

Blackhawk Technical College
District Board Meeting
November 21, 2013
Beloit Center - 50 Eclipse Center - Room 127
6:00 PM

AGENDA

5:00 p.m. The District Board will convene in open session and immediately adjourn to a closed session pursuant to Wisconsin Statutes 19.85 (1)(c) for the purpose of discussion regarding employment of individuals over which the Board has jurisdiction. No action will be taken.

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. Recognition of BTC Retirees Judy Buroker and Allen Stiegman (Chairperson Leavy and Dr. Tom Eckert)

Enc. #2 b. Southern Wisconsin Agricultural Group (SWAG) Presentation (Information – John Morning, Mike Larson, Kari Kuehl, Rob McConnell, Bob Arndt, and Nicole Reese)

c. Student Representative to the Board Report (Information – Andrea Gruner)

4. Information/Discussion

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

b. President's Report (Dr. Tom Eckert)

1. Activities for the Month

2. Legislative Update

3. BTC in the News

4. Other Communications

5. Consent Agenda

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

- Enc. #4 a. Approval of Minutes of the Regular Meeting Held on October 17, 2013, 2013 (Action)
- Enc. #5 b. Approval of Current Bills (Action – Renea Ranguette)
- Enc. #6 c. Approval of Contract Training (Action – Dr. Diane Nyhammer)
- Enc. #7 d. Confirmation of an Administrative Employment Contract Issued for the Position of Associate Dean – Nursing (Dr. Doris Ellison) (Action – Brian Gohlke)
- Enc. #8 e. Acceptance of Resignation (Jeffrey Tellefson) (Action – Brian Gohlke)
- Enc. #9 f. Acceptance of Intent to Retire (Douglas Tabbutt) (Action – Brian Gohlke)

6. Action Items

- Enc. #10 a. Presentation and Acceptance of Fiscal Year 2012-13 Audit Report (Action – Renea Ranguette)
- Enc. #11 b. Adoption of Resolution Awarding the Sale of \$1,500,000 General Obligation Promissory Notes, Series 2013D (Action – Renea Ranguette and Robert W. Baird Representative)
- Enc. #12 c. Consideration of Resolution Authorizing the Issuance and Establishing Parameters for the Sale of \$1,500,000 General Obligation Promissory Notes, Series 2013E, of Blackhawk Technical College District, Wisconsin (Action – Renea Ranguette)
- Enc. #13 d. Approval of Modifications to the Fiscal Year 2013-14 Budget (Action – Renea Ranguette)
- Enc. #14 e. Approval of Change in Employment Status for Testing & Tutoring Specialist Position from Part-Time to Full-Time (Action – Brian Gohlke)

7. New Business

Enc. #15

a. Learning Operations Reports

1. Public Safety Division (Information – Mark Brown)

2. Advanced Manufacturing & Transportation Division (Information – Dr. Garry Krause)

Enc. #16

b. Developing a Program Portfolio Strategy Framework (Information – Dr. Diane Nyhammer and Mike Gagner)

Enc. #17

c. Review Budget Assumptions and Budget Schedule for Fiscal Year 2014-15 (Information – Renea Ranguette)

8. Other Business

a. Report on District Boards Association Legal Conference and Fall Meeting, November 7-9, Pewaukee

b. District Boards Association Winter Meeting, January 17-18, 2014, Appleton

9. Future Agenda Items

ENCLOSURE #1

3. Special Reports

- a. Recognition of BTC Retirees Judy Buroker and Allen Stiegman (Chairperson Leavy and Dr. Eckert)

Judy Buroker, Financial Aid Assistant, will retire on January 15, 2014, after 12 years of service to the College.

Judy began her career within Student Services in November 2001 as a Registration Assistant. In 2006, she moved into her current position of Financial Aid Assistant. In addition to her regular duties, she participated on the BTC Insurance Committee and served as a past Treasurer for the Educational Support Professionals. Judy is very proud of being able to help students during her career BTC.

Her retirement plans include continuing to have a part-time business at home that provides her the opportunity to work with non-profit organizations assisting them with bookkeeping/administrative duties. She also plans to do some traveling and would love to have a retirement home in either Oregon or near Lake Tahoe.

Allen Stiegman, Maintenance Technician, will retire on December 10, 2013, after 25 years of service to the College.

Al began his career at the College in March 1989 in the Custodial Department. Several later he moved into a position within the Maintenance Department where he has remained for the duration of his career at BTC. In addition to his regular duties, he has served as a member on negotiation teams for the Educational Support Professionals and has also served as the ESP's President, Vice President, Treasurer, and Grievance Chair over the years.

His retirement plans include visiting family out East and completing projects at home.

We wish Judy and Al long and happy retirements and thank them for their dedication to the students and the College. Al will be in attendance at the meeting to be recognized for his years of service. Judy is not able to be at the meeting; she will be presented her plaque prior to her retirement date.

ENCLOSURE #2

3. Special Reports

- b. Southern Wisconsin Agricultural Group (SWAG) Presentation (Information – John Morning, Mike Larson, Kari Kuehl, Rob McConnell, Bob Arndt, and Nicole Reese)

Southern Wisconsin Agricultural Group (SWAG) is a private non-profit organization formed in 2010 to help ensure the future of agriculture as a Wisconsin economic engine and cultural touchstone. Plans to build an agricultural education and innovation complex in Evansville were shared with the public earlier this year. The complex would focus on educating people about, and engaging them in, agriculture and promoting and protecting the industry.

John Morning, Mike Larson, Kari Kuehl, Rob McConnell, Bob Arndt, and Nicole Reese will be present at the meeting to present additional information on SWAG and the Evansville project.

ENCLOSURE #3

Blackhawk Technical College
General Fund
 Comparative Statement of Revenues and Expenditures
 For The Months Ended October 31, 2013 and 2012

	2013-2014				2012-2013				Post-Audit		
	Original Budget	Adjusted Budget	YTD Actual	Percent of Budget	Original Budget	Adjusted Budget	YTD Actual	Percent of Budget	Year End	Percent of Budget	Dollar Variance
Revenues											
Property Tax	14,991,065	14,991,065	-	0.00%	15,009,518	15,009,518	-	0.00%	15,241,139	101.54%	231,621
Other Local Government	(16,000)	(16,000)	1,866	-11.66%	(16,000)	(16,000)	5,617	-35.11%	-	0.00%	16,000
State Aid	2,892,000	2,892,000	1,721,244	59.52%	3,197,600	3,197,600	1,664,716	52.06%	2,839,940	88.81%	(357,660)
Program Fees	7,272,900	7,272,900	3,407,899	46.86%	7,816,164	7,816,164	3,749,462	47.97%	7,155,981	91.55%	(660,183)
Material Fees	499,900	499,900	212,676	42.54%	504,744	504,744	255,879	50.69%	471,868	93.49%	(32,876)
Other Student Fees	382,000	382,000	161,221	42.20%	486,369	489,369	141,578	28.93%	388,066	79.30%	(101,303)
Institutional Revenue	815,400	815,400	138,315	16.96%	650,000	725,000	172,200	23.75%	1,061,336	146.39%	336,336
Federal Revenue	12,000	12,000	5,805	48.38%	12,000	12,000	7,648	63.73%	23,738	197.82%	11,738
Total Revenue	26,849,265	26,849,265	5,649,026	21.04%	27,660,395	27,738,395	5,997,100	21.62%	27,182,068	97.99%	(556,327)
Other Resources											
Trsf fr Res & Des Fund Bal	2,174,758	2,174,758	-	0.00%	814,727	814,727	-	0.00%	-	0.00%	(814,727)
Other Funding Sources	-	-	-	0.00%	-	-	-	0.00%	-	0.00%	-
Total Other Resources	2,174,758	2,174,758	-	0.00%	814,727	814,727	-	0.00%	-	0.00%	(814,727)
Total Resources	29,024,023	29,024,023	5,649,026	19.46%	28,475,122	28,553,122	5,997,100	21.00%	27,182,068	95.20%	(1,371,054)
Expenditures											
Instruction	17,264,110	17,186,885	4,896,937	28.49%	17,231,282	17,212,171	4,973,647	28.90%	17,328,775	100.68%	(116,604)
Instructional Resources	2,223,805	2,198,023	772,839	35.16%	2,053,141	2,053,141	727,335	35.43%	1,894,283	92.26%	158,858
Student Services	2,447,589	2,444,393	707,762	28.95%	2,266,056	2,363,167	701,863	29.70%	2,262,048	95.72%	101,119
General Institutional	5,151,313	5,058,729	1,632,811	32.28%	4,851,997	4,856,997	1,714,942	35.31%	4,545,854	93.59%	311,143
Physical Plant	1,927,206	2,125,993	748,834	35.22%	2,062,646	2,057,646	608,640	29.58%	1,919,064	93.27%	138,582
Auxiliary Services	-	-	-	0.00%	-	-	-	0.00%	-	0.00%	-
Total Expenditures	29,014,023	29,014,023	8,759,183	30.19%	28,465,122	28,543,122	8,726,427	30.57%	27,950,024	97.92%	593,098
Other Uses											
Trsf fr Res & Des Fund Bal	-	-	-	0.00%	-	-	-	0.00%	-	0.00%	-
Other Uses	10,000	10,000	-	0.00%	10,000	10,000	-	0.00%	80,982	809.82%	(70,982)
Total Other Uses	10,000	10,000	-	0.00%	10,000	10,000	-	0.00%	80,982	809.82%	(70,982)
Total Uses	29,024,023	29,024,023	8,759,183	30.18%	28,475,122	28,553,122	8,726,427	30.56%	28,031,006	98.17%	522,116
Budgeted Resources Over (Under) Expenditures	-	-	(3,110,157)		-	-	(2,729,327)		(848,938)		
Beginning Fund Balance	11,384,513	11,384,513	11,384,513		12,233,451	12,233,451	12,233,451		12,233,451		
Change in Fund Balance	(2,174,758)	(2,174,758)	-		(814,727)	(814,727)	-		-		
Ending Fund Balance	9,209,755	9,209,755	8,274,356		11,418,724	11,418,724	9,504,124		11,384,513		
Reserve for OPEB	-	-	-		-	-	-		-		
Reserved for Prepaid Items	245,000	245,000	245,000		245,200	245,200	245,200		300,838		
Designated for Operations	6,952,100	6,952,100	6,952,100		7,405,682	7,405,682	1,396,585		6,117,833		
Designated for State Aid Fluc	299,000	299,000	299,000		322,760	322,760	322,760		299,000		
Designated for Sub Years	448,000	448,000	448,000		484,140	484,140	484,140		448,000		
Designated for Sub Year	1,265,655	1,265,655	330,256		3,187,961	3,187,961	7,300,639		4,218,842		

