



District Board Meeting

3rd Wednesday of the Month

5:00 pm

Administration Building

Blackhawk Technical College

DISTRICT BOARD MEETING

AGENDA

DATE: DECEMBER 20, 2023

TIME: 5:00 P.M.

LOCATION: CENTRAL CAMPUS/STUDENT SUCCESS CENTER – ROOM 2201
6004 S COUNTY ROAD G, JANESVILLE WI 53546-9458

CALL TO ORDER

A. Public Comment

Persons who wish to address the District Board may make a statement if 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 District Board meeting when the subject is properly noticed on the agenda. Unless requested by the District Board Chairperson from the audience regarding a specific agenda topic, public comments or dialogue are not allowed during other portions of the District Board meeting and/or discussion.

SPECIAL REPORTS

- A. Student Representative to the District Board Report (*Information – Rebecca Barnett*)
- B. Strategic Project Update: Improve the Transition from Associate to Bachelor's Degree (*Information – Tiffany Garrison*)
- C. Blackhawk Technical College District Population, High School Graduation, and Matriculation (*Information – Dr. Tracy Pierner and Dr. Jon Tysse*)
- D. High School Data and Dual Credit Pathways Update (*Information – Tony Landowski and Dr. Katie Lange*)

INFORMATION/DISCUSSION

- A. Financial Statement (*Information – Jim Nemeth*)
- B. President's Update (*Information – Dr. Tracy Pierner*)
 - a. Community Engagement
 - b. Internal Engagement
 - c. College Events
 - d. Upcoming Events
 - e. Other Communications
 - f. Construction Projects
- C. Finance Committee Report Out and Recommendations (*Information – Chairperson Thornton*)
 - a. A meeting is scheduled for December 7, 2023
- D. Personnel Committee Report Out and Recommendations (*Information – Chairperson Deprez*)
 - a. No meeting is scheduled for December 20, 2023
- E. Staff Changes (*For Information Only. Not for District Board Action*)
 - a. New Hires – Skila Burlingame, PT Welcome Center Assistant – December 11, 2023
 - b. New Positions – Tia Bradford, Student Support Assistant – December 11, 2023
 - c. Resignations – None
 - d. Retirements – Mike Doubleday, Electric Power Distribution Instructor – May 17, 2024

CONSENT AGENDA

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

- A. Approval of the Draft November 15, 2023, District Board Regular Meeting Minutes (*Action*)
- B. Approval of Current Bills (*Action – Jim Nemeth*)
- C. Approval of Training Contracts (*Action – Dr. Karen Schmitt*)

POLICY REVIEW

- A. A-230 – District Board Composition and Terms of Office (Revised) (*Action – Dr. Tracy Pierner*)
- B. A-235 – Vacancies of the District Board (Reviewed) (*Action – Dr. Tracy Pierner*)
- C. A-250 – Selection of President/District Director (Reviewed) (*Action – Dr. Tracy Pierner*)
- D. A-260 – President/District Director Succession (Reviewed) (*Action – Dr. Tracy Pierner*)
- E. A-270 – Evaluation of the President/District Director (Reviewed) (*Action – Dr. Tracy Pierner*)
- F. A-500 – Accreditation (Reviewed) (*Action – Dr. Tracy Pierner*)

ACTION ITEMS

- A. None.

Finance Committee Action Items

- A. Acceptance of the Fiscal Year 2022-2023 Audit Report

Personnel Committee Action Items

- A. No Action Items

WTCS CONSORTIUM UPDATES

- A. Insurance Trust (WTC) (*Information – Representative*)
- B. Marketing Consortium (*Information – Representative*)
- C. Purchasing Consortium (*Information – Representative*)
- D. Districts Mutual Insurance (DMI) (*Information – Representative*)
- E. District Boards Association (DBA) (*Information*)

FUTURE AGENDA ITEMS

- A. Suggestions for Future Agenda Items

ADJOURNMENT

Blackhawk Technical College does not discriminate on the basis of race, color, national origin, sex, gender identity, disability, or age in its programs and activities. The following person has been designated to manage inquiries regarding the nondiscrimination policies: Title IX Coordinator/Equal Opportunity Officer, 6004 S County Road G, P.O. Box 5009, Janesville, WI 53547-5009, (608) 757-7796 or (608) 757-7773, WI Relay: 711.

BTC is committed to providing universal access to events. If you are an individual with a disability and would like to request an accommodation, please contact the Assistant to the President and District Board at 608-757-7772 at least 72 hours before the District Board meeting.



DECEMBER 20, 2023

SPECIAL REPORTS

- High School Data and Dual Credit Pathways Update



SPECIAL REPORTS AGENDA ITEM D.

Dual Credit Pathways and High School Data Update 2022-2023

Definition of Terms

- ◆ Transcribed Credit: High School teacher teaching exact Blackhawk course as an adjunct; meets all required credentials to be Blackhawk Adjunct
- ◆ Advanced Standing: High School teacher teaching course with aligned course outcomes
- ◆ Start College Now: Students come to Blackhawk for course taught by Blackhawk Instructor
- ◆ 38.14 Contract: Cohort of students take a closed section course at the high school or at Blackhawk
- ◆ Collegiate Academy: New opportunity for high school students take Blackhawk courses at their high school (primarily through MyEdChoice option)

AY23 Dual Credit Outcomes

- ◆ Transcribed Credit (Total savings to students = Over \$1.3 million)
 - 165 = Total Courses (-12% compared to AY22)
 - 1601 = Total Students (-29% compared to AY22)
 - 6789 = Total Credits (-34% compared to AY22)
 - 226.3 = Total FTEs (-34% compared to AY22)
 - 9% = Students who took Transcribed Credit in high school and directly enrolled at Blackhawk after graduating from high school. *(Based on 2022 Graduates)*

- ◆ Advanced Standing
 - 223 = Total Courses (+33% compared to AY22)
 - 317 = Total Advanced Standing credits applied over academic year

- ◆ Start College Now
 - 248 = Total Courses (+2% compared to AY22)
 - 103 = Total Students (+31% compared to AY22)
 - 41% = Students who took Start College Now courses and directly enrolled at Blackhawk after graduating from high school. *(Based on 2022 Graduates)*

- ◆ 38.14 Contract
 - 14 = Total Contracts (+14% compared to AY22)
 - 149 = Total Students (+31% compared to AY22)
 - \$102,965 = Total Contract Revenue (+19% compared to AY22)
 - 15% = Students who took 38.14 Contract courses and directly enrolled at Blackhawk after graduating from high school. *(Based on 2022 Graduates)*

- ◆ Of the high school students who directly enrolled at BTC this fall 2023, 40% had taken one or more kinds of dual enrollment courses.



