



District Board Meeting

3rd Wednesday of the Month

5:00 pm

Administration Building

Blackhawk Technical College

DISTRICT BOARD MEETING

AGENDA

PUBLIC HEARING ON THE FISCAL YEAR 2024-25 BUDGET

DATE: JUNE 19, 2024

TIME: 4:30 P.M. – 5:00 P.M.

LOCATION: CENTRAL CAMPUS – ROOM 2603
6004 S COUNTY ROAD G, JANESVILLE WI 53546-9458

CALL TO ORDER – PUBLIC HEARING

- A. Presentation on the Fiscal Year 2024-25 Budget (*Information – Jim Nemeth*)

REGULAR DISTRICT BOARD MEETING

DATE: JUNE 19, 2024

TIME: 5:00 P.M.

LOCATION: CENTRAL CAMPUS – ROOM 2603
6004 S COUNTY ROAD G, JANESVILLE WI 53546-9458

CALL TO ORDER

- A. Public Comment

Persons who wish to address the District Board may make a statement if it pertains to a specific agenda item. Persons who raise issues not on the agenda may be invited back to repeat their comments at a later District Board meeting when the subject is 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.

SPECIAL REPORTS

- A. Spring Success Report and Summer Enrollment Presentation (*Information – Dr. Jon Tysse*)

INFORMATION/DISCUSSION

- A. Financial Statement (*Information – Jim Nemeth*)
- B. President's Update (*Information – Dr. Tracy Pierner*)
 - a. Community Engagement
 - b. Internal Engagement
 - c. College Events
 - d. Upcoming Events
 - e. Other Communications
 - f. Construction Projects
- C. Finance Committee Report Out and Recommendations (*Information – Chairperson Thornton*)
 - a. No Meeting Scheduled for June
- D. Personnel Committee Report Out and Recommendations (*Information – Chairperson Deprez*)
 - a. No Meeting Scheduled for June
 - b. May 15, 2024, Personnel Committee Minutes

- E. Staff Changes *(For Information Only. Not for District Board Action)*
 - a. New Hires:
 - i. Joshua Garcia, PT Accommodations and Support Specialist – June 3, 2024
 - ii. Timothy Hall, Learning Management System Specialist – June 10, 2024
 - iii. Amanda Adie, PT Copywriter and Content Creator – June 24, 2024
 - b. New Positions:
 - i. None
 - c. Resignations:
 - i. Charles Quince, Marketing Instructor – June 6, 2024
 - ii. Marissa Greuel Hainstock, LTE Transfer Coordinator – June 14, 2024
 - iii. Michelle Kelley, Registrar – July 18, 2024
 - d. Retirements:
 - i. Danielle La Reau, Administrative Assistant - MATT – January 3, 2025

CONSENT AGENDA

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

- A. Approval of the Draft May 15, 2024, District Board Regular Meeting Minutes *(Action)*
- B. Approval of Current Bills *(Action – Jim Nemeth)*
- C. Approval of Training Contracts *(Action – Dr. Karen Schmitt)*

POLICY REVIEW

- A. Approval of Reviewed Policy B-216 – Legal Counsel *(Action – Dr. Tracy Pierner)*
- B. Approval of Reviewed Policy B-217 – Auditor *(Action – Dr. Tracy Pierner)*
- C. Approval of the Revised Policy C-675 – Nepotism *(Action – Dr. Tracy Pierner)*
- D. Approval of Revised Policy D-370 – Tuition/Fee Payment *(Action – Dr. Tracy Pierner)*

ACTION ITEMS

- A. Adoption of Resolution to Create District Reserves and Establish Reserves of Fund Balances *(Action – Jim Nemeth)*
- B. Adoption of FY 2024-25 Budget for the Blackhawk Technical College District *(Action – Jim Nemeth)*
- C. Approval of Resolution Authorizing the Issuance of \$3,800,000 General Obligation Promissory Notes, Series 2024B, of Blackhawk Technical College District, Wisconsin *(Action – Jim Nemeth)*
- D. Approval of EPD / Sheriff’s Substation / Health Science Wing Entrance Remodel Contingent upon Wisconsin Technical College System Approval and to Request WTCSB Approval of Remodel *(Action – Jim Nemeth)*
- E. Approval of Modifications to the Fiscal Year 2023-24 Budget *(Action – J. Nemeth)*

Finance Committee Action Items

- A. No Action Items

Personnel Committee Action Items

- A. Approval of Faculty Salaries for the Fiscal Year 2024-25 *(Action – Personnel Committee Recommendation)*

- B. Approval of Non-Exempt Administrative Staff Hourly Wages for the Fiscal Year 2024-25 (*Action – Personnel Recommendation*)
- C. Approval of Exempt Administrative Staff Salaries for the Fiscal Year 2024-25 (*Action – Personnel Committee Recommendation*)
- D. Approval of Part-Time Wages for the Fiscal Year 2024-25 (*Action – Personnel Committee Recommendation*)

WTCS CONSORTIUM UPDATES

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

FUTURE AGENDA ITEMS

- A. Suggestions for Future Agenda Items

ADJOURNMENT

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

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

JUNE 19, 2024

INFORMATION/DISCUSSION

- Financial Statement
- May 15, 2024, Personnel Committee Minutes

INFORMATION/DISCUSSION ITEM A.

BLACKHAWK TECHNICAL COLLEGE Summary of Revenue and Expenditures as of May 31, 2024

<u>COMBINED FUNDS</u>	2023-24 CURRENT BUDGET	2023-24 ACTUAL TO DATE	2023-24 PERCENT INCURRED	2022-23 ACTUAL TO DATE	2022-23 PERCENT INCURRED
REVENUE & OTHER RESOURCES:					
Local Government	\$ 17,062,820	\$ 17,095,676	100.2%	\$ 16,320,696	100.0%
State Aids	16,564,070	15,846,384	95.7%	15,816,487	91.6%
Statutory Program Fees	6,265,379	6,543,738	104.4%	6,317,095	105.9%
Material Fees	343,972	355,592	103.4%	338,527	108.2%
Other Student Fees	860,750	1,090,417	126.7%	1,020,561	126.3%
Institutional	3,393,624	4,658,509	137.3%	2,938,050	66.9%
Federal	8,080,806	8,223,271	101.8%	10,205,968	92.8%
Other Sources (Bond/Transfer from Other Fund)	<u>7,031,250</u>	<u>7,032,948</u>	100.0%	<u>5,469,711</u>	95.6%
Total Revenue & Other Resources	<u>\$ 59,602,671</u>	<u>\$ 60,846,535</u>	71.6%	<u>\$ 58,427,095</u>	69.0%
EXPENDITURES BY FUNCTION:					
Instruction	\$ 19,857,841	\$ 17,510,190	88.2%	\$ 15,502,550	76.7%
Instructional Resources	1,788,978	1,260,869	70.5%	1,780,153	72.3%
Student Services	12,080,731	11,879,715	98.3%	12,581,025	91.3%
General Institutional	9,319,936	7,251,047	77.8%	7,504,534	86.6%
Physical Plant	40,779,002	33,857,500	83.0%	17,895,344	50.1%
Auxiliary Services	422,865	343,013	81.1%	285,084	78.6%
Other Uses (Transfer to Other Fund)	<u>231,250</u>	<u>-</u>	0.0%	<u>-</u>	0.0%
Total Expenditures & Other Uses	<u>\$ 84,480,603</u>	<u>\$ 72,102,334</u>	85.6%	<u>\$ 55,548,690</u>	68.4%
EXPENDITURES BY FUNDS:					
General	\$ 30,784,785	\$ 26,967,535	87.6%	\$ 25,096,761	83.6%
Special Revenue	3,011,686	1,984,428	65.9%	2,134,855	65.7%
Capital Projects	31,449,506	23,833,358	75.8%	8,761,132	31.5%
Debt Service	10,033,553	9,777,037	97.4%	9,174,329	99.8%
Enterprise	154,865	97,022	62.6%	43,358	42.2%
Internal Service	280,000	256,945	91.8%	241,726	93.0%
Trust & Agency	8,534,958	9,187,669	107.6%	10,096,529	95.9%
Other Uses (Transfer to Other Fund)	<u>231,250</u>	<u>-</u>	0.0%	<u>-</u>	0.0%
Total Expenditures	<u>\$ 84,480,603</u>	<u>\$ 72,103,995</u>	85.6%	<u>\$ 55,548,690</u>	68.4%
Fund Balances, Beginning	\$ 44,286,478	\$ 44,286,478		\$ 41,529,290	
Change in Fund Balance	<u>(24,877,932)</u>	<u>(11,255,799)</u>		<u>2,878,405</u>	
Fund Balances, Ending	<u>\$ 19,408,546</u>	<u>\$ 33,030,679</u>		<u>\$ 44,407,695</u>	

Debt Service Detail					
Principal Payments	8,025,000	7,875,000	98.1%	7,395,000	100.0%
Interest Payments	1,903,553	1,798,237	94.5%	1,709,679	99.0%
Other Debt Service Expenses	<u>105,000</u>	<u>103,800</u>	98.9%	<u>69,650</u>	99.5%
Total Debt Service Payments	<u>\$ 10,033,553</u>	<u>\$ 9,777,037</u>		<u>\$ 9,174,329</u>	

INFORMATION/DISCUSSION ITEM D. b.