General Fund is used to account for all revenues and expenditures for activities normally associated with the regular operations of the district including instructional programs, student support services, facility care/maintenance and administration.

Note: Budgeted Resources Over (Under) Expenditures represents the amount that will be added to or used from the fund balance during the fiscal year.

Blackhawk Technical College
Special Revenue Fund
 Comparative Statement of Revenues and Expenditures
 For The Months Ended October 31, 2013 and 2012

	2013-2014				2012-2013				Post-Audit		
	Original Budget	Adjusted Budget	YTD Actual	Percent of Budget	Original Budget	Adjusted Budget	YTD Actual	Percent of Budget	Year End	Percent of Budget	Dollar Variance
Revenues											
Property Tax	983,168	983,168	20,319	2.07%	954,118	954,118	18,376	1.93%	736,648	77.21%	(217,470)
Other Local Government	-	-	-	0.00%	-	-	-	0.00%	-	0.00%	-
State Aid	667,778	667,778	131,813	19.74%	848,796	848,796	99,862	11.77%	695,040	81.89%	(153,756)
Program Fees	-	-	-	0.00%	-	-	-	0.00%	-	0.00%	-
Material Fees	1,795	1,795	-	0.00%	1,543	1,543	-	0.00%	20,364	1319.77%	18,821
Other Student Fees	43,083	43,083	-	0.00%	30,000	30,000	528	1.76%	1,073	3.58%	(28,927)
Institutional Revenue	-	-	-	0.00%	160,000	160,000	58,285	36.43%	99,443	62.15%	(60,557)
Federal Revenue	910,337	910,337	146,652	16.11%	1,027,446	1,027,446	113,332	11.03%	783,360	76.24%	(244,086)
Total Revenue	2,606,161	2,606,161	298,784	11.46%	3,021,903	3,021,903	290,383	9.61%	2,335,928	77.30%	(685,975)
Other Resources											
Trsf fr Res & Des Fund Bal	-	-	-	0.00%	-	-	-	0.00%	-	0.00%	-
Other Funding Sources	-	-	-	0.00%	-	-	-	0.00%	-	0.00%	-
Total Other Resources	-	-	-	0.00%	-	-	-	0.00%	-	0.00%	-
Total Resources	2,606,161	2,606,161	298,784	11.46%	3,021,903	3,021,903	290,383	9.61%	2,335,928	77.30%	(685,975)
Expenditures											
Instruction	1,735,941	1,736,050	530,854	30.58%	2,255,036	2,255,036	536,877	23.81%	1,723,693	76.44%	531,343
Instructional Resources	87,081	87,081	33,869	38.89%	80,262	80,262	28,547	35.57%	84,223	104.94%	(3,961)
Student Services	783,139	783,030	191,894	24.51%	686,605	686,605	199,247	29.02%	688,160	100.23%	(1,555)
General Institutional	-	-	-	0.00%	-	-	-	0.00%	-	0.00%	-
Physical Plant	-	-	-	0.00%	-	-	-	0.00%	-	0.00%	-
Total Expenditures	2,606,161	2,606,161	756,617	29.03%	3,021,903	3,021,903	764,671	25.30%	2,496,076	82.60%	525,827
Other Uses											
Trsf fr Res & Des Fund Bal	-	-	-	0.00%	-	-	-	0.00%	-	0.00%	-
Other Uses	-	-	-	0.00%	-	-	-	0.00%	-	0.00%	-
Total Other Uses	-	-	-	0.00%	-	-	-	0.00%	-	0.00%	-
Total Uses	2,606,161	2,606,161	756,617	29.03%	3,021,903	3,021,903	764,671	25.30%	2,496,076	82.60%	(525,827)
Budgeted Resources Over (Under) Expenditures	-	-	(457,833)		-	-	(474,288)		(160,148)		
Beginning Fund Balance	615,704	615,704	615,704		775,852	775,852	775,852		775,852		
Change in Fund Balance	-	-	-		-	-	-		-		
Ending Fund Balance	615,704	615,704	157,871		775,852	775,852	301,564		615,704		

Special Revenue Fund is used to account for revenues and expenditures from revenue sources that are restricted to a specific purpose. Typically, externally funded projects, such as Vocational Education Act, Adult Education Act, and Job Training Partnership Act projects, which are not considered part of the regular program of the district are included in this fund. Excluded would be construction or remodeling projects, and trust & agency activities, including student loans.

Note: Budgeted Resources Over (Under) Expenditures represents the amount that will be added to or used from the fund balance during the fiscal year.

Blackhawk Technical College
Operating Budget
General Fund & Special Revenue Funds Combined
For The Months Ended October 31, 2013 and 2012

	2013-2014				2012-2013				Post-Audit		
	Original Budget	Adjusted Budget	YTD Actual	Percent of Budget	Original Budget	Adjusted Budget	YTD Actual	Percent of Budget	Year End	Percent of Budget	Dollar Variance
	Revenues										
Property Tax	15,974,233	15,974,233	20,319	0.13%	15,963,636	15,963,636	18,376	0.12%	15,977,787	100.09%	14,151
Other Local Government	(16,000)	(16,000)	1,866	-11.66%	(16,000)	(16,000)	5,617	-35.11%	-	0.00%	16,000
State Aid	3,559,778	3,559,778	1,853,057	52.06%	4,046,396	4,046,396	1,764,578	43.61%	3,534,980	87.36%	(511,416)
Program Fees	7,272,900	7,272,900	3,407,899	46.86%	7,816,164	7,816,164	3,749,462	47.97%	7,155,981	91.55%	(660,183)
Material Fees	501,695	501,695	212,676	42.39%	506,287	506,287	255,879	50.54%	492,232	97.22%	(14,055)
Other Student Fees	425,083	425,083	161,221	37.93%	516,369	519,369	142,106	27.36%	389,139	74.93%	(130,230)
Institutional Revenue	815,400	815,400	138,315	16.96%	810,000	885,000	230,485	26.04%	1,160,779	131.16%	275,779
Federal Revenue	922,337	922,337	152,457	16.53%	1,039,446	1,039,446	120,980	11.64%	807,098	77.65%	(232,348)
Total Revenue	29,455,426	29,455,426	5,947,810	20.19%	30,682,298	30,760,298	6,287,483	20.44%	29,517,996	95.96%	(1,242,302)
Other Resources											
Trsf fr Res & Des Fund Bal	2,174,758	2,174,758	-	0.00%	814,727	814,727	-	0.00%	-	0.00%	(814,727)
Other Funding Sources	-	-	-	0.00%	-	-	-	0.00%	-	0.00%	-
Total Other Resources	2,174,758	2,174,758	-	0.00%	814,727	814,727	-	0.00%	-	0.00%	814,727
Total Resources	31,630,184	31,630,184	5,947,810	18.80%	31,497,025	31,575,025	6,287,483	19.91%	29,517,996	93.49%	(2,057,029)
Expenditures											
Instruction	19,000,051	18,922,935	5,427,791	28.68%	19,486,318	19,467,207	5,510,524	28.31%	19,052,468	97.87%	414,739
Instructional Resources	2,310,886	2,285,104	806,708	35.30%	2,133,403	2,133,403	755,882	35.43%	1,978,506	92.74%	154,897
Student Services	3,230,728	3,227,423	899,656	27.88%	2,952,661	3,049,772	901,110	29.55%	2,950,208	96.74%	99,564
General Institutional	5,151,313	5,058,729	1,632,811	32.28%	4,851,997	4,856,997	1,714,942	35.31%	4,545,854	93.59%	311,143
Physical Plant	1,927,206	2,125,993	748,834	35.22%	2,062,646	2,057,646	608,640	29.58%	1,919,064	93.27%	138,582
Auxiliary Services	-	-	-	0.00%	-	-	-	0.00%	-	0.00%	-
Total Expenditures	31,620,184	31,620,184	9,515,800	30.09%	31,487,025	31,565,025	9,491,098	30.07%	30,446,100	96.46%	1,118,925
Other Uses											
Trsf fr Res & Des Fund Bal	-	-	-	0.00%	-	-	-	0.00%	-	0.00%	-
Other Uses	10,000	10,000	-	0.00%	10,000	10,000	-	0.00%	80,982	809.82%	(70,982)
Total Other Uses	10,000	10,000	-	0.00%	10,000	10,000	-	0.00%	80,982	809.82%	(70,982)
Total Uses	31,630,184	31,630,184	9,515,800	30.08%	31,497,025	31,575,025	9,491,098	30.06%	30,527,082	96.68%	1,047,943
Budgeted Resources Over (Under) Expenditures	-	-	(3,567,990)		-	-	(3,203,615)		(1,009,086)		
Beginning Fund Balance	12,000,217	12,000,217	12,000,217		13,009,303	13,009,303	13,009,303		13,009,303		
Change in Fund Balance	(2,174,758)	(2,174,758)	-		(814,727)	(814,727)	-		-		
Ending Fund Balance	9,825,459	9,825,459	8,432,227		12,194,576	12,194,576	9,805,688		12,000,217		
Reserved for OPEB	-	-	-		-	-	-		-		
Reserved for Prepaid Items	245,000	245,000	245,000		245,200	245,200	245,200		300,838		
Designated for Operations	6,952,100	6,952,100	6,952,100		7,405,682	7,405,682	1,396,585		6,117,833		
Designated for State Aid Fluc	299,000	299,000	299,000		322,760	322,760	322,760		299,000		
Designated for Sub Years	448,000	448,000	448,000		484,140	484,140	484,140		448,000		
Designated for Sub Year	1,881,359	1,881,359	488,127		3,963,813	3,963,813	7,602,203		4,834,546		