Dual Credit Pathways and High School Data Update, Cont. 2022-2023

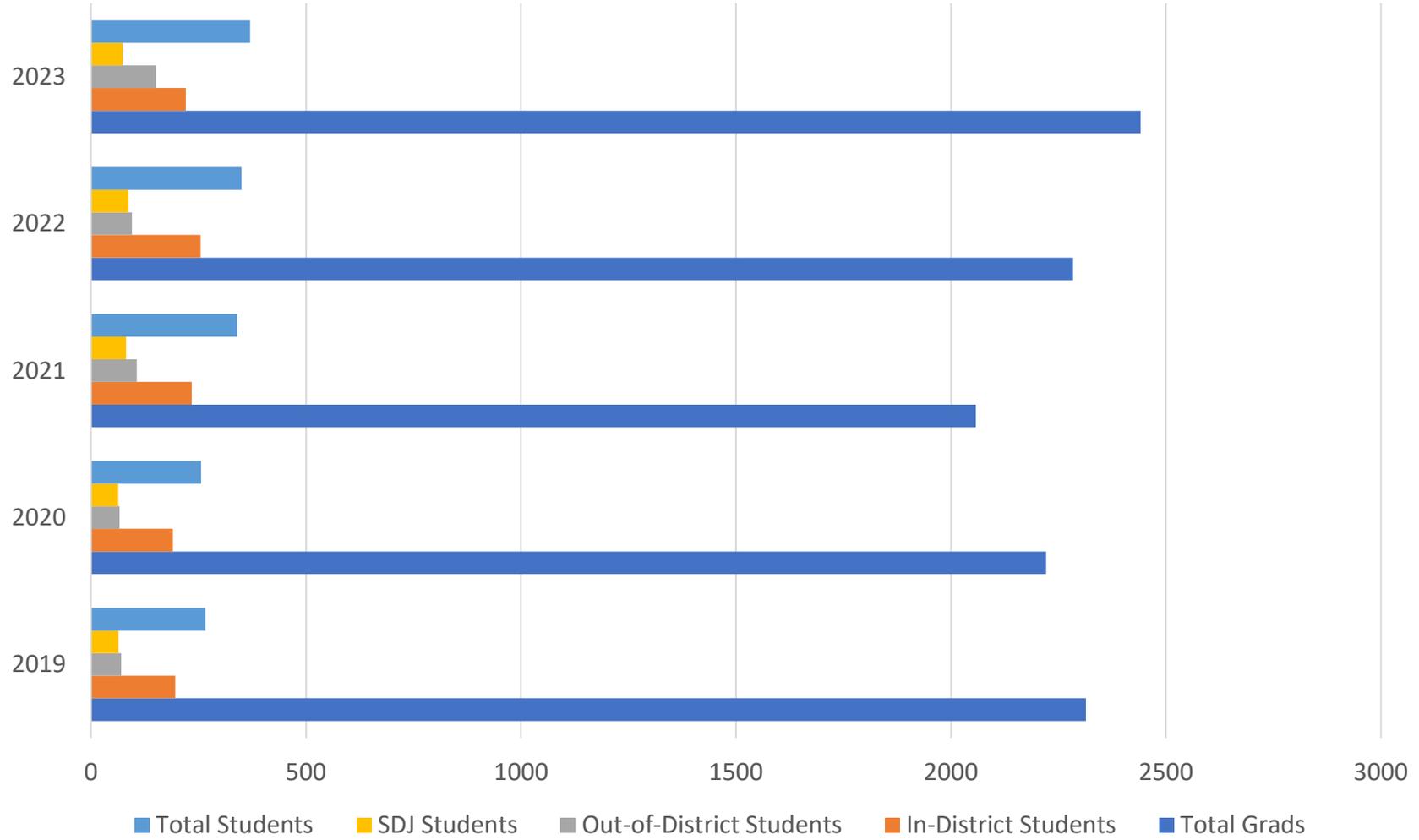
Partnership Updates

- ◇ South Beloit High School
 - 54 = Total Students (+41% compared to AY22)
 - 248 = MATT Division and General Education Courses (+16% compared to AY22)
 - 2 students on track to graduate in Spring 2024
- ◇ RUHS Middle College
 - 5 students graduated with Associate of Applied Science Degrees Spring 2023
 - 4 students on track to complete an Associate of Applied Science Degree by Spring/Fall 2024; 1 on track to petition in Health Science Program
 - 51 = Total Students (+46% compared to AY22)
 - 332 Courses in all divisions (100+%)
- ◇ Monroe High School – Partnership with the LAUNCH Program
 - Year 1 2022 – 2023: Use of BTC Monroe Campus for their students
 - Year 2 2023 – 2024: Partnering with Dual Credit as part of their Business Strand
 - TC Sociology - 20 students enrolled currently and will be reflected in next year's TC numbers
 - Currently in discussion with Monroe HS on potential Collegiate Academy courses as part of Launch in the future.

