



BLACKHAWK
TECHNICAL COLLEGE

DISTRICT BOARD MEETING

BELOIT~JANESVILLE CAMPUS
DISTRICT BOARD ROOM – 2613
6004 S COUNTY ROAD G
JANESVILLE WI 53546



District Board Meeting | AGENDA



BELOIT-JANESVILLE CAMPUS
President's Suite 2613
6004 S County Rd G, Janesville, WI 53546



December 18, 2024



5-7 pm

I. 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 appropriately 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 discussion.

II. SPECIAL REPORTS

- a. Recognition of Retirees Danielle LaReau, Sue Potter, and Kathi Winker (Chairperson Thornton and Dr. Tracy Pierner)
- b. Student Representative to the District Board Report (Information – Rebecca Barnett)
- c. Letter of Appreciation (Information – Dr. Tracy Pierner)
- d. Blackhawk Technical College District Population, High School Graduation, and Matriculation (Information – Dr. Tracy Pierner and Dr. Jon Tysse)

III. CONSENT AGENDA ITEMS

- a. Approval of the Draft November 20, 2024, District Board Regular Meeting Minutes (Action)
- b. Approval of Current Bills (Action – Jim Nemeth)
- c. Approval of Training Contracts (Action – Dr. Karen Schmitt)
- d. Confirmation of Instructional Employment Contract issued to Angel Rees, Nursing Instructor – January 6, 2025 (Action – Kathy Broske)

IV. COMMITTEE REPORTS

Finance Committee (Information – Chairperson Barrington-Tillman)

- a. Meeting Scheduled for December 18, 2024

Personnel Committee (Information – Chairperson Deprez)

- a. No Meeting Scheduled

V. ACTION ITEMS

- a. No Action Items

Finance Committee Action Items

- a. Acceptance of the Fiscal Year 2023-2024 Audit Report

Personnel Committee Action Items – No Action Items

VI. POLICY REVIEW

- a. B-245 – District Board Member Expenses (Action – Dr. Tracy Pierner)
- b. B-335 – Public Participation at District Board Meetings (Action – Dr. Tracy Pierner)
- c. B-337 – Decorum (Action – Dr. Tracy Pierner)
- d. B-340 – Minutes of District Board Meetings (Action – Dr. Tracy Pierner)
- e. B-400 – College Policy Adoption, Amendment, and Suspension (Action – Dr. Tracy Pierner)
- f. B-480 – Student Member(s) (Action – Dr. Tracy Pierner)
- g. B-500 – Participating in Local Decision-Making (Action – Dr. Tracy Pierner)



District Board Meeting | AGENDA



BELOIT-JANESVILLE CAMPUS
President's Suite 2613
6004 S County Rd G, Janesville, WI



December 18, 2024



5-7 pm

- h. D-200 – Annual Budget (Action Jim Nemeth)
- i. D-370 – Tuition/Fee Payment (Action – Tony Landowski and Jim Nemeth)
- j. J-210 – Student Activity Fees and Fund Management (Action – Tony Landowski)
- k. J-650 – Student Financial Obligation (Action – Tony Landowski)
- l. J-810 – Funding of Non-Instructional Student Activities (Action – Tony Landowski)
- m. J-825 – Student Organizations Fundraising (Action – Tony Landowski)

VII. INFORMATION/DISCUSSION

- a. Financial Statement (Information – Jim Nemeth)
- b. President's Update (Information – Dr. Tracy Pierner)
 - i. Community and Internal Engagement
 - ii. College and Upcoming Events
 - iii. Other Communications
 - iv. Construction Projects
- c. Staff Changes (For Information Only. Not for District Board Action)
 - i. New Hires:
 - i. Cassie Hartje, Director of Advancement and Foundation – December 16, 2024
 - ii. Kelley Grorud, Registrar – February 3, 2025
 - ii. New Positions:
 - i. Jeni Ryan, Administrative Assistant - MATT – December 16, 2024
 - iii. Resignations:
 - i. Lenny Behnke, College Advancement Assistant – December 6, 2024
 - ii. Devon Timblin, Academic Advisor – December 10, 2024
 - iii. Stan Klatka, Marketing Instructor – December 20, 2024
 - iv. Retirements:
 - i. Rubina Jan, Social Science Instructor – May 16, 2025
 - ii. Carol Seichter, Basic Skills Instructor – May 16, 2025
 - iii. Mike Bennett, Maintenance Technician III – May 29, 2025

VIII. WTCS CONSORTIUM UPDATES

- a. District Board Association (DBA) (Information – Representative)
- b. District Mutual Insurance (DMI) (Information)
- c. Insurance Trust (WTC) (Information – Representative)
- d. Marketing Consortium (Information – Representative)
- e. Purchasing Consortium (Information – Representative)
- f. Wisconsin Technical College Employee Benefit Consortium (WTCEBC) (Information – Rep)

IX. FUTURE AGENDA ITEMS

- a. Suggestions for Future Agenda Items

X. ADJOURNMENT – District Board members will tour the Public Safety Center after the meeting.

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 18, 2024

SPECIAL REPORTS

- a. Recognition of Retirees Danielle LaReau, Sue Potter, and Kathi Winker
- c. Letter of Appreciation

SPECIAL REPORTS ITEM a.



Blackhawk Technical College Retiree Danielle LaReau

Danielle LaReau will retire with 32 years of service.

1. Please provide any background information on employment at the College. Various job positions? Classes taught?

I began as a temporary employee through a job agency in 1992, working in the department then known as Health Occupations, now renamed Health Services. In March 1993, I was hired as a full-time permanent employee and worked there for eight years.

In September 2001, I transitioned to the Student Services department as a Financial Aid Clerk, a position I held for five years.

In September 2006, I was hired as the Administrative Assistant for the Industrial Occupations department at the Center for Transportation Studies (CTS), which included the Automotive Technician and Diesel and Heavy Equipment programs. Concerned about the potential closure of the CTS building, I transitioned in 2016 to the new Advanced Manufacturing Training Center in Milton, WI, taking over as Administrative Assistant to the Dean, students, and faculty of the Manufacturing department upon the retirement of the previous assistant. I currently remain in this department, now renamed Manufacturing, Apprenticeship, Technology, and Transportation (MATT), working at the new Innovative Manufacturing Education Center at the Beloit-Janesville Campus.

2. What have you been involved in during your career at the College (committees, special projects, something you may have initiated, statewide/national projects/committees, etc.)?

- The WTCS All Apprenticeship Monthly Coordinator Meetings.
- Advocated and coordinated student activities for the Auto and Diesel Clubs while working at CTS.
- Organized, coordinated, planned, and prepared the BACTE golf outings to include soliciting donations and designing raffle baskets.
- BIG committee member.
- Graduated from the Accounting Assistant program from BTC in December of 2024.