BLACKHAWK Technical College

PERSONNEL COMMITTEE MEETING WEDNESDAY, MAY 15, 2024 4:00 P.M. – 4:50 P.M.

MINUTES

CALL TO ORDER

The Personnel Committee meeting was held on Wednesday, May 15, 2024, at the Central Campus, 6004 S County Road G, Janesville, in Room 2603.

District Board Members Present: Rich Deprez, Chairperson; Barb Barrington-Tillman; Suzann Holland (arrived 4:04 p.m.); Kathy Sukus and Eric Thornton.

District Board Members Absent: None.

Other District Board Members Present: None.

Staff Present: Julie Barreau, Kathy Broske, Jim Nemeth.

Guests Present: None.

Chairperson Deprez called the meeting to order at 4:00 p.m.

INFORMATION/DISCUSSION/ACTION

A. 2024-25 Employee Compensation

Kathy Broske, Executive Director of Human Resources, reviewed the 2024-2025 BTC Compensation Proposal with the Personnel Committee members.

Administration recommends a 3.25% across-the-board pay increase, below-midpoint adjustments and a 2% lump sum increase for red-circled faculty.

B. Health Insurance Update

Kathy Broske, Executive Director of Human Resources, reviewed Wisconsin Technical College Employee Benefits Consortium (WTCEBC) information with the Personnel Committee members and provided an overview of the business case analysis using March 2024 presentation materials from the WTCEBC consultant, Gallagher.

An overview was provided on the following:

- Forecast Methodology
- PPO Plan Design and Network Options
- Estimated Plan Costs
- Rate Comparison
- Stop Loss Premium Pricing

ADJOURNMENT

As there was no additional business, Chairperson Deprez adjourned the meeting at 4:44 p.m.

JUNE 19, 2024

CONSENT AGENDA

- Draft May 15, 2024, District Board Regular Meeting Minutes
- Current Bills
- Training Contracts

**REGULAR DISTRICT BOARD MEETING
WEDNESDAY, MAY 15, 2024
5:00 P.M.**

MINUTES

ATTENDANCE

The Blackhawk Technical College District Board regular meeting was held on Wednesday, May 15, 2024, at the Central Campus, 6004 S County Road G, Janesville, in Room 2603.

Board Members Present: Rachel Andres; Barbara Barrington-Tillman, Chairperson; Eric Thornton, Vice-Chairperson; Rich Deprez, Secretary; Kathy Sucus, Treasurer; Rob Hendrickson; Suzann Holland; Mark Holzman; and Dave Marshick.

Board Members Absent: None.

Staff Present: Julie Barreau, Kathy Broske, Cynthia Delcourt, Tony Landowski, Jim Nemeth, Liz Paulsen, Dr. Karen Schmitt, and Dr. Jon Tysse.

Student Representatives: None.

Guests: None.

CALL TO ORDER

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

SPECIAL REPORTS

Chairperson Barrington-Tillman called for Special Reports.

- A. Chairperson Barrington-Tillman recognized Cynthia Delcourt and Mike Doubleday for their years of service at the College.
- B. There was no report on student activities.
- C. The 2023-24 Public Safety and Transportation Complex Usage Report is postponed.

INFORMATION/DISCUSSION

Chairperson Barrington-Tillman called for Information/Discussion items.

- A. Jim Nemeth reviewed the April Financial Statement Report with the District Board members.
- B. There was no President's monthly report to the District Board members.
- C. The Finance Committee did not meet in May.
- D. The Personnel Committee met before the May District Board meeting. Mr. Deprez gave the District Board members a brief overview of the Personnel Committee meeting held before the District Board meeting.
- E. Staff changes consisting of new hires, new positions, resignations, and retirements were reviewed.

CONSENT AGENDA

Chairperson Barrington-Tillman called for the Consent Agenda. Mr. Thornton moved, and Mr. Deprez seconded the motion to approve the consent agenda, which includes the following. **Ayes: 9; Opposed: 0. The motion carried.**

- A. Draft April 17, 2024, District Board Regular Meeting Minutes.
- B. Current Bills – The March bills include (Starting Check: #00301188 and Ending Check: #00301380):

Direct Deposit Expense Reimbursements	\$ 2,535,233.06
Payroll	\$ 1,083,600.19
Payroll Tax Wire Transfers	\$ 421,594.45
Other Wire Transfers	\$ 75,046.20
WRS Wire Transfers	\$ 188,034.78
P-Card Disbursements	\$ 143,308.67
Bond Payment	\$ 0.00
Health Insurance Wire Transfer	\$ 342,468.22
<i>Grand Total for the Month</i>	<i>\$ 4,789,285.57</i>

- C. Training Contracts – Report Totals:

Number Served	Estimated FTEs	BTC Cost Formula	LAB Cost Formula	Actual Contract Cost
173	2.66	\$39,790	\$39,568	\$40,600

POLICY REVIEW

There are no policies for review.

ACTION ITEMS

Chairperson Barrington-Tillman called for Action Items.

- A. It was moved by Mr. Hendrickson and seconded by Mr. Holzman to approve the Out-of-State Remission Tuition Report—**Ayes: 9; Opposed: 0. Motion Carried.**
- B. It was moved by Mr. Thornton and seconded by Mr. Marshick to approve the Adoption of the Fiscal Year 24-25 Budget for Presentation at a Public Hearing: Setting a Date for the Public Hearing—**Ayes: 9; Opposed: 0. Motion Carried.**
- C. It was moved by Mr. Thornton and seconded by Mr. Deprez to approve the contract award for Central Campus parking lot improvements to Rock Road of Janesville, WI, for a bid of \$724,050.24—**Ayes: 9; Opposed: 0. Motion Carried.**
- D. It was moved by Mr. Marshick and seconded by Mr. Hendrickson to approve the award of the contract for the move from AMTC in Milton to J.P. Cullen of Janesville, WI, for a bid of \$340,900—**Ayes: 9; Opposed: 0. Motion Carried.**

Finance Committee Action Items

- A. No Action Items.

Personnel Committee Action Items

- A. No Action Items.

WTCS CONSORTIUM UPDATES

Chairperson Barrington Tillman called for WTCS Consortium updates. There were none.

FUTURE AGENDA ITEMS

Chairperson Barrington-Tillman called for Future Agenda Items. Ms. Barreau will email the District Board members about officer positions, President Goals, and President Evaluation, which will be discussed at the June District Board meeting.

ADJOURNMENT

Mr. Thornton moved and seconded Mr. Hendrickson to adjourn the meeting at 5:31 p.m.—**Ayes: 9;**
Opposed: 0. Motion carried.

Richard Depez

Secretary

CONSENT AGENDA ITEM B.

Blackhawk Technical College

BILL LIST SUMMARY

Period Ending May 31, 2024

Starting Check Number	00301381		
Ending Check Number	00301548	Plus Direct Deposits	
PAYROLL TAXES			
Federal	556,007.43		
State	94,246.94		650,254.37
PAYROLL BENEFIT DEDUCTIONS & FRINGE PAYMENTS			
Retirement	-		
Health and Dental Insurance	21,182.49		
Miscellaneous	15,269.33		36,451.82
STUDENT RELATED PAYMENTS			
			12,400.71
CURRENT NON CAPITAL EXPENSES			
			319,219.27
CAPITAL			
			2,129,654.84
DEBT			
			10,000.00
TOTAL BILL LISTING AND PAYROLL TAXES			3,157,981.01
PAYROLL-NET			1,098,762.19
SUB TOTAL BILL LISTING AND PAYROLL			4,256,743.20
PLUS OTHER WIRE/ACH TRANSFERS			95,561.71
PLUS WRS WIRE TRANSFERS			208,844.69
P-CARD DISBURSEMENTS			246,210.65
WIRE FOR LAND PURCHASE			-
PLUS BOND PAYMENT			
HEALTH INSURANCE WIRES			335,103.86
GRAND TOTAL FOR THE MONTH			5,142,464.11

CONSENT AGENDA ITEM C.

