Blackhawk Technical College
Regular District Board Meeting

November 20, 2019
Monroe Campus – 210 4th Ave., Monroe, WI – Room #413/414
5:00 PM

AGENDA

4:30 p.m. – Prior to the start of the Board meeting, District Board members will have an opportunity to tour the new Agriculture Training Center. No business will take place during the tour.

1. Call to Order

2. Public Comment
   Persons who wish to address the District Board may make a statement as long as it pertains to a specific agenda item. Persons who raise issues not on the agenda may be invited back to repeat their comments at a later Board meeting when the subject is properly noticed on the agenda. Unless requested by the Board Chair from the audience, regarding a specific agenda topic, public comments or dialogue are not allowed during other portions of the Board meeting and/or discussion.

3. Special Reports

Enc. #1 a. Student Success Story (Discussion – Travis Skattum)

b. Student Representative to the Board Report (James Henry)

4. District Board Professional Development

Enc. #2 a. Annual College Processes (Information – Dr. Tracy Pierner)

5. Information/Discussion

Enc. #3 a. Financial Statement (Information – Renea Ranguette)

b. President's Report (Dr. Tracy Pierner)

1. Community Engagement Update

2. Internal Communications

3. Review of College Events

4. Upcoming Events

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

5. Other Communications

c. Update on Public Safety & Transportation Training Center Project (Information – Dr. Tracy Pierner)

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

Enc. #4 a Approval of Minutes of the Regular Meeting of the District Board on October 16, 2019 (Action)

Enc. #5 b. Approval of Current Bills (Action – Renea Ranguette)

Enc. #6 c. Approval of Contract Training (Action – Dr. Zahi Atallah)

Enc. #7 d. Confirmation of Administrative Employment Contract Issued for the Position of Registrar (Dr. Melissa Lantta) (Action – Brian Gohlke)

Enc. #8 e. Confirmation of Non-Instructional Employment Contract Issued for the Position of Librarian (Madeleine Pitsch) (Action – Brian Gohlke)

Enc. #9 f. Confirmation of Administrative Employment Contract Issued for the Position of Student Advising and Retention Coordinator (Susan Dantuma) (Action – Brian Gohlke)

7. Action Items

Enc. #10 a. Approval of District Board Policy E-210 – Campus Security (Action – Renea Ranguette)

Enc. #11 b. Approval of Revisions to District Board Policy D-280 – Budget Management and Transfers (Action – Renea Ranguette)

Enc. #12 c. Approval of Highway 51 Deceleration Lane Extension Contingent upon Wisconsin Technical College System Board (WTCSB) Approval and Request WTCSB Approval of Capital Project (Action – Renea Ranguette)

8. Committee Reports

Finance Committee
Mr. Eric Thornton, Chairperson

Enc. #13 Meeting Held 10/16/19 – Minutes attached
Action taken

No November Meeting Scheduled

Personnel Committee
Mr. Rick Richard, Chairperson

No October Meeting Held

No November Meeting Scheduled

9. New Business

Enc. #14 a. 2019 Outcomes Based Funding Report (Information – Dr. Tracy Pierner)

10. Other Business

a. Report on District Boards Association Legal Seminar/Fall Meeting – October 31 – November 2, Waukesha

b. District Boards Association Winter Meeting – January 17-18, LaCrosse

11. Future Agenda Items

ENCLOSURE #1

3. Special Reports

a. Student Success Story (Travis Skattum)

In an effort to highlight the successes of our students, each month a student success story will be shared with the Board. This month we are featuring Travis Skattum.

Travis is a December 2018 Agribusiness Science and Technology graduate and is currently enrolled in the Laboratory Technician Assistant program. Enrolling in the second degree program will provide Travis a deeper exploration into improving sustainability and increasing the ability for soil to be more responsive with crop production. In addition to his dedication in the classroom, Travis has been very active in student life taking on leadership roles in both Professional Agriculture Students and Student Government Association. Faculty member, Dustin Williams stated, "It's incredible that he is able to balance work and life and continue his education. He is organized, dedicated and motivated. It's always nice to have someone like that in your program and in your organization because it really makes a difference in the involvement and activeness of the others.

Outside of Blackhawk, Travis is a veteran of the United States armed forces, a husband, a father of three, and an employee at Insight FS.

Travis will be present at the meeting to share additional information.

ENCLOSURE #2

4. District Board Professional Development

a. Annual College Processes (Discussion – Dr. Tracy Pierner)

The College has a number of processes throughout the year that involve District Board discussion/action. The timing of processes can determined by State Statutes, WTCS rules/policies, and the College's planning cycles. Processes include:

Budget

An annual budget must be adopted by the District Board no later than June 30. Administration conducts planning for budget development April/May through December. Budget development culminates with the draft proposed budget presented to the Finance Committee in April, to the District Board in May, and at a Public Hearing in June. Action is taken at the June Board meeting for formally adopt the upcoming fiscal year's budget.

Capital Borrowing

Administration has worked with the Finance Committee to develop a long-range capital borrowing plan to establish a mill rate range to guide future borrowing. Based on the plan and projected capital needs/projects, an annual amount of capital borrowing is established during the budget development process. Annual capital borrowing action is taken to the Board in June/July or July/August.

President's Performance Evaluation

The Personnel Committee establishes the process by which the District Board conducts an annual performance evaluation of the President. The process is conducted in May and June.

Establishment of Annual Tax Levy

Wisconsin Statutes require the District Board to annually establish the tax levy no later than October 31. Action to establish the tax levy is scheduled at the October Board meeting.

Development of New Programs

Development of new programs begins in December. Analysis continues for programs identified to meet local workforce needs and culminates with presentation of a new program proposal to Executive Council in August. A Concept Review is prepared for District Board consideration and presented as action item at the October Board meeting.

Strategic Planning

The College operates with a 3-year Strategic Plan. Annually, Administration reviews the Plan and can adjust the Strategic Priorities based on need. The review/adjustment period takes place during the spring semester. Final adjustments are made and rolled out by July 1 for the new fiscal year.

Faculty Contracts

Issuance of faculty contracts is required by State Statutes. Administration's intent to issue contracts must be provided to faculty members no later than May 15.

Employee Contracts

Administrative employees and non-instructional positions within the BTFF (advisors, librarian, etc.) are issued annual employment contracts. Board action is taken on wages for the upcoming fiscal year in May/June; contracts are prepared and mailed shortly thereafter.

ENCLOSURE #3

BLACKHAWK TECHNICAL COLLEGE
Summary of Revenue and Expenditures as of October 30, 2019

COMBINED FUNDS	2019-20 CURRENT BUDGET	2019-20 ACTUAL TO DATE	2019-20 PERCENT INCURRED	2018-19 ACTUAL TO DATE	2018-19 PERCENT INCURRED
REVENUE & OTHER RESOURCES:					
Local Government	$ 15,454,000	$ 160,889	1.0%	$ 118	0.0%
State Aids	15,879,638	2,636,099	16.6%	2,417,895	15.2%
Statutory Program Fees	5,712,200	3,421,447	59.9%	4,008,714	72.7%
Material Fees	392,579	240,468	61.3%	263,777	66.2%
Other Student Fees	937,236	510,683	54.5%	630,470	73.7%
Institutional	2,778,695	497,677	17.9%	355,998	13.5%
Federal	8,538,228	2,515,558	29.5%	3,411,543	40.3%
Other Sources (Bond/Transfer from Other Fund)	4,850,000	3,200,000	66.0%	2,900,000	96.9%
Total Revenue & Other Resources	$ 54,542,576	$ 13,182,821	23.6%	$ 13,988,515	25.7%
EXPENDITURES BY FUNCTION:					
Instruction	$ 19,528,995	$ 5,120,879	26.2%	$ 4,821,138	23.3%
Instructional Resources	2,343,817	771,207	32.9%	731,227	30.3%
Student Services	12,890,078	4,579,339	35.5%	4,915,890	39.7%
General Institutional	6,439,088	1,854,721	28.8%	1,786,747	30.8%
Physical Plant	13,743,550	1,652,642	12.0%	2,858,731	22.7%
Auxiliary Services	335,050	220,039	65.7%	212,384	60.2%
Other Uses (Transfer to Other Fund)	150,000	-	0.0%	-	0.0%
Total Expenditures & Other Uses	$ 55,430,578	$ 14,198,827	25.7%	$ 15,326,117	28.3%
EXPENDITURES BY FUNDS:					
General	$ 28,125,336	$ 7,689,971	27.3%	$ 7,661,868	27.8%
Special Revenue	3,258,872	907,058	27.8%	810,411	20.4%
Capital Projects	5,740,772	1,201,908	20.9%	2,015,797	37.8%
Debt Service	8,309,274	569,223	6.9%	586,869	7.5%
Enterprise	125,050	17,143	13.7%	24,948	17.5%
Internal Service	210,000	202,896	96.6%	187,436	89.3%
Trust & Agency	9,511,274	3,610,628	38.0%	4,038,788	43.8%
Other Uses (Transfer to Other Fund)	150,000	-	0.0%	-	0.0%
Total Expenditures	$ 55,430,578	$ 14,198,827	25.7%	$ 15,326,117	28.3%
Fund Balances, Beginning	$ 16,568,727	$ 16,568,727		$ 18,555,276	
Change in Fund Balance	(888,002)	(1,016,006)		(1,337,602)	
Fund Balances, Ending	$ 15,680,725	$ 15,552,721		$ 17,217,674	
Debt Service Detail					
Principal Payments	7,285,000	-	0.0%	-	0.0%
Interest Payments	956,274	533,273	55.8%	553,219	62.7%
Other Debt Service Expenses	68,000	35,950	52.9%	33,650	88.6%
Total Debt Service Payments	$ 8,309,274	$ 569,223		$ 586,869	

ENCLOSURE #4

Regular Meeting

of the

Blackhawk Technical College District Board

October 16, 2019

Minutes

The regular meeting of the Blackhawk Technical College Board was held on Wednesday, October 16, 2019, at the Central Campus, 6004 S. County Road G, Janesville, in the Student Success Center in Room 2201. The following members were present: Barbara Tillman, Chairperson; Eric Thornton, Vice Chairperson; Laverne Hays, Secretary; Rick Richard, Treasurer; Rich Deprez; Amy Kenyon; and Steve Pophal. Board members absent: Rachel Andres and Traci Davis. Staff present: Dr. Tracy Pierner; Dr. Zahi Atallah; Renea Ranguette; Dr. Jon Tysse (departed 7:06 p.m.); Jackie Pins; Jennifer Thompson; Tony Landowski; Megan Wisnowski; Dr. Helen Proeber (departed 7:03 p.m.); Sean Fahy; and Moira Lafayette (departed 7:03 p.m.).

Prior to the start of the meeting, Board members were provided a tour of the recently completed Student Success Center.

