic Plan, and Board self-evaluation. Board members are asked to give additional thought to topics for the day and be prepared for additional discussion at the meeting.