3. What are you most proud of during your career here?

I received the Staff Member of the Year in the 2016-17 academic year. I am most proud of the opportunities I've had in various roles, each contributing to my growth and experiences. Additionally, being part of the education system has been incredibly rewarding, allowing me to meet and connect with numerous students and colleagues.

4. What are your retirement plans?

I'd love to visit our vacation spots and spend time without worrying about time, allowing us to spend. I will eventually want to work part-time. It will be wonderful to have the freedom to choose what I want to do each day.



Blackhawk Technical College Retiree Sue Potter

Sue Potter will retire with 13.5 years of service.

1. Please provide any background information on employment at the College. Various job positions? Classes taught?

I am retiring from BTC with 13 ½ years working in the first semester of the nursing program. My first position was working in the grant-based LPN program at the Beloit Campus (Eclipse Center) after the closure of GM. Once I was full time faculty I also taught at the Monroe Campus before the 2 campuses were merged together. Classes I taught included Nursing Fundamentals, Nursing Skills and Nursing Introduction to Clinical Practice. All three are first semester courses and this was my preference as I found it rewarding to guide them in knowing and understanding the nursing profession.

2. What have you been involved in during your career at the College (committees, special projects, something you may have initiated, statewide/national projects/committees, etc.)?

There were multiple other activities that I was involved in over the years too. This included a CPI team, serving as a WIDS faculty peer coach, and participating in the CASL (Committee on Assessment of Student Learning). I served for nine years on the WTCS Nursing Curriculum Committee as the BTC representative. During the 2020-21 academic year I served as the chair of the committee, during the time new program competencies were developed. My interest in curriculum brought me to the BTC Nursing Curriculum committee for ten years.

3. What are you most proud of during your career here?

A memorable and meaningful experience was being part of the team that creatively and persistently guided nursing students through the program during a pandemic. We found and still use some awesome technology to help students both in theory and clinical, adapted our teaching strategies, and became a stronger team.

4. What are your retirement plans?

In retirement I plan to travel and get back to more baking and gardening. Getting involved in some volunteer activities is also on the horizon. I appreciate my years with BTC and the opportunities this position offered me.



Blackhawk Technical College Retiree Kathi Winker

Kathi Winker will retire with 15 years of service.

1. Please provide any background information on employment at the College. Various job positions? Classes taught?

I began my adjunct years of instruction in 1997. For seven years, I taught phlebotomy on Monday evenings in the lower level of the Monroe Campus. Our largest class size was 36 students during one of the last semesters I taught on Monday evenings. Linda Budsberg, assisted me during those higher number semesters. Linda passed away in 2022, I want to acknowledge the wonderful work she did in preparing our students for careers in healthcare. She stayed in touch with many of her students until she passed in April, 2022.

After stepping away from college instruction in 2004, I stayed active in the Monroe Advisory Committee, representing the Swiss Colony Quality Department, and when the initial laboratory offerings were initiated in 2008, it was exciting to watch Dan Harrigan develop the laboratory technician assistant program. The Monroe Campus Dean, Chris Wellington, reminded me almost every year after I quit adjunct instruction, that she envisioned a MLT Program at BTC someday.

Then, in the fall of 2009, she told me that the college had received a Kohl grant and she was going to start the program in January of 2010. The first program students would be the dislocated GM students, who had initially started in the Lab Tech Assistant Program. That December of 2009, I started preparing for MLT students in January. Dan H had taught the initial coursework and we expanded to MLT, with our first group of 12 graduating MLT students in May of 2011. We've not looked back since.

2. What have you been involved in during your career at the College (committees, special projects, something you may have initiated, statewide/national projects/committees, etc.)?

I feel my greatest contributions to Blackhawk Technical College, have been in preparing Medical Laboratory Technician (MLT) professionals, Laboratory Food Science Technician (LFST) professionals and Phlebotomy Technician (PBT) professionals for their careers and life in healthcare and industry.

Successfully completing the National Accreditation Agency for Clinical Laboratory Science (NAACLS), accreditation cycles in 2012 and then receiving a ten year accreditation award in 2017, were highlights of our MLT Program here at Blackhawk Technical College.

I also participated in the Curriculum and Assessment Committee for 6 years and was a member of the BTC Communications Team Committee in 2018/2019.

For over ten years the Monroe campus sponsored a student organization for all laboratory professions. We participated in the Winter Carnival and held annual garage sales during Monroe's City Wide Garage Sales to raise funds to support student participation at the Wisconsin American Society of Clinical Laboratory Scientists (ASCLS). We held Lunch and Learn Fridays, and supported each student in their growth in the world of laboratory science and professionalism.

3. What are you most proud of during your career here?

I am most proud to have witnessed and participated in the development of over 200 medical laboratory and food laboratory technicians, and over 400 phlebotomy technicians. I am especially proud that as a student focused program, we met each student where they were and helped them determine their best path towards where they wanted to be. Each student was valued and respected for moving forward in this career pathway.

At a time in our world, when well trained professionals are a commodity, I know that the laboratory science programs at Blackhawk Technical College have made a difference in our communities and across the nation. Our graduates have gone onto complete degrees in medical laboratory science, at the bachelor and master's degree levels, and I envision seeing our first Doctor of Laboratory Science soon.

4. What are your retirement plans?

My Initial retirement plans include travel, taking advantage of my husband's innate ability to plan a trip at a moment's notice, and to spend more time with my 2 adult boys, and daughter in law who live in Milwaukee, and who also are known to be hit by the wanderlust gene. My first goal will be to land a blue marlin in Cabo this summer.

I plan to spend time getting back to creative painting and work in my art studio, currently under construction. I look forward to spending time with my mom and siblings who are scattered around the area.

SPECIAL REPORTS ITEM c.