CONTRACT TRAINING REPORT JUNE

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

Customized Instruction Contract Detail						
Contract #	Business/Industry	# Served	Est. FTEs	BTC Cost Formula	LAB Cost Formula	Actual Contract Amount
2024-1118	Multi-Recipient	13	0.20	\$ 3,360	\$ 3,305	\$ 3,360
	<i>Leadership/Lean</i>					
2025-1002	Fairbanks Morse	24	0.16	\$ 4,791	\$ 3,213	\$ 4,791
	<i>CPR/AED/FA/BBP</i>					
2025-1006	Fox LLC	13	0.04	\$ 1,080	\$ 665	\$ 1,080
	<i>Basic Excel</i>					
2025-1007	Forward Services	15	0.1	\$ 2,639	\$ 2,170	\$ 2,639
	<i>CPR/AED/FA/BBP</i>					
		65	0.5	\$ 11,870	\$ 9,353	\$ 11,870
Technical Assistance Contract Detail						
Contract #	Business/Industry	# Served	Est. FTEs	BTC Cost Formula	LAB Cost Formula	Actual Contract Amount
2024-1116	Rock County Health	40	NA	\$ 525	\$ 480	\$ 525
	<i>Leadership Presentation</i>					
2024-1120	MG&E	1	NA	\$ 6,759	\$ 6,374	\$ 6,759
	<i>CDL 120 Hours</i>					
2025-1005	Northwestern Technical College	16	NA	\$ 1,724	\$ 2,384	\$ 1,724
	<i>Product Identification</i>					
2025-1013	Alliant Energy	1	NA	\$ 6,059	\$ 7,662	\$ 6,059
	<i>CDL 120 Hours</i>					
		58	0	\$ 15,067	\$ 16,900	\$ 15,067
High School Customized Instruction Contract Detail						
Contract #	Business/Industry	# Served	Est. FTEs	BTC Cost Formula	LAB Cost Formula	Actual Contract Amount
2025-1003	CarerTek	8	0.53	\$ 7,021	\$ 7,129	\$ 7,129
	<i>CNA</i>					
2025-1004	CarerTek	8	0.53	\$ 7,021	\$ 7,129	\$ 7,129
	<i>CNA</i>					
		16	1.06	\$ 14,042	\$ 14,258	\$ 14,258
WAT Grant Customized Instruction Contract Detail						
Contract #	Business/Industry	# Served	Est. FTEs	BTC Cost Formula	LAB Cost Formula	Actual Contract Amount
2024-1117	Green Co Consortium	16	0.07	\$ 646	\$ 496	\$ 646
	<i>Advanced Excel</i>					
2024-1119	Green Co Consortium	5	0.02	\$ 497	\$ 496	\$ 497
	<i>Basic Word</i>					
2025-1011	Green Co Consortium	5	0.02	\$ 505	\$ 502	\$ 505
	<i>Intermediate Word</i>					
		26	0.11	\$ 1,648	\$ 1,494	\$ 1,648

Combined Contract Totals						
		# Served	Est. FTEs	BTC Cost Formula	LAB Cost Formula	Actual Contract Amount
		165	1.67	\$ 42,627	\$ 42,005	\$ 42,843
High School At Risk Detail						
Contract #	Business/Industry	# Served	Est. FTEs	BTC Cost Formula	LAB Cost Formula	Actual Contract Amount
Transcripted Credit Contract Detail						
Contract #	Business/Industry	# Served	Est. FTEs	BTC Cost Formula	LAB Cost Formula	Actual Contract Amount
2024-08000	Albany High School	4	0.4	\$1,931.16		\$1,931.16
2024-08001	Belleville High School	41	4.1	\$19,702.14		\$19,702.14
2024-08002	Beloit Memorial High School	99	10.77	\$52,292.39		\$52,292.39
2024-08004	Brodhead High School	63	1.67	\$10,138.59		\$10,138.59
2024-08005	Clinton High School	62	6.2	\$29,932.98		\$29,932.98
2024-08008	Craig High School	495	45.1	\$253,507.17		\$253,507.17
2024-08006	Edgerton High School	53	4.63	\$22,369.27		\$22,369.27
2024-08013	Monroe High School	76	4.87	\$25,922.78		\$25,922.78
2024-08014	Monticello High School	51	3.97	\$18,023.40		\$18,023.40
2024-08018	Mount Horeb High School	10	1	\$4,805.40		\$4,805.40
2024-08009	Parker High School	597	61.73	\$298,774.36		\$298,774.36
2024-08015	Parkview High School	25	1.67	\$8,046.50		\$8,046.50
2024-08016	Rock University High School	187	18.7	\$90,281.73		\$90,281.73
2024-08003	Turner High School	179	11.3	\$62,261.57		\$62,261.57
		1942	176.11	\$ 897,989		\$ 897,989
	All Contracts	2107	177.78	\$ 940,616	\$ 42,005	\$ 940,832

Contract Training Approved By The District Board

Quarter	Month	FY 2019-20		FY 2020-21		FY 2021-22		FY 2022-23		FY 2022-23	
		Month's \$	YTD \$	Month's \$	YTD \$	Month's \$	YTD \$	Month's \$	YTD \$	Month's \$	YTD \$
1st	July	\$306,616	\$306,616	\$0	\$0	\$34,748	\$34,748	\$54,931	\$54,931	\$28,725	\$28,725
	August	\$93,966	\$400,582	\$16,389	\$16,389	\$79,603	\$114,351	\$41,084	\$96,015	\$68,918	\$97,643
	September	\$51,844	\$452,426	\$17,532	\$33,921	\$63,394	\$177,745	\$96,205	\$192,220	\$80,688	\$178,331
2nd	October	\$18,826	\$471,252	\$29,073	\$62,994	\$22,313	\$200,058	\$69,654	\$261,874	\$35,845	\$214,176
	November	\$75,772	\$547,024	\$59,156	\$122,150	\$52,930	\$252,988	\$47,449	\$309,323	\$27,781	\$241,957
	December	\$54,312	\$601,336	\$18,026	\$140,176	\$54,656	\$307,644	\$34,393	\$343,716	\$33,481	\$275,438
3rd	January	\$50,873	\$652,209	\$30,791	\$170,967	\$12,501	\$320,145	\$34,793	\$378,509	\$79,645	\$355,083
	February	\$103,533	\$755,742	\$31,829	\$202,796	\$48,571	\$368,716	\$63,011	\$441,520	\$52,717	\$407,800
	March	\$75,337	\$831,079	\$48,171	\$250,967	\$60,958	\$429,674	\$37,786	\$479,306	\$21,190	\$428,990
4th	April	\$2,663	\$833,742	\$26,869	\$277,836	\$26,321	\$455,995	\$68,919	\$548,225	\$4,959	\$433,949
	May	\$2,464,616	\$3,298,358	\$1,675,805	\$1,953,641	\$1,637,142	\$2,093,137	\$57,853	\$606,078	\$40,600	\$474,549
	June	\$70,739	\$3,369,097	\$27,698	\$1,981,339	\$29,771	\$2,122,908	\$1,451,081	\$2,057,159	\$940,832	\$1,415,381
	YTD TOTAL		\$3,369,097		\$1,981,339		\$2,122,908		\$2,057,159		\$1,415,381

Historical Reference

FY 2019-20	FY 2020-21	FY 2021-22		FY 2022-23		FY 2023-24	
WAT Grants: \$123,702	WAT Grants: \$145,703	Customized Instruction:	\$234,389	Customized Instruction:	\$279,252	Customized Instruction:	\$193,929
TC w/HS: \$2,464,616*	TC w/HS: \$1,652,700	Technical Assistance:	\$221,718	Technical Assistance:	\$226,705	Technical Assistance:	\$188,917
HSED w/HS: \$15,082	HSED w/HS: \$13,788	High School Customized Instruction:	\$62,817	High School Customized Instruction:	\$107,368	High School Customized Instruction:	\$113,632
		WAT Grants:	\$39,864	WAT Grants:	\$52,024	WAT Grants:	\$14,078
		High School At Risk:	\$8,752	High School At Risk:	\$21,595	High School At Risk:	\$6,836
		Transcripted Credit:	\$1,637,142	Transcripted Credit:	\$1,382,463	Transcripted Credit:	\$897,989

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

JUNE 19, 2024

POLICY REVIEW

- Policy B-216 – Legal Counsel (Reviewed)
- Policy B-217 – Auditor (Reviewed)
- Policy C-675 – Nepotism (Revised)
- Policy D-370 – Tuition/Fee Payment (Revised)

POLICY REVIEW ITEM A.