Chairperson Tillman called the meeting to order at 5:06 p.m.

Chairperson Tillman called for public comment. There was none.

Chairperson Tillman called for Special Reports.

BTC retiree Amy Mills was recognized for 16 years of service.

A student success story was shared by Business Management student Abraham Riar.

Student Representative to the Board James Henry provided a report on Student Government activities.

Chairperson Tillman called for District Board Professional Development.

A presentation was provided on Districts Mutual Insurance by Steve Stoeger-Moore, President & Chief Operating Officer.

Chairperson Tillman called for Information/Discussion items.

The September financial statement and quarterly update were reviewed.

Dr. Pierner presented the President's monthly report. Community engagement included: attended IBEW graduation event; spoke about college governance at a graduate class in higher education at UW-Madison; attended the grand opening for incubator space in Evansville; and

hosted Janesville Rotary members at Central Campus for Vocational Day lunch/tour. The Secretary of Workforce Development was in attendance at the Manufacturing Day event. College events included the annual K-12 Partners Breakfast; the annual Harvest Scholarship Dinner; hosted a delegation from Columbia; and had an ACEN accreditation on-site visit. Other communications: The College has been contacted to consider becoming a closed Point of Dispensing (POD) in the event of a large-scale public health emergency. The College was also contacted regarding contiguous property to Central Campus being available for sale.

An update was provided on the Public Safety & Transportation Training Center project. Work has begun to refine the concept plans. Information was shared on the proposed timeline if a decision is made to move forward with a capital referendum for the project in the August or November 2020 elections. Board consensus was for Dr. Pierner to begin speaking to local officials about the proposed project as soon as the revised concept is completed.

Chairperson Tillman called for the Consent Agenda.

It was moved by Mr. Pophal and seconded by Mr. Richard to approve the consent agenda, which included the minutes of the Regular Meeting held on September 18, 2019; current bills from the month of September – Voucher #00270306 to and including #00271425 and direct deposit expense reimbursements in the total amount of $1,278,596.91 (includes student related payments), a payroll total for the month of September of $952,362.37, payroll tax wire transfers for the month of September of $383,781.89, other wire transfers for the month of September of $98,131.86, WRS wire transfers for the month of September of $163,619.23, P-card disbursements for the month of September of $144,788.06, a bond payment for the month of September of $533,272.59, and a health insurance wire transfer for the month of September of $290,332.16, for a grand total of $3,844,885.07; 7 training contracts negotiated since the last meeting totaling $18,826; adoption of a resolution to designate district positions subject to Wisconsin's Code of Ethics; acceptance of the resignation of Mark Brown, Law Enforcement Program Coordinator, effective October 15, 2019; confirmation of an instructional employment contract issued to Ji'Lon Pegeese for the position of IT Networking Specialist Instructor at a salary of $62,000, effective September 30, 2019; and confirmation of an administrative employment contract to Amanda Lagle for the position of Budget & Grants Accountant at a salary of $69,000, effective October 28, 2019.

Motion carried.

Chairperson Tillman called for Action Items.

Administration requested approval of the Concept Review for an Associate of Applied Science Behavior Technician program. The proposed 63-credit program would provide training that supports careers related to working with the special needs population in daycare/school, living in group-homes, or receiving mental health program support. Pending District Board approval, documentation will be submitted for State Board approval. If approved, the anticipated start time for the program is Fall 2020.

It was moved by Mr. Pophal and seconded by Mr. Thornton to approve the Concept Review for an Associate of Applied Science Behavior Technician program.

Motion carried.

Administration requested approval of the Concept Review for a 10-credit Technical Diploma Central Service Technician program. Sterilization, infection control, decontamination; and surgical instrumentation processing, distribution, and record-keeping are components of the program. Employment opportunities are with hospitals, surgery centers, medical facilities, or medical supply companies. Pending District Board approval, documentation will be submitted for State Board approval. If approved, the anticipated start time for the program is Fall 2020.

It was moved by Mr. Richard and seconded by Ms. Kenyon to approve the Concept Review for a Technical Diploma Central Service Technician program.

Motion carried.

Administration requested approval of the Concept Review for an Associate of Applied Science Automation Engineering Technology program. The program will prepare students with entry-level technician skills needed to work with integrated machine systems involving industrial automation, robotics, mechanical systems, computer integration, and networking. Pending District Board approval, documentation will be submitted for State Board approval. If approved, the anticipated start time for the program is Fall 2020.

It was moved by Mr. Hays and seconded by Mr. Pophal to approve the Concept Review for an Associate of Applied Science Automation Engineering Technology program.

Motion carried.

Chairperson Tillman called for Committee Reports.

The Finance Committee met prior to the Board meeting. The Committee recommended approval of the following action items.

District Board action was requested to establish the mill rate and tax levy for fiscal year 2019-20. Wisconsin Statute §38.16 defines the revenue limits applicable to District operations. The operational levy increase is limited by the District's net new construction. The valuation factor for net new construction in the District is applied to total revenue which, for this purpose, is defined in statute as the total tax levy (net of debt service) from the previous year plus the property tax relief aid (PTRA) received in the previous year. The 2019 valuation factor of 1.64794% reflects an operational levy increase of $279,552 due to net new construction in the District. State Statutes also provide the District Board authority to recapture any prior year levy which was refunded/rescinded. The Department of Revenue reported $6,107 was the total amount refunded/rescinded in the 2018 levy. Beginning this year, Wisconsin Statutes also require the State to pay the District an amount equal to the property taxes levied on exempted items of personal property. The District will receive $86,120 due to the personal property tax exemption. The increase for net new construction, recaptured prior year levy refunded/rescinded, and recaptured personal property tax exemption brings the operational levy to $7,365,881 and generates a mill rate of 0.52512. The debt service levy is $8,241,000 and generates a debt service mill rate of .58751. The total levy proposed is $15,606,881 with a total mill rate of 1.11263 per

$1,000 equalized valuation. The total levy reflects an increase of 4.9%; the mill rate reflects a decrease of 2.7%.

It was moved by Mr. Deprez and seconded by Mr. Hays to authorize a $15,606,881 tax levy of 1.11263 mills (including debt service) on $14,026,990,474 of equalized value, and that the clerks of the various taxing entities be properly informed of their appropriate share of the District's levy.

Motion carried unanimously.

It was moved by Mr. Deprez and seconded by Mr. Richard to accept the Procurement Annual Report as presented.

Motion carried.

It was moved by Mr. Deprez and seconded by Mr. Thornton to approve the attached modifications to the Fiscal Year 2019-20 Budget, as presented.

Motion carried unanimously.

Chairperson Tillman called for New Business.

New Board policy E-210 – Campus Security was reviewed. Board comment was communication needs to be made with staff, students, and local law enforcement agencies prior to armed security implementation.

Chairperson Tillman called for Other Business.

A reminder was provided on the District Boards Association's Legal Seminar/Fall Meeting being held in Waukesha later this month.

Chairperson Tillman called for Future Agenda Items. Potential topics under future Board Professional Development include Post Act 10 contractual obligations; transferability and articulation; and economic development partnerships. Additional suggestions should be communicated to Dr. Pierner.7yu

It was moved by Mr. Thornton and seconded by Ms. Kenyon to adjourn the meeting at 7:20 p.m.

Motion carried.

Laverne E. Hays
Secretary

ENCLOSURE #5

6. Consent Agenda

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

The October bills include Voucher #00271426 to and including #00272053 and direct deposit expense reimbursements in the total amount of $1,730,738.53 (includes student related payments), a payroll total for the month of October of $983,093.62, payroll tax wire transfers for the month of October of $538,071.80, other wire transfers for the month of October of $64,853.80, WRS wire transfers for the month of October of $153,074.14, P-card disbursements for the month of October of $133,119.77, a bond payment for the month of October of $0, and a health insurance wire transfer for the month of October of $293,866.68, for a grand total of $3,896,818.34.

Blackhawk Technical College

BILL LIST SUMMARY
Period Ending October, 2019

Starting Check Number	00271426			
Ending Check Number	00272053	Plus Direct Deposits		
PAYROLL TAXES				
	Federal		450,223.92	
	State		87,847.88	
				538,071.80
PAYROLL BENEFIT DEDUCTIONS & FRINGE PAYMENTS				
	Retirement		-	
	Health and Dental Insurance		25,355.71	
	Miscellaneous		15,414.58	
				40,770.29
STUDENT RELATED PAYMENTS				293,294.83
CURRENT NON CAPITAL EXPENSES				618,592.91
CAPITAL				778,080.50
DEBT				-
	TOTAL BILL LISTING AND PAYROLL TAXES			2,268,810.33
PAYROLL-NET				983,093.62
SUB TOTAL BILL LISTING AND PAYROLL				3,251,903.95
PLUS OTHER WIRE TRANSFERS				64,853.80
PLUS WRS WIRE TRANSFERS				153,074.14
P-CARD DISBURSEMENTS				133,119.77
WIRE FOR LAND PURCHASE				-
PLUS BOND PAYMENT				-
HEALTH INSURANCE WIRES				293,866.68
GRAND TOTAL FOR THE MONTH				3,896,818.34

6. Consent Agenda

c. Approval of Contract Training (Action - Dr. Zahi Atallah)

The following training contracts have been negotiated since the last meeting:

Contract #	Business/Industry	# Served	FULL CONTRACT DETAIL INFORMATION Est. FTEs	BTC Cost Formula	LAB Cost Formula	Contract Cost
6810-003	**Albany High School** *HSED Preparation for High School At-Risk Student(s)*	1	1.00	$706	N/A	$706
2020-1152	**City of Janesville** *Executive Coaching - Technical Assistance*	1	0.00	$440	$231	$440
2020-1150	**DM Manufacturing** *Welding Certification - Technical Assistance*	6	0.00	$2,752	$646	$2,750
2020-1148	**Edgerton High School** *Certified Nursing Assistant*	8	0.80	$7,556	$8,844	$8,844
2020-1140	**Emmi-Roth USA Inc.** *Hazard Analysis Critical Control Point (HACCP) Training*	13	0.09	$4,228	$3,344	$4,228
6810-004	**F. J. Turner Senior High School** *HSED Preparation for High School At-Risk Student(s)*	1	1.00	$2,303	N/A	$2,303
2020-1131	**Industrial Combustion** *Forklift Training*	30	0.10	$2,249	$1,013	$2,249
2020-1153	**Rock County Public Works Department** *Basic Life Support (BLS) Refresher*	32	0.11	$1,920	$860	$1,920
2020-1154	**Rock County Public Works Department** *Basic Life Support (BLS) Refresher*	32	0.11	$1,920	$860	$1,920
6810-002	**School District of Beloit** *HSED Preparation for High School At-Risk Student(s)*	1	1.00	$2,303	N/A	$2,303

* BTC charges do not meet LAB formula.