Operating Budget - General and Special Revenue Combined are the funds used to record revenue and expenditures used to manage the operations of BTC. It is this budget that is restricted by the 1.5 mill rate limit.

Note: Budgeted Resources Over (Under) Expenditures represents the amount that will be added to or used from the fund balance during the fiscal year.

Blackhawk Technical College
Capital Projects Fund
 Comparative Statement of Revenues and Expenditures
 For The Months Ended October 31, 2013 and 2012

	2013-2014				2012-2013				Post-Audit		
	Original Budget	Adjusted Budget	YTD Actual	Percent of Budget	Original Budget	Adjusted Budget	YTD Actual	Percent of Budget	Year End	Percent of Budget	Dollar Variance
Revenues											
Property Tax	-	-	-	0.00%	-	-	-	0.00%	9,727	No Budget	9,727
State Aid	-	-	-	0.00%	-	-	-	0.00%	5,630	No Budget	5,630
Institutional Revenue	10,000	10,000	508	5.08%	12,000	12,000	2,293	19.11%	5,470	45.58%	(6,530)
Federal Revenue	-	-	-	0.00%	-	-	-	0.00%	15,800	No Budget	15,800
Total Revenue	10,000	10,000	508	5.08%	12,000	12,000	2,293	19.11%	36,627	305.23%	24,627
Other Resources											
Trsf fr Res & Des Fund Bal	31,993	137,676	-	0.00%	-	35,979	-	0.00%	-	0.00%	(35,979)
Other Funding Sources	12,800,000	12,800,000	5,240,000	40.94%	4,437,346	4,100,000	4,100,000	100.00%	4,100,000	100.00%	-
Total Other Resources	12,831,993	12,937,676	5,240,000	40.50%	4,437,346	4,135,979	4,100,000	99.13%	4,100,000	99.13%	(35,979)
Total Resources	12,841,993	12,947,676	5,240,508	40.47%	4,449,346	4,147,979	4,102,293	98.90%	4,136,627	99.73%	(11,352)
Expenditures											
Instruction	2,645,942	2,645,942	229,763	8.68%	1,403,509	1,404,608	259,431	18.47%	1,351,863	96.24%	52,745
Instructional Resources	3,342,638	3,371,826	688,000	20.40%	2,029,664	1,919,249	327,568	17.07%	2,177,283	113.44%	(258,034)
Student Services	4,313	4,313	4,489	104.08%	43,533	43,533	-	0.00%	-	0.00%	43,533
General Institutional	670,850	670,850	50,921	7.59%	76,051	49,467	9,465	19.13%	8,705	17.60%	40,762
Physical Plant	6,078,250	6,154,745	255,926	4.16%	871,589	706,122	255,849	36.23%	1,184,432	167.74%	(478,310)
Auxiliary Services	-	-	-	0.00%	-	-	-	0.00%	-	0.00%	-
Total Expenditures	12,741,993	12,847,676	1,229,099	9.57%	4,424,346	4,122,979	852,313	20.67%	4,722,283	114.54%	(599,304)
Other Uses											
Trsf fr Res & Des Fund Bal	-	-	-	0.00%	-	-	-	0.00%	-	0.00%	-
Other Uses	100,000	100,000	-	0.00%	25,000	25,000	-	0.00%	25,000	100.00%	-
Total Other Uses	100,000	100,000	-	0.00%	25,000	25,000	-	0.00%	25,000	100.00%	-
Total Uses	12,841,993	12,947,676	1,229,099	9.49%	4,449,346	4,147,979	852,313	20.55%	4,747,283	114.45%	(599,304)
Budgeted Resources Over (Under) Expenditures	-	-	4,011,409		-	-	3,249,980		(610,656)		
Beginning Fund Balance	393,313	393,313	393,313		1,003,969	1,003,969	1,003,969		1,003,969		
Change in Fund Balance	(31,993)	(137,676)	-		-	(35,979)	-		-		
Ending Fund Balance	361,320	255,637	4,404,722		1,003,969	967,990	4,253,949		393,313		

Capital Projects Fund is used to account for all resources and expenditures related to capital projects. Capital projects include the acquisition of sites/buildings, purchase or construction of buildings (including equipping), remodeling and improvement of buildings and purchase of movable and fixed equipment with a per unit value of \$500 and a life expectancy of at least two years.

Note: Budgeted Resources Over (Under) Expenditures represents the amount that will be added to or used from the fund balance during the fiscal year.

Blackhawk Technical College
Debt Service
 Comparative Statement of Revenues and Expenditures
 For The Months Ended October 31, 2013 and 2012

	2013-2014				2012-2013				Post-Audit		
	Original Budget	Adjusted Budget	YTD Actual	Percent of Budget	Original Budget	Adjusted Budget	YTD Actual	Percent of Budget	Year End	Percent of Budget	Dollar Variance
Revenues											
Property Tax	4,743,100	4,743,100	-	0.00%	4,533,000	4,533,000	-	0.00%	4,533,000	100.00%	-
Institutional Revenue	2,000	2,000	211	10.55%	5,000	5,000	463	9.26%	1,999	39.98%	(3,001)
Total Revenue	4,745,100	4,745,100	211	0.00%	4,538,000	4,538,000	463	0.01%	4,534,999	99.93%	(3,001)
Other Resources											
Trsf fr Res & Des Fund Bal	50,000	50,000	-	0.00%	-	-	-	0.00%	-	0.00%	-
Other Funding Sources	100,000	100,000	-	0.00%	25,000	25,000	-	0.00%	25,000	100.00%	-
Total Other Resources	150,000	150,000	-	0.00%	25,000	25,000	-	0.00%	25,000	100.00%	-
Total Resources	4,895,100	4,895,100	211	0.00%	4,563,000	4,563,000	463	0.01%	4,559,999	99.93%	(3,001)
Expenditures											
Physical Plant	4,895,100	4,895,100	332,759	6.80%	4,560,050	4,560,050	347,571	7.62%	4,642,629	101.81%	(82,579)
Total Expenditures	4,895,100	4,895,100	332,759	6.80%	4,560,050	4,560,050	347,571	7.62%	4,642,629	101.81%	(82,579)
Other Uses											
Trsf fr Res & Des Fund Bal	-	-	-	0.00%	2,950	2,950	-	0.00%	-	0.00%	2,950
Other Uses	-	-	-	0.00%	-	-	-	0.00%	-	0.00%	-
Total Other Uses	-	-	-	0.00%	2,950	2,950	-	0.00%	-	0.00%	2,950
Total Uses	4,895,100	4,895,100	332,759	6.80%	4,563,000	4,563,000	347,571	7.62%	4,642,629	101.75%	(79,629)
Budgeted Resources											
Over (Under) Expenditures	-	-	(332,548)		-	-	(347,108)		(82,630)		
Beginning Fund Balance	630,076	630,076	630,076		712,706	712,706	712,706		712,706		
Change in Fund Balance	(50,000)	(50,000)	-		2,950	2,950	-		-		
Ending Fund Balance	580,076	580,076	297,528		715,656	715,656	365,598		630,076		

Debt Service Fund is used to account for the accumulation of resources, and the payment of principal and interest for general long-term debt and long-term lease purchase debt.

Note: Budgeted Resources Over (Under) Expenditures represents the amount that will be added to or used from the fund balance during the fiscal year.