BLACKHAWK TECHNICAL COLLEGE SECTION B – DISTRICT BOARD OPERATIONS POLICY

B-216 – LEGAL COUNSEL

Authority	District Board
Effective Date	January 16, 1974
Revision Date(s)	May 19, 2021; December 16, 2020; May 19, 1999
Reviewed Date(s)	June 19, 2024; March 15, 2017; September 27, 2008; June 21, 2006
Related Forms	
Related Policies and/or Procedures	
In Compliance With	

The District Board may retain legal counsel to advise the District Board on specific legal problems, as deemed appropriate. Such requests shall be made through the Chairperson of the District Board and the President/District Director of the College.

The selection of legal counsel for the College shall be determined annually at the annual meeting of the District Board.

Any decision to seek legal advice or assistance on behalf of the College shall be made by the President/District Director or by persons specifically authorized by the President/District Director. Authorized individuals shall be annually named by the President/District Director in correspondence with the District's legal counsel. Such items that normally would be discussed with counsel would include:

- Labor Contracts
- Employment Law
- Leases and Easements
- Student Code of Conduct Matters
- Known and Potential Lawsuits
- Contracts

An annual letter of engagement shall be signed between the College and legal counsel.

POLICY REVIEW ITEM B.



BLACKHAWK TECHNICAL COLLEGE SECTION B – DISTRICT BOARD OPERATIONS POLICY

B-217 – AUDITOR

Authority	District Board
Effective Date	October 21, 1981
Revision Date(s)	December 16, 2020; August 18, 2004; May 19, 1999
Reviewed Date(s)	June 19, 2024; March 15, 2017; September 17, 2008; June 21, 2006
Related Forms	
Related Policies and/or Procedures	
In Compliance With	Wis. Stats. 38.12 (5) Wisconsin Technical College System Financial & Administrative Manual

An independent auditor shall be selected by the District Board to conduct an annual audit of the College's financial status.

The duties of the independent auditor shall be as follows:

- To conduct such audit in accordance with generally accepted auditing standards, legal requirements, and standards set forth in the Wisconsin Technical College Systems (WTCS) Financial & Administrative Manual with specific compliance reviews. The audit shall include such tests of accounting records and such other procedures as the circumstances may deem necessary.
- To present the audit report and management letter to the District Board and/or District Board committee for examination and appropriate action. The management letter shall address college compliance with District Board policies and other WTCS Financial & Administrative Manual requirements.

The President/District Director shall file copies of the audit with proper authorities as prescribed by law.

POLICY REVIEW ITEM C.



BLACKHAWK TECHNICAL COLLEGE SECTION C – HUMAN RESOURCES POLICY

C-675 – NEPOTISM

Authority	District Board
Effective Date	July 28, 2021
Revision Date(s)	June 19, 2024
Reviewed Date(s)	
Related Forms	
Related Policies	
In Compliance With	

The College does not prohibit the employment of relatives or domestic partners in the same department or division, with the exception that they shall not be assigned to a regular position within the same department, division, or site that has an immediate family member who is in a position to recommend or influence personnel decisions.

Personnel decisions include appointment, retention, evaluation, work assignment, promotion, discipline, demotion, or salary **determination** of the relative or domestic partner.

Immediate family means spouse, domestic partner, parents, grandparents, siblings, children, stepchildren, grandchildren, in-laws, or any other relative living in the employee's home.

Employees are required to inform Human Resources when an immediate family member is hired by the College. Human Resources will review to ensure compliance with ~~the policy~~ **College Policy**.

The College will make reasonable efforts to assign job duties to minimize the potential for creating an adverse impact on supervision, safety, security, or morale, or creating other potential conflicts of interest.

Notwithstanding the above, the College retains the right where such placement has the potential for creating an adverse impact on supervision, safety, security, or morale, or involves other potential conflicts of interest, to refuse to place spouses and domestic partners in the same department, division, or facility. The College retains the right to reassign or transfer any person to eliminate the potential for creating an adverse impact on supervision, safety, security, morale, or other potential conflicts of interest.

POLICY REVIEW ITEM D.



BLACKHAWK TECHNICAL COLLEGE SECTION D – FISCAL MANAGEMENT POLICY

D-370 – TUITION/FEE PAYMENT

Authority	District Board
Effective Date	December 17, 1980
Revision Date(s)	June 19, 2024; March 24, 2021; November 28, 2017; May 2, 2017; April 15, 2009; January 17, 2007; December 15, 2004; July 10, 2000
Reviewed Date(s)	
Related Forms	
Related Policies and/or Procedures	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
In Compliance With	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 will be required to 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 **s**Student enters into a payment agreement.

Students failing to pay installments on time according to the payment agreement are subject to the withholding of records in accordance with **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 unpaid fees balance of \$200 or more will not be allowed to re-enroll at the College until the account is paid.

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

JUNE 19, 2024

ACTION ITEMS

- Resolution to Create District Reserves and Establish Reserves of Fund Balances
- FY 2024-25 Budget for the Blackhawk Technical College District
- Resolution Authorizing the Issuance of \$3,800,000 General Obligation Promissory Notes, Series 2024B, of Blackhawk Technical College District, Wisconsin
- EPD / Sheriff's Substation / Health Science Wing Entrance Remodel Contingent upon Wisconsin Technical College System Approval and to Request WTCSB Approval of Remodel
- Modifications to the Fiscal Year 2023-24 Budget

Finance Committee Action Items

- No Action Items

Personnel Committee Action Items

- Faculty Salaries for the Fiscal Year 2024-25
- Non-Exempt Administrative Staff Hourly Wages for the Fiscal Year 2024-25
- Exempt Administrative Staff Salaries for the Fiscal Year 2024-25
- Part-Time Wages for the Fiscal Year 2024-25

ACTION ITEMS ITEM A.

Adoption of Resolution to Create District Reserves and Establish Reservations of Fund Balances (Action – James Nemeth)

Prior to the adoption of the 2024-25 fiscal year budget, the District is required to adopt a resolution creating District reserves and establishing designations of fund balances. The reservations and designations being established by the attached resolution set the anticipated fund balances as of June 30, 2024.

Approval of the resolution is requested.

RESOLUTION

To Create District Reserves and Establish Designations of Fund Balances June 30, 2024

WHEREAS, the Wisconsin Administrative Code TCS - 7.05 requires the Board annually to adopt a resolution creating district reserves and establishing designations of fund balances prior to adoption of the District's budget, and,

WHEREAS, the Blackhawk Technical College District Board will be approving the District's 2024-25 Annual Budget,

THEREFORE, BE IT RESOLVED, that the Blackhawk Technical College District Board hereby approves the following reservations and designations of fund balances:

General Fund

- Designated for Operations Balance of \$7,425,000 provides for fluctuations in operating cash balances with a range of 16.7% to 25% of budgeted operational expenditures (General & Special Revenue Fund) established in accordance with District Board Policy.
- Designated for State Aid Fluctuations of \$330,000 provides for fluctuations in general state aid and may not exceed 10% of the budgeted state revenues, excluding property tax relief aid.
- Designated for Subsequent Years Balance of \$495,000 is designated for FY 2025-26 and beyond and may not exceed 15% of budgeted state revenues, excluding property tax relief aid.
- Designated for Subsequent Year Balance is estimated at \$4,278,665 and will be the total of fund balance not reserved or designated in other classifications.
- Reserve for Prepaid Expenses Balance is estimated at \$140,000 and will be equal to the amount of prepaid expenses.