6. Consent Agenda

Contract #	Business/Industry	# Served	Est. FTEs	FULL CONTRACT DETAIL INFORMATION BTC Cost Formula	LAB Cost Formula	Contract Cost
6810-001	**School District of New Glarus**	2	2.00	$3,973	N/A	$3,976
	HSED Preparation for High School At-Risk Student(s)					
	Report Subtotal	127	6.21	$30,350	$15,798	$31,639

Contract #	Business/Industry	MULTIPLE RECIPEINT, GRANT OR OTHER COMPLEX CONTRACT BREAKDOWN INFORMATION # Served	Est. FTEs	BTC Cost Formula	LAB Cost Formula	Actual Contract Cost	# Served	Est. FTEs	FULL CONTRACT DETAIL INFORMATION BTC Cost Formul	LAB Cost Formula	Actual Contract Cost
2020-1097	**Community Action, Inc.**						20	0.33	$3,021	$2,129	$938
	Leadership Development										
	--WAT Grant Funding										$2,084
2020-1098	**Community Action, Inc.**						20	0.33	$3,204	$2,508	$994
	Leadership Development										
	--WAT Grant Funding										$2,210
2020-1099	**Community Action, Inc.**						20	0.13	$1,031	$772	$320
	Writing Proposals/Reports - Sharepoint										
	--WAT Grant Funding										$711

* BTC charges do not meet LAB formula.

6. Consent Agenda

Contract #	Business/Industry	MULTIPLE RECIPEINT, GRANT OR OTHER COMPLEX CONTRACT BREAKDOWN INFORMATION					FULL CONTRACT DETAIL INFORMATION				
		# Served	Est. FTEs	BTC Cost Formula	LAB Cost Formula	Actual Contract Cost	**# Served**	**Est. FTEs**	**BTC Cost Formul**	**LAB Cost Formula**	**Actual Contract Cost**
2020-1107	**Multiple Recipient**						47	0.16	$2,978	$904	$924
	Advanced Excel										
	-Emmi-Roth USA, Inc.	2	0.01	$126.72	$38.47	$39					
	-Industrial Combustion	10	0.03	$633.62	$192.34	$197					
	-Klondike Cheese Company	9	0.03	$570.26	$173.11	$177					
	-Kuhn North America, Inc.	13	0.04	$823.70	$250.04	$256					
	-Monroe Truck Equipment	2	0.01	$126.72	$38.47	$39					
	- Orchid Monroe, LLC	9	0.03	$570.26	$173.11	$177					
	- Precision Drive and Control, Inc.	2	0.01	$126.72	$38.47	$39					
	--WAT Grant Funding										$2,054
2020-1108	**Multiple Recipient**						22	0.07	$1,434	$452	$445
	Beginning Excel										
	-Industrial Combustion	11	0.04	$717.00	$226.00	$223					
	-Klondike Cheese Company	7	0.02	$456.27	$143.82	$142					
	-Precision Drive and Control, Inc.	2	0.01	$130.36	$41.09	$40					
	-Emmi-Roth USA, Inc.	2	0.01	$130.36	$41.09	$40					
2020-1109	**Multiple Recipient**						37	0.16	$2,978	$904	$924
	Intermediate Excel										
	-Emmi-Roth USA, Inc.	3	0.01	$241.46	$73.30	$59					
	-Industrial Combustion	18	0.08	$1,448.76	$439.78	$354					
	-Kuhn North America, Inc.	9	0.04	$724.38	$219.89	$177					
	-Orchid Monroe, LLC	6	0.03	$482.92	$146.59	$118					
	- Precision Drive and Control, Inc.	1	0.00	$80.49	$24.43	$20					
	--WAT Grant Funding										$2,054

* BTC charges do not meet LAB formula.

6. Consent Agenda

Contract #	Business/Industry	MULTIPLE RECIPEINT, GRANT OR OTHER COMPLEX CONTRACT BREAKDOWN INFORMATION # Served	Est. FTEs	BTC Cost Formula	LAB Cost Formula	Actual Contract Cost	FULL CONTRACT DETAIL INFORMATION # Served	Est. FTEs	BTC Cost Formul	LAB Cost Formula	Actual Contract Cost
2020-1110	**Multiple Recipient**						18	0.24	$4,212	$3,210	$1,307
	Intro to Project Management										
	-Kuhn North America, Inc.	8	0.11	$1,872.00	$1,426.67	$581					
	-Monroe Truck Equipment	5	0.07	$1,170.00	$891.67	$363					
	-Orchid Monroe, LLC	5	0.07	$1,170.00	$891.67	$363					
	--WAT Grant Funding										$2,905
2020-1119	**Multiple Recipient**						51	0.17	$3,098	$881	$961
	Real Colors										
	-Klondike Cheese Company	10	0.03	$607.45	$172.75	$189					
	-Kuhn North America, Inc.	25	0.08	$1,518.63	$431.86	$471					
	-Monroe Truck Equipment	10	0.03	$607.45	$172.75	$189					
	- Precision Drive and Control, Inc.	6	0.02	$364.47	$103.65	$113					
	--WAT Grant Funding										$2,136
2020-1120	**Multiple Recipient**						47	0.16	$3,110	$1,124	$965
	Communication Strategies										
	-Klondike Cheese Company	5	0.02	$330.85	$119.57	$103					
	-Kuhn North America, Inc.	25	0.09	$1,654.26	$597.87	$513					
	-Monroe Truck Equipment	10	0.03	$661.70	$239.15	$205					
	- Precision Drive and Control, Inc.	7	0.02	$463.19	$167.40	$144					
	--WAT Grant Funding										$2,145
2020-1121	**Multiple Recipient**						44	0.15	$2,844	$810	$883
	Leadership: Individual and Team										
	-Klondike Cheese Company	4	0.01	$258.55	$73.64	$80					
	-Kuhn North America, Inc.	25	0.09	$1,615.91	$460.23	$502					
	-Monroe Truck Equipment	10	0.03	$646.36	$184.09	$201					
	- Precision Drive and Control, Inc.	5	0.02	$323.18	$92.05	$100					
	--WAT Grant Funding										$1,961

* BTC charges do not meet LAB formula.

6. Consent Agenda

Contract #	Business/Industry	MULTIPLE RECIPEINT, GRANT OR OTHER COMPLEX CONTRACT BREAKDOWN INFORMATION # Served	Est. FTEs	BTC Cost Formula	LAB Cost Formula	Actual Contract Cost	FULL CONTRACT DETAIL INFORMATION # Served	Est. FTEs	BTC Cost Formul	LAB Cost Formula	Actual Contract Cost
2020-1122	**Multiple Recipient**						48	0.16	$2,989	$881	$928
	Building Confidence Leads to Assertiveness										
	-Klondike Cheese Company	6	0.02	$373.63	$110.13	$116					
	-Kuhn North America, Inc.	25	0.08	$1,556.77	$458.85	$483					
	-Monroe Truck Equipment	10	0.03	$622.71	$183.54	$193					
	- Precision Drive and Control, Inc.	7	0.02	$435.90	$128.48	$135					
	--WAT Grant Funding										$2,061
2020-1130	**Multiple Recipient**										$423
	Beginning Excel						20	0.07	$1,362	$452	
	-Emmi-Roth USA, Inc.	3	0.01	$204.30	$67.80	$63					
	-Klondike Cheese Company	5	0.02	$340.50	$113.00	$106					
	-Kuhn North America, Inc.	11	0.04	$749.10	$248.60	$232					
	- Precision Drive and Control, Inc.	1	0.00	$68.10	$22.60	$21					
	--WAT Grant Funding										$939
2020-1133	**Multiple Recipient**						23	0.08	$1,418	$452	$440
	Intermediate Excel										
	-Emmi-Roth USA, Inc.	1	0.003	$61.65	$19.65	$19					
	-Klondike Cheese Company	3	0.01	$184.96	$58.96	$57					
	-Kuhn North America, Inc.	11	0.04	$678.17	$216.17	$210					
	- Monroe Truck Equipment	6	0.02	$369.91	$117.91	$115					
	- Orchid Monroe, LLC	1	0.003	$61.65	$19.65	$19					
	- Precision Drive and Control, Inc.	1	0.003	$61.65	$19.65	$19					
	--WAT Grant Funding										$978
2020-1083	**NorthStar**						40	0.13	$895	$571	$249
	Employee Effectiveness										
	--WAT Grant Funding										$646
2020-1136	**NorthStar**						20	0.07	$780	$452	$242
	Intermediate Excel										
	--WAT Grant Funding										$538

* BTC charges do not meet LAB formula.

6. Consent Agenda

Contract #	Business/Industry	MULTIPLE RECIPEINT, GRANT OR OTHER COMPLEX CONTRACT BREAKDOWN INFORMATION # Served	Est. FTEs	BTC Cost Formula	LAB Cost Formula	Actual Contract Cost	FULL CONTRACT DETAIL INFORMATION # Served	Est. FTEs	BTC Cost Formul	LAB Cost Formula	Actual Contract Cost
2020-1149	**NorthStar**						5	0.02	$423	$379	$131
	Confined Space										
	--WAT Grant Funding										$291
2020-1096	**Rock County Human Resources**						20	0.1	$1,018	$609	$223
	Real Colors/Personal Effectiveness										
	--WAT Grant Funding										$796
2020-1111	**Rock County Human Resources**						20	0.13	$1,003	$711	$311
	Leadership Series										
	--WAT Grant Funding										$691
2020-1112	**Rock County Human Resources**						20	0.13	$829	$711	$257
	Leadership Series										
	--WAT Grant Funding										$571
2020-1113	**Rock County Human Resources**						15	0.28	$2,711	$2,132	$771
	Leadership Series Leads										
	--WAT Grant Funding										$1,939
2020-1114	**Rock County Human Resources**						20	0.37	$2,844	$2,132	$789
	Leadership Series-Exp. Sup.										
	--WAT Grant Funding										$2,054
2020-1141	**Tigre USA, Inc.**						2		$944	$801	$293
	Welding-TIG										
	--WAT Grant Funding										$651
						Report Subtotal	579	3.44	$45,126	$23,977	$44,133
						REPORT TOTALS	**706**	**9.65**	**$75,476**	**$39,775**	**$75,772**

* BTC charges do not meet LAB formula.