Blackhawk Technical College
Enterprise Fund
 Comparative Statement of Revenues and Expenditures
 For The Months Ended October 31, 2013 and 2012

	2013-2014				2012-2013						
	Original Budget	Adjusted Budget	YTD Actual	Percent of Budget	Original Budget	Adjusted Budget	YTD Actual	Percent of Budget	Post-Audit		
									Year End	Percent of Budget	Dollar Variance
Revenues											
Other Student Fees	-	-	-	0.00%	-	-	-	0.00%	-	0.00%	-
Institutional Revenue	145,000	145,000	47,131	32.50%	148,654	148,654	59,502	40.03%	155,266	104.45%	6,612
Federal Revenue	-	-	-	0.00%	-	-	-	0.00%	-	0.00%	-
Total Revenue	145,000	145,000	47,131	32.50%	148,654	148,654	59,502	40.03%	155,266	104.45%	6,612
Other Resources											
Trsf fr Res & Des Fund Bal	10,000	10,000	-	0.00%	-	-	-	0.00%	-	0.00%	-
Other Funding Sources	-	-	-	0.00%	10,000	10,000	-	0.00%	90,982	909.82%	80,982
Total Other Resources	10,000	10,000	-	0.00%	10,000	10,000	-	0.00%	90,982	909.82%	80,982
Total Resources	155,000	155,000	47,131	30.41%	158,654	158,654	59,502	37.50%	246,248	155.21%	87,594
Expenditures											
Instruction	-	-	4,342	No Budget	-	-	2,370	No Budget	-	0.00%	-
Auxiliary Services	155,000	155,000	26,032	16.79%	158,654	158,654	51,808	32.65%	160,289	101.03%	(1,635)
Total Expenditures	155,000	155,000	30,374	19.60%	158,654	158,654	54,178	34.15%	160,289	101.03%	(1,635)
Other Uses											
Trsf fr Res & Des Fund Bal	-	-	-	0.00%	-	-	-	0.00%	-	0.00%	-
Other Uses	-	-	-	0.00%	-	-	-	0.00%	20,000	No Budget	(20,000)
Total Other Uses	-	-	-	0.00%	-	-	-	0.00%	20,000	No Budget	(20,000)
Total Uses	155,000	155,000	30,374	19.60%	158,654	158,654	54,178	34.15%	180,289	113.64%	(21,635)
Budgeted Resources Over (Under) Expenditures	-	-	16,757		-	-	5,324		65,959		
Beginning Fund Balance	411,058	411,058	411,058		345,099	345,099	345,099		345,099		
Change in Fund Balance	(10,000)	(10,000)	-		-	-	-		-		
Ending Fund Balance	401,058	401,058	427,815		345,099	345,099	350,423		411,058		

Enterprise Fund is used to account for district operations where the cost of providing goods or services to students, district staff, faculty or the general public on a continuing basis is financed or recovered primarily through user charges, or where the district board has decided that periodic determination of revenues, expenses or net income is appropriate.

Note: Budgeted Resources Over (Under) Expenditures represents the amount that will be added to or used from the fund balance during the fiscal year.

Blackhawk Technical College
Internal Service Fund
 Comparative Statement of Revenues and Expenditures
 For The Months Ended October 31, 2013 and 2012

	2013-2014				2012-2013				Post-Audit		
	Original Budget	Adjusted Budget	YTD Actual	Percent of Budget	Original Budget	Adjusted Budget	YTD Actual	Percent of Budget	Year End	Percent of Budget	Dollar Variance
Revenues											
Institutional Revenue	202,220	202,220	-	0.00%	198,800	198,800	-	0.00%	198,800	100.00%	-
Total Revenue	202,220	202,220	-	0.00%	198,800	198,800	-	0.00%	198,800	100.00%	-
Other Resources											
Trsf fr Res & Des Fund Bal	-	-	-	0.00%	-	-	-	0.00%	-	0.00%	-
Other Funding Sources	-	-	-	0.00%	-	-	-	0.00%	-	0.00%	-
Total Other Resources	-	-	-	0.00%	-	-	-	0.00%	-	0.00%	-
Total Resources	202,220	202,220	-	0.00%	198,800	198,800	-	0.00%	198,800	100.00%	-
Expenditures											
Instruction	-	-	-	0.00%	-	-	-	0.00%	-	0.00%	-
Auxiliary Services	202,220	202,220	186,316	92.14%	198,800	198,800	187,028	94.08%	193,096	97.13%	5,704
Total Expenditures	202,220	202,220	186,316	92.14%	198,800	198,800	187,028	94.08%	193,096	97.13%	5,704
Other Uses											
Trsf fr Res & Des Fund Bal	-	-	-	0.00%	-	-	-	0.00%	-	0.00%	-
Other Uses	-	-	-	0.00%	-	-	-	0.00%	-	0.00%	-
Total Other Uses	-	-	-	0.00%	-	-	-	0.00%	-	0.00%	-
Total Uses	202,220	202,220	186,316	92.14%	198,800	198,800	187,028	94.08%	193,096	97.13%	5,704
Budgeted Resources											
Over (Under) Expenditures	-	-	(186,316)		-	-	(187,028)		5,704		
Beginning Fund Balance	268,136	268,136	268,136		262,432	262,432	262,432		262,432		
Change in Fund Balance	-	-	-		-	-	-		-		
Ending Fund Balance	268,136	268,136	81,820		262,432	262,432	75,404		268,136		

Internal Service Fund is used to account for district operations where the cost of providing goods or services by one department or unit to other departments or units on a cost-reimbursement basis

Note: Budgeted Resources Over (Under) Expenditures represents the amount that will be added to or used from the fund balance during the fiscal year.

Blackhawk Technical College
Trust and Agency Fund
 Comparative Statement of Revenues and Expenditures
 For The Months Ended October 31, 2013 and 2012

	2013-2014				2012-2013				Post-Audit		
	Original Budget	Adjusted Budget	YTD Actual	Percent of Budget	Original Budget	Adjusted Budget	YTD Actual	Percent of Budget	Year End	Percent of Budget	Dollar Variance
Revenues											
Property Tax	-	-	-	0.00%	-	-	-	0.00%	-	0.00%	-
State Aid	1,119,000	1,119,000	483,541	43.21%	1,076,500	1,076,500	470,830	43.74%	954,130	88.63%	(122,370)
Other Student Fees	335,000	335,000	169,235	50.52%	325,000	325,000	192,617	59.27%	365,673	112.51%	40,673
Institutional Revenue	300,400	300,400	55,204	18.38%	296,400	296,400	57,877	19.53%	195,700	66.03%	(100,700)
Federal Revenue	16,162,000	16,162,000	4,883,856	30.22%	17,700,000	17,700,000	6,840,464	38.65%	15,351,288	86.73%	(2,348,712)
Total Revenue	17,916,400	17,916,400	5,591,836	31.21%	19,397,900	19,397,900	7,561,788	38.98%	16,866,791	86.95%	(2,531,109)
Other Resources											
Trsf fr Res & Des Fund Bal	4,874	4,874	-	0.00%	20,000	95,000	-	0.00%	-	0.00%	(95,000)
Other Funding Sources	10,000	10,000	-	0.00%	10,000	10,000	-	0.00%	10,000	100.00%	-
Total Other Resources	14,874	14,874	-	0.00%	30,000	105,000	-	0.00%	10,000	9.52%	(95,000)
Total Resources	17,931,274	17,931,274	5,591,836	31.18%	19,427,900	19,502,900	7,561,788	38.77%	16,876,791	86.53%	(2,626,109)
Expenditures											
Instruction	-	-	-	0.00%	-	-	-	0.00%	-	0.00%	-
Student Services	17,826,274	17,826,274	6,706,257	37.62%	19,317,900	19,392,900	7,945,799	40.97%	16,719,934	86.22%	2,672,966
General Institutional	105,000	105,000	32,805	31.24%	110,000	110,000	33,618	30.56%	95,612	86.92%	14,388
Physical Plant	-	-	-	0.00%	-	-	-	0.00%	-	0.00%	-
Total Expenditures	17,931,274	17,931,274	6,739,062	37.58%	19,427,900	19,502,900	7,979,417	40.91%	16,815,546	86.22%	2,687,354
Other Uses											
Trsf fr Res & Des Fund Bal	-	-	-	0.00%	-	-	-	0.00%	-	0.00%	-
Other Uses	-	-	-	0.00%	-	-	-	0.00%	-	0.00%	-
Total Other Uses	-	-	-	0.00%	-	-	-	0.00%	-	0.00%	-
Total Uses	17,931,274	17,931,274	6,739,062	37.58%	19,427,900	19,502,900	7,979,417	40.91%	16,815,546	86.22%	2,687,354
Budgeted Resources											
Over (Under) Expenditures	-	-	(1,147,226)		-	-	(417,629)		61,245		
Beginning Fund Balance	847,494	847,494	847,494		786,249	786,249	786,249		786,249		
Change in Fund Balance	(4,874)	(4,874)	-		(20,000)	(95,000)	-		-		
Ending Fund Balance	842,620	842,620	(299,732)		766,249	691,249	368,620		847,494		

Trust and Agency Fund is made up of three different types of sub-funds:

- a. **Expendable Trust Fund Type** is used to record resources and related to financial activities where the principal may not be expended and where the board acts as a trustee.
- b. **Non-Expendable Trust Fund Type** is used to record resources and related financial activities where the principal may not be expended and where the board acts as trustee.
- c. **Agency Fund Type** is used to record resources and related financial activity where the board acts as an agent or custodian for others, rather than as an owner.