Special Revenue Fund - Operational

- Designated for Operations Balance is estimated at \$996,000 and will be the actual fund balance at close of fiscal year. This designation provides for fluctuations in operating cash balances with a range of 16.7% to 25% of budgeted operational expenditures (General & Special Revenue Fund) established in accordance with District Board Policy.

Capital Projects Fund

- Reserve for Capital Projects Balance is estimated at \$2,500,000 which is unexpended general obligation debt funds and general fund transfer to support specified and future capital investments.

Debt Service Fund

- Reserve for Debt Service Balance is estimated at \$2,275,772 which provides the funds for interest payments prior to the collection of the subsequent year's tax levy.

Enterprise Fund

- Retained Earnings is estimated at \$338,396 and provides for fluctuations in operating cash balances.

Internal Service Fund

- Reserve for Self-Insurance is estimated at \$251,276 to provide funds for property and liability losses.

Fiduciary Fund (Trust and Agency)

- Reserve for Student Financial Assistance estimated at \$133,019 provides District matching funds for the student financial aid program. Student organization funds estimated at \$678,552 are derived from segregated fees and revenue raised by student organizations. These funds are recorded as a liability in the agency fund.

ACTION ITEMS ITEM B.

Adoption of Fiscal Year 2024-25 Budget for the Blackhawk Technical College District (Action – James Nemeth)

Assuming there are no changes to the budget as presented at the public hearing, the following resolution is recommended for adoption:

WHEREAS, the proposed budget for the 2024-25 fiscal year for the Blackhawk Technical College District was presented to the electors of the District on June 19, 2024 at a Public Hearing, and a full hearing held thereon, and;

WHEREAS, the Public Hearing was held in accordance with the notice published in the manner provided in Section 65.90 of the Wisconsin Statutes, and which notice included a summary of said budget;

NOW THEREFORE, BE IT RESOLVED, that the Blackhawk Technical College District Board adopt the Budget and appropriate \$61,819,058 for expenditure and \$226,000 for other uses, which combined total \$62,083,210 in the Budget for the 2024-25 fiscal year as presented at such public hearing with the amount of \$17,738,589 to be generated from local tax sources, and that a full copy of the budget be recorded in the minutes of this meeting as the Budget for the Blackhawk Technical College District for the period July 1, 2024, to June 30, 2025.

The [FY 2024-2025 Proposed Budget Plan](#) is accessible from the About/Governance page on the website.

ACTION ITEMS ITEM C.

Resolution Authorizing the Issuance of \$3,800,000 General Obligation Promissory Notes, Series 2024B, of Blackhawk Technical College District (Action – James Nemeth)

The Fiscal Year 2024-25 budget includes \$3,800,000 for annual building improvements and capital equipment.

The authorizing resolution for the borrowing of \$3,800,000 for equipment and building improvements is attached. If approved, the actual borrowing will occur in July following the publishing of the resolution and subsequent to the passage of the statutory referendum time period. The second resolution to award the sale on the borrowing would be presented to the full Board at the July meeting.

Approval to borrow requires a majority of the quorum. A roll call vote will be necessary.

RESOLUTION AUTHORIZING THE ISSUANCE OF
\$3,800,000 GENERAL OBLIGATION PROMISSORY NOTES, SERIES 2024B,
OF BLACKHAWK TECHNICAL COLLEGE DISTRICT, WISCONSIN

WHEREAS, Blackhawk Technical College District, Rock and Green Counties, Wisconsin (the "District") is presently in need of \$1,350,000 for the public purpose of financing building remodeling and improvement projects and \$2,450,000 for the public purpose of financing the acquisition of movable equipment (collectively, the "Project"); and

WHEREAS, the District Board deems it necessary and in the best interest of the District to borrow the monies needed for such purposes through the issuance of general obligation promissory notes pursuant to the provisions of Section 67.12(12), Wis. Stats.;

NOW, THEREFORE, BE IT:

RESOLVED, that the District shall issue general obligation promissory notes in the amount of \$1,350,000 for the public purpose of financing building remodeling and improvement projects; and be it further

RESOLVED, that the District shall issue general obligation promissory notes in the amount of \$2,450,000 for the public purpose of financing the acquisition of movable equipment; and be it further

RESOLVED, THAT:

Section 1. Note Authorization. The District shall issue the general obligation promissory notes authorized above in the aggregate principal amount of \$3,800,000 and designated "General Obligation Promissory Notes, Series 2024B" (the "Notes"), the proceeds of which shall be used for the purposes specified above in the amounts authorized for those purposes.

Section 2. Notice to Electors. The Secretary shall, within ten (10) days hereafter, cause public notice of the adoption of these resolutions to be given to the electors of the District by publishing notices thereof in the official District newspaper published and having general circulation in the District, which newspaper is found and determined to be likely to give notice to the electors, such notices to be in substantially the forms set forth on Exhibits A and B hereto.

Section 3. Official Statement. The District Secretary shall cause an Official Statement to be prepared by Robert W. Baird & Co. Incorporated. The appropriate District officials shall determine when the Official Statement is final for purposes of Securities and Exchange Commission Rule 15c2-12 and shall certify said Statement, such certification to constitute full authorization of such Official Statement under this resolution.

Section 4. Expenditure of Funds and Declaration of Official Intent. The District shall make expenditures as needed from its funds on hand to pay the cost of the Project until proceeds of the Notes become available. The District hereby officially declares its intent under Treas. Reg. Section 1.150-2 to reimburse said expenditures with proceeds of the Notes, the principal amount of which is not expected to exceed \$3,800,000.

Adopted this 19th day of June, 2024.

Barbara J. Barrington-Tillman
Chairperson

Attest:

Rich Deprez
Secretary

(SEAL)

EXHIBIT A

NOTICE

TO THE ELECTORS OF:

Blackhawk Technical College
District, Wisconsin

NOTICE IS HEREBY GIVEN that the District Board of the above-named District, at a meeting duly called and held on June 19, 2024, adopted pursuant to the provisions of Section 67.12(12) of the Wisconsin Statutes, a resolution providing that the sum of \$1,350,000 be borrowed through the issuance of general obligation promissory notes of the District for the public purpose of financing building remodeling and improvement projects.

A copy of said resolution is on file in the District Office, 6004 South County Road G, Janesville, Wisconsin, and is available for public inspection weekdays, except holidays, between the hours of 8:00 A.M. and 4:00 P.M., or in the alternative, by contacting the District by email at the following address:
officeofthepresident@blackhawk.edu.

The District Board need not submit said resolution to the electors for approval unless within 30 days after the publication of this Notice there is filed with the Secretary of the District Board a petition meeting the standards set forth in Sec. 67.12(12)(e)5, Wis. Stats., requesting a referendum thereon at a special election.

Dated June 19, 2024.

BY ORDER OF THE DISTRICT BOARD

District Secretary

EXHIBIT B

NOTICE

TO THE ELECTORS OF:

Blackhawk Technical College
District, Wisconsin

NOTICE IS HEREBY GIVEN that the District Board of the above-named District, at a meeting duly called and held on June 19, 2024, adopted pursuant to the provisions of Section 67.12(12) of the Wisconsin Statutes, a resolution providing that the sum of \$2,450,000 be borrowed through the issuance of general obligation promissory notes of the District for the public purpose of financing the acquisition of movable equipment.

A copy of said resolution is on file in the District Office, 6004 South County Road G, Janesville, Wisconsin, and is available for public inspection weekdays, except holidays, between the hours of 8:00 A.M. and 4:00 P.M., or in the alternative, by contacting the District by email at the following address:
officeofthepresident@blackhawk.edu.

The District Board need not submit said resolution to the electors for approval unless within 30 days after the publication of this Notice there is filed with the Secretary of the District Board a petition meeting the standards set forth in Sec. 67.12(12)(e)5, Wis. Stats., requesting a referendum thereon at a special election.

Dated June 19, 2024.

BY ORDER OF THE DISTRICT BOARD

District Secretary

ACTION ITEMS ITEM D.

Adoption of Resolution to Approve the Remodeling of the Electrical Power Distribution Lab, Sheriff Substation and Storage Area, and Health Science Entrance upon Wisconsin Technical College System Board (WTCSB) Approval and to Request WTCSB Approval of Project (Action – James Nemeth)

The College is requesting a consolidated approval of three remodeling projects at the Central Campus in Janesville, WI. The projects are designed to enhance functionality and aesthetics within our facility. Below are detailed descriptions of each project.