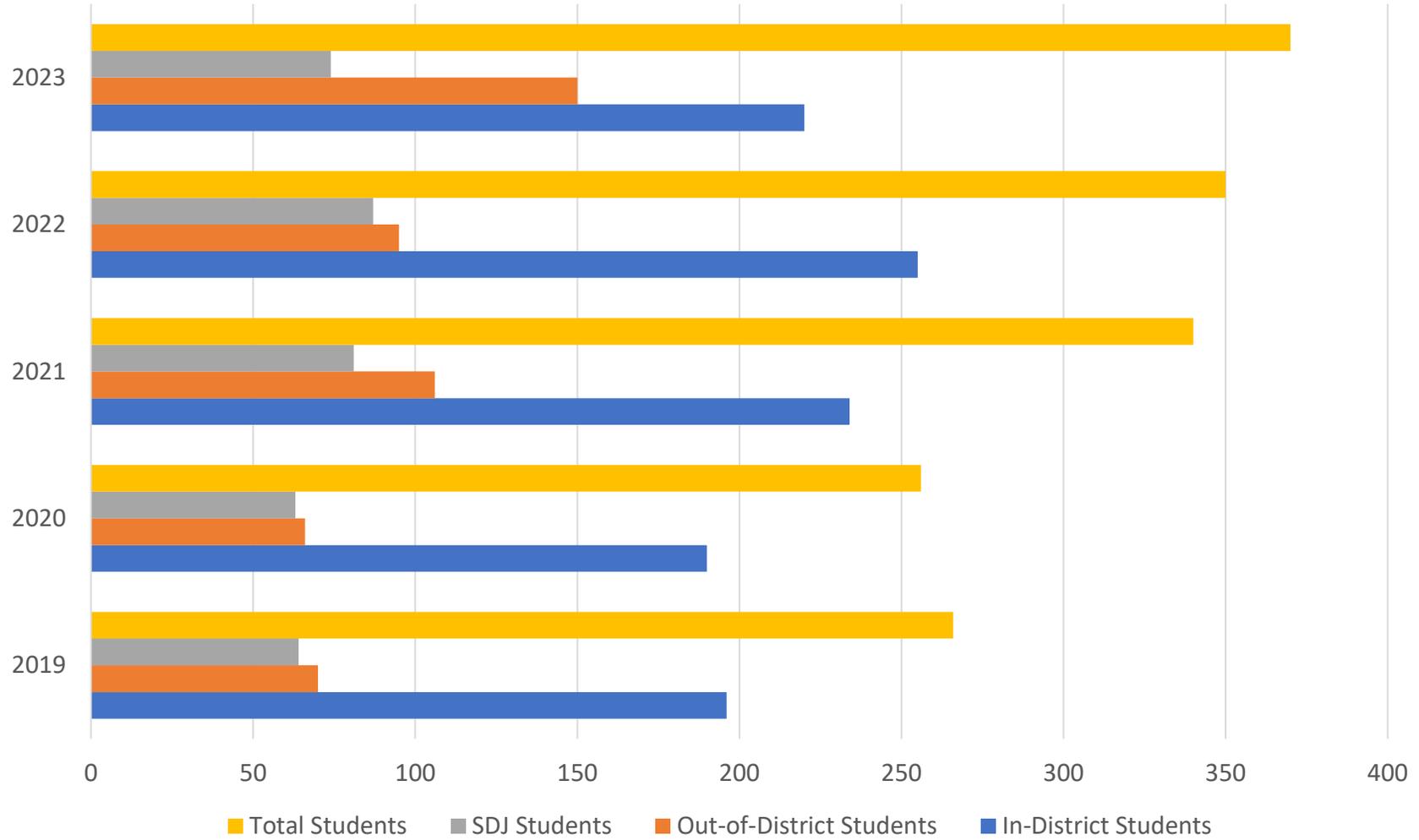
Summary of High School Data

- ◇ 370* = 2023 High School Graduates who directly enrolled in Blackhawk
 - Currently 7% increase compared to last year at the same time
 - **Number could increase as students are still enrolling for Spring 2024*
- ◇ 220 = Number of Enrolled Students from Rock and Green County High Schools

Summary Comparison of Direct High School Enrollment



Summary Comparison of Direct High School Enrollment





DECEMBER 20, 2023

INFORMATION/DISCUSSION

- Financial Statement
- Finance Committee December 7, 2023, Minutes

INFORMATION/DISCUSSION AGENDA ITEM A.

BLACKHAWK TECHNICAL COLLEGE Summary of Revenue and Expenditures as of November 30, 2023

<u>COMBINED FUNDS</u>	2023-24 CURRENT BUDGET	2023-24 ACTUAL TO DATE	2023-24 PERCENT INCURRED	2022-23 ACTUAL TO DATE	2022-23 PERCENT INCURRED
REVENUE & OTHER RESOURCES:					
Local Government	\$ 17,123,043	\$ (7,234)	0.0%	\$ 161,363	1.0%
State Aids	16,499,975	3,552,972	21.5%	3,473,451	21.2%
Statutory Program Fees	6,265,379	5,250,790	83.8%	4,928,966	87.0%
Material Fees	343,972	282,243	82.1%	258,965	83.2%
Other Student Fees	860,750	717,208	83.3%	661,482	82.0%
Institutional	3,377,047	1,770,040	52.4%	1,049,673	36.8%
Federal	7,807,850	4,102,590	52.5%	3,960,690	46.4%
Other Sources (Bond/Transfer from Other Fund)	<u>7,031,250</u>	<u>5,463,962</u>	77.7%	<u>3,909,801</u>	70.6%
Total Revenue & Other Resources	<u>\$ 59,309,266</u>	<u>\$ 21,132,572</u>	25.0%	<u>\$ 18,404,391</u>	23.3%
EXPENDITURES BY FUNCTION:					
Instruction	\$ 19,547,548	\$ 6,772,834	34.6%	\$ 6,476,800	32.3%
Instructional Resources	1,788,978	668,853	37.4%	655,461	37.7%
Student Services	12,065,097	5,901,479	48.9%	5,541,874	48.1%
General Institutional	9,297,995	3,432,653	36.9%	3,486,783	38.5%
Physical Plant	40,779,002	11,714,554	28.7%	3,275,613	9.2%
Auxiliary Services	422,865	289,356	68.4%	257,972	71.1%
Other Uses (Transfer to Other Fund)	<u>231,250</u>	<u>-</u>	0.0%	<u>-</u>	0.0%
Total Expenditures & Other Uses	<u>\$ 84,132,735</u>	<u>\$ 28,779,730</u>	34.3%	<u>\$ 19,694,503</u>	25.2%
EXPENDITURES BY FUNDS:					
General	\$ 30,784,785	\$ 11,223,052	36.5%	\$ 10,512,269	35.5%
Special Revenue	2,698,558	723,757	26.8%	900,132	30.2%
Capital Projects	31,425,506	10,830,904	34.5%	2,661,719	9.7%
Debt Service	10,033,553	909,257	9.1%	846,418	9.1%
Enterprise	154,865	30,933	20.0%	11,493	11.2%
Internal Service	280,000	258,423	92.3%	246,479	94.8%
Trust & Agency	8,524,218	4,803,404	56.4%	4,515,993	52.5%
Other Uses (Transfer to Other Fund)	<u>231,250</u>	<u>-</u>	0.0%	<u>-</u>	0.0%
Total Expenditures	<u>\$ 84,132,735</u>	<u>\$ 28,779,730</u>	34.3%	<u>\$ 19,694,503</u>	25.2%
Fund Balances, Beginning	\$ 44,286,478	\$ 44,286,478		\$ 41,529,290	
Change in Fund Balance	<u>(24,823,469)</u>	<u>(7,647,159)</u>		<u>(1,290,112)</u>	
Fund Balances, Ending	<u>\$ 19,463,009</u>	<u>\$ 36,639,320</u>		<u>\$ 40,239,178</u>	

Debt Service Detail					
Principal Payments	8,025,000	-	0.0%	-	0.0%
Interest Payments	1,903,553	839,707	44.1%	810,518	44.0%
Other Debt Service Expenses	<u>105,000</u>	<u>69,550</u>	66.2%	<u>35,900</u>	51.3%
Total Debt Service Payments	<u>\$ 10,033,553</u>	<u>\$ 909,257</u>		<u>\$ 846,418</u>	

INFORMATION/DISCUSSION AGENDA ITEM C. a.