Note : Revenue is generated by reimbursement reports to funding agencies. Therefore actual revenues will lag behind expenditures by several months. By the close of the fiscal year the difference between revenues and expenditures is balanced.

Note: Budgeted Resources Over (Under) Expenditures represents the amount that will be added to or used from the fund balance during the fiscal year.

Blackhawk Technical College
All Funds
 Comparative Statement of Revenues and Expenditures
 For The Months Ended October 31, 2013 and 2012

	2013-2014				2012-2013				Post-Audit		
	Original Budget	Adjusted Budget	YTD Actual	Percent of Budget	Original Budget	Adjusted Budget	YTD Actual	Percent of Budget	Year End	Percent of Budget	Dollar Variance
Revenues											
Property Tax	20,717,333	20,717,333	20,319	0.10%	20,496,636	20,496,636	18,376	0.09%	20,520,514	100.12%	23,878
Other Local Government	(16,000)	(16,000)	1,866	-11.66%	(16,000)	(16,000)	5,617	-35.11%	-	0.00%	16,000
State Aid	4,678,778	4,678,778	2,336,598	49.94%	5,122,896	5,122,896	2,235,408	43.64%	4,494,740	87.74%	(628,156)
Program Fees	7,272,900	7,272,900	3,407,899	46.86%	7,816,164	7,816,164	3,749,462	47.97%	7,155,981	91.55%	(660,183)
Material Fees	501,695	501,695	212,676	42.39%	506,287	506,287	255,879	50.54%	492,232	97.22%	(14,055)
Other Student Fees	760,083	760,083	330,456	43.48%	841,369	844,369	334,723	39.64%	754,812	89.39%	(89,557)
Institutional Revenue	1,475,020	1,475,020	241,369	16.36%	1,470,854	1,545,854	350,620	22.68%	1,718,014	111.14%	172,160
Federal Revenue	17,084,337	17,084,337	5,036,313	29.48%	18,739,446	18,739,446	6,961,444	37.15%	16,174,186	86.31%	(2,565,260)
Total Revenue	52,474,146	52,474,146	11,587,496	22.08%	54,977,652	55,055,652	13,911,529	25.27%	51,310,479	93.20%	(3,745,173)
Other Resources											
Trsf fr Res & Des Fund Bal	2,271,625	2,377,308	-	0.00%	834,727	945,706	-	0.00%	-	0.00%	(945,706)
Other Funding Sources	12,910,000	12,910,000	5,240,000	40.59%	4,482,346	4,145,000	4,100,000	98.91%	4,225,982	101.95%	80,982
Total Other Resources	15,181,625	15,287,308	5,240,000	34.28%	5,317,073	5,090,706	4,100,000	80.54%	4,225,982	83.01%	(864,724)
Total Resources	67,655,771	67,761,454	16,827,496	24.83%	60,294,725	60,146,358	18,011,529	29.95%	55,536,461	92.34%	(4,609,897)
Expenditures											
Instruction	21,645,993	21,568,877	5,661,896	26.25%	20,889,827	20,871,815	5,772,325	27.66%	20,404,331	97.76%	467,484
Instructional Resources	5,653,524	5,656,930	1,494,708	26.42%	4,163,067	4,052,652	1,083,450	26.73%	4,155,789	102.54%	(103,137)
Student Services	21,061,315	21,058,010	7,610,402	36.14%	22,314,094	22,486,205	8,846,909	39.34%	19,670,142	87.48%	2,816,063
General Institutional	5,927,163	5,834,579	1,716,537	29.42%	5,038,048	5,016,464	1,758,025	35.05%	4,650,171	92.70%	366,293
Physical Plant	12,900,556	13,175,838	1,337,519	10.15%	7,494,285	7,323,818	1,212,060	16.55%	7,746,125	105.77%	(422,307)
Auxiliary Services	357,220	357,220	212,348	59.44%	357,454	357,454	238,836	66.82%	353,385	98.86%	4,069
Total Expenditures	67,545,771	67,651,454	18,033,410	26.66%	60,256,775	60,108,408	18,911,605	31.46%	56,979,943	94.80%	3,128,465
Other Uses											
Trsf fr Res & Des Fund Bal	-	-	-	0.00%	2,950	2,950	-	0.00%	-	0.00%	2,950
Other Uses	110,000	110,000	-	0.00%	35,000	35,000	-	0.00%	125,982	359.95%	(90,982)
Total Other Uses	110,000	110,000	-	0.00%	37,950	37,950	-	0.00%	125,982	331.97%	(88,032)
Total Uses	67,655,771	67,761,454	18,033,410	26.61%	60,294,725	60,146,358	18,911,605	31.44%	57,105,925	94.94%	3,040,433
Budgeted Resources Over (Under) Expenditures	-	-	(1,205,914)		-	-	(900,076)		(1,569,464)		
Beginning Fund Balance	14,550,294	14,550,294	14,550,294		16,119,758	16,119,758	16,119,758		16,119,758		
Change in Fund Balance	(2,271,625)	(2,377,308)	-		(831,777)	(942,756)	-		-		
Ending Fund Balance	12,278,669	12,172,986	13,344,380		15,287,981	15,177,002	15,219,682		14,550,294		
Reserve for OPEB	-	-	-		-	-	-		-		
Reserved for Prepaid Items	245,000	245,000	245,000		245,200	245,200	245,200		300,838		
Designated for Operations	6,952,100	6,952,100	6,952,100		7,405,682	7,405,682	1,396,585		6,117,833		
Designated for State Aid Fluc	299,000	299,000	299,000		322,760	322,760	322,760		299,000		
Designated for Sub Years	448,000	448,000	448,000		484,140	484,140	484,140		448,000		
Designated for Sub Year	1,881,359	1,881,359	488,127		3,963,813	3,963,813	7,602,203		4,834,546		

Note: Budgeted Resources Over (Under) Expenditures represents the amount that will be added to or used from the fund balance during the fiscal year.

ENCLOSURE #4

Regular Meeting

of the

Blackhawk Technical College District Board

October 17, 2013

Minutes

The regular meeting of the Blackhawk Technical College Board was held on Thursday, October 17, 2013, at BTC Administrative Center, 6004 S. County Road G, Janesville, in the Board Room. The following members were present: Kevin Leavy, Chairperson; Barbara Tillman, Vice Chairperson; Craig Duncan, Secretary; Eric Thornton, Treasurer; Víctor González; Laverne Hays; Mark Mayer; Dr. Karen Schulte; Mary Soddy. Board members absent: None. Staff present: Dr. Tom Eckert; Dr. Diane Nyhammer; Renea Ranguette; Edward Robinson; Brian Gohlke; Jackie Pins; Mike Gagner; Kelli Cameron; Colleen Koerth; Kerry Osmond; Dr. Betsy Rezel; Gary Kohn; Stephanie Williams; and a representative of the Blackhawk Technical Faculty Federation.

Chairperson Leavy called the meeting to order at 6:00 p.m.

Chairperson Leavy called for Public Comment. Rubina Jan distributed a listing of activities which have occurred during the past month and presented highlights.

Chairperson Leavy called for Special Reports.

Andrea Gruner, Student representative to the Board, provided a report on Student Government activities held the past month as well as upcoming Campus events.

Chairperson Leavy called for Information/Discussion items.

The August financial statement and quarterly update were reviewed.

Dr. Eckert presented the President's monthly report. Information was shared on meetings he has attended within the last month. The first presentation was held at a K-12 school board meeting. He also attended the legislative hearing on higher education Assembly Bill 177 and presented at the National Council on Workforce Education Conference on the Advanced Manufacturing Training Center.

An update was provided on BTC Foundation emergency assistance programs and scholarship programs.

Chairperson Leavy called for the Consent Agenda.

It was moved by Ms. Soddy and seconded by Mr. Thornton to approve the consent agenda, which included the minutes of the Regular Meeting held on September 19, 2013; current bills from the month of September – Voucher #00218786 to and including #00220161 and direct deposit expense reimbursements in the total amount of \$2,895,253.69 (includes student related payments), a payroll total for the month of September of \$860,597.02, payroll tax wire transfers for the month of September of \$405,869.32, other wire transfers for the month of September of \$64,520.34, WRS wire transfers for the month of September of \$171,285.15, P-card disbursements for the month of September of \$535,760.06, a bond payment for the month of September of \$304,562.50, and a health insurance wire transfer for the month of September of \$302,482.00, for a grand total of \$5,540,330.08; 10 training contracts negotiated since the last meeting totaling \$25,200; adoption of a resolution to designate district positions that are subject to Wisconsin's Code of Ethics; and confirmation of an administrative employment contract issued to Deena Wettstein for the position of Financial Aid Director at a salary of \$70,000, effective October 7, 2013.

Motion carried.

Chairperson Leavy called for Action Items.

Information related to the establishment of the tax levy and mill rate for fiscal year 2013-14 was presented. The Dept. of Revenue certified the 2013 net new construction valuation factor for technical college districts on September 30 and the equalized values of technical college districts on October 4. BTC's equalized valuation reflected a decline of 2.44% from last year. The Board enclosure did not contain the total levy amount as information had not been received from the state on the value of exempt computers. Revised information shared with the Board reflected the inclusion of the value of exempt computers brought the total tax levy to \$20,827,907. Based on the 2013 valuation factor for the District, 0.72997%, the operational levy increase for net new construction is \$115,983, bringing the District's operational levy cap for 2013 to \$16,004,740.