Electrical Power Distribution Lab (EPD): This project involves renovating a classroom and storage space that has been vacated by the Fire / EMS programs which have moved to the recently completed Public Safety Center. The project will remove flooring, ceilings, built in case work and walls to create 2 open lab spaces. In addition, a double door will be added to connect the 2 lab spaces for easy access for equipment. In the labs, transformers, power poles, and other demonstration equipment will be setup for students to learn and practice in a controlled space. The EPD program will also occupy the apparatus bay adjacent to the labs, which will be used as additional training space and to park EPD vehicles.

At this time, the EPD lab is at the far west end of campus and is not accessible from the main building without walking through space leased to a charter high school located on campus. Moving the program will bring students closer to other college resources on Campus. Additionally, the space being vacated will be re-used for a Sheriff Substation and Shuttle Parking area.

Sheriff Substation and Storage: This project will relocate a Rock County Sheriff (RCS) substation that currently occupies leased space in the 2600 Wing of the Main Building to a portion of the former EPD lab. The unused EPD lab space will be converted to storage. For over 10 years, BTC has leased space to RCS for use as one of RCS's substations. The substation, one of several located at strategic points across Rock County, provides a conveniently located space for RCS deputies to use during their shifts. Having a RCS substation on BTC's campus enhances campus safety and security by increasing law enforcement presences, which is especially beneficial after hours when BTC does not have security on duty or during an emergency.

Currently, the substation is in a prime location near parking, with easy access to the Main Building. Moving the substation will allow better use of this valuable space. Moreover, the new location provides safer and more efficient access for deputies, allowing them to leave campus rapidly without navigating through high traffic parking lots.

Entrance to Health Science Wing: The last project focuses on enhancing the hallway leading to the health science wing. When the science wing was constructed, it was an addition to the back

of the campus that connected to the main building between the upper and lower levels of the main building. The plan includes removing two sets of fire doors at the top and bottom of the stairs leading from the first floor of the main building to the health science wing, and removing an vending machine alcove near the top of the stairs. The fire doors are no longer required as the Main Building is fully sprinkled and removing them will create a larger and more inviting entrance. BTC will also raise and move back a soffit to improve the sightline into the space when coming from the first floor into the health science wing. These enhancements aim to create a more welcoming and navigable entrance to the health science wing, improving student experience.

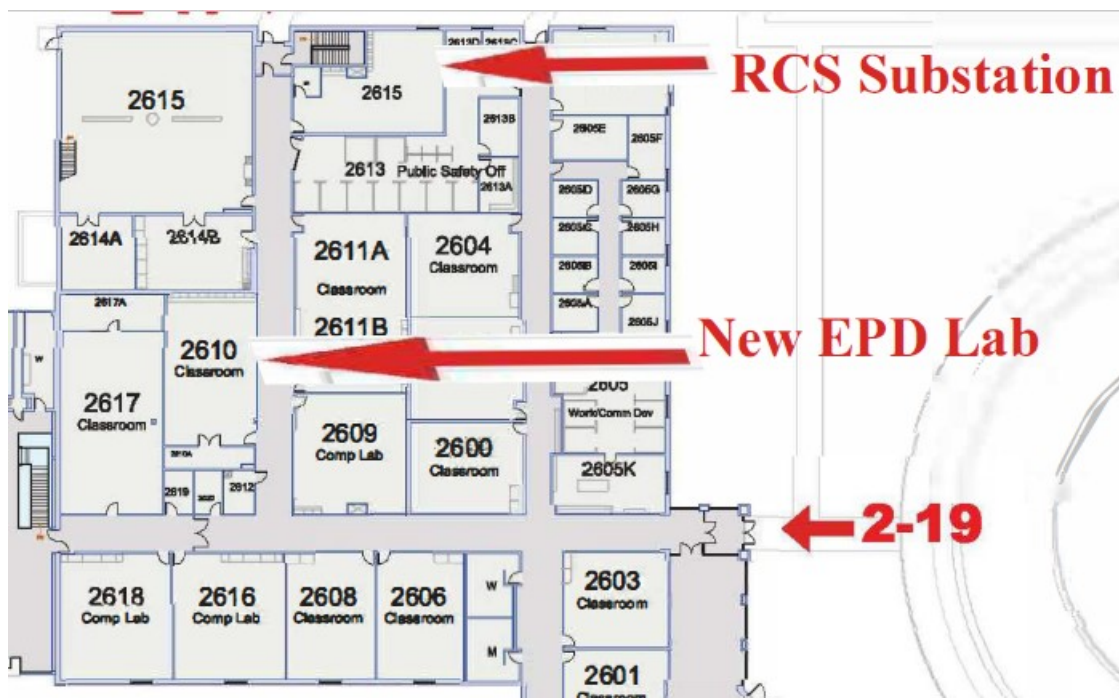
This project will remodel approximately 4,600 square feet of space. JP Cullen is to serve as the construction manager. The estimate project costs are:

Construction Total	\$432,364
Contingencies	51,616
Professional and other fees	16,020
Total	\$500,000

The project will be funded with capital reserves of \$500,000.

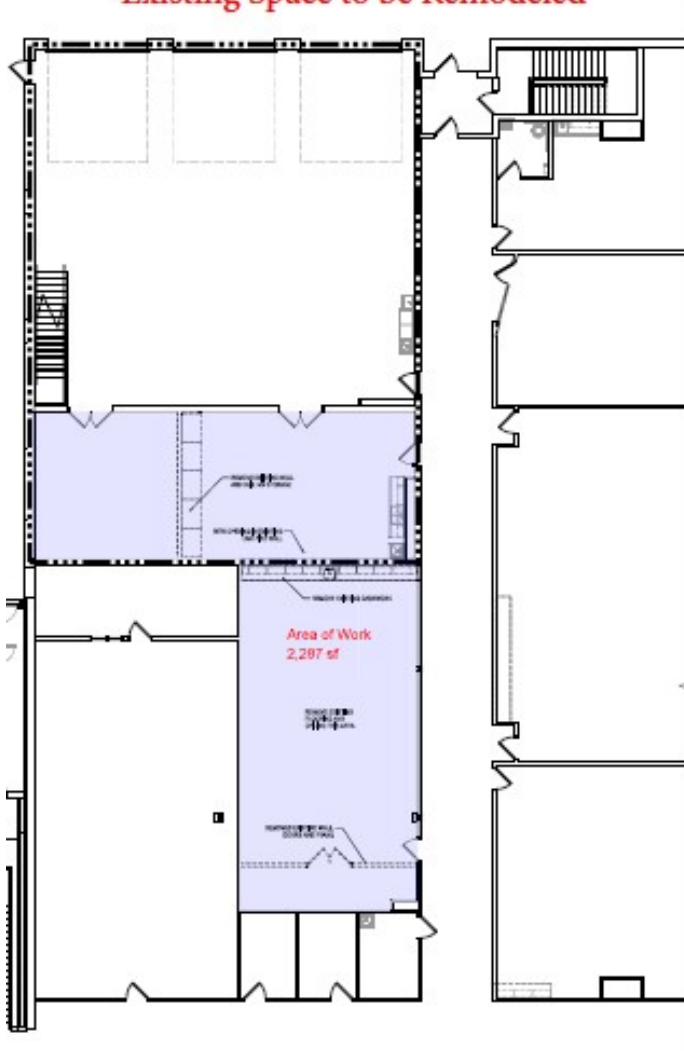
With District Board approval, the request will be submitted for WTCS Board consideration of approval at their July 16-17th meeting.