FINANCE COMMITTEE MEETING

MINUTES

DATE: DECEMBER 7, 2023

TIME: 5:00 P.M. – 6:00 P.M.

LOCATION: CENTRAL CAMPUS AND VIA ZOOM
6004 S COUNTY ROAD G, JANESVILLE WI 53546-9458

CALL TO ORDER

The Finance Committee meeting was held via Zoom on Thursday, December 7, 2022, at the Central Campus, 6004 S County Road G, Janesville.

District Board Members Present: Eric Thornton, Chairperson, and Barbara Barrington-Tillman.

District Board Members Absent: Rachel Andres, Rob Hendrickson, and Mark Holzman.

Other District Board Members Present: Suzann Holland and Kathy Sukus.

Staff Present: Julie Barreau, Jim Nemeth, and Dr. Tracy Pierner.

Guests Present: Kyle Gruber.

Chairperson Thornton called the Blackhawk Technical College Finance Committee meeting to order at 5:00 p.m.

INFORMATION/DISCUSSION/ACTION

A. Acceptance of the Fiscal Year 2022-23 Audit Report

Kyle Gruber of Wipfli LLP was present to review the fiscal year 2022-23 audit activities.

The firm issued three (3) opinions as a result of their audits:

1. Opinion on the Financial Statements
 - Unmodified (clean = no findings).
2. Internal Control over Financial Reporting
 - No reportable issues were noted.
3. Opinion on Uniform Guidance Compliance Audit
 - Unmodified opinion on major federal and state grant programs (no findings or control deficiencies noted).

Changes/Updates from Last Year:

- The audit process was again a hybrid of remote and on-site procedures.
- They continuously worked to improve our process to make it as efficient as possible.
- GASB 96 – Subscription-Based IT Contracts.

- Similar to leases – asset and liability for “cloud” type software subscriptions.
- Note 19 provides a summary of the change to the 2022 net position.
- See also Note 6, Note 7, and Note 14.

Overall Results:

- \$8.8 million increase in net position
 - \$2.7 million positive change related to OPEB and Pension benefits.
 - \$4.5 million increase in cash (between capital projects fund and general fund).

COVID-19 Related Funding

- About \$2.8 million
 - \$1.3 million for emergency student grants.
 - \$1.5 million for other institutional uses.

Grant Programs Tested for Compliance:

- 84.425 COVID-19 Education Stabilization Fund.
- Federal Student Financial Assistance Cluster.
- 292.105 State Aid for Tech Colleges.
- 292.162 Property Tax Relief Aid.
- No findings were noted.

Next Year

- No significant new standards.
- FY25 new standard on Compensated Absences (sick and vacation pay).

It was moved by Ms. Barrington-Tillman and seconded by Ms. Holland to recommend to the District Board that it accept the Fiscal Year 2022-23 Audit Report, as presented. **All in Favor. Motion carried.**

B. The Fiscal Year 2024-25 Budget Assumptions and Calendar

Jim Nemeth reviewed the Fiscal Year 2024-25 Budget Assumptions and Calendar.

Property Tax Levy:

The property tax levy represents 22.7% of the operating fund (general & special revenue) revenue budget. There are no known changes in property tax relief aid for FY2024-25. Property tax revenues are projected to increase by \$185,000 due to net new construction in the District this year.

Tuition and Fees:

Tuition and fees represent 20% of the operating fund revenue. The WTCS Board sets tuition and material fees. The tuition rate change is expected to range between 1.0-2.0%. For planning purposes, a 1.3% change is projected resulting in \$85,000 in additional revenue.

Fall semester associate and technical diploma enrollments were up 4.4%. Spring semester enrollment typically follows the fall enrollment trend. For conservative planning purposes, enrollment is projected to remain at the FY24 level. FY24 enrollment growth not yet reflected in the FY23-24 budget will contribute \$257,000 in revenue to support FY24-25 operations.

State Aids:

State aids represent 45.9% of operating fund revenue with 69.3% of that funding attributed to the property tax relief state aid. General state aid and grant aid account for the remaining one-third. Property tax relief aid is projected to remain flat in FY25.

General state aid represents 10.0% of the operating fund revenues. General state aid is projected to remain flat in FY25.

State grants represent 3.8% of the operating fund revenues. Wisconsin General Purpose Revenue (GPR) grants are competitively awarded.

Federal Grants:

Federal grants comprise 2.1% of the operating fund revenues. Overall, federal grant funding is expected to remain flat in FY25.

Institutional Revenue:

Institutional contracts and other revenue account for 7.6% of operating fund revenues. Transcript credit of high school educational activities receiving college credit accounts for 4.5% of operating revenue, however, this revenue is fully offset by a corresponding expense. Contract training and other institutional revenue account for 3.1% of operating fund revenues. For planning purposes, contract training revenue is expected to remain flat in FY25. Investment income is projected to remain elevated in FY25, however, expected Fed Funds rate cuts over the next 18 months are projected to negatively investment income in FY25. For the FY25 budget, investment income is projected to exceed the current budget by \$226,000.

Personnel:

Salaries and benefits comprise 74.3% of the operating expense budget. A 1% increase in salaries and wages requires \$216,000 to fund payroll and related required benefits (FICA and WRS). Wage and/or benefit adjustments are projected in the next fiscal year. Recommendations will be brought to the Personnel Committee in the spring of 2024.

Non-Personnel:

These items represent 25.7% of the operating budget. Funding allocations for operational activities will be completed within available resources to ensure operational needs are met within resource capacity.

Operating Budget Summary:

The fiscal year 2023-24 general fund budget is currently contributing \$39,709 to the fund balance due to increased state aid and other revenue sources. The FY25 operating budget will be prepared with a focus on resources supporting operational expenses approximately 2% of general fund revenue earmarked to support new and emerging initiatives.

Capital Planning:

The facilities master plan, adopted by the Board in June 2018, and refreshed annually in the three-year facilities plan prioritizes facility improvements over the next several years.