Dear Ms. Rabina Jan;

I write a letter every year to someone who has made a significant impact in my life. My mentors have taught me that it is important to let people know how they have helped you on your journey through this earthly experience. It is not often one meets a person like yourself. You have always been kind, caring and concerned for my future. When I grew up I was a slow learner, I graduated but my reading level was not good enough to attend college. I found myself in poverty, married with two children. I was working at a fast-food place as a fry cook. My wife was working at a fast-food place as a fry cook as well. We ended up on welfare and receiving food stamps. I entered the CESA 2 program and was given the opportunity to attend school and learn a trade. As I come to the end of my career and near retirement in the next five years I must pause and say thank you to you. When I arrived at BTC I met with you. You had me

take an exam that I was scared to death to take because I was not a good reader and was an even worse writer. I was afraid to face you for the test results. I don't know if you knew how scared I was and if you knew I was thinking she will never let me attend this school. You were so kind when reading my test results, you never showed any concern that I would fail in school. You told me in the best way possible that I was not ready to start credit courses. It's what you did after that that changed the direction of my life forever. You did not let me leave the school, but you walked me to a class called master student and introduced me to the teacher. You explained to him I would need extra help. You then took me to a noncredit math class. We walked back to your office, and you said that if I took these classes I would have a better chance of succeeding in school. You took your time and created a schedule for me. For one year I was in those classes. You checked in on me often to be sure I was still attending. You showed that you cared about me succeeding. I then

started the Police Science program. It was tough but I made it through. I received the Star Student Award. Through BTC I entered the internship with community corrections. Ms. Jan before I graduated, I was offered a job as a Probation Agent. I will never forget bang assigned my first office and my first client. I have been in my field of work for 30 years now. It all started with you helping me, believing in me and guiding me on my education journey. I will never forget you for what you did to bless me and my family. You made my experience at BTC great. It was so great that I encouraged my wife to attend. We both have degrees from BTC. I also went on to get a BS from Upper Iowa University and my wife, Joeann, went on to get a MS from Concordia University. You made me believe in the power of education and I instilled this in my children. Four of our children graduated from Beloit College and one went on to study at WI school of Madison. She is now practicing family medicine here in WI. It amazes me how God places people in your life at the right

time. You were placed in my life at the right time, and you were a big part of my journey. Please remember that your labor of love and compassion has not gone unnoticed and was never in vain. Ms. Rabina Jan I am so grateful that you allowed yourself to be used by a higher power to be a blessing to me and so many others. Your life was not in vain, Your trials on the job was not in vain, you were used to help a lost young man who knew he wanted to be better and do better.
THANK YOU THANK YOU THANK YOU

A handwritten signature in black ink, appearing to be 'D. Jan', with a long horizontal flourish extending to the right.



DECEMBER 18, 2024

CONSENT AGENDA

- a. Draft November 20, 2024, District Board Regular Meeting Minutes
- b. Current Bills
- c. Training Contracts

CONSENT AGENDA ITEM a.

District Board Meeting | MINUTES



MONROE CAMPUS
Room 413
210 Fourth Avenue, Monroe, WI 53566



November 20, 2024



5-7 p.m.

ATTENDANCE

District Board Members Present: Barbara Barrington-Tillman, Vice-Chairperson; Rich Deprez, Secretary; Kathy Sukes, Treasurer; Rachel Andres; Rob Hendrickson (5:05); Mark Holzman; Suzann Holland; and Dave Marshick.

District Board Members Absent: Eric Thornton, Chairperson, and Rob Hendrickson.

Staff: Julie Barreau, Kathy Broske, Elisa Colson, Tony Landowski, Jim Nemeth, Liz Paulsen, and Dr. Tracy Pierner.

Student Representative: Rebecca Barnett.

Guests: None.

CALL TO ORDER

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

SPECIAL REPORTS

Vice-Chairperson Barrington-Tillman called for Special Reports.

- a. Rebecca Barnett provided the District Board members with a student activity report.
- b. Jim Nemeth presented the Ten-Year Facilities with the District Board members.

CONSENT AGENDA

Vice-Chairperson Barrington-Tillman called for the Consent Agenda. Mr. Deprez moved, and Ms. Holland seconded the motion to approve the Consent Agenda Items a - d. **Ayes: 8;**

Opposed: 0. The motion carried.

- a. Draft October 16, 2024, District Board Regular Meeting Minutes.
- b. Current Bills for October 30, 2024, include starting check #00302939 and ending check #00303297, totaling \$4,190,364.99 for the month.
- c. Training Contracts: The number served is 154 for an actual contract amount of \$44,929.
- d. Confirmation of Instructional Employment Contract issued to Rachael Briggs, Medical Laboratory Technician Instructor.

COMMITTEE REPORTS

No Finance or Personnel Committee was held in November.

ACTION ITEMS

Vice-Chairperson Barrington-Tillman called for Action Items.



District Board Meeting | MINUTES



MONROE CAMPUS
Room 413
210 Fourth Avenue, Monroe, WI 53566



November 20, 2024



5-7 p.m.

- a. Greg Phillips reviewed the Diesel Medium and Heavy Truck Technician New Program Proposal with the District Board members.

It was moved by Mr. Deprez and seconded by Mr. Holzman to approve the Diesel Medium and Heavy Truck Technician New Program Proposal. **Ayes: 8; Opposed: 0. Motion Carried.**

POLICY REVIEW

Vice-Chairperson Barrington-Tillman called for Policy Review. There were none.

INFORMATION/DISCUSSION

- 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. Staff Changes consisting of new hires, new positions, resignations, and retirements were reviewed.
- d. J. Nemeth updated the District Board members on the Dental Front Parking Lot/Signage Project.
- e. Dr. Tracy Pierner discussed the District Board Retreat and a tour of the Public Safety Center with the District Board members. District Board members agreed to have a four-hour retreat.

WTCS CONSORTIUM UPDATES

Vice-Chairperson Barrington-Tillman Called for WTCS Consortium updates.

- a. District Board Association: Ms. Barrington-Tillman stated that the DBA will meet on Friday, November 22, 2024.
- b. Marketing Consortium: Dr. Tracy Pierner has been asked to be on a task force to examine the marketing consortium.

FUTURE AGENDA ITEMS

Vice-Chairperson Barrington-Tillman Called for Future Agenda items. There were none.

ADJOURNMENT

Mr. Deprez moved and was seconded by Ms. Sukus to adjourn the meeting at 6:08 p.m.
Ayes: 8; Opposed: 0. The motion was carried.

Richard Deprez,

Secretary

CONSENT AGENDA ITEM c.

CONTRACT TRAINING REPORT DECEMBER

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

Customized Instruction Contract Detail

Contract #	Business/Industry	# Served	Est. FTEs	Actual Contract Amount
2025-1070	Rock County Health	40	0.13	\$ 1,290
	<i>Project Management</i>			
2025-1071	Rock County Health	20	0.13	\$ 2,085
	<i>Project Management</i>			
2025-1072	ANGI Energy Axium Foods Broaster Scot Forge	13	0.17	\$ 3,835
	<i>Leadership Productivity Academy</i>			
2025-1076	Prent	16	0.27	\$ 6,245
	<i>Project Management</i>			
2025-1079	Dollar General	20	0.50	\$ 10,000
	<i>Workplace English</i>			
2025-1084	Forward Service	16	0.16	\$ 2,175
	<i>OSHA 10</i>			
2025-1085	Forward Service	16	0.08	\$ 1,524
	<i>Blueprint Reading</i>			
2025-1086	Forward Service	16	0.11	\$ 2,740
	<i>CPR/AED/FA/BBP</i>			
2025-1087	Freshpack Grande Kuhn Precision Drive & Controls	13	0.04	\$ 650
	<i>Intermediate Excel</i>			
		170	1.59	\$ 30,544