It was moved by Mr. Hays and seconded by Ms. Soddy to authorize a total tax levy of \$20,827,907 for 2013-14, inclusive of exempt computers, and a local (actual) tax levy of \$20,747,840, or 1.92481 mills (including debt service) on \$10,779,158,932 of equalized value, and that the various taxing entities be properly informed of their appropriate shares of the District's levy.

Motion carried unanimously.

It was moved by Mr. Mayer and seconded by Mr. Duncan to approve the Procurement Annual Report as presented.

Motion carried.

John Mehan, of Robert W. Baird, reviewed information on the negotiated sale of Series 2013B and Series 2013C general obligation promissory notes.

It was moved by Mr. Hays and seconded by Mr. Thornton to adopt the attached resolution awarding the negotiated sale of \$6,405,000 general obligation promissory notes, Series 2013B, to multiple purchasers, at an interest rate of 1.79% and a net interest cost of \$512,175.

The roll was called. The following members voted affirmatively: Mr. Duncan, Dr. Schulte, Mr. Mayer, Mr. Thornton, Mr. Hays, Ms. Soddy, Mr. González, Ms. Tillman, Mr. Leavy.

Motion carried unanimously.

It was moved by Mr. Duncan and seconded by Dr. Schulte to adopt the attached resolution awarding the negotiated sale of \$1,500,000 general obligation promissory notes, Series 2013C, to multiple recipients, at an interest rate of 2.63% and a net interest cost of \$338,150.

The roll was called. The following members voted affirmatively: Mr. Duncan, Dr. Schulte, Mr. Mayer, Mr. Thornton, Mr. Hays, Ms. Soddy, Mr. González, Ms. Tillman, Mr. Leavy.

Motion carried unanimously.

Board action was requested to adopt a resolution authorizing the issuance of \$1,500,000 general obligation promissory notes for the purpose of building improvements for Building B of the AMTC. Following publication of the resolution and subsequent to the passage of the statutory referendum time period, final approval to award the bid on the borrowing would be presented to the Board at the November meeting.

It was moved by Mr. Hays and seconded by Ms. Soddy to adopt the attached resolution authorizing the issuance of \$1,500,000 general obligation promissory notes, Series 2013D, of Blackhawk Technical College District, Wisconsin.

The roll was called and the following members voted affirmatively: Mr. Duncan, Dr. Schulte, Mr. Mayer, Mr. Thornton, Mr. Hays, Ms. Soddy, Mr. González, Ms. Tillman, Mr. Leavy.

Motion carried unanimously.

It was moved by Ms. Soddy and seconded by Mr. Mayer to approve revisions to Policy #J-710 as presented.

Motion carried.

Administration presented information on the proposed remodeling project for 15,800 square feet at Central Campus to create the Student Success Center. The former Day Care Center and adjacent Academic Support Division space is proposed for renovation to support the delivery of tutoring services, supplemental instruction, testing services, career services, and leadership development programming for students. The estimated cost for the remodel project is \$1,495,832.

It was moved by Mr. González and seconded by Ms. Soddy to approve the Student Success Center remodel contingent upon Wisconsin Technical College System Board (WTCSB) approval and to request WTCSB approval of the remodel.

Motion carried unanimously.

Chairperson Leavy called for New Business.

An overview was provided on the Career and Professional Development Office.

A Learning Operations Report was provided on Learning Resources.

Chairperson Leavy called for Other Business.

A report was provided on attendance at the ACCT Annual Leadership Congress, which was held in Seattle earlier in the month. Reminders were provided on the Legal Issues Conference/Boards Association Fall meeting being held November 7-9 in Pewaukee and the WTCS Board meeting being held at BTC on November 12-13.

Chairperson Leavy called for Future Agenda Items. Board members requested a financial workshop be provided on the budget.

As there was no additional business, the meeting was adjourned at 8:24 p.m.

Craig P. Duncan
Secretary

ENCLOSURE #5

5. Consent Agenda

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

The October bills include Voucher #00220162 to and including #00221082 and direct deposit expense reimbursements in the total amount of \$1,594,762.99 (includes student related payments), a payroll total for the month of October of \$1,399,727.68, payroll tax wire transfers for the month of October of \$648,529.92, other wire transfers for the month of October of \$88,891.61, WRS wire transfers for the month of October of \$159,730.07, P-card disbursements for the month of October of \$351,166.97, a bond payment for the month of October of \$0, and a health insurance wire transfer for the month of October of \$310,056.00, for a grand total of \$4,552,865.24.

Blackhawk Technical College

BILL LIST SUMMARY

Period Ending October 31, 2013

Starting Check Number 00220162
 Ending Check Number 00221082 Plus Direct Deposits

PAYROLL TAXES			
Federal		540,678.83	
State		<u>107,851.09</u>	
			648,529.92
PAYROLL BENEFIT DEDUCTIONS & FRINGE PAYMENTS			
Retirement		-	
Health and Dental Insurance		26,998.45	
Miscellaneous		<u>15,427.97</u>	
			42,426.42
STUDENT RELATED PAYMENTS			965,808.78
CURRENT NON CAPITAL EXPENSES			403,296.19
CAPITAL			146,111.60
DEBT			<u>37,120.00</u>
TOTAL BILL LISTING AND PAYROLL TAXES			2,243,292.91
PAYROLL-NET			<u>1,399,727.68</u>
SUB TOTAL BILL LISTING AND PAYROLL			3,643,020.59
PLUS OTHER WIRE TRANSFERS			88,891.61
PLUS WRS WIRE TRANSFERS			159,730.07
P-CARD DISBURSEMENTS			351,166.97
PLUS BOND PAYMENT			-
HEALTH INSURANCE WIRES			<u>310,056.00</u>
GRAND TOTAL FOR THE MONTH			<u><u>4,552,865.24</u></u>

Memo

Bill List Total	1,594,762.99
Wire Transfer - Payroll Taxes	648,529.92

5. Consent Agenda

c. Approval of Contract Training (Action - Dr. Diane Nyhammer)

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

		FULL CONTRACT DETAIL INFORMATION				
Contract #	Business/Industry	# Served	Est. FTEs	BTC Cost Formula	LAB Cost Formula	Actual Contract Cost
2014-1049	ABM Janitorial Services <i>Forklift Operator Safety Training</i>	8	0.03	\$567	\$510	\$567
2014-1048	Beloit College <i>Intermediate Excel 2013</i>	10	0.08	\$1,478	\$1,148	\$1,478
2014-1050	Cedar Crest <i>Healthcare Provider - CPR</i>	8	0.04	\$589	\$376	\$589
2014-1056	Johnson Tractor, Inc. <i>Safety Updates 1</i>	15	0.03	\$338	\$255	\$338
2014-1055	Kuhn North America, Inc. <i>Introduction to Microsoft Outlook</i>	15	0.05	\$1,199	\$1,020	\$1,199
* 2014-1029	Madison Area Technical College <i>Circuit Trainer - JAC Electric - Technical Assistance</i>	20	0.00	\$16,828	\$19,756	\$16,828
6810-001	School District of Brodhead <i>HSED Preparation for High School At Risk Student(s)</i>	1	1.00	\$0	\$0	\$1,980
	<i>Report Subtotal</i>	77	1.23	\$20,999	\$23,065	\$22,979

* BTC charges do not meet LAB formula.

5. Consent Agenda

<u>Contract #</u>	<u>Business/Industry</u>	MULTIPLE RECEIPT, 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
2014-1042	SSI Technologies, Inc. <i>Basic Metallurgy</i> --WAT Grant Funding						12	0.18	\$4,429	\$2,679	\$964
											\$3,466
2014-1051	SSI Technologies, Inc. <i>Leadership Development</i> --WAT Grant Funding						30	0.8	\$7,317	\$5,782	\$2,090
											\$5,226
REPORT TOTALS							<u>119</u>	<u>2.21</u>	<u>\$32,745</u>	<u>\$31,526</u>	<u>\$34,725</u>

CONTRACT TRAINING APPROVED BY BTC BOARD

	Month	FY 2009-10		FY 2010-11		FY 2011-12		FY 2012-13		FY 2013-14	
		Month's \$	YTD \$	Month's \$	YTD \$	Month's \$	YTD \$	Month's \$	YTD \$	Month's \$	YTD \$
1st Qtr.	July	\$87,495.00	\$87,495.00	\$11,360.00	\$11,360.00	\$18,703.00	\$18,703.00	\$3,535.00	\$3,535.00	\$52,148.00	\$52,148.00
	August	18,563.00	106,058.00	22,166.00	33,526.00	8,933.00	27,636.00	5,555.00	9,090.00	40,224.00	92,372.00
	September	185,937.00	291,995.00	2,176.00	35,702.00	31,574.00	59,210.00	2,797.00	11,887.00	43,942.00	136,314.00
2nd Qtr.	October	86,603.00	378,598.00	47,272.00	82,974.00	54,011.00	113,221.00	49,820.00	61,707.00	25,200.00	161,514.00
	November	9,856.00	388,454.00	26,554.00	109,528.00	33,935.00	147,156.00	21,902.00	83,609.00	34,725.00	196,239.00
	December	117,838.00	506,292.00	227,685.00	337,213.00	19,107.00	166,263.00	11,439.00	95,048.00		
3rd Qtr.	January	16,969.00	523,261.00	44,148.00	381,361.00	35,204.00	201,467.00	342,694.00	437,742.00		
	February	7,952.00	531,213.00	16,053.00	397,414.00	129,828.00	331,295.00	306,330.00	744,072.00		
	March	33,816.00	565,029.00	6,268.00	403,682.00	142,354.00	473,649.00	150,257.00	894,329.00		
4th Qtr.	April	10,477.00	575,506.00	23,375.00	427,057.00	40,918.00	514,567.00	76,884.00	971,213.00		
	May	28,038.00	603,544.00	148,032.00	575,089.00	138,282.00	652,849.00	45,068.00	1,016,281.00		
	June	23,550.00	627,094.00	54,166.00	629,255.00	137,137.00	789,986.00	5,252.00	1,021,533.00		
	YTD TOTAL \$		<u>\$627,094.00</u>		<u>\$629,255.00</u>		<u>\$789,986.00</u>		<u>\$1,021,533.00</u>		<u>\$196,239.00</u>