Construction of the \$32.0 Million Public Safety and Transportation Center [PSTC] is expected to be completed by the end of FY24. Any remaining funds at the end of FY24 will be carried forward into FY25.

Construction of the \$7.9 million Innovative Manufacturing Education Center as well as remodeling of the former District Office building is underway, with completion expected in the summer of 2024.

Architectural planning to create a Center for Science Excellence in the 2300 Wing is underway. Design work is expected to be completed in FY24, with construction beginning in FY25.

An expansion of the dental suite is also in the design phase with a goal of construction in FY25. Funding for the project will be from a State grant of up to \$1.4 million, which was recently passed into law.

FY23-24 capital investment is projected at \$6.8 million which is comprised of \$3.8 million for annual capital and \$3.0 million for facility improvements. Capital borrowing of \$6.8 million is projected to fund annual capital and two remodel projects totaling \$1.5 million.

Finance Committee members raised no questions or concerns.

ADJOURNMENT

As there was no additional business, Chairperson Thornton adjourned the meeting at 5:29 p.m.



DECEMBER 20, 2023

CONSENT AGENDA

- Draft November 15, 2023, District Board Regular Meeting Minutes
- Current Bills
- Training Contracts

**REGULAR DISTRICT BOARD MEETING
WEDNESDAY, NOVEMBER 15, 2023
5:00 P.M.**

MINUTES

CALL TO ORDER

The Blackhawk Technical College District Board regular meeting was held on Wednesday, November 15, 2023, at the Central Campus, 6004 S County Road G, Janesville, in the Student Success Center, Room 2201.

Board Members Present: Rachel Andres; Barbara Barrington-Tillman, Chairperson; Rich Deprez, Secretary; Rob Hendrickson; Suzann Holland; and Mark Holzman.

Board Members Absent: Eric Thornton, Vice-Chairperson, and Kathy Sukus, Treasurer.

Staff Present: Julie Barreau; Tony Landowski; Jim Nemeth; Liz Paulsen; Dr. Tracy Pierner; Dr. Karen Schmitt; and Dr. Jon Tysse.

Student Representatives: Rebecca Barnett.

Guests: None.

Chairperson Barrington-Tillman called the Blackhawk Technical College District Board meeting to order at 5:00 p.m. Chairperson Barrington-Tillman called for Public Comments. There were no comments.

SPECIAL REPORTS

Chairperson Barrington-Tillman called for Special Reports.

- A. The Student Representative to the District Board, Rebecca Barnett, provided a report on student activities.
- B. Dr. Jon Tysse provided a presentation on the enrollment to the District Board members.

INFORMATION/DISCUSSION

Chairperson Barrington-Tillman called for Information/Discussion items.

- A. Jim Nemeth reviewed the October Financial Statement with the District Board members.
- B. Dr. Tracy Pierner presented his monthly report to the District Board members.
- C. The Finance Committee did not meet in November.
- D. The Personnel Committee did not meet in November.
- E. Staff changes consisting of new hires, new positions, resignations, and retirements were reviewed.

CONSENT AGENDA

Chairperson Barrington-Tillman called for the Consent Agenda. It was moved by Mr. Holzman and seconded by Mr. Deprez to approve the consent agenda, which includes the following:

- A. Draft October 18, 2023, District Board Regular Meeting Minutes.
- B. Current Bills – The October bills include (Starting Check: #00299066 and Ending Check: #00299519):

Direct Deposit Expense Reimbursements	\$ 2,817,783.28
Payroll	\$ 1,088,172.57
Payroll Tax Wire Transfers	\$ 548,481.27
Other Wire Transfers	\$ 97,579.10
WRS Wire Transfers	\$ 173,883.57
P-Card Disbursements	\$ 190,011.21
Bond Payment	\$ 0.00
Health Insurance Wire Transfer	\$ 307,632.48
<i>Grand Total for the Month</i>	<i>\$ 5,223,543.48</i>

C. Training Contracts – Report Totals:

Number Served	Estimated FTEs	BTC Cost Formula	LAB Cost Formula	Actual Contract Cost
51	3.3	\$27,466	\$17,954	\$27,781

All in favor. Motion carried.

POLICY REVIEW

- A. Dr. Tracy Pierner reviewed Policy A-100 – District Legal Status with the District Board members.

It was moved by Mr. Deprez and seconded by Mr. Hendrickson to approve the reviewed Policy A-100 – District Legal Status. **All in favor. Motion carried.**

- B. Dr. Tracy Pierner reviewed Policy A-210 – District Board Authorities with the District Board members.

It was moved by Ms. Andres and seconded by Mr. Holzman to approve the reviewed Policy A-210 – District Board Authorities. **All in favor. Motion carried.**

- C. Dr. Tracy Pierner reviewed Policy A-220 – District Board Powers and Duties with the District Board members.

It was moved by Ms. Andres and seconded by Mr. Hendrickson to approve the reviewed Policy A-220 – District Board Powers and Duties. **All in favor. Motion carried.**

ACTION ITEMS

Chairperson Barrington-Tillman called for Action Items.

- A. Jim Nemeth reviewed the modifications to the Fiscal Year 2022-23 Budget.

It was moved by Mr. Deprez and seconded by Mr. Hendrickson to approve the Modifications to the Fiscal Year 2022-2023 Budget.

The roll was called. The following members voted affirmatively: Ms. Andres; Ms. Barrington-Tillman; Mr. Deprez; Mr. Hendrickson; Ms. Holland; and Mr. Holzman. **All in favor. Motion Carried.**

- B. Jim Nemeth reviewed the modifications to the Fiscal Year 2023-24 Budget.

It was moved by Mr. Holzman and seconded by Mr. Hendrickson to approve the Modifications to the Fiscal Year 2023-2024 Budget.

The roll was called. The following members voted affirmatively: Ms. Andres; Ms. Barrington-Tillman; Mr. Deprez; Mr. Hendrickson; Ms. Holland; and Mr. Holzman. **All in favor. Motion Carried.**

Finance Committee Action Items

- A. No Action Items.

Personnel Committee Action Items

- A. No Action Items.

WTCS CONSORTIUM UPDATES

Chairperson Barrington-Tillman called for WTCS Consortium updates.

- E. District Boards Association (DBA): Chairperson Barrington-Tillman provided an update to the District Board members regarding the DBA 2023 Fall meeting held on October 27-28, 2023, at Waukesha County Technical College.