Technical Assistance Contract Detail

Contract #	Business/Industry	# Served	Est. FTEs	Actual Contract Amount
2025-1077	Jones Dairy	1	NA	\$ 850
	<i>Maintenance Assessment</i>			
2025-1081	Jones Dairy	1	NA	\$ 850
	<i>Maintenance Assessment</i>			
2025-1083	Jones Dairy	1	NA	\$ 850
	<i>Maintenance Assessment</i>			
2025-1088	Beloit Health	20	NA	\$ 2,711
	<i>Birthing Simulation</i>			
2025-1089	Jones Dairy	1	NA	\$ 850
	<i>Maintenance Assessment</i>			
		24	0	\$ 6,111

High School Customized Instruction Contract Detail				
Contract #	Business/Industry	# Served	Est. FTEs	Actual Contract Amount
2025-1073	Evansville High School	8	0.53	\$ 7,666
	CNA			
2025-1074	Stateline Boys & Girls Club	8	0.53	\$ 7,666
	CNA			
2025-1075	Stateline Boys & Girls Club	8	0.53	\$ 7,666
	CNA			
2025-1078	Brodhead High School Juda High School	8	0.53	\$ 7,920
	CNA			
2025-1080	Edgerton High School	6	0.60	\$ 4,820
	<i>Criminal Justice</i>			
2025-1082	Janesville School District	8	0.53	\$ 7,699
	CNA			
		46	3.25	\$ 43,437
WAT Grant Customized Instruction Contract Detail				
Contract #	Business/Industry	# Served	Est. FTEs	Actual Contract Amount
		0	0	\$ -
Combined Contract Totals				
		# Served	Est. FTEs	Actual Contract Amount
		240	4.84	\$ 80,092
High School At Risk Detail				
Contract #	Business/Industry	# Served	Est. FTEs	Actual Contract Amount
Transcribed Credit Contract Detail				
Contract #	Business/Industry	# Served	Est. FTEs	Actual Contract Amount
		0	0	\$ -
	All Contracts	240	4.84	\$ 80,092

Contract Training Approved By The District Board

Quarter	Month	FY 2020-21		FY 2021-22		FY 2022-23		FY 2022-23		FY 2024-25	
		Month's \$	YTD \$	Month's \$	YTD \$	Month's \$	YTD \$	Month's \$	YTD \$	Month's \$	YTD \$
1st	July	\$0	\$0	\$34,748	\$34,748	\$54,931	\$54,931	\$28,725	\$28,725	\$38,831	\$38,831
	August	\$16,389	\$16,389	\$79,603	\$114,351	\$41,084	\$96,015	\$68,918	\$97,643	\$38,724	\$77,555
	September	\$17,532	\$33,921	\$63,394	\$177,745	\$96,205	\$192,220	\$80,688	\$178,331	\$91,371	\$168,926
2nd	October	\$29,073	\$62,994	\$22,313	\$200,058	\$69,654	\$261,874	\$35,845	\$214,176	\$47,508	\$216,434
	November	\$59,156	\$122,150	\$52,930	\$252,988	\$47,449	\$309,323	\$27,781	\$241,957	\$44,929	\$261,363
	December	\$18,026	\$140,176	\$54,656	\$307,644	\$34,393	\$343,716	\$33,481	\$275,438	\$80,092	\$341,455
3rd	January	\$30,791	\$170,967	\$12,501	\$320,145	\$34,793	\$378,509	\$79,645	\$355,083		
	February	\$31,829	\$202,796	\$48,571	\$368,716	\$63,011	\$441,520	\$52,717	\$407,800		
	March	\$48,171	\$250,967	\$60,958	\$429,674	\$37,786	\$479,306	\$21,190	\$428,990		
4th	April	\$26,869	\$277,836	\$26,321	\$455,995	\$68,919	\$548,225	\$4,959	\$433,949		
	May	\$1,675,805	\$1,953,641	\$1,637,142	\$2,093,137	\$57,853	\$606,078	\$40,600	\$474,549		
	June	\$27,698	\$1,981,339	\$29,771	\$2,122,908	\$1,451,081	\$2,057,159	\$940,832	\$1,415,381		
	YTD TOTAL		\$1,981,339		\$2,122,908		\$2,057,159		\$1,415,381		\$341,455

Historical Reference

FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25
WAT Grants: \$145,703	Customized Instruction: \$234,389	Customized Instruction: \$279,252	Customized Instruction: \$193,929	Customized Instruction: \$117,560
TC w/HS: \$1,652,700	Technical Assistance: \$221,718	Technical Assistance: \$226,705	Technical Assistance: \$188,917	Technical Assistance: \$82,394
HSED w/HS: \$13,788	High School Customized Instruction: \$62,817	High School Customized Instruction: \$107,368	High School Customized Instruction: \$113,632	High School Customized Instruction: \$128,796
	WAT Grants: \$39,864	WAT Grants: \$52,024	WAT Grants: \$14,078	WAT Grants: \$1,794
	High School At Risk: \$8,752	High School At Risk: \$21,595	High School At Risk: \$6,836	High School At Risk: \$10,911
	Transcripted Credit: \$1,637,142	Transcripted Credit: \$1,382,463	Transcripted Credit: \$897,989	Transcripted Credit: \$0

DECEMBER 18, 2024

POLICY REVIEW

- a. B-245 – District Board Member Expenses
- b. B-335 – Public Participation at District Board Meetings
- c. B-337 – Decorum
- d. B-340 – Minutes of District Board Meetings
- e. B-400 – College Policy Adoption, Amendment, and Suspension
- f. B-480 – Student Member(s)
- g. B-500 – Participating in Local Decision-Making
- h. D-200 – Annual Budget
- i. D-370 – Tuition/Fee Payment
- j. J-210 – Student Activity Fees and Fund Management
- k. J-650 – Student Financial Obligation
- l. J-810 – Funding of Non-Instructional Student Activities
- m. J-825 – Student Organizations Fundraising

POLICY REVIEW ITEM a. (REVIEWED)



POLICY – Section B – District Board Operations

Title: B-245 – District Board Member Expenses

Authority: District Board

Effective Date: December 17, 1980

Revision Date: July 10, 2006

Reviewed Date: December 18, 2024

Related Forms, Policies, Procedures, Statutes:

- D-540 – Expense Reimbursement
- Wisconsin Statutes 38.08 (4)

District Board members shall be reimbursed for the actual and necessary expenses incurred during their duties or as representatives of the District Board, according to Policy D-540 – Expense Reimbursement.