CONTRACT TRAINING APPROVED BY BTC BOARD

		FY 2015-16		FY 2016-17		FY 2017-18		FY 2018-19		FY 2019-20	
	Month	Month's $	YTD $	Month's $	YTD $	Month's $	YTD $	Month's $	YTD $	Month's $	YTD $
	July	$64,607	$64,607	$17,083	$17,083	$60,763	$60,763	$15,141	$15,141	$306,616	$306,616
1st Qtr.	August	$31,803	$96,410	$1,912,317	$1,929,400	$92,778	$153,541	$265,212	$280,353	$93,966	$400,582
	September	$22,000	$118,410	$373,076	$2,302,476	$355	$153,896	$110,603	$390,956	$51,844	$452,426
	October	$52,506	$170,916	$210,046	$2,512,522	$83,880	$237,776	$36,363	$427,319	$18,826	$471,252
2nd Qtr.	November	$622,564	$793,480	$26,617	$2,539,139	$53,542	$291,318	$48,817	$476,136	$75,772	$547,024
	December	$275,514	$1,068,994	$24,362	$2,563,501	$44,997	$336,315	$67,999	$544,135		$547,024
	January	$52,828	$1,121,822	$63,520	$2,627,021	$24,683	$360,998	$101,678	$645,813		$547,024
3rd Qtr.	February	$14,624	$1,136,446	$45,218	$2,672,239	$53,006	$414,004	$56,091	$701,904		$547,024
	March	$64,158	$1,200,604	$15,257	$2,687,496	$45,199	$459,203	$47,919	$749,823		$547,024
	April	$16,268	$1,216,872	$40,876	$2,728,372	$729,308	$1,188,511	$118,534	$868,357		$547,024
4th Qtr.	May	$85,469	$1,302,341	$35,548	$2,763,920	$43,748	$1,232,259	$1,105,126	$1,973,483		$547,024
	June	$6,124	$1,308,465	$150,542	$2,914,462	$134,996	$1,367,255	$70,739	$2,044,222		$547,024
	YTD TOTAL $		$1,308,465		$2,914,462		$1,367,255		$2,044,222		$547,024

Historical Reference

1. FY 2015-16 - WAT Grant total: $117,606; Transcripted Credit contracts with high schools total: $900,167; HSED contracts with high schools total: $47,438
2. FY 2016-17 - WAT Grant total: $147,804; Transcripted Credit contracts with high schools total: $2,408,840; HSED contracts with high schools total: $32,174
3. FY 2017-18 - WAT Grant total: $300,167; Transcripted Credit contracts with high schools total: $693,632; HSED contracts with high schools total: $20,240
4. FY 2018-19 - WAT Grant total: $273,707; Transcripted Credit contracts with high schools total: $1,401,292; HSED contracts with high schools total: $23,572
5. FY 2019-20 - WAT Grant total: $57,547 ; Transcripted Credit contracts with high schools total: $341,239 ; HSED contracts with high schools total: $9,288

ENCLOSURE #7

6. Consent Agenda

d. Confirmation of Administrative Employment Contract Issued for the Position of Registrar (Dr. Melissa Lantta) (Action – Brian Gohlke)

Dr. Melissa Lantta has been issued an administrative employment contract for the position of Registrar at a salary of $80,000, effective October 14, 2019.

Dr. Lantta holds a Ph.D. in Leadership for the Advancement of Learning and Service in Higher Education from Cardinal Stritch University, Milwaukee; a M.Ed. degree in Curriculum and Instruction from Shippensburg University, Shippensburg, Pennsylvania; a B.S. degree in Elementary Education from University of Wisconsin-Green Bay; and an A.A. degree in Elementary Education from Gogebic Community College, Ironwood, Michigan. Dr. Lantta has been employed at the College since 2015. Most recently, she has held the position of Interim Registrar. Prior positions included Advising Coordinator/Student Pathways Coordinator and Retention and Transition Advisor. Occupational experience prior to BTC includes positions of Education Coordinator for the Department of Radiology at University of Wisconsin-Madison; and Academic Standing Process Coordinator, Academic Advisor, and Instructor at University of Wisconsin-Oshkosh.

Confirmation of Dr. Lantta's employment contract is requested.

ENCLOSURE #8

6. Consent Agenda

e. Confirmation of Non-Instructional Employment Contract Issued for the Position of Librarian (Madeleine Pitsch) (Action – Brian Gohlke)

Madeleine Pitsch has been issued a non-instructional employment contract for the position of Librarian at a salary of $52,000, effective November 4, 2019.

Ms. Pitsch holds a Master's degree in Library & Information Science and Bachelor of Fine Arts degree in Digital Studio Practice from the University of Wisconsin-Milwaukee. For the past two years, she has been employed by the University of Wisconsin-Milwaukee Libraries as an Open Educational Resource Librarian and Open Education Intern. Previous occupational experience includes positions of Bookseller at Half Price Books, Brookfield; Graphic Designer at Civic Music Association, Milwaukee; and Circulation Assistant, University of Wisconsin-Milwaukee Libraries.

Confirmation of Ms. Pitsch's employment contract is requested.

ENCLOSURE #9

6. Consent Agenda

f. Confirmation of Administrative Employment Contract Issued for the Position of Student Advising and Retention Coordinator (Susan Dantuma) (Action – Brian Gohlke)

Susan Dantuma has been issued an administrative employment contract for the position of Student Advising and Retention Coordinator at a salary of $65,000, effective November 11, 2019.

Ms. Dantuma holds a Master of Science degree in Student Personnel Administration from Concordia University and a Bachelor of Science degree in Education from University of Wisconsin-Whitewater. She has been employed at the College for the past eight (8) years. For the past three (3) months she has served as the interim Advising Coordinator. Other positions held include Academic Advisor, Youth Apprenticeship Specialist, and Articulation Specialist. Additional occupational experience includes positions of Area Director at Carroll University, Waukesha; and Science Teacher at Greendale High School, Greendale.

Confirmation of Ms. Dantuma's employment contract is requested.

ENCLOSURE #10

7. Action Items

a. Approval of New Board Policy #E-210 – Campus Security (Action – Renea Ranguette)

Administration is proposing a new Board policy #E-210 – Campus Security. The policy was presented for review at the October Board meeting.

District Board approval of the policy is requested.

CAMPUS SECURITY E-210

The Blackhawk Technical College District is committed to providing a safe learning environment for our students, faculty, and staff. The Office of Campus Security exists to promote and support this commitment. Campus security utilizes multiple levels of staffing to accomplish its mission.

Student Guard - a BTC student enrolled in criminal justice or corrections program who works under the direction of a security officer and provides basic security services (door lock/unlock, patrols, disabled vehicle assist, basic life support, etc.)

Security Officer – an individual, experienced in public safety or criminal justice, employed by the District to provide general security duties, assist with District wide safety initiatives, and coordinate programs to proactively reduce/suppress crime.

Armed Security Officer – an individual, experienced in public safety or criminal justice who meets qualification for arming, employed by the District to provide general security duties, assist with District wide safety initiatives, coordinate programs to proactively reduce/suppress crime, and engage with an active threat to reduce harm to the college community.

A Security Officer must meet one (1) of the following qualifications in order to serve as an Armed Security Officer:

- Is a qualified active law enforcement officer that has sworn authority as defined by the State of Wisconsin Department of Justice, Training and Standards Bureau or the federal Uniform Code of Military Justice;

- Is a "qualified retired law enforcement officer" who is supported by their home department to meet the requirements under the Federal Standard of HR218 the "Law Enforcement Officers Safety Act"; or

- Is a certified and credentialed firearms instructor under the State of Wisconsin, Law Enforcement Standards Board (LESB).

The District will comply with all local, state, and federal laws concerning weapons and/or potentially dangerous devices.

The District will provide security officers with the appropriate equipment necessary to perform their duties. Security officers will deploy the "use of force continuum" as defined in the department's regulation.

Blackhawk Technical College District
6004 S. County Road G, P.O. Box 5009
Janesville, WI 53547-5009

The Manager of Campus Safety and Preparedness is responsible for development, implementation, and maintenance of department regulations regarding officer training in the use of force and firearms, and ensuring officer compliance with these regulations.

District Board Policy Adopted:

DRAFT

Blackhawk Technical College District
6004 S. County Road G, P.O. Box 5009
Janesville, WI 53547-5009

ENCLOSURE #11

7. Action Items

b. Approval of Revisions to District Board Policy D-280 – Budget Management and Transfers (Action – Renea Ranguette)

Board Policy D-280 – Budget Management and Transfers defines the requirement to operate within District Board approved budgetary limits and defines the process for budget modifications after adoption of the initial (original) budget.

The Policy applies to all District resources including externally-funded grants which are written to support college priorities and initiatives. Externally-funded grants often contain time limits for completion of the work. On occasion, additional funding is awarded mid-year with no extension of time to complete the work.

Administration recommends a modification to the existing policy to authorize the President/District Director (or designee) to accept new or increased funding which supports college-related activities, with District Board acceptance of the award in the next budget modification. The modification will allow Administration to promptly commence the grant activities upon notice of funding while maintaining the same level of fiscal oversight of changes in budgetary funds.

Renea Ranguette, Vice President of Administrative Services, will be present to address any questions regarding the proposed revisions.

BUDGET MANAGEMENT AND TRANSFERS D-280

The BTC District Board annually adopts a College budget that serves as a controlled spending plan that regulates expenditures and purchases for each organizational unit. Budget managers shall control and limit spending to the approved budgeted amounts for their organizational unit(s). The approved budget classification amount shall be considered the maximum spending level for that category and expenditures should not exceed that amount. Managers are expected to routinely examine the budget status of each unit under their supervision and control spending to ensure that expenditures do not exceed the approved budget classification amount.

However, occasionally actual costs may exceed budgeted costs or new priorities will necessitate costs not included in the original budget. It shall be the policy of the Blackhawk Technical College District that appropriate amounts may be transferred from another budget category to cover these expenditures. Budget transfers shall only be authorized for compelling and essential reasons.

The District Board has the sole authority for transfers between Funds or Functions and transfers to and from fund balances. The District Board shall review all requests for the aforementioned transfers on a minimum of a quarterly basis. The District Board authorizes the President/District Director or designee to approve budget transfers within any fund or function, all transfers related to full-time salaries and fringe benefits, and transfers between payroll and non-payroll accounts.

Budget transfers for externally funded grants will not be approved until it is determined that the transfer complies with the guidelines of the funding agency and does not alter the intent of the project. In certain situations, written approval will be obtained from the funding agency and a copy should be attached to the transfer request. The District Board authorizes the President/District Director or designee to accept new or increased external grant funding which supports college-related activities with District Board acceptance of the external funding in the next budget modification.

Policy Adopted: April 19, 2000
Revised: December 15, 2004; January 17, 2007; April 15, 2009; December 20, 2017

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6004 S. County Road G, P.O. Box 5009
Janesville, Wisconsin 53547-5009

ENCLOSURE #12

7. Action Items

c. Approval of Highway 51 Deceleration Lane Extension Contingent upon Wisconsin Technical College System Board (WTCSB) Approval and Request WTCSB Approval of Capital Project (Action – Renea Ranguette)

Blackhawk Technical College's Central Campus is straddled by County Road G and Wisconsin State Highway 51 with an entrance to the campus from each road. The posted speed limit on Highway 51 in front of the campus entrance drive is 55 miles per hour. The current highway deceleration lane is very short given the high speed of traffic continuing past the campus entrance given that those who are entering the campus need to substantially reduce their speed for safe entry into the campus.