FUTURE AGENDA ITEMS

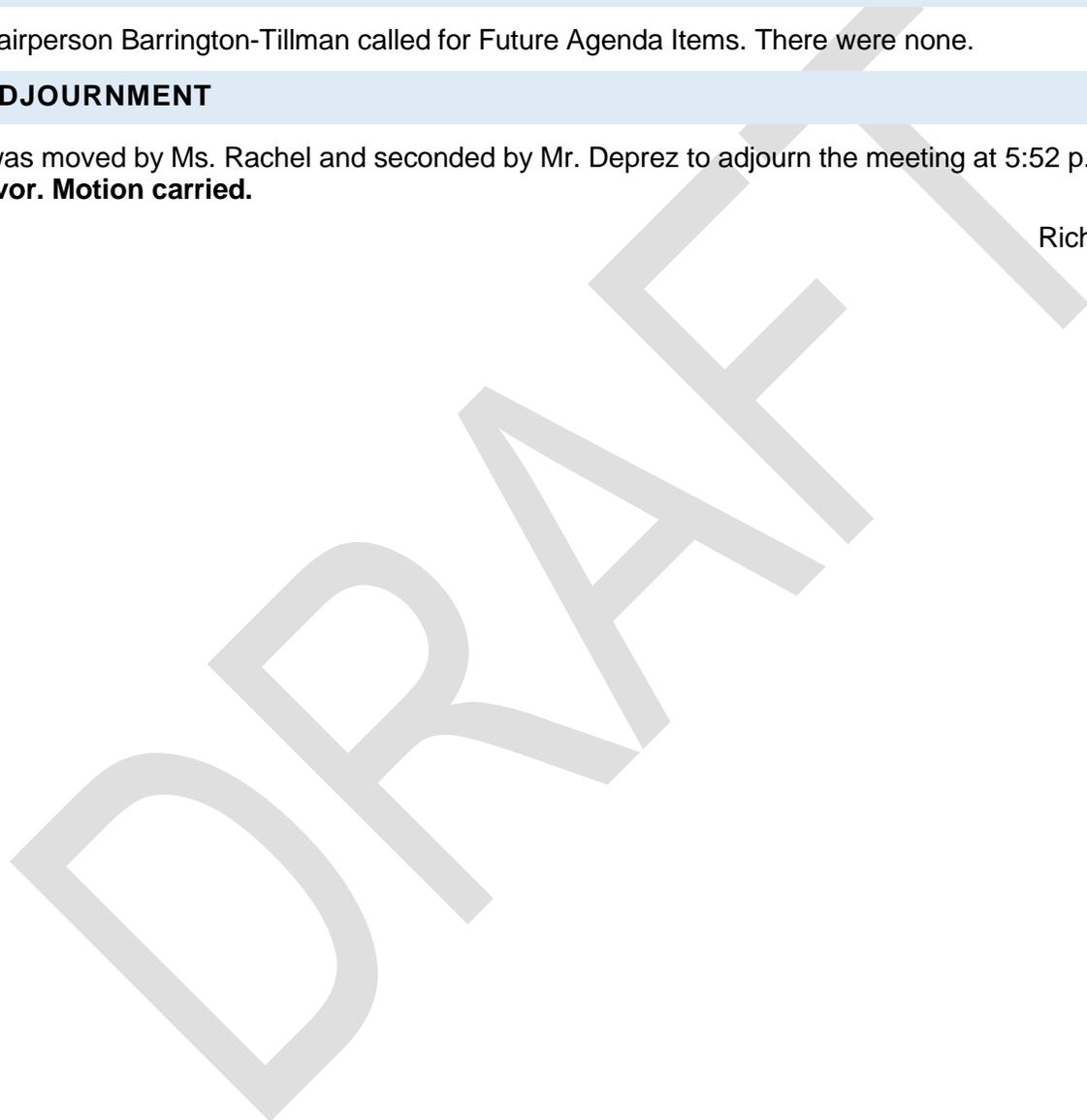
Chairperson Barrington-Tillman called for Future Agenda Items. There were none.

ADJOURNMENT

It was moved by Ms. Rachel and seconded by Mr. Deprez to adjourn the meeting at 5:52 p.m. **All in Favor. Motion carried.**

Richard Deprez

Secretary



CONSENT AGENDA ITEM B.

Blackhawk Technical College

BILL LIST SUMMARY

Period Ending November 30, 2023

Starting Check Number 00299520
Ending Check Number 00299701 Plus Direct Deposits

PAYROLL TAXES

Federal	300,677.07	
State	<u>48,869.07</u>	349,546.14

PAYROLL BENEFIT DEDUCTIONS & FRINGE PAYMENTS

Retirement	-	
Health and Dental Insurance	21,067.38	
Miscellaneous	<u>14,091.68</u>	35,159.06

STUDENT RELATED PAYMENTS

62,107.31

CURRENT NON CAPITAL EXPENSES

295,435.84

CAPITAL

4,247,784.23

DEBT

10,000.00

TOTAL BILL LISTING AND PAYROLL TAXES

5,000,032.58

PAYROLL-NET

1,126,303.38

SUB TOTAL BILL LISTING AND PAYROLL

6,126,335.96

PLUS OTHER WIRE TRANSFERS

47,298.64

PLUS WRS WIRE TRANSFERS

201,149.91

P-CARD DISBURSEMENTS

249,097.07

WIRE FOR LAND PURCHASE

-

PLUS BOND PAYMENT

-

HEALTH INSURANCE WIRES

309,206.22

GRAND TOTAL FOR THE MONTH

6,933,087.80

CONSENT AGENDA ITEM C.

CONTRACT TRAINING REPORT DECEMBER 2023

The following training contracts have been negotiated since the last District Board Regular Meeting.