POLICY REVIEW ITEM b. REVISED



POLICY – Section B – District Board Operations

Title: **B-335 – Public Participation at District Board Meetings**

Authority: District Board

Effective Date: October 18, 2017

Revision Date: December 18, 2024

Reviewed Date:

Related Forms, Policies, Procedures, Statutes:

- B-300 – District Board Meetings
- B-337 – Decorum
- ~~Wisconsin Statutes referring to open meetings Wisconsin's Open Meeting Law (WOML), Wis.Stats. §§ 19.81 – 19.98~~

District Board meetings are open to the public and consistent with Wisconsin Statutes. They are to be conducted per the published agenda. Time is available at each regularly scheduled District Board meeting for the public to address the District Board via a designated Public Comment portion of District Board meeting. Public comment is not allowed during other portions of the District Board meeting. Persons may speak to the District Board either on an agenda item or on other matters of interest to the public that are within the subject matter jurisdiction of the District Board. Public comment periods are not considered public hearings or a forum for public debate.

Those wishing to speak to the District Board are subject to the following:

- The Chairperson of the District Board may rule members of the public out of order if their remarks do not pertain to matters within the subject matter jurisdiction of the District Board or if remarks are unduly repetitive.
- Non-scheduled substitutes may not speak in place of scheduled speakers unless alternates have been submitted on the original request.
- Speakers shall complete a written request to address the District Board at the beginning of the meeting with the District Board Secretary or Assistant to the District Board.
- The request shall include the person's name and the name of the organization or group represented, if any, and a statement noting the agenda item or topic to be addressed.
- No member of the public may speak without being recognized by the Chairperson of the District Board.
- Each speaker will be required to identify themselves before their commentary.
- Each speaker will be allowed a maximum of three (3) minutes. Fifteen (15) minutes shall be the maximum time allotment for public speakers on any one (1) subject, regardless of the number of speakers at any one (1) District Board meeting. These time limits may be extended at the District Board's (majority) discretion. The Chairperson will determine the total amount of time devoted to public comment at any meeting and may establish a maximum number of individuals to be heard.
- Each speaker before the District Board is limited to one (1) presentation.

- Speakers should not expect to engage in dialogue or discussion with members of the District Board on any matters raised during the public comment period, as District Board members have no obligation to respond to statements made.
- Speakers recognized to speak by the District Board Chairperson may not engage in debate or dialogue with any other person at the meeting.

Attendees are expected to adhere to College Policy B-337 – Decorum at all times.

B-335 – Public Participation at District Board Meetings, Continued

The District Board will not act on or comment on matters raised in the public comment period that are not otherwise noticed on the decision agenda.

The District Board Chairperson will determine any follow-up needed for public commentary, including, but not limited to, referring matters to the President/District Director or suggesting a future agenda item. ~~Public comment is not allowed during other portions of the District Board meeting.~~ ~~Meeting interruptions or other disruptive behavior by attendees may require the assistance of campus security or law enforcement if necessary and at the discretion of the District Board Chairperson.~~

Members of the public also may submit written communications to the District Board on items on the agenda. Written communication regarding items on the District Board's agenda should reach the Office of the President/District Director no later than seven (7) working days before the meeting at which the matter concerned is to be before the District Board. All written communications shall be dated and signed by the author and contain the author's residence or business address and organizational affiliation, if any.

~~Under this rule, c~~Claims for damages are not considered communications to the District Board but shall be submitted to the College.

POLICY REVIEW ITEM c. (REVISED)



POLICY – Section B – District Board Operations

Title: B-337 – Decorum

Authority: District Board

Effective Date: January 20, 2021

Revision Date: December 18, 2024

Reviewed Date:

Related Forms, Policies, Procedures, Statutes:

All comments and discussions during District Board meetings shall be respectful and courteous. The District Board Chairperson will rule out of order offending commentators or disruptive speakers and require them to stop speaking immediately.

The following will be ruled out of order by the presiding Officer.

- Profanity, obscenity, and other disruptive language.
- Physical violence or threats of physical violence directed towards any person or property.
- Comments that are personal, threatening, attack others, are obscene or insulting.
- Comments that berate opposing points of view.
- Comments properly subject to closed sessions, such as those relating to personnel matters.

IfSuppose any meeting is interrupted by the actions of one (1) or more persons thatte renders the orderly conduct of the meeting unfeasible. ~~In that case,~~ the person(s) may be removed from the meeting room or the podium and denied the opportunity to speak to the District Board for the duration of the meeting.

Before a person(s) is removed, the District Board Chairperson will issue a warning and request that the person(s) curtail the disruptive activity. If the behavior continues, the person(s) may be removed by a vote of the District Board based on a finding that the person is violating this Policy and that such activity is intentional and has substantially impaired the conduct of the meeting.

If the order cannot be restored of individuals who are interrupting the meeting by removal under these rules, the District Board may order the meeting room cleared and may continue in session. The District Board shall only consider matters appearing on the agenda. Representatives of the press or other news media, except those participating in the disturbance, shall be allowed to attend any session held under this rule.



POLICY – Section B – District Board Operations

Title: B-340 – Minutes of District Board Meetings

Authority: District Board

Effective Date: January 16, 1974

Revision Date: January 20, 2021

Reviewed Date: December 18, 2024

Related Forms, Policies, Procedures, Statutes:

- B-300 – District Board Meetings
- Wisconsin Statutes 38.12 (4)

The District Board will assign responsibility for taking minutes of all meetings. The minutes shall record all actions taken by the District Board. They shall also record resolutions and motions in full, the names of those present, those making and seconding motions, votes, and significant discussion points.

The minutes of District Board meetings shall be kept in an official minute book and a complete record of such minutes, including resolutions and motions in full. Papers not a part of the formal motion may be omitted, provided they are referred to and identified by some method.

Copies of the minutes shall be sent to the members of the District Board before the meetings at which they are to be approved. Corrections in the minutes may be made at the meeting at which they are approved. Upon approval and for recording, permanent minutes shall be signed by the Secretary of the District Board. Per Wisconsin Statutes, the proceedings of District Board meetings shall be published within 45 days as a Class 1 Legal Notice after the meeting. The minutes shall be public records and shall be available to the public. If requested, the minutes shall be made available in appropriate alternative formats to be accessible to persons with a disability.



POLICY – Section B – District Board Operations

Title: B-400 – College Policy Adoption, Amendment, and Suspension

Authority: District Board

Effective Date: January 16, 1974

Revision Date: February 15, 2023

Reviewed Date: December 18, 2024

Related Forms, Policies, Procedures, Statutes:

- B-400.1 – College Policy Adoption, Amendment, and Suspension
 - B-400.2 – College Procedure Adoption, Amendment, and Suspension
-

The District Board may adopt such policies as are authorized by law or determined by the District Board to be necessary for the efficient operation of the College. College policies adopted by the District Board are intended to be statements of intent by the District Board on a specific issue within its subject matter jurisdiction.