Existing Sheriff Substation and New EPD Lab

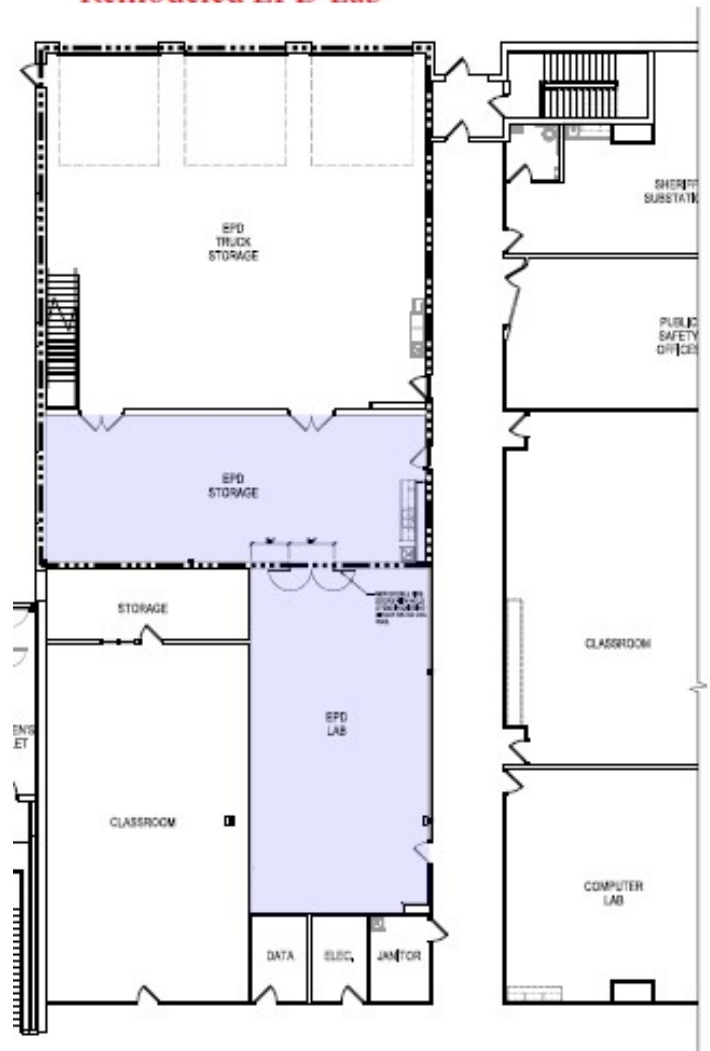


Proposed New EPD Lab

Existing Space to be Remodeled

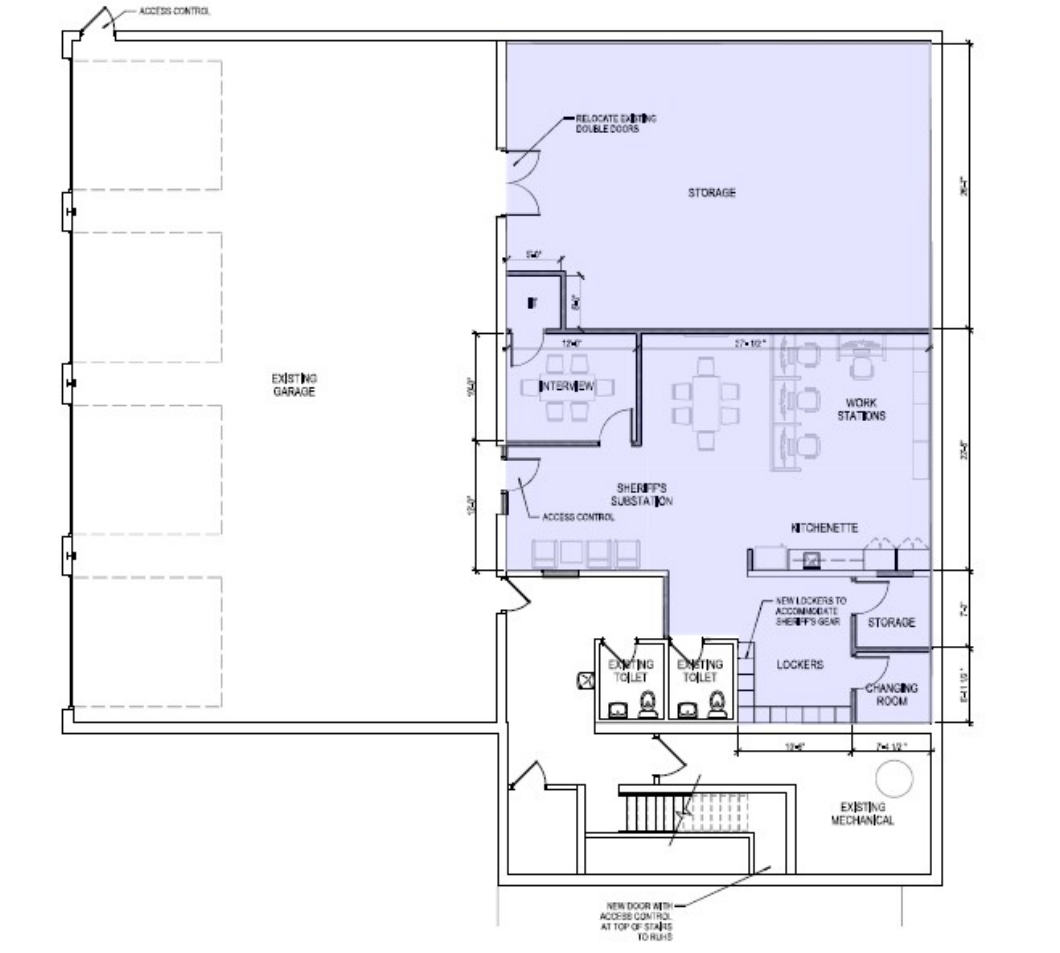


Remodeled EPD Lab

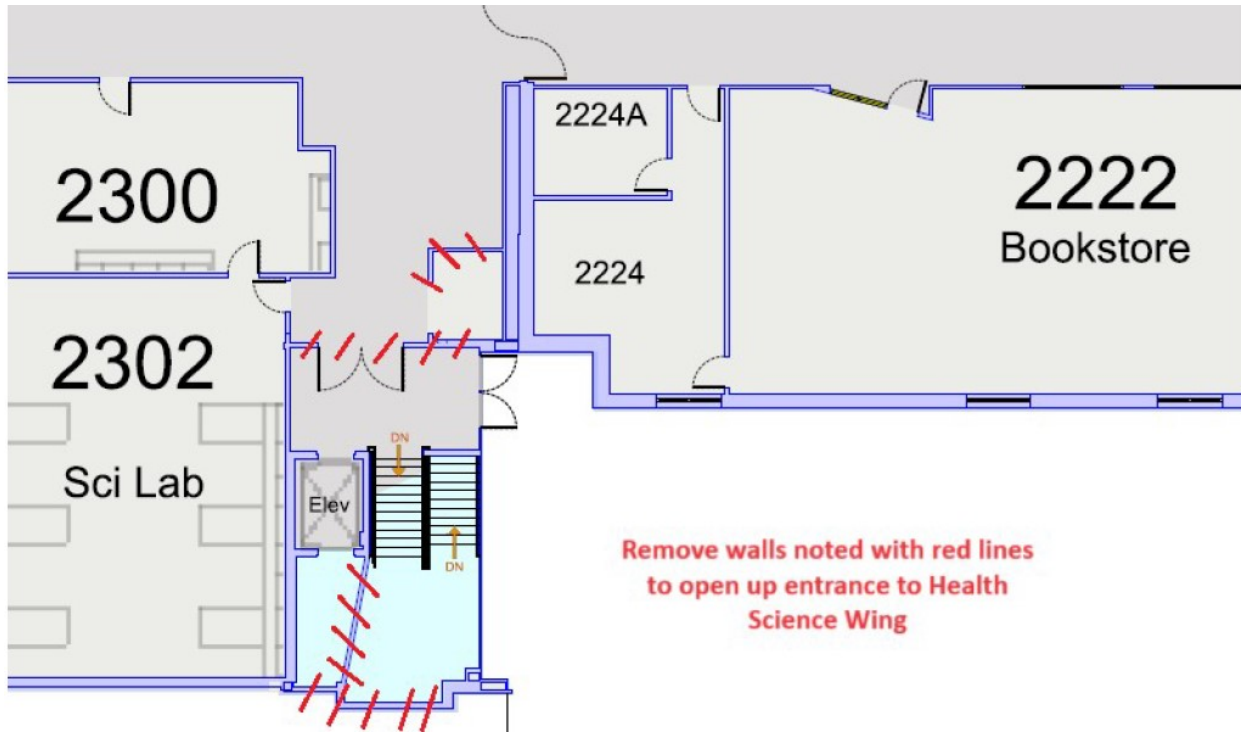


Proposed Remodeled Sheriff's Substation

Remodeled RCS Substation and BTC Storage



Health Science Entrance Improvements



Administration recommends District Board approval of the following resolution to remodel the Electrical Power Distribution Lab, Sheriff's Substation and Storage, and Health Science Entrance.