The Wisconsin Department of Transportation (WDOT) recently completed a resurfacing of Highway 51. Blackhawk Technical College had requested WDOT to extend the deceleration lane to provide more time to safely reduce speed for campus entrance while allowing through traffic to maintain the posted highway speed limit. The WDOT stated the road improvement is a resurfacing of existing roadway not a reconstruction of the highway and, therefore, an extension of the deceleration lane was outside the scope of the work. The WDOT advised Administration that the District could extend the deceleration if so desired.

Batterman Engineering prepared the project plan and estimate of probable cost to complete the work. The estimated cost to extend the deceleration lane is $76,000, which will be funded by a draw on capital projects fund reserves.

The construction cost estimate detail is provided below:

Construction	$60,790
Professional & other fees	8,300
Contingency	6,910
TOTAL	$76,000

A diagram of the proposed project is attached. If approved by the District Board and the WTCS Board, the work will be performed as soon as weather permits.

Administration recommends extending the deceleration lane for improved safe access of northbound traffic on Highway 51 turning into campus:

RESOLUTION:
Whereas, the Central Campus is strategically located between Janesville and Beloit with many instructional programs and support services delivered exclusively at this campus; and

Whereas, the demand for skilled workers remains high and student demand for educational and workforce training remains strong; and

Whereas, the Wisconsin Highway 51 roadway serves as the primary entrance to Central Campus including those traveling north to reach the Campus;

It is therefore Resolved, that the Blackhawk Technical College District Board approve the capital improvement to lengthen the Highway 51 deceleration lane for north bound traffic entering into the Central Campus, which is contingent upon Wisconsin Technical College System Board (WTCSB) approval and to request WTCSB approval of this capital improvement.

NOT FOR CONSTRUCTION - NOT FOR CONSTRUCTION - NOT FOR CONSTRUCTION - NOT FOR CONSTRUCTION - NOT FOR CONSTRUCTION

SHEET NO. 3 OF 9

DESIGNED BY: -
DRAWN BY: CM
CHECKED BY: -
APPROVED BY: -
PROJECT NO: 33335

BLACKHAWK TECHNICAL COLLEGE
USH 51 TURN LANE
CITY OF JANESVILLE
ROCK COUNTY, WISCONSIN

33335 - 3 - PROJECT OVERVIEW.DWG

PROJECT OVERVIEW

NOTE: DIMENSIONAL DATA IS NOT TO BE OBTAINED BY SCALING ANY PORTION OF THIS DRAWING.

ISSUANCE

-	-
-	-
-	-
-	-
-	-
-	-

Batterman
engineers surveyors planners
2857 Bartells Drive
608.365.4464
Beloit, Wisconsin 53511
www.rhbatterman.com

NOT FOR CONSTRUCTION - NOT FOR CONSTRUCTION - NOT FOR CONSTRUCTION - NOT FOR CONSTRUCTION - NOT FOR CONSTRUCTION

SHEET NO. ---OF XX

DESIGNED BY:	XX
DRAWN BY:	CM
CHECKED BY:	XX
APPROVED BY:	XX
PROJECT NO:	33335

BLACKHAWK TECHNICAL COLLEGE
USH 51 TURN LANE
CITY OF JANESVILLE
ROCK COUNTY, WISCONSIN

33335-PLAN.DWG

PLAN DETAILS

NOTE: DIMENSIONAL DATA IS NOT TO BE OBTAINED BY SCALING ANY PORTION OF THIS DRAWING.

ISSUANCE

X	_/_/___
X	_/_/___
X	_/_/___
X	_/_/___
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X	_/_/___

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Beloit, Wisconsin 53511
www.rhbatterman.com

ENCLOSURE #13

BLACKHAWK TECHNICAL COLLEGE

Finance Committee
Wednesday – October 16, 2019
Central Campus – Student Success Center – Room #2201

MINUTES

Members Present: Eric Thornton, Chairperson
Rich Deprez
Laverne Hays
Barb Tillman

Members Absent: None

Other Board Present: Amy Kenyon (arrived 4:39 p.m.)
Rick Richard

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

Chairperson Thornton called the meeting to order at 4:03 p .m.

Review of Financial Statement & Quarterly Update – Within the General Fund, total revenues are up approximately $274,000 from the prior year, mainly due to increases of approximately $160,660 in Property Taxes and $184,500 in State Aid. The increase in Property Taxes resulted from a disbursement we received from the closure of a TID in Beloit. Increase in state aid was due to the increased funding received in the new state budget. Total expenditures are up approximately $35,000 from the prior year, which is attributed to an increase in salaries and benefits, contracted services, and software. The Special Revenue Fund reflects an increase of $88,000 in revenues, which includes receipt of a grant from DMI related to cyber security. Total expenditures increased by approximately $89,000 from prior year due to salaries and benefits and participant support/emergency funding. Capital Projects Fund revenue is up approximately $263,000 in the current year due to an increase in annual capital bond proceeds. Expenditures are down over the same point in time from last year by approximately $764,500. Increases and decreases are primarily due to the number and size of planned projects and by the timing of annual capital purchases this year compared to last year in each functional area. Debt Service activity was limited for the quarter. Enterprise Fund revenue increased approximately $25,000 due to increased sales; expenditures reflected a decline in the first quarter. The Internal Service Fund reflects no revenues for the first quarter of this year and last year. Expenses increased by $15,000, mainly due to increased workers' compensation insurance. Agency Fund revenue increased by approximately $7,900 which resulted from hosting the WTC Purchasing Consortium's Coordinator position. Expenses also increased approximately $9,700, again, primarily due to hosting the WTC Purchasing Consortium's Coordinator position. Trust fund revenues and expenses decreased as a result of student aid funding and the timing of revenue received.

Mr. Richard inquired if there was an ability to use some of the increased funding revenue to reduce the levy. Ms. Ranguette stated that with the former property tax structure which provided the ability to levy up to 1.5 mills, this would have been possible. However, we are currently held to a revenue limit increase of net new construction (NNC). If the District does not capture the NNC during the year, it will not be able to recoup those funds in future years. Administration did recommended surplus funds be transferred to the Capital Projects Fund to reduce borrowing and allow for a lower debt service levy.

Establishment of Mill Rate and Tax Levy for Fiscal Year 2019-20 – The operational levy increase is limited by net new construction in the District. The valuation factor for net new construction in the District is applied to total revenue which, for this purpose, is defined in statute as the total tax levy (net of debt service) from the previous year plus the property tax relief aid (PTRA) received in the previous year. The District's 2019 valuation factor is 1.64794% for an operational levy increase of $279,552 (College budgeted for $150,000) which is attributed to net new construction in the District.

The operational revenue limit was further amended to authorize the District to increase its total revenue by an amount equal to any refunded or rescinded property taxes paid by the District in the year of the levy. The Department of Revenue reported the District's total refunded or rescinded in the 2018 levy was $6,107.

Additionally, the 2017 Wisconsin Act 59 exempted certain personal property from the levy. Beginning in 2019, §79.096 Wis. Stats requires the State to pay to the District an amount equal to the property taxes levied on these items of personal property. The District will receive $86,120 in fiscal year 2019-20 due to the personal property tax exemption.

The District's 2019 operational levy limit is $7,365,881. For purposes of establishing the mill rate, we use the District equalized values excluding Tax Incremental Districts (TID) and exempt personal property. The 2019 equalized valuation for the District is $14,026,990,474 (excluding the equalized value of Tax Incremental Districts and exempt personal property). This is an increase of $1,006,080,580 or 7.73% higher than last year.

Administration recommends the operational levy of $7,365,881, with an operational mill rate of 0.52512, and the debt service levy of $8,241,000, with a debt service mill rate of .58751. The total levy proposed is $15,606,881 with a total mill rate of 1.11263 per $1,000 equalized valuation. The proposed mill rate will result in a property tax of $111.26 for a $100,000 home versus $114.29 in 2018-19.

The tax levy history/projection and mill rate history/analysis were reviewed.

The Committee was asked to take action to forward the 2019-20 mill rate and tax levy recommendation to the full Board. The total tax levy reflects an increase of 4.9% and a mill rate decrease of 2.7%.

It was moved by Mr. Richard and seconded by Ms. Tillman to recommend to the full Board that it authorize a $15,606,881 tax levy of 1.11263 mills (including debt service) on $14,026,990,474 of equalized value, and that the clerks of the various taxing entities be properly informed of their appropriate share of the District's levy.

Motion carried.

Acceptance of Procurement Annual Report – An annual procurement report is conducted to evaluate all purchases/vendors for a given year. For Fiscal Year 2018-19, 47 vendors were paid $50,000 or more during the year. Of these, 44 vendors fell within the approved categories of, a) approved cooperative contract; b) properly bid by College and/or under a current contract or lease; and c) not required to use competitive procurement procedures for payroll, intergovernmental purchases, natural gas, electricity, water services, and WTCS cooperative activities. The three exceptions were: 1) Cummins Inc. – Brand-specific equipment purchases for which there was limited competition; 2) Morningstar Media – Non-serial purchases made a differing times of the year; and, 3) Purple Communications – multiple purchases for interpretive services under $50,000 which were made through the appropriate competitive procurement processes required for their associated dollar amounts. No action is required at this time to address exceptions 1 and 3. Required action for exception #2 will be to determine an annual plan and conduct a RFP/RFB for annual volume of services to be purchased.

The College's P-card transaction value decreased in FY19, mainly due to vendor imposed fees on credit card transactions. The College's rebate for P-card transactions totaled $44,106.53 and represented a 5.9% decrease from FY18.

It was moved by Ms. Tillman and seconded by Mr. Deprez to recommend to the full Board that it accept the Procurement Annual Report as presented.

Motion carried.

Approval of Modifications to the Fiscal Year 2019-20 Budget – Modification #1 adjusts the Special Revenue Fund to recognize Workforce Advancement Training grant awards. Modification #2 establishes a carry-over budget for the WISCaregiver grant. Modification #3 adjusts budgets for non-WTCS state grants due to the annual budgets being lower than estimated. Modification #4 establishes a budget for the new Perkins Equity and Inclusion grant. Modification #5 adjusts the WTCS Emergency Funds grant to reflect increased grant award and utilization of fund balance. Modification #6 records capital carryover for Year 3 of the

Blackboard WTCS Consortium. Modification #7 allocates student club funds revenue and expense budget.