The President/District Director may adopt such policies in operational areas delegated by the District Board, authorized by law, and determined by the President/District Director to be necessary for the efficient operation of the College. College policies adopted by the President/District Director are intended to be statements of intent by the President/District Director on a specific issue within its subject matter jurisdiction.

The policies have been written to be consistent with the provisions of the law but do not encompass all laws relating to the College's activities. All college Employees are expected to know and observe provisions of the law pertinent to their job responsibilities.

College policies under the authority of the District Board may be adopted, revised, added to, or amended at any regular District Board meeting by a majority vote. The District Board shall regularly assess its policies to ensure they effectively fulfill the College's Mission. In all instances, proper notice to the media is required.

College policies under the authority of the President/District Director may be adopted, revised, added to, or amended according to Procedure B-400.1 – College Policy Adoption, Amendment, and Suspension. The President/District Director shall regularly assess its policies to ensure they effectively fulfill the College's Mission.

College procedures are to be issued by the President/District Director as statements of methods to be used in implementing college policy. Such procedures shall be consistent with the intent of the College policy adopted by the District Board and President/District Director. The President/District Director may revise college procedures as deemed necessary according to Procedure B-400.2 – College Procedure Adoption, Amendment, and Suspension.

The District Board reserves the right to direct revisions of the College policies and procedures should they, in the District Board's judgment, be inconsistent with the policies of the District Board.

B-400 – College Policy Adoption, Amendment, and Suspension, Continued

Copies of all College policies and procedures shall be readily available to the College's Employees through the President/District Director.

POLICY REVIEW ITEM f. (REVIEWED)



POLICY – Section B – District Board Operations

Title: B-480 – Student Member(s)

Authority: District Board

Effective Date: November 19, 1986

Revision Date: January 20, 2021

Reviewed Date: December 18, 2024

Related Forms, Policies, Procedures, Statutes:

- Wis. Stats. 38.145

The District Board shall recognize an ex-officio non-voting Student Representative to serve as a liaison between the District Board and the Student body, furthering communications and providing input for formulating or reviewing policies concerning Student life and services.

The Student Representative to the District Board is the duty of the Student Government Association (SGA) President. The SGA President (Student Representative to the District Board) shall be chosen by the Students enrolled in the College, as described in the SGA Constitution and Bylaws (SGA Bylaws).

The following terms and conditions shall apply to the appointment.

- Attend meetings of the District Board.
- The Student Representative shall not vote on matters brought before the District Board, shall not attend closed sessions of the District Board, and shall not participate in District Board deliberations unless called upon to provide information.
- The Student Representative shall receive the posted monthly District Board regular meeting agenda and minutes.
- A place on the agenda shall be provided for the Student Representative to report on activities or concerns.
- The SGA shall make provisions for an alternate if the designated Student Representative can no longer serve.

POLICY REVIEW ITEM g. (REVISED)



POLICY – Section B – District Board Operations

Title: **B-500 – Participation in Local Decision-Making**

Authority: District Board

Effective Date: March 17, 2021

Revision Date: **December 18, 2024**

Reviewed Date:

Related Forms, Policies, Procedures, Statutes:

- B-500.1 – Strategic Leadership

The District Board is the ultimate decision-maker in those areas assigned to it by state and federal laws and regulations. In executing that responsibility, the District Board is committed to ensuring that appropriate college members participate in developing recommended policies for District Board and President/District Director action, including college procedures for President/District Director action under which the College is governed and administered.

Each of the following shall participate in the decision-making processes of the College:

EXECUTIVE COUNCIL (EC)

The Executive Council reviews recommendations and may recommend that they be forwarded to the District Board for approval in cases where District Board action is required or may recommend adoption for governance issues for which District Board action is not required.

BLACKHAWK ADVISORY COUNCIL (BAC)

The Blackhawk Advisory Council's mission is built on shared governance, promoting inclusive, transparent decision-making that aligns with the College's goals. This approach fosters collaboration among faculty, staff, and administration, empowering the College's committees.

The BAC has four (4) core functions:

- **Strategic Leadership:** Establish and maintain a shared governance framework that ensures agile, inclusive and transparent decision-making processes.
- **Policies and Procedures:** Enhance the effectiveness of the College's policies and procedures through thorough review, standardization and alignment with operational and strategic goals in coordination with the Executive Council and District Board.
- **Continuous Improvement:** Foster a continuous process improvement culture by seeking input from faculty and staff to help diagnose potential improvement opportunities and suggest possible solutions with associated divisions/departments.
- **Strategic Planning:** Provide proactive support in the development and execution of the College's strategic plan in close coordination with the Executive Council and District Board by helping to align departmental initiatives with long-term institutional goals.

Except for unforeseeable emergencies, the District Board shall not act on matters subject to this Policy until the appropriate constituent group or groups are allowed to participate as described in Procedure B-500.1 – Strategic Leadership.

~~GROUP FOR PROCEDURE AND STRATEGY (GPS)~~

~~The mission of the Group for Procedure and Strategy (GPS) committee is to provide oversight and guidance for operational decisions related to procedure and process changes that impact more than two (2) functional areas, support strategic planning efforts, ensure the strategic leadership committees represent a proper cross-section from the entire college, and otherwise validate the institution's continuous improvement processes. United by this mission, Employees and the governing board establish governance to regulate their relationships, establish procedures, and administer the institution.~~

~~BLACKHAWK IMPROVEMENT GROUP (BIG)~~

~~The role of the Blackhawk Improvement Group (BIG) is to provide oversight and review of process improvements, create semester-based Continuous Process Improvement (CPI) teams, sponsor CPI teams, oversee CPI implementations, oversee the ongoing CPI training process, and participate in the Strategic Planning process.~~

POLICY REVIEW ITEM h. (REVISED)



POLICY – Section D – Fiscal Management

Title: D-200 – Annual Budget

Authority: District Board

Effective Date: August 18, 1976

Revision Date: ~~March 17, 2021~~ December 18, 2024

Reviewed Date:

Related Forms, Policies, Procedures, Statutes:

- D-630 – Fund Balance of General and Special Revenue Funds
- Wisconsin Statutes 38.12 (5m)
- Wisconsin Administrative Code TCS 7.05
- Wisconsin Technical College System Financial and Administrative Manual
- Wisconsin Technical College System Uniform Fund Accounting System

The President/District Director or designee shall present a budget to the District Board each year. The schedule for the presentation and review of budget proposals shall comply with state law and regulations and provide adequate time for District Board study.