Historical Reference

1. FY 2009-10 - DWD Co-hort total: \$254,611
2. FY 2010-11 - WAT Grant total: \$27,451; Transcribed Credit contracts with high schools total \$350,284; DOJ Grant total: \$9,000
3. FY 2011-12 - WAT Grant total: \$137,535; Transcribed Credit contracts with high schools total \$390,437; DOJ Grant total: \$13,344
4. FY 2012-13 - WAT Grant total: \$86,233; Transcribed Credit contracts with high schools total: \$719,956
5. FY 2013-14 - WAT Grant total: \$56,732; Transcribed Credit contracts with high schools total: \$48,508

ENCLOSURE #7

5. Consent Agenda

d. Confirmation of an Administrative Employment Contract Issued for the Position of Associate Dean - Nursing (Dr. Doris Ellison) (Action – Brian Gohlke)

Dr. Doris Ellison has been issued an administrative employment contract for the position of Associate Dean - Nursing at a salary of \$80,000, effective December 16, 2013.

Dr. Ellison holds a Doctorate of Nursing Practice from the University of Minnesota – Twin Cities, Minneapolis, Minnesota; a Master of Science degree in Nursing and a Bachelor of Science degree in Nursing from the University of Wisconsin-Madison; and an Associate Degree in Nursing from Kirkwood Community College, Cedar Rapids, Iowa. For the past 10 years, she has held the position of Senior Lecturer/Clinical Instructor at Edgewood College in Madison. Previous occupational experience includes positions of TA/Clinical Instructor, Community Health Nursing at the University of Wisconsin-Madison School of Nursing; and Registered Nurse positions at the University of Iowa Hospital & Clinics in Iowa City, Iowa, and the University of Minnesota Hospital in Minneapolis, Minnesota.

Confirmation of Dr. Ellison's contract is requested.

ENCLOSURE #8

5. Consent Agenda

e. Acceptance of Resignation (Jeffrey Tellefson) (Action – Brian Gohlke)

Jeffrey Tellefson, Criminal Justice Instructor, has submitted his resignation, effective December 31, 2013.

It is our recommendation you accept his resignation with regret and with best wishes for future endeavors.

ENCLOSURE #9

5. Consent Agenda

f. Acceptance of Intent to Retire (Douglas Tabbutt) (Action – Brian Gohlke)

Douglas Tabbutt, Information Technology Program Instructor, has submitted his intent to retire effective June 30, 2014, after 17 years of service to the District.

Acceptance of the intent to retire is recommended.

ENCLOSURE #10

6. Action Items

- a. Presentation and Acceptance of Fiscal Year 2012-13 Audit Report (Action – Renea Ranguette)

The District's auditing firm, Wipfli, LLP, has completed the audit of Fiscal Year 2012-13 financial records. Dan Walker will be present at the November meeting to present the [draft Fiscal Year 2012-13 Audit Report](#), discuss their findings, and answer questions.

Upon acceptance by the District Board, the report will be finalized and forwarded to the Wisconsin Technical College System Board by the December 31, 2013, deadline.

Wipfli LLP
3703 Oakwood Hills Parkway
Eau Claire, WI 54701
PO Box 690
Eau Claire, WI 54702-0690
715.832.3407
fax 715.832.0475
www.wipfli.com

_____, 2013

District Board
Blackhawk Technical College District
Janesville, Wisconsin

Dear Board Members:

We have audited the financial statements of the business-type activities and the aggregate remaining fund information of the Blackhawk Technical College District (the "College") for the year ended June 30, 2013, and have issued our report thereon dated _____, 2013. Professional standards require that we provide you with the following information related to our audit:

Our Responsibility Under Auditing Standards Generally Accepted in the United States and OMB Circular A-133

As stated in our engagement letter dated April 18, 2013, our responsibility, as described by professional standards, is to express opinions about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with accounting principles generally accepted in the United States. Our audit of the financial statements does not relieve you or management of your responsibilities.

In planning and performing our audit, we considered the College's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinions on the financial statements and not to provide assurance on the internal control over financial reporting. We also considered internal control over compliance with requirements that could have a direct and material effect on a major federal program in order to determine our auditing procedures for the purpose of expressing our opinion on compliance and to test and report on internal control over compliance in accordance with OMB Circular A-133.

As part of obtaining reasonable assurance about whether the College's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grants, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit.

Also in accordance with OMB Circular A-133, we examined, on a test basis, evidence about the College's compliance with the types of compliance requirements described in the U.S. Office of Management and Budget (OMB) Circular A-133 Compliance Supplement that could have a direct and material effect on each of its major federal programs for the purpose of expressing an opinion on the College's compliance with those requirements. While our audit provides a reasonable basis for our opinion, it does not provide a legal determination on the College's compliance with those requirements.

Other Information in Documents Containing Audited Financial Statements

With respect to the supplementary information accompanying the financial statements, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

The auditor's responsibility for other information in documents containing audited financial statements does not extend beyond the financial information identified in our report, and we have no obligation to perform any procedures to corroborate other information contained in a document. Our responsibility is to read the other information and consider whether such information, or the manner of its presentation, is materially inconsistent with information, or the manner of its presentation, appearing in the financial statements. We are not aware of any documents or other information containing audited financial statements, and furthermore management has not requested us to devote attention to any documents containing audited financial statements.

Planned Scope and Timing of the Audit

We performed the audit according to the planned scope and timing previously communicated to your representative, Dave McDonald, in our client assistance memo dated June 10, 2013, in addition to our engagement letter dated April 18, 2013 accepted by Renea Ranguette.

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the College are described in Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during the period under audit except for the following:

- Government Accounting Standards Board (GASB) Statement No. 63, Financial Reporting of Deferred Outflows of Resources, Deferred Inflows of Resources, and Net Position. Statement No. 63 was issued to improve financial reporting by standardizing the presentation of deferred outflows of resources and deferred inflows of resources and their effects on a government's net position. The implementation of this statement had no effect on previously recorded net position or fund balance.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the financial statements were:

- The adequacy of the estimated asset (liability) for early retirement and postemployment health insurance benefits is subjective and contingent upon actual insurance premium rates and employee salaries in effect when employees retire. We evaluated key factors and assumptions used to develop the liability for postemployment benefits in determining that it is reasonable in relation to the financial statements.
- The adequacy of the estimated depreciable lives of property and equipment is based on the expected use of the respective assets and management's experience with similar assets. We evaluated key factors and assumptions used to develop the estimate in determining that it is reasonable in relation to the financial statements.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. In addition, none of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to the financial statements taken as a whole.

Disagreements With Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated _____, 2013, a copy of which accompanies this letter.

Management Consultations With Other Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters. To our knowledge, management has not obtained any opinions from other independent accountants on the application of accounting principles generally accepted in the United States which would affect the College's financial statements or on the type of opinion which may be rendered on the financial statements.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the College's auditors for the preceding year. However, these discussions occurred in the normal course of our professional relationship and our responses were not, in our judgment, a condition of our retention.

Internal Control Matters

In planning and performing our audit of the financial statements of Blackhawk Technical College District (the "College") as of and for the year ended June 30, 2013, in accordance with auditing standards generally accepted in the United States, we considered the College's internal control over financial reporting (internal control) as a basis for designing our auditing procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the College's internal control. Accordingly, we do not express an opinion on the effectiveness of the College's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect and correct misstatements on a timely basis. A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance. A material weakness is a deficiency, or combination of deficiencies in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented or detected and corrected on a timely basis.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be significant deficiencies or material weaknesses and, therefore, significant deficiencies and material weaknesses may exist that were not identified. We did not identify any deficiencies in internal control that we consider to be material weaknesses.

We appreciate the opportunity to be of service to Blackhawk Technical College District.

This communication is intended solely for the information and use of management, the District Board, and others within the College, and includes a description of the scope of our testing of internal control over financial reporting and the results of that testing. The communication related to considering the College's internal control over financial reporting is an integral part of an audit performed in accordance with Government Auditing Standards in considering the College's internal control over financial reporting. Accordingly, this communication is not suitable for any other purpose.

Sincerely,

Wipfli LLP

Enc.

ENCLOSURE #11

6. Action Items

- b. Adoption of Resolution Awarding the Sale of \$1,500,000 General Obligation Promissory Notes, Series 2013D (Action – Renea Ranguette and Robert W. Baird Representative)

The Board adopted a resolution in October authorizing the borrowing of \$1,500,000 for the purpose of paying for the cost of remodeling and improvements to buildings and grounds.