It was moved by Ms. Tillman and seconded by Mr. Richard to recommend to the full Board that it approve the attached modifications to the Fiscal Year 2019-20 Budget, as presented.

Motion carried.

It was moved by Ms. Tillman and seconded by Mr. Richard to adjourn the meeting at 4:49 p.m.

Motion carried.

ENCLOSURE #14

9. New Business

c. 2019 Outcomes-Based Funding Report (Information – Dr. Tracy Pierner)

As authorized under 2013 Act 20 (the 2013-15 biennial budget), the Wisconsin Technical College System (WTCS) Board established a new funding model for allocating a portion of general state aid to technical colleges. The model developed was subsequently approved by the WTCS Board and the Joint Committee on Finance of the Wisconsin Legislature. Implementation began in 2014-15.

The 2019 Report on Wisconsin Technical College System Outcomes-Based Funding is attached. Dr. Pierner will facilitate a discussion regarding the information contained within the document.

Outcomes-Based Funding

Wisconsin Technical College System

October 2019

EXECUTIVE SUMMARY

The Wisconsin Technical College System (WTCS) is the first higher education sector in Wisconsin to distribute a portion of its state aid based on the outcomes of its 16 colleges. This model of distributing state funding began with 2014-15 state fiscal year. Now in its sixth year of implementation, the outcomes-based funding model has already successfully:

- demonstrated the link between college outcomes and the funding provided by the State of Wisconsin;
- encouraged continuous improvement by the colleges in areas of strategic importance; and
- struck a balance in the distribution of state funding between accountability and innovation (i.e., outcomes-based funding at 30 percent) and the need to maintain a continuous, predictable source of funding to address on-going educational and workforce needs (i.e., formula funding at 70 percent).

WTCS has seen statewide improvements in a number of areas as established by the Legislature.

- The number of degrees awarded in high-demand fields increased 7 percent from 2015-16 to 2017-18.
- The number of programs with technical skills attainment assessment expanded by over 55 percent between 2015-16 and 2017-18.
- The number of dual enrollment credits awarded to Wisconsin high school students grew by 49 percent from 2015-16 to 2017-18.
- The number of workforce training credits awarded to employees of Wisconsin businesses increased 7 percent from 2015-16 to 2017-18.
- The number of incarcerated students who received education or training increased by over 2 percent from 2015-16 to 2017-18.
- The number of credits awarded to students for prior education and training increased by 55 percent from 2015-16 to 2017-18.

BACKGROUND

As authorized under 2013 Act 20 (the 2013-15 biennial budget), the WTCS Board established a new funding model for allocating a portion of general state aid to technical colleges.

Statutory Criteria

The funding model is based on an initial nine criteria:

1) job placement rates in jobs related to students' programs of study;
2) number of degrees and certificates awarded in high-demand fields;
3) number of programs or courses with industry-validated curriculum;
4) the transition of adult basic education students to skills training;
5) the success rate of adults in basic education courses;
6) participation in dual enrollment programs;
7) workforce training provided to businesses and individuals;
8) participation in collaboration or efficiency initiatives; and
9) training provided to special populations or demographic groups unique to the district;

WTCS has incorporated a tenth criteria into the funding model and will distribute funding based on the colleges' outcomes for this criteria beginning with the 2018-19 distribution:

10) number of credits awarded to students for relevant education experience or training, including skills and training received during military service.

Act 20 further specified that:

- the funding model be used to distribute 10 percent of general state aid funding in 2014-15, 20 percent in 2015-16, and 30 percent in 2016-17;
- the remainder of general state aid be distributed based on the enrollment and cost-based statutory aid formula;
- the model use data from the three previous fiscal years; and
- each college designate seven of ten statutory criteria for use in the funding allocations.

In 2017, Wisconsin Act 59 permanently capped the amount of general state aid distributed to the colleges using the outcomes-based funding model at 30 percent.

Allocation of Funds among Criteria

Each year, 25 percent of the total outcomes-based funding is divided equally among the ten statutorily defined outcomes criteria as the base allocation for each criterion. The remaining 75 percent of outcomes-based funding is then distributed among all criteria proportionately, based on the number of colleges selecting each criterion.

2019-20 OUTCOMES FUNDING

TABLE 1: Distribution of 2019-20 Outcomes-Based Funding, by College and Criteria (in $)

	Criteria 1: Job Placement	Criteria 2: High Demand Fields	Criteria 3: Industry Validated Curriculum	Criteria 4: ABE Transition	Criteria 5: ABE Success	Criteria 6: Dual Enrollment	Criteria 7: Workforce Training	Criteria 8: Collaboration	Criteria 9: Special Populations	Criteria 10: Credit for Prior Learning	College Total
Blackhawk	170,721	-	145,067	114,700	216,493	180,396	-	183,983	166,257	-	1,177,617
Chippewa Valley	302,429	295,437	250,841	-	-	263,972	157,711	256,274	-	193,747	1,720,412
Fox Valley	378,401	405,449	405,625	-	-	426,227	623,697	333,586	-	457,162	3,030,147
Gateway	290,679	286,275	-	-	297,081	388,722	231,635	-	304,276	231,547	2,030,214
Lakeshore	203,588	147,943	231,371	-	188,207	143,079	-	188,124	171,922	-	1,274,233
Madison Area	397,517	381,166	-	647,252	407,825	-	-	423,837	403,266	299,350	2,960,213
Mid-State	216,317	126,350	162,801	-	151,265	-	-	187,595	248,835	157,981	1,251,145
Milwaukee Area	-	-	460,163	786,212	606,709	-	341,764	452,676	479,587	558,358	3,685,469
Moraine Park	-	-	-	191,944	294,180	231,839	353,312	220,697	327,372	239,175	1,858,519
Nicolet Area	147,705	73,042	135,602	93,158	149,928	-	-	155,993	131,728	-	887,156
Northcentral	-	258,724	314,526	260,841	266,082	325,489	300,376	-	-	256,465	1,982,503
Northeast Wisconsin	377,237	382,960	372,652	-	-	452,511	281,032	333,189	285,580	-	2,485,160
Southwest Wisconsin	209,038	-	179,937	-	-	136,175	102,970	176,693	145,728	172,220	1,122,761
Waukesha County	-	281,662	275,378	-	-	331,656	192,013	253,382	247,222	261,042	1,842,354
Western	229,435	233,159	245,009	172,536	-	-	-	233,616	281,651	163,405	1,558,812
Wisconsin Indianhead	270,358	321,258	217,424	114,894	209,712	110,387	-	199,721	-	-	1,443,755
Total	3,193,425	3,193,425	3,396,396	2,381,537	2,787,481	2,990,453	2,584,509	3,599,368	3,193,425	2,990,453	30,310,470

JOB PLACEMENT

WTCS gathers job placement data by annually surveying all credential completers six months after graduation. While not all graduates choose to answer the survey, 64% of 2018 graduates responded to the survey's standardized questions.

Among 2018 graduates, 94 percent of respondents were employed. The percentage of graduates employed within 6 months has been 86 percent or higher for each of the past 18 years. Technical college graduates overwhelmingly stay to work and live in Wisconsin, with 94 percent of 2018 graduates who reported location are employed in the state.

As shown in the Table below, 79 percent of employed graduates report being employed in jobs related to their specific programs of study within six months of completing a technical college program. These high levels of employment and employment related to their specific programs of study have been shown to be consistent over time, regardless of the state's unemployment rate or the overall state of the economy.

TABLE 2: 3-Year Total, Graduates in Related Fields

	Graduates Employed	Graduates Employed in Related Fields	Percentage Employed in Related Fields
Blackhawk	475	398	83.8%
Chippewa Valley	2,318	2,011	86.8%
Fox Valley	3,726	3,070	82.4%
Gateway	2,469	1,991	80.6%
Lakeshore	1,202	938	78.0%
Madison Area	4,815	3,513	73.0%
Mid-State	1,197	994	83.0%
Milwaukee Area	3,378	2,486	73.6%
Moraine Park	1,043	860	82.5%
Nicolet Area	428	316	73.8%
Northcentral	1,828	1,510	82.6%
Northeast Wisconsin	3,940	3,122	79.2%
Southwest Wisconsin	1,146	934	81.5%
Waukesha County	1,848	1,451	78.5%
Western	1,453	1,188	81.8%
Wisconsin Indianhead	2,438	1,841	75.5%
Statewide	33,704	26,623	79.0%

Fifty percent of the funds are distributed based on a college's job placement rate and fifty percent based on a college's proportionate share of statewide graduates that report they are working in jobs related to their programs of study.

GRADUATES IN HIGH-DEMAND FIELDS

High-demand fields are defined as the top 50 occupations in Wisconsin with heavy employer demand for qualified workers for both new jobs as well as replacements created by turnover or retirements. Occupations are identified by comparing the Wisconsin Department of Workforce Development's (DWD) statewide, long-term occupational projections with the technical colleges' occupational training.

Examples of high-demand occupations for 2017-18 include: nurses and related health care professionals, truck drivers, welders, machinists, carpenters, first-line supervisors, accountants/auditors, and computer systems analysts.

Over the past three years, over two-thirds of Wisconsin technical college graduates are in high-demand fields. This is the result of the longstanding practices of the technical colleges to participate in meaningful, ongoing engagement with local employers and information from local labor market analyses. Such efforts influence and inform every technical college program, including its capacity, curriculum, equipment and skillsets.

As shown in Table 3, technical colleges produced more than 86,000 degrees and credentials for Wisconsin's workforce in the past three years, including more than 60,000 credentials in fields with the most acute talent needs in the state.

TABLE 3: 3-Year Credential Totals, by Category and College

	High-Demand Fields	All Fields	Percentage
Blackhawk	1,201	1,710	70.2%
Chippewa Valley	4,611	6,726	68.6%
Fox Valley	6,328	9,860	64.2%
Gateway	4,468	5,267	84.8%
Lakeshore	2,309	2,988	77.3%
Madison Area	5,949	10,371	57.4%
Mid-State	1,972	2,655	74.3%
Milwaukee Area	5,027	8,141	61.7%
Moraine Park	2,930	3,767	77.8%
Nicolet Area	1,140	1,569	72.7%
Northcentral	4,038	5,691	71.0%
Northeast Wisconsin	5,977	8,335	71.7%
Southwest Wisconsin	1,627	2,244	72.5%
Waukesha County	4,396	6,410	68.6%
Western	3,639	5,012	72.6%
Wisconsin Indianhead	5,014	6,164	81.3%
Statewide	60,626	86,910	69.8%

Funds are distributed based on each college's proportionate share of the total number of degrees and certificates awarded in high-demand fields statewide.