Customized Instruction Contract Detail						
Contract #	Business/Industry	# Served	Est. FTEs	BTC Cost Formula	LAB Cost Formula	Actual Contract Amount
2024-1059	Emmi-Roth/Industrial Combustion	19	0.13	\$ 1,499	\$ 1,321	\$ 1,499
	<i>Arc Flash</i>					
2024-1060	Bodacious Shops	3	0.02	\$ 1,414	\$ 1,148	\$ 1,414
	<i>ServSafe</i>					
2024-1063	ANGI Energy	8	0.05	\$ 1,580	\$ 1,082	\$ 1,580
	<i>CPR/AED/BBP/FA</i>					
		30	0.2	\$ 4,493	\$ 3,551	\$ 4,493
Technical Assistance Contract Detail						
Contract #	Business/Industry	# Served	Est. FTEs	BTC Cost Formula	LAB Cost Formula	Actual Contract Amount
2024-1053	Rock Co Public Works	1	NA	\$ 3,840	\$ 4,250	\$ 4,250
	<i>CDL 80 Hours</i>					
2024-1054	Blackhawk Transport	1	NA	\$ 2,600	\$ 2,125	\$ 2,600
	<i>CDL 40 hours</i>					
2024-1058	Beloit Life Center	4	NA	\$ 6,938	\$ 4,250	\$ 6,938
	<i>Passenger Bus</i>					
		6	0	\$ 13,378	\$ 10,625	\$ 13,788
High School Customized Instruction Contract Detail						
Contract #	Business/Industry	# Served	Est. FTEs	BTC Cost Formula	LAB Cost Formula	Actual Contract Amount
2024-1057	Monroe High School	20	1.33	\$ 7,716	\$ 3,658	\$ 7,718
	<i>Cont Healthcare Practices</i>					
2024-1061	Brodhead High School	8	0.53	\$ 7,482	\$ 7,421	\$ 7,482
	<i>CNA</i>					
		28	1.86	\$ 15,198	\$ 11,079	\$ 15,200
WAT Grant Customized Instruction Contract Detail						
Contract #	Business/Industry	# Served	Est. FTEs	BTC Cost Formul	LAB Cost Formula	Actual Contract Amount
		0	0	\$ -	\$ -	\$ -

Combined Contract Totals						
		# Served	Est. FTEs	BTC Cost Formul	LAB Cost Formula	Actual Contract Amount
		64	2.06	\$ 33,069	\$ 25,255	\$ 33,481
High School At Risk Detail						
Contract #	Business/Industry	# Served	Est. FTEs	BTC Cost Formul	LAB Cost Formula	Actual Contract Amount
Transcripted Credit Contract Detail						
Contract #	Business/Industry	# Served	Est. FTEs	BTC Cost Formul	LAB Cost Formula	Actual Contract Amount
		0	0	\$ -		\$ -
	All Contracts	64	2.06	\$ 33,069	\$ 25,255	\$ 33,481

Contract Training Approved By The District Board

Quarter	Month	FY 2019-20		FY 2020-21		FY 2021-22		FY 2022-23		FY 2022-23	
		Month's \$	YTD \$	Month's \$	YTD \$						
1st	July	\$306,616	\$306,616	\$0	\$0	\$34,748	\$34,748	\$54,931	\$54,931	\$28,725	\$28,725
	August	\$93,966	\$400,582	\$16,389	\$16,389	\$79,603	\$114,351	\$41,084	\$96,015	\$69,918	\$98,643
	September	\$51,844	\$452,426	\$17,532	\$33,921	\$63,394	\$177,745	\$96,205	\$192,220	\$80,688	\$179,331
2nd	October	\$18,826	\$471,252	\$29,073	\$62,994	\$22,313	\$200,058	\$69,654	\$261,874	\$35,845	\$215,176
	November	\$75,772	\$547,024	\$59,156	\$122,150	\$52,930	\$252,988	\$47,449	\$309,323	\$27,781	\$242,957
	December	\$54,312	\$601,336	\$18,026	\$140,176	\$54,656	\$307,644	\$34,393	\$343,716	\$33,481	\$276,438
3rd	January	\$50,873	\$652,209	\$30,791	\$170,967	\$12,501	\$320,145	\$34,793	\$378,509		
	February	\$103,533	\$755,742	\$31,829	\$202,796	\$48,571	\$368,716	\$63,011	\$441,520		
	March	\$75,337	\$831,079	\$48,171	\$250,967	\$60,958	\$429,674	\$37,786	\$479,306		
4th	April	\$2,663	\$833,742	\$26,869	\$277,836	\$26,321	\$455,995	\$68,919	\$548,225		
	May	\$2,464,616	\$3,298,358	\$1,675,805	\$1,953,641	\$1,637,142	\$2,093,137	\$57,853	\$606,078		
	June	\$70,739	\$3,369,097	\$27,698	\$1,981,339	\$29,771	\$2,122,908	\$1,451,081	\$2,057,159		
	YTD TOTAL		\$3,369,097		\$1,981,339		\$2,122,908		\$2,057,159		\$276,438

Historical Reference

FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24
WAT Grants: \$123,702	WAT Grants: \$145,703	Customized Instruction: \$234,389	Customized Instruction: \$279,252	Customized Instruction: \$104,683
TC w/HS: \$2,464,616*	TC w/HS: \$1,652,700	Technical Assistance: \$221,718	Technical Assistance: \$226,705	Technical Assistance: \$100,383
HSED w/HS: \$15,082	HSED w/HS: \$13,788	High School Customized Instruction: \$62,817	High School Customized Instruction: \$107,368	High School Customized Instruction: \$63,536
		WAT Grants: \$39,864	WAT Grants: \$52,024	WAT Grants: \$0
		High School At Risk: \$8,752	High School At Risk: \$21,595	High School At Risk: \$6,836
		Transcripted Credit: \$1,637,142	Transcripted Credit: \$1,382,463	Transcripted Credit: \$0

* The Transcripted Credit dollar total has been updated to reflect \$2,464,616 due to it inadvertently being left out.

DECEMBER 20, 2023

POLICY REVIEW

- Policy A-230 – District Board Composition and Terms of Office (Revised)
- Policy A-235 – Vacancies of the District Board (Reviewed)
- Policy A-250 – Selection of President/District Director (Reviewed)
- Policy A-260 – President/District Director Succession (Reviewed)
- Policy A-270 – Evaluation of the President/District Director (Reviewed)
- Policy A-500 – Accreditation (Reviewed)

POLICY AGENDA ITEM A.



BLACKHAWK TECHNICAL COLLEGE SECTION A – DISTRICT ORGANIZATION POLICY

A-230 – DISTRICT BOARD COMPOSITION AND TERMS OF OFFICE

Authority	District Board
Effective Date	February 20, 1974
Revision Date(s)	<u>December 20, 2023</u> ; November 18, 2020; January 18, 2017; July 14, 2008; March 17, 2004; February 16, 2000; December 16, 1987
Reviewed Date(s)	December 15, 2010; March 15, 2006
Related Forms	
Related Policies and/or Procedures	<u>A-235 – Vacancies on the District Board</u>
In Compliance With	Wisconsin Statutes 38.08 (1) Wisconsin Statutes 38.08 (2) (2m) Wisconsin District Board Appointment Manual

The District Board shall be composed of nine (9) members who are residents of the District, including two (2) employers who have the power to employ or discharge, two (2) employees who do not have the power to employ or discharge, three (3) additional members, an administrator of a public school district which lies within the District, and one (1) elected official who holds a state or local office. Of the three (3) additional members, no more than two (2) may be employers, no more than two (2) may be employees, no more than three (3) may be school district administrators, and no more than three (3) may be elected officials. No two (2) members of the District Board may be officials of the same governmental unit, nor may any District Board member be a member of the school board that employs the school district administrator member.