Budget development shall meet the following criteria:

- The annual budget shall support the College's master and educational plans.
- Assumptions upon which the budget is based are presented to the District Board for review.
- The District Board is provided with a schedule by ~~November~~ of each year that includes dates for the presentation of the tentative budget, public hearing, and approval of the final budget. At the public hearing, interested persons may address the District Board regarding the proposed budget or any item in the proposed budget.
- Changes in the assumptions upon which the budget was based shall be reported to the District Board in a timely manner.
- Budget projections address long-term goals and commitments.

The budget will guide the expenditure of funds by fiscal year – July 1st to June 30th. Budgeted expenditures will be organized on a fund/function basis per the Wisconsin Technical College System (WTCS) Uniform Financial Fund Accounting System (UFFAS).

The budget shall be communicated in writing, through a published document, and presented to area residents through one or more open public hearings (s) at a day and time determined by the District Board. Any changes to the budget resulting from the public hearing shall be made prior to adoption. The budget document will comply with all state statutes, administrative rules/regulations, and the WTCS Financial and Administrative Manual (FAM).

POLICY REVIEW ITEM I. (REVISED)



POLICY – Section D – Fiscal Management

Title: D-370 – Tuition/Fee Payment

Authority: District Board

Effective Date: December 17, 1980

Revision Date: ~~August 21, 2024~~ December 18, 2024

Reviewed Date:

Related Forms, Policies, Procedures, Statutes:

- J-140 – Approved Tuition Assistance for Service Members
- J-222 – Tuition and Fee Refunds
- J-320 – Withholding of Student Records
- J-650 – Student Financial Obligation
- J-650.1 – Course Registration with Past-Due Balance
- WI Statute 38.24
- WI Admin Code 10
- Wisconsin Technical College System Financial Accounting Manual

The College will charge students tuition and fees as required by the Wisconsin Technical College System (WTCS). The College may assess other charges deemed appropriate by the District Board. Students are expected to pay tuition/fees/charges in full at the start of each term or during registration thereafter. Students unable to pay tuition/fees/charges in full at the time of registration may enter into a payment agreement with the College.

Students requesting a payment agreement should complete a payment agreement form. Students must enter into the agreement acknowledging their intent to pay tuition/fees/charges over time.

A non-refundable processing and handling fee may be assessed each time a Student enters a payment agreement.

Students failing to pay installments on time according to the payment agreement are subject to the withholding of records per Policy J-320 – Withholding of Student Records until all tuition/fees/charges are paid in full. Once full restitution is made, no permanent record of the payment default will be kept.

Students with a past-due balance over \$200 ~~Students with unpaid fees of \$200 or more~~ will not be allowed to re-enroll at the College until the account is paid, unless the student meets the eligibility requirements and completes all steps required by Procedure J-650.1.

The College will reasonably contact the Student to collect unpaid fees. Failure to collect unpaid fees may result in escalating collection efforts, i.e., collection agencies and other legal proceedings per Policy J-650 – Student Financial Obligation.

POLICY REVIEW ITEM j. (REVISED)



POLICY – Section J – Student Services

Title: J-210 – Student Activity Fees and Fund Management

Authority: District Board

Effective Date: April 17, 1991

Revision Date: ~~March 31, 2021~~ December 18, 2024

Reviewed Date: April 21, 2010

Related Forms, Policies, Procedures, Statutes:

- [J-810 Funding of Non-Instructional Student Activities](#)
- Wisconsin Statutes 38.12(2), 38.14 (9), 38.145, 66.0607(6)
- Wisconsin Technical College System Policy Manual – Policy 401

The College student activity fee is established under Wisconsin Statutes 38.14(9). The fee will be assessed to all Students and used to pay for services and activities that support Students. The District Board may establish a student activity and incidental fees under section 38.14 (9), Wisconsin Statutes, to fund, in whole or in part, the cost of services and activities offered as support services for regular instruction.

In compliance with Wisconsin Statutes 38.12(2), all student activity fees collected shall be deposited in one (1) of the College's designated depositories and disbursed under Wisconsin Statute 66.0607(6). The College is responsible for ensuring that all necessary records are created and maintained utilizing appropriate and sound accounting practices and procedures. The College shall ensure that student activity fee accounts and records are examined and disclosed annually during the District audit process.

According to Wisconsin Statute 38.145, Students, in consultation with the President/District Director or designee and subject to the final disposition of the District Board, are responsible for the disposition of student activity and incidental fees. A designated Employee shall sign payments for any expenditures from student financial accounts.

POLICY REVIEW ITEM k. (REVISED)



POLICY – Section J – Student Services

Title: J-650 – Student Financial Obligation

Authority: District Board

Effective Date: May 15, 2002

Revision Date: December 18, 2024

Reviewed Date: April 21, 2010

Related Forms, Policies, Procedures, Statutes:

- D-370 – Tuition/Fee Payment
- J-320 – Withholding of Student Records
- **J-650.1 – Course Registration with Past-Due Balance**
- 34 CFR 668.14(b)

Students are expected to pay all program and material fees, student fees, student loan obligations, or other financial/property obligations a Student owed to the District in full before the first scheduled day of the semester or class. In lieu of payment in full, the Student must select an approved payment plan or have accepted their Financial Aid award, which covers their full tuition and fees. Any Student who has not satisfied their financial obligations may have a hold placed on their record and may be withdrawn from all classes.

Students with a past-due balance over \$200 will not be allowed to register or enroll in any other program or classes until the past-due obligation is paid unless the student meets the eligibility requirements and completes all steps **required by Procedure J-650.1 – Course Registration with Past-Due Balance**. In addition, the College reserves the right to withhold Student transcripts in full or in part or other student documents until the outstanding financial obligation has been paid, except when prohibited under 34 CFR 668.14(b).

After exhausting reasonable efforts to collect past due financial obligations, the District reserves the right to use a collection agency or initiate legal action against anyone with unpaid fees, except when prohibited under 34 CFR 668.14(b).

The College will establish and maintain an accounting system for identifying and tracking student financial obligations. The system shall include procedures for turning past due obligations over to a collection agency or when to initiate legal action.

POLICY REVIEW ITEM I. (REVISED)



POLICY – Section J – Student Services

Title: J-810 – Funding of Non-Instructional Student Activities

Authority: District Board

Effective Date: September 16, 1987

Revision Date: December 18, 2024

Reviewed Date: April 21, 2010

Related Forms, Policies, Procedures, Statutes:

- J-210 – Student Activity Fees and Fund Management
- Wisconsin Technical College System Board Policy 401 and 402
- Wisconsin Statute 38.145

The College offers Students a variety of non-instructional activities and services that are not directly related to the instructional process, but in direct support of student learning and success.