RESOLUTION:

Whereas, the demand for Electrical Power Distribution workers is strong and projected to remain high, and graduates experience great success with employment in their field; and

Whereas, the Sheriff's Substation relocation will allow better use of the existing space for College needs; and

Whereas, the remodel improves access for students to the Health Science Wing; and

Whereas, these improvements are part of the College's facilities and capital investment plans; and

It is therefore Resolved, that the Blackhawk Technical College District Board approve the Electrical Power Distribution Lab, Sheriff's Substation and Storage, and Health Sciences Entrance Remodel Project, which is contingent upon Wisconsin Technical College System (WTCS) Board approval, and to request WTCS Board approval of the improvements.

ACTION ITEMS ITEM E.

<u>Proposed Modifications to the FY 2023-24 Budget</u>		
	Expenditures & Other Uses	Revenues & Other Sources
General Fund		
1	Transfer of funds between functions	
	Increase Function 1 Instruction Expenditures	499,665
	Decrease Function 2 Instructional Resources Expenditures	(100,000)
	Decrease Function 3 Student Services Expenditures	(326,113)
	Decrease Function 6 General Institutional Expenditures	(81,886)
	Increase Function 7 Physical Plant Expenditures	8,334
	Total - Amendment 1	_____ - _____ -
2	Fund Academic Excellence and Institutional Scholarships	
	Increase Transfers Out	4,437
	Decrease Transfers to Reserves and Designated Fund Balances	(4,437)
	Total - Amendment 2	_____ - _____ -
3	Adjust budget revenue to current projections and budgeted expenses for lease break and move related costs.	
	Increase Property Tax Revenue	30,665
	Increase State Aid Revenue	293,458
	Increase Program Fees Revenue	283,211
	Increase Institutional Revenue	503,088
	Decrease Transfers to Reserves and Designated Fund Balances	(167,237)
	Increase Facilities Rental Expense	1,456,531
	Increase Function 1 Instruction Expenditures	(230,529)
	Increase Function 3 Student Services Expenditures	25,000
	Increase Function 7 Physical Plant Expenditures	26,657
	Total - Amendment 3	_____ 1,110,422 _____ 1,110,422
4	Transfer Property Tax Revenue for Grant Fund Decrease	
	Increase Property Tax Revenue	1,898
	Increase Transfers to Reserves and Designated Fund Balances	1,898
	Total - Amendment 4	_____ 1,898 _____ 1,898
Special Revenue Fund		
5	Establish Budgets for State and Business Grants Awarded and Revised	
	Increase Function 1 Instruction Expenditures	25,772
	Increase Function 3 Student Services Expenditures	5,105
	Increase Function 6 General Institutional Expenditures	2,699
	Decrease Institutional Revenue	(5,500)
	Increase State Aid Revenue	18,142
	Increase Program Fees Revenue	17,932
	Increase Material Fees Revenue	950
	Increase Other Student Fees Revenue	2,052
	Total - Amendment 5	_____ 33,576 _____ 33,576

Proposed Modifications to the FY 2023-24 Budget			
		Expenditures & Other Uses	Revenues & Other Sources
6	Record Transfer of Grant Aid to Capital		
	Decrease Function 1 Instruction Expenditures	(51,733)	
	Decrease Function 3 Student Services Expenditures	(1,744)	
	Decrease Property Tax Revenue		(698)
	Decrease State Aid Revenue		(51,733)
	Decrease Federal Revenue		(1,046)
	Total - Amendment 6	(53,477)	(53,477)
7	Transfer of funds between revenue and functions		
	Decrease Function 1 Instruction Expenditures	(3,000)	
	Increase Function 3 Student Services Expenditures	3,000	
	Decrease Property Tax Revenue		(1,200)
	Increase Federal Revenue		1,200
	Total - Amendment 7	-	-
Capital Projects Fund			
8	Record Transfer of Grant Aid to Capital and Grant Revision		
	Increase Function 1 Instruction Expenditures	14,934	
	Increase Function 3 Student Services Expenditures	1,744	
	Increase State Aid Revenue		51,733
	Decrease Institutional Revenue		(34,824)
	Decrease Federal Revenue		(231)
	Total - Amendment 8	16,678	16,678
9	Establish revenue and expense budgets for A&E fees (Science Wing & Dental Suite), EVOC Track, and IMEC Equipment (FY25 Advance).		
	Increase Function 1 Instruction Expenditures	217,003	
	Increase Function 7 Physical Plant Expenditures	311,360	
	Increase Transfers From Reserves and Designated Fund Balances		528,363
	Total - Amendment 9	528,363	528,363
Debt Service Fund			
10	Establish budget for Interest Income and Bond Premiums		
	Increase Institutional Revenue		130,975
	Increase to Other Funding Sources		232,949
	Increase Transfers To Reserves and Designated Fund Balances	363,924	
	Total - Amendment 10	363,924	363,924
Enterprise Service Fund			
11	Increase to minor equipment to purchase new equipment for Public Safety Building		
	Increase Function 3 Student Services Expenditures	29,380	
	Increase Transfers From Reserves and Designated Fund Balances		29,380
	Total - Amendment 11	29,380	29,380

<u>Proposed Modifications to the FY 2023-24 Budget</u>			
		<u>Expenditures & Other Uses</u>	<u>Revenues & Other Sources</u>
Trust Fund			
12	Adjust revenue and expense budgets based on actuals		
	Increase Function 3 Student Services Expenditures	911,154	
	Increase State Aid Revenue		279,208
	Increase Federal Revenue		631,946
	Total - Amendment 12	<u>911,154</u>	<u>911,154</u>
13	Record increase in employee flex benefit program for revenue and expense		
	Increase Function 6 General Institutional Expenditures	30,075	
	Increase Institutional Revenue		30,075
	Total - Amendment 13	<u>30,075</u>	<u>30,075</u>
14	Fund Academic Excellence and Institutional Scholarships		
	Increase Function 3 Student Services Expenditures	4,437	
	Increase State Aid Revenue		2,250
	Increase Transfers In		2,187
	Total - Amendment 14	<u>4,437</u>	<u>4,437</u>
Agency Fund			
15	Increase Budget for Stateline Manufacturing Alliance FY24 Fundraiser		
	Increase Function 1 Instructional Expenditures	8,053	
	Increase Institutional Revenue		8,053
	Total - Amendment 15	<u>8,053</u>	<u>8,053</u>

PERSONNEL COMMITTEE ACTION ITEMS A - D

PERSONNEL COMMITTEE ACTION ITEMS

A. Approval of Faculty Salaries for the Fiscal Year 2024-25

The College Executive Team is recommending a 3.25% base salary increase for Faculty employees and adjustments to the compensation of individuals with a salary below range midpoint. The College Executive Team is also recommending a lump sum payment based on 2% of 2023-24 salary for Faculty employees with salaries at or above the top of their salary range. These lump sum payments will not adjust the employee's base salary and do not have a recurring cost to the District.

The cost for the salary increase is \$185,829 in fiscal year 2024-25 and impacts 70 faculty members. The cost for the lump sum payments is \$14,066 in fiscal year 2024-25 and impacts 10 faculty members.

B. Approval of Non-Exempt Administrative Staff Hourly Wages for the Fiscal Year 2024-25

The College Executive Team is recommending a 3.25% base wage increase for Hourly Administrative employees and adjustments to the compensation of individuals with an hourly wage below range midpoint.

The cost for this wage increase is \$105,148 in fiscal year 2024-25 and impacts 54 hourly administrative staff members.

C. Approval of Exempt Administrative Staff Salaries for the Fiscal Year 2024-25

The College Executive Team is recommending a 3.25% base salary increase for Salaried Administrative employees and adjustments to the compensation of individuals with a salary below range midpoint.

The cost for this salary increase is \$189,882 in fiscal year 2024-25 and impacts 58 salaried administrative staff members.

D. Approval of Part-Time Wages for the Fiscal Year 2024-25

The College Executive Team is recommending a 3.25% increase to part-time staff wages. This employee group consists of approximately 350 part-time instructional and support staff employees.

The projected cost for this wage increase is \$78,000 in fiscal year 2024-25.

BLACKHAWK TECHNICAL COLLEGE

**6004 S COUNTY ROAD G
JANESVILLE WI 53546-9458
WWW.BLACKHAWK.EDU**

Blackhawk Technical College is an Equal Opportunity and Affirmative Action Educator and Employer