INDUSTRY-VALIDATED CURRICULUM

Industry-validated curriculum is defined in two ways, as active industry advised programs and Technical Skills Attainment (TSA). Industry-validated curriculum are technical college degree and certificate programs which have enrolled students and advisory committees comprised of local employers and employees in the relevant occupation. The advisory committees provide input on equipment, course materials, instructional methods and career guidance counseling to ensure relevance to current industry practiced standards.

Technical Skill Attainment assessments are formal, direct measurements that provide evidence that students have achieved intended program outcomes or skills. TSAs may include third-party exams, performance-based assessments, portfolios, capstone projects, clinical evaluations or other measures. TSAs measure student achievement in core industry-relevant program outcomes, while ensuring that those outcomes derive directly from valid industry standards. First introduced to Wisconsin's technical college system in 2011-12, TSAs have been implemented at every college.

Table 4: Industry-Validated Programs and TSAs, 2017-18

	Industry-Validated Programs	Technical Skills Attainment Assessment
Blackhawk	59	36
Chippewa Valley	117	73
Fox Valley	149	131
Gateway	106	62
Lakeshore	93	64
Madison Area	152	88
Mid-State	75	40
Milwaukee Area	212	86
Moraine Park	91	42
Nicolet Area	58	37
Northcentral	138	66
Northeast Wisconsin	157	104
Southwest Wisconsin	79	59
Waukesha County	105	70
Western	116	52
Wisconsin Indianhead	102	52
Statewide	1,809	1,062

Seventy five percent of the funds are distributed based on each college's proportionate share of active programs (i.e., having enrolled students) and the remaining 25 percent is distributed based on each college's proportionate share of programs with TSA assessments.

ABE TRANSITIONS

Adult Basic Education (ABE) helps adults with reading, writing, mathematics skills and career education at levels ranging from first through twelfth grade. English Language Learning (ELL) provides instruction for those whose native or dominant language is other than English. ELL helps these learners to read, write and communicate in English in order to achieve high school completion, entry into occupational programs and work placement.

A primary mission of Wisconsin's technical colleges is to enable full participation in the workforce, regardless of an individual's prior educational background. Over the past three years, technical colleges helped over 16,000 students transition out of basic education and successfully complete postsecondary work.

Table 4 shows the number of adults over a three-year period transitioning from ABE to postsecondary coursework in the same year or the following year.

TABLE 5: 3-Year Total, Transitions from Adult Basic to Postsecondary Education

	3-Year Total
Blackhawk	591
Chippewa Valley	269
Fox Valley	436
Gateway	1,093
Lakeshore	405
Madison Area	3,335
Mid-State	261
Milwaukee Area	4,051
Moraine Park	989
Nicolet Area	480
Northcentral	1,344
Northeast Wisconsin	408
Southwest Wisconsin	423
Waukesha County	486
Western	889
Wisconsin Indianhead	592
Statewide	16,052

Funds are distributed based on each college's share of the number of adult students who: (a) were enrolled in at least 12 hours of adult basic education, adult high school, or ELL courses; and then (b) successfully completed a postsecondary course, in either the year of their ABE enrollment or in the following academic year.

ABE SERVICES AND SUCCESS

A core function of Wisconsin's technical colleges is to provide basic skills education and promote a fully literate society. Basic skills education enables students to fully participate in Wisconsin's workforce and helps ensure that all state residents have an opportunity to better themselves economically.

As shown in Table 5, more than 73,000 students took advantage of ABE services at technical colleges over the past three years. (To facilitate access to Wisconsin's technical colleges and to promote these statewide interests, state law requires ABE services must be provided tuition-free.)

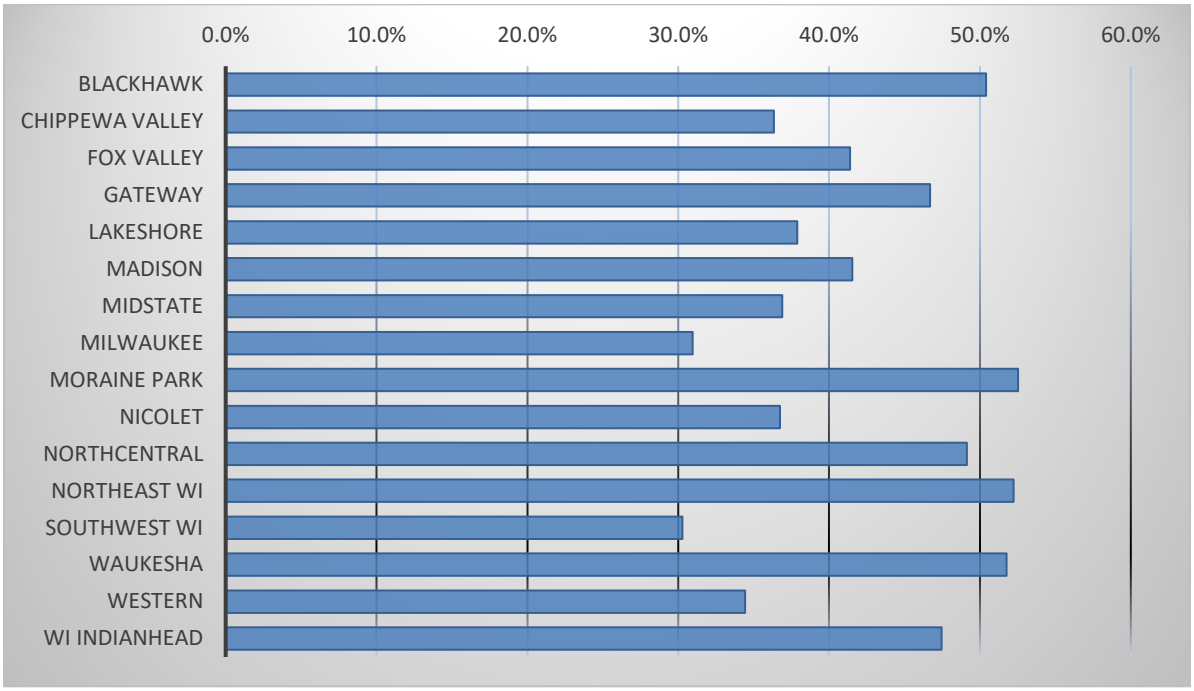
TABLE 6: 3-Year Total, Adult Basic Education Students

	Number of Students
Blackhawk	2,153
Chippewa Valley	1,193
Fox Valley	4,839
Gateway	5,898
Lakeshore	2,647
Madison Area	11,053
Mid-State	1,283
Milwaukee Area	20,482
Moraine Park	5,015
Nicolet Area	1,249
Northcentral	4,324
Northeast Wisconsin	3,343
Southwest Wisconsin	1,125
Waukesha County	3,114
Western	3,398
Wisconsin Indianhead	2,263
Statewide	73,379

Student success in ABE courses is defined as demonstrated educational gains on standardized national tests, which are administered and reported as a condition of the colleges' receiving federal adult basic education grants.

Figure 1 shows the average ABE student success rates by college.

FIGURE 1: 3-Year Success Rate: ABE Students Demonstrating Educational Gains



Funds are distributed based on two factors. Fifty percent of funding is distributed based on each college's proportionate share of the number of adult students who were enrolled in at least 12 hours of adult basic education, adult high school or ELL courses. The other 50 percent of funding is distributed based on each college's "success rate," which is defined as the percentage of adult basic education, adult high school or ELL students who have demonstrated educational gains under standardized pre- and post-testing regimens.

DUAL ENROLLMENT

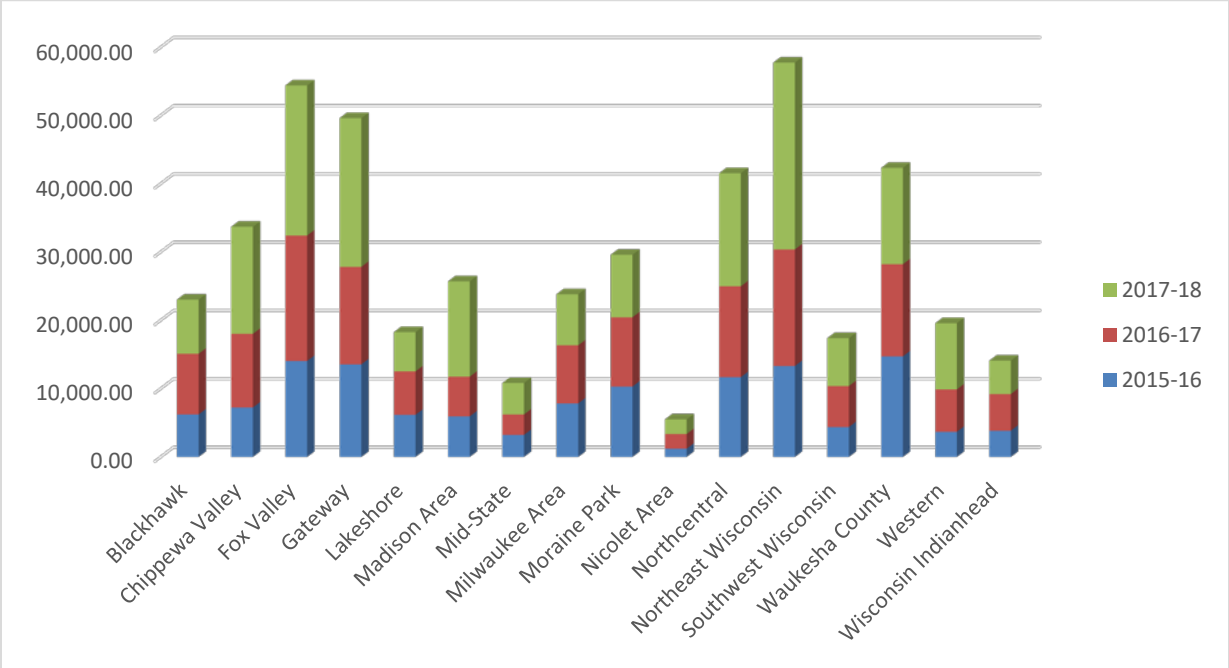
Wisconsin's technical colleges have provided college credit to high school students for more than 20 years, under a variety of programs designed to maximize access and minimize costs to students and their school districts.

The most popular and fastest growing of these is known as "transcripted credit." It permits students to study technical college curricula at their high school — taught by qualified high school instructors — under agreements that are revenue-neutral to both the college and the school district.

Each college works to establish and continually grow participation in these programs, even in those districts that are sparsely populated, cover a large geographical area, or have other challenges to participation.

Figure 2 shows the number of dual enrollment credits issued by colleges, over the three years.

FIGURE 2: Credits Awarded Under Dual Enrollment



Total statewide dual enrollment credits earned by high school students at Wisconsin's technical colleges increased from 127,250 in 2015-16 to 190,064 in 2017-18 — an increase of 49 percent in three years. Thanks to WTCS dual enrollment programs, more than 46,000 Wisconsin high school students get a head start on college each year.