The Plan of Representation adopted by the appointing authority, the chairs of the Rock County and Green County Boards of Supervisors, requires a minimum of two (2) members of the nine-member Board to reside in Green County and a minimum of six (6) members to reside in Rock County, based on population distribution. The Plan also indicates that the School District Administrator member will be rotated between the two (2) counties, when possible. Additionally, the Plan states the District Board must maintain one (1) minority member, based on the percentage of the minority population of the District.

District Board members shall take office on July 1 and shall serve staggered three-year terms, with three (3) members appointed each year.

- Members of a district board shall serve until their successors are appointed and qualified. A vacancy shall be filled for any unexpired term of more than 90 days in the manner provided for in the making of original appointments as stated in Wisconsin Statutes 38.10 and [Policy A-235 – Vacancies on the District Board](#).
- A District Board member shall resign when they no longer reside within the boundaries of the District.
- Any member of a District Board serving in the Elected Official category shall cease to be a member upon vacating their office as an elected official.

POLICY AGENDA ITEM B.



BLACKHAWK TECHNICAL COLLEGE SECTION A – DISTRICT ORGANIZATION POLICY

A-235 – VACANCIES OF THE DISTRICT BOARD

Authority	District Board
Effective Date	December 16, 2020
Revision Date(s)	
Reviewed Date(s)	<u>December 20, 2023</u>
Related Forms	
Related Policies and/or Procedures	
In Compliance With	Wisconsin District Board Appointment Manual Wisconsin Statutes 38.10

District Board members shall be appointed by an Appointment Committee consisting of the Rock and Green County Board of Supervisors chairpersons. Administrative procedures for filling vacancies on the District Board are described in Wisconsin Statute 38.10.

The Appointment Committee shall request personal interviews with candidates. Interviews will be conducted in a public hearing scheduled for that purpose.

POLICY AGENDA ITEM C.



BLACKHAWK TECHNICAL COLLEGE SECTION A – DISTRICT ORGANIZATION POLICY

A-250 – SELECTION OF PRESIDENT/DISTRICT DIRECTOR

Authority	District Board
Effective Date	October 21, 2020
Revision Date(s)	
Reviewed Date(s)	<u>December 20, 2023</u>
Related Forms	
Related Policies and/or Procedures	
In Compliance With	

The District Board shall hire a qualified President/District Director who is not a member of the District Board for a term of not more than three (3) years which term shall end on the last day of June. The employment of the President/District Director shall be by written contract which shall be in accordance with Statutes of the State of Wisconsin and shall be filed with the District Board Secretary. The contract shall set forth all the terms and conditions of employment. If any vacancy occurs in the office of the President/District Director, the District Board shall promptly fill such vacancy. Such vacancy may either be filled by appointment of an acting President/District Director until the first day of July next following such an appointment or may be filled by appointment of a President/District Director. The District Board shall establish a search process to fill the vacancy. The process shall be fair and open and comply with relevant regulations.

POLICY AGENDA ITEM D.



BLACKHAWK TECHNICAL COLLEGE SECTION A – DISTRICT ORGANIZATION POLICY

A-260 – PRESIDENT/DISTRICT DIRECTOR SUCCESSION

Authority	District Board
Effective Date	November 18, 2020
Revision Date(s)	
Reviewed Date(s)	<u>December 20, 2023</u>
Related Forms	
Related Policies and/or Procedures	A-240 – Delegation of Authority to the President/District Director A-250 – Selection of the President/District Director
In Compliance With	

The District Board delegates authority to the President/District Director to appoint an acting President/District Director to serve in their absence for short periods, not to exceed 14 calendar days at a time.

In the absence of the President/District Director and when an acting President/District Director has not been named, administrative responsibility shall reside with (in order):

1. Vice President of Finance and College Operations/CFO
2. Vice President of Academic Affairs/CAO
3. Executive Director of Student Services/CSSO
4. Executive Director of Human Resources/CHRO
5. Executive Director of Marketing and Communications
6. Executive Director of Institutional Research and Effectiveness

The District Board shall appoint an acting President/District Director for periods exceeding 14 days. If any vacancy occurs in the office of the President/District Director, the District Board shall promptly fill such vacancy.

POLICY AGENDA ITEM E.



BLACKHAWK TECHNICAL COLLEGE SECTION A – DISTRICT ORGANIZATION POLICY

A-270 – EVALUATION OF THE PRESIDENT/DISTRICT DIRECTOR

Authority	District Board
Effective Date	November 18, 2020
Revision Date(s)	
Reviewed Date(s)	<u>December 20, 2023</u>
Related Forms	
Related Policies and/or Procedures	A-220 – District Board Powers and Duties A-240 – Delegation of Authority to the President/District Director
In Compliance With	

The District Board shall evaluate the President/District Director at least annually. Such evaluation shall comply with any requirements outlined in the contract of employment with the President/District Director as well as this Policy.

The District Board shall evaluate the President/District Director using an evaluation process the District Board and President/District Director jointly agree to and develop.

The criteria for evaluation shall be based on college policy, the President/District Director's job description, and performance goals/objectives developed in accordance with **Policy A-240 – Delegation of Authority to the President/District Director**.

POLICY AGENDA ITEM F.



BLACKHAWK TECHNICAL COLLEGE SECTION A – DISTRICT ORGANIZATION POLICY

A-500 – ACCREDITATION

Authority	District Board
Effective Date	October 21, 2020
Revision Date(s)	
Reviewed Date(s)	<u>December 20, 2023</u>
Related Forms	
Related Policies and/or Procedures	
In Compliance With	Higher Learning Commission (HLC)

The President/District Director shall ensure the College complies with the accreditation process and standards of the Higher Learning Commission (HLC) and of other college programs that seek special accreditation.

The President/District Director shall keep the District Board informed of approved accrediting organizations and the status of accreditations.

The President/District Director shall ensure that the District Board is involved in any accreditation process in which District Board participation is required.

The President/District Director shall provide the District Board with a summary of any accreditation report and any actions taken or to be taken in response to recommendations in an accreditation report.

BLACKHAWK TECHNICAL COLLEGE

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