~~The College recognizes that some of these activities and services are an integral part of postsecondary education and are necessary for the educational environment to be effective. The cost of providing these activities and services shall be eligible for state aid (aidable).~~

~~Other student Non- Instructional Student activities and services are cultural, recreational, and supportive of student development. These activities and services are not aidable.~~

~~The College student activity fee supports these activities and services.~~

~~Section 38.145, Wisconsin Statutes, empowers students to plan The College student activity fee can support these activities. The use of student activity and incidental fees (Policy J-210 – Student Activity Fees and Fund Management). This authority is to be exercised in consultation with the President/District Director, and the resulting plans are subject to adoption by the District Board, in compliance with section 38.145 Wisconsin Statutes.~~

The Accounting Guidelines section of the Financial Accounting Manual contains examples of aidable and non-aidable student activities and services.

POLICY REVIEW ITEM m. (REVISED)



POLICY – Section J – Student Services

Title: J-825 – Student Organizations Fundraising

Authority: District Board

Effective Date: April 20, 1977

Revision Date: ~~March 31, 2021~~ [December 18, 2024](#)

Reviewed Date: April 21, 2010

Related Forms, Policies, Procedures, Statutes:

- Wisconsin Statutes Chapter 38.04(11)2(b) and (bm) and 38.12(2)
- Wisconsin Technical College System District Board Financial Accounting Manual

College-approved student clubs and organizations, such as the Student Government Association (SGA) and Student Activity Fee Allocation Committee (SAFAC), provide valuable experiences to Students by fostering student leadership development, career opportunities, and community relations. These activities are an integral component of the total educational experience at the College.

While student activity fees support these experiences financially, additional funds are often needed to help with educational and social activities. Therefore, the District Board authorizes SGA and SAFAC and sanctioned student organizations, ~~and clubs,~~ and athletics to conduct fundraising projects to supplement funds received from student activity fees.

All fund-raising activities shall be compatible with the College's mission and promote a positive image. The District Board directs the SAFAC, under the supervision of a designated Employee, to establish and publish guidelines governing fundraising activities. All fund-raising projects shall comply with these guidelines and manage funds in compliance with Wisconsin Statutes 38.12 (2).

~~The District Board further directs that in compliance with Wisconsin Statutes 38.12(2), a~~All proceeds from fundraising activities shall be turned over immediately to the College's Business Office so the funds can be deposited in one of the College's designated depositories. The President/District Director shall ensure that all necessary records, according to Wisconsin Technical College System Board regulations and sound accounting practices and procedures, are created and maintained. The College shall ensure that, as necessary, fund-raising records are examined and disclosed annually as part of the College's audit of student activity accounts.



DECEMBER 18, 2024

INFORMATION/DISCUSSION

a. Financial Statement

INFORMATION/DISCUSSION ITEM a.

BLACKHAWK TECHNICAL COLLEGE Summary of Revenue and Expenditures as of November 30, 2024

<u>COMBINED FUNDS</u>	2024-25 CURRENT BUDGET	2024-25 ACTUAL TO DATE	2024-25 PERCENT INCURRED	2023-24 ACTUAL TO DATE	2023-24 PERCENT INCURRED
REVENUE & OTHER RESOURCES:					
Local Government	\$ 17,743,589	\$ 50,010	0.3%	\$ (7,234)	0.0%
State Aids	18,978,197	3,684,100	19.4%	3,552,972	21.5%
Statutory Program Fees	6,585,580	5,624,343	85.4%	5,250,790	83.8%
Material Fees	355,640	294,961	82.9%	282,243	82.1%
Other Student Fees	960,000	864,386	90.0%	717,208	83.3%
Institutional	4,015,414	1,313,935	32.7%	1,770,040	52.4%
Federal	8,742,583	4,426,362	50.6%	4,102,590	52.5%
Other Sources (Bond/Transfer from Other Fund)	<u>7,314,045</u>	<u>7,128,304</u>	97.5%	<u>5,463,962</u>	77.7%
Total Revenue & Other Resources	<u>\$ 64,695,048</u>	<u>\$ 23,386,401</u>	33.2%	<u>\$ 21,132,572</u>	25.0%
EXPENDITURES BY FUNCTION:					
Instruction	\$ 23,569,928	\$ 7,626,699	32.4%	\$ 6,772,834	34.7%
Instructional Resources	1,636,951	621,707	38.0%	668,853	37.4%
Student Services	13,285,432	6,233,970	46.9%	5,901,479	48.9%
General Institutional	9,298,144	3,669,811	39.5%	3,432,653	36.9%
Physical Plant	21,162,903	5,274,639	24.9%	11,714,554	28.7%
Auxiliary Services	444,982	303,379	68.2%	289,356	68.4%
Other Uses (Transfer to Other Fund)	<u>325,045</u>	<u>-</u>	0.0%	<u>-</u>	0.0%
Total Expenditures & Other Uses	<u>\$ 69,723,385</u>	<u>\$ 23,730,205</u>	34.2%	<u>\$ 28,779,730</u>	34.3%
EXPENDITURES BY FUNDS:					
General	\$ 31,951,865	\$ 11,676,758	36.5%	\$ 11,223,052	36.5%
Special Revenue	3,275,230	933,400	28.5%	723,757	26.8%
Capital Projects	13,836,045	4,804,475	34.7%	10,830,904	34.5%
Debt Service	10,025,000	959,963	9.6%	909,257	9.1%
Enterprise	151,982	27,059	17.8%	30,933	20.0%
Internal Service	305,000	277,631	91.0%	258,423	92.3%
Trust & Agency	9,853,218	5,050,918	51.3%	4,803,404	56.4%
Other Uses (Transfer to Other Fund)	<u>325,045</u>	<u>-</u>	0.0%	<u>-</u>	0.0%
Total Expenditures	<u>\$ 69,723,385</u>	<u>\$ 23,730,205</u>	34.2%	<u>\$ 28,779,730</u>	34.3%
Fund Balances, Beginning	\$ 26,713,412	\$ 26,713,412		\$ 44,286,478	
Change in Fund Balance	<u>(5,028,337)</u>	<u>(347,724)</u>		<u>(7,647,159)</u>	
Fund Balances, Ending	<u>\$ 21,685,075</u>	<u>\$ 26,365,688</u>		<u>\$ 36,639,319</u>	

Debt Service Detail					
Principal Payments	8,215,000	-	0.0%	-	0.0%
Interest Payments	1,705,000	865,913	50.8%	839,707	44.1%
Other Debt Service Expenses	<u>105,000</u>	<u>94,050</u>	89.6%	<u>69,550</u>	66.2%
Total Debt Service Payments	<u>\$ 10,025,000</u>	<u>\$ 959,963</u>		<u>\$ 909,257</u>	



BLACKHAWK
TECHNICAL COLLEGE