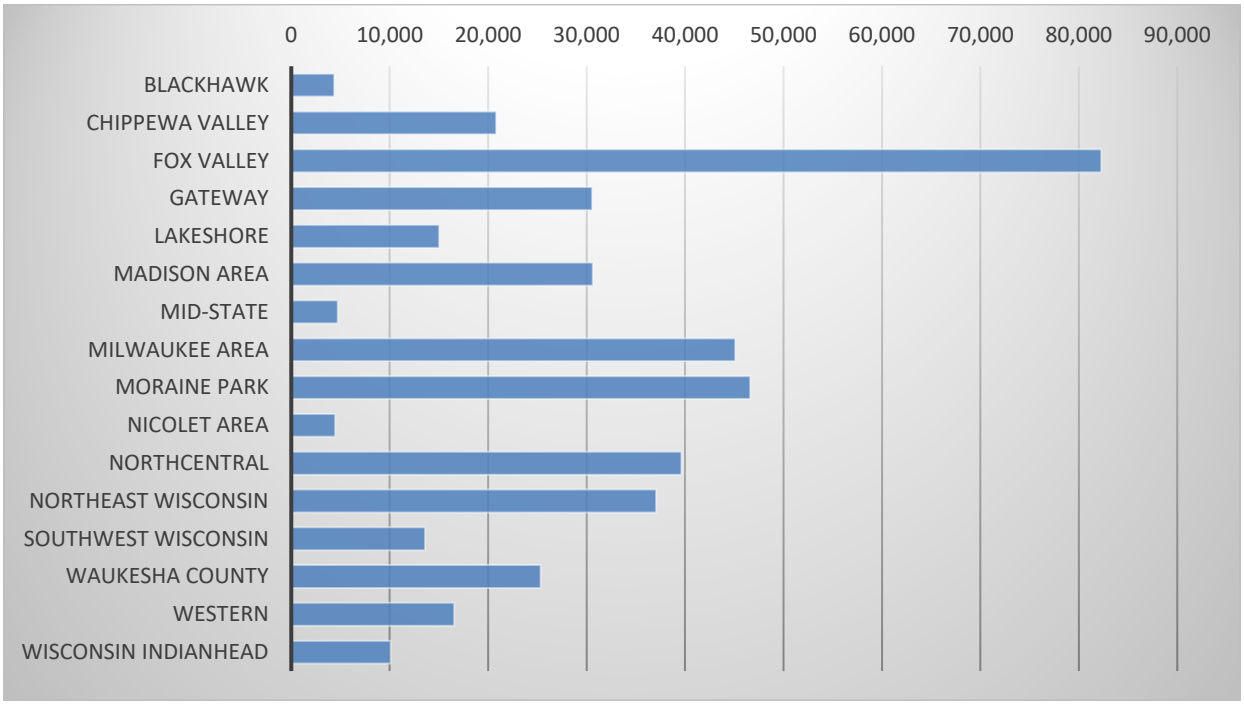
Funds are distributed based on each college's proportionate share of statewide credits earned in all types of dual enrollment offerings, which include transcripted credit, advanced standing (reported once the student enrolls at a technical college, post-high school), and Youth Apprenticeship, Start College Now (Formerly known as Youth Options) and Course Options programs.

WORKFORCE TRAINING

Wisconsin's technical colleges are an integral component of employer success across the state: as the premier providers of customized business solutions; apprenticeship-related classroom instruction; on-site training; and professional development, including APICS and supply chain, Lean Six Sigma, health care and human services, sustainability, continuous improvement, project management, leadership development, and other specialized training.

WTCS-delivered customized training helps businesses increase their efficiency, productivity and worker safety. For employees, it allows them to improve their employability and earning potential. Technical colleges provide workforce training for more than 5,000 employers each year, including businesses of every size and in every industry in the state. As shown in Figure 3, WTCS-delivered 426,000 workforce training credits over the last three years.

FIGURE 3: 3-Year Total, Workforce Training Credits



Workforce training funds are distributed based on each college's proportionate share of credits generated in each of the following areas:

- contracts to provide customized instruction to public and private employers;
- employer-paid tuition and training;
- apprenticeship education; and
- professional development seminars.

COLLABORATION

Wisconsin's technical colleges participate in a variety of local and regional collaborations and partnerships aimed at increasing efficiencies, maximizing student success and opportunities, and making the most of instructional resources. The six statewide partnerships in which all 16 technical colleges participate were chosen as standard measures for the purposes of the collaboration criteria.

Districts Mutual Insurance (DMI), for example, was formed by the colleges for the purposes of insuring property, automobile, liability, workers' compensation and other

risk. Since its establishment more than 13 years ago, DMI has saved taxpayers close to $17 million in insurance premiums, through the collective buying power of all 16 institutions and lowered administrative overhead. Similarly, the WTCS Purchasing Consortium takes advantage of the colleges' combined purchasing power to save on supplies and services common across all 16 colleges.

Funds are distributed based 50 percent on each college's proportionate share of full-time equivalent students and 50 percent as an amount equally divided among the colleges. To be eligible under these criteria, a college must maintain membership in the following collaborative partnerships:

- Districts Mutual Insurance;
- District Boards Association;
- Purchasing Consortium;
- Marketing Consortium;
- Wisconsin Student Government; and
- Worldwide Instructional Design System (WIDS).

SPECIAL POPULATIONS

The special populations criteria recognizes special student populations or demographic groups that may be considered unique to certain technical college districts, such as older dislocated workers and returning veterans. These groups may require specialized support services in order to reach their academic and career goals.

TABLE 7: 3-Year Total, Special Populations Served by Wisconsin Technical Colleges

	All Students	Pell Recipients (low income)	Students of Color	Veterans	Incarcerated	Dislocated Workers	Students with Disabilities
Blackhawk	23,040	3,677	3,837	262	319	46	659
Chippewa Valley	50,797	6,541	4,350	496	302	68	1,110
Fox Valley	147,321	8,132	21,079	1,111	2,288	310	1,925
Gateway	59,387	9,115	19,024	723	530	258	2,501
Lakeshore	34,022	2,965	4,550	251	469	167	577
Madison Area	104,962	13,037	24,247	1,334	851	629	3,804
Mid-State	21,749	4,446	2,059	262	337	120	1,340
Milwaukee Area	102,636	25,419	55,138	1,099	733	469	3,840
Moraine Park	53,175	3,468	7,887	329	5,445	215	2,379
Nicolet Area	17,780	1,594	1,562	101	200	72	593
Northcentral	57,278	6,197	5,175	409	2,270	270	1,367
Northeast WI	94,259	10,950	14,068	991	995	281	2,771
Southwest WI	23,198	2,043	1,452	109	427	68	1,322
Waukesha County	64,158	4,992	10,900	704	748	303	1,844
Western	35,179	5,310	4,926	579	1,807	136	2,043
WI Indianhead	59,664	4,074	3,530	291	339	116	1,090
Statewide	948,605	111,960	183,784	9,051	18,060	3,528	29,165

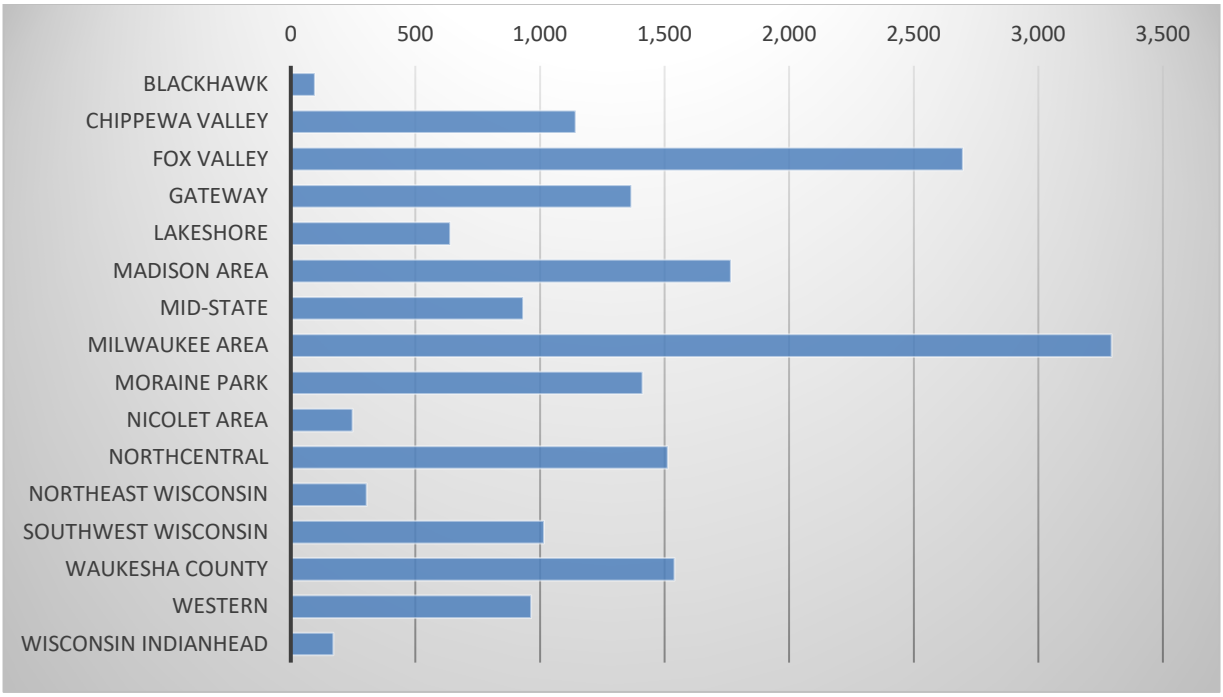
Half of available funds for these criteria are distributed based on each college's proportionate share of the six special populations: students of color, Pell Grant recipients, military veterans, incarcerated individuals, dislocated workers and persons with disabilities. The remainder is distributed based on each college's percentage of special population students, relative to their total student population.

Credits Awarded for Relevant Educational Experience or Training

Wisconsin's technical colleges provide students with the opportunity to shorten their time to a credential by demonstrating their knowledge and skills they have gained outside the classroom.

Wisconsin's technical colleges award credits for relevant educational experience or training not obtained through an institution of higher education, including skills training received through military training. The colleges increased credits awarded for relevant educational experience and training in this category by 55 percent from 4,808 in 2015-16 to 7,460 in 2017-18.

FIGURE 4: 3-Year Total, Credits Awarded for Relevant Educational Experience or Training



Funds are distributed based on each college's credits awarded to students who successfully demonstrated relevant educational experience or training skills not obtained through an intuition of higher education, but acquired through military and work experience, as well as other learning acquired outside traditional academic institutions.