Public notice to electors was subsequently published in the District's official newspaper, and bids are scheduled to be opened on the day of the Board meeting. A Financial Consultant from Robert W. Baird, Inc. will be present at the meeting to share the results of the bids with you.

A copy of the blank resolution is attached.

Long- and short-term borrowing requires passage by a roll-call vote of a majority of the quorum.

RESOLUTION

RESOLUTION AWARDING THE SALE OF \$1,500,000 GENERAL OBLIGATION PROMISSORY NOTES, SERIES 2013D

WHEREAS, the District Board of Blackhawk Technical College District, Rock and Green Counties, Wisconsin (the "District") has, by a resolution adopted October 17, 2013 (the "Authorizing Resolution"), authorized the issuance of General Obligation Promissory Notes, Series 2013D (the "Notes"), pursuant to Section 67.12(12) of the Wisconsin Statutes, in the amount of \$1,500,000 for the public purpose of financing building remodeling and improvement projects;

WHEREAS, the Secretary of the District caused a Notice to Electors to be published in The Daily News on October 23, 2013 giving notice of adoption of the Authorizing Resolution, identifying where and when the Authorizing Resolution could be inspected, and advising electors of their right to petition for a referendum on the question of the issuance of general obligation promissory notes to finance building remodeling and improvement projects;

WHEREAS, no petition for referendum has been filed with the Secretary and the time to file such a petition will expire on November 22, 2013;

WHEREAS, the District has directed Robert W. Baird & Co. Incorporated ("Baird") to take the steps necessary to sell the Notes;

WHEREAS, Baird, in consultation with the officials of the District, prepared an Official Notice of Sale (a copy of which is attached hereto as Exhibit A and incorporated herein by this reference) setting forth the details of and the bid requirements for the Notes and indicating that the Notes would be offered for public sale on November 21, 2013;

WHEREAS, the Secretary (in consultation with Baird) caused notice of the sale of the Notes to be published and/or announced and caused the Official Notice of Sale to be distributed to potential bidders offering the Notes for public sale;

WHEREAS, the District has duly received bids for the Notes as described on the Bid Tabulation attached hereto as Exhibit B and incorporated herein by this reference (the "Bid Tabulation"); and

WHEREAS, it has been determined that the bid proposal (the "Proposal") submitted by the financial institution listed first on the Bid Tabulation fully complies with the bid requirements set forth in the Official Notice of Sale and is deemed to be the most advantageous to the District. Baird has recommended that the District accept the Proposal. A copy of said Proposal submitted by such institution (the "Purchaser") is attached hereto as Exhibit C and incorporated herein by this reference.

NOW, THEREFORE, BE IT RESOLVED by the District Board of the District that:

Section 1A. Ratification of the Official Notice of Sale and Offering Materials. The District Board of the District hereby ratifies and approves the details of the Notes set forth in Exhibit A attached hereto as and for the details of the Notes. The Official Notice of Sale and any other offering materials prepared and circulated by Baird are hereby ratified and approved in all respects. All actions taken by officers of the District and Baird in connection with the preparation and distribution of the Official Notice of Sale and any other offering materials are hereby ratified and approved in all respects.

Section 1B. Award of the Notes. The Proposal of the Purchaser offering to purchase the Notes for the sum set forth on the Proposal, plus accrued interest to the date of delivery, is hereby accepted (subject to the condition that no valid petition for a referendum is filed prior to expiration of the petition period on November 22, 2013 in connection with the Authorizing Resolution). The Chairperson and Secretary or other appropriate officers of the District are authorized and directed to execute an acceptance of the Proposal on behalf of the District. The good faith deposit of the Purchaser shall be retained by the District Treasurer until the closing of the note issue, and any good faith deposits submitted by unsuccessful bidders shall be promptly returned. The Notes bear interest at the rates set forth on the Proposal.

Section 2. Terms of the Notes. The Notes shall be designated "General Obligation Promissory Notes, Series 2013D"; shall be issued in the aggregate principal amount of \$1,500,000; shall be dated December 5, 2013; shall be in the denomination of \$5,000 or any integral multiple thereof; shall be numbered R-1 and upward; and shall bear interest at the rates per annum and mature on April 1 of each year, in the years and principal amounts as set forth on the Pricing Summary attached hereto as Exhibit D-1 and incorporated herein by this reference. Interest is payable semi-annually on April 1 and October 1 of each year commencing on April 1, 2014. Interest shall be computed upon the basis of a 360-day year of twelve 30-day months and will be rounded pursuant to the rules of the Municipal Securities Rulemaking Board. The schedule of principal and interest payments due on the Notes is set forth on the Debt Service Schedule attached hereto as Exhibit D-2 and incorporated herein by this reference (the "Schedule").

Section 3. Redemption Provisions. The Notes shall be subject to redemption prior to maturity, at the option of the District, on April 1, 2019 or on any date thereafter. Said Notes shall be redeemable as a whole or in part, and if in part, from maturities selected by the District and within each maturity, by lot, at the principal amount thereof, plus accrued interest to the date of redemption.

Section 4. Form of the Notes. The Notes shall be issued in registered form and shall be executed and delivered in substantially the form attached hereto as Exhibit E and incorporated herein by this reference.

Section 5. Tax Provisions.

(A) Direct Annual Irrepealable Tax Levy. For the purpose of paying the principal of and interest on the Notes as the same becomes due, the full faith, credit and resources of the District are hereby irrevocably pledged, and there is hereby levied upon all of the taxable property of the District a direct annual irrepealable tax in the years 2014 through

2022 for the payments due in the years 2014 through 2023 in the amounts set forth on the Schedule. The amount of tax levied in the year 2014 shall be the total amount of debt service due on the Notes in the years 2014 and 2015; provided that the amount of such tax carried onto the tax rolls shall be abated by any amounts appropriated pursuant to subsection (D) below which are applied to payment of principal of or interest on the Notes in the year 2014.

(B) Tax Collection. So long as any part of the principal of or interest on the Notes remains unpaid, the District shall be and continue without power to repeal such levy or obstruct the collection of said tax until all such payments have been made or provided for. After the issuance of the Notes, said tax shall be, from year to year, carried onto the tax roll of the District and collected in addition to all other taxes and in the same manner and at the same time as other taxes of the District for said years are collected, except that the amount of tax carried onto the tax roll may be reduced in any year by the amount of any surplus money in the Debt Service Fund Account created below.

(C) Additional Funds. If at any time there shall be on hand insufficient funds from the aforesaid tax levy to meet principal and/or interest payments on said Notes when due, the requisite amounts shall be paid from other funds of the District then available, which sums shall be replaced upon the collection of the taxes herein levied.

(D) Appropriation. The District hereby appropriates from proceeds of the Notes or other funds of the District on hand a sum sufficient to be irrevocably deposited in the segregated Debt Service Fund Account created below and used to pay the interest on the Notes coming due on April 1, 2014 and October 1, 2014 as set forth on the Schedule.

Section 6. Segregated Debt Service Fund Account.

(A) Creation and Deposits. There be and there hereby is established in the treasury of the District, if one has not already been created, a debt service fund, separate and distinct from every other fund, which shall be maintained in accordance with generally accepted accounting principles. Debt service or sinking funds established for obligations previously issued by the District may be considered as separate and distinct accounts within the debt service fund.

Within the debt service fund, there hereby is established a separate and distinct account designated as the "Debt Service Fund Account for \$1,500,000 General Obligation Promissory Notes, Series 2013D, dated December 5, 2013" (the "Debt Service Fund Account") and such account shall be maintained until the indebtedness evidenced by the Notes is fully paid or otherwise extinguished. The District Treasurer shall deposit in the Debt Service Fund Account (i) all accrued interest received by the District at the time of delivery of and payment for the Notes; (ii) any premium which may be received by the District above the par value of the Notes and accrued interest thereon; (iii) all money raised by the taxes herein levied and any amounts appropriated for the specific purpose of meeting principal of and interest on the Notes when due; (iv) such other sums as may be necessary at any time to pay principal of and interest on the Notes when due; (v) surplus monies in the Borrowed Money Fund as specified below; and (vi) such further deposits as may be required by Section 67.11, Wisconsin Statutes.

(B) Use and Investment. No money shall be withdrawn from the Debt Service Fund Account and appropriated for any purpose other than the payment of principal of and interest on the Notes until all such principal and interest has been paid in full and the Notes canceled; provided (i) the funds to provide for each payment of principal of and interest on the Notes prior to the scheduled receipt of taxes from the next succeeding tax collection may be invested in direct obligations of the United States of America maturing in time to make such payments when they are due or in other investments permitted by law; and (ii) any funds over and above the amount of such principal and interest payments on the Notes may be used to reduce the next succeeding tax levy, or may, at the option of the District, be invested by purchasing the Notes as permitted by and subject to Section 67.11(2)(a), Wisconsin Statutes, or in permitted municipal investments under the pertinent provisions of the Wisconsin Statutes ("Permitted Investments"), which investments shall continue to be a part of the Debt Service Fund Account. Any investment of the Debt Service Fund Account shall at all times conform with the provisions of the Internal Revenue Code of 1986, as amended (the "Code") and any applicable Treasury Regulations (the "Regulations").

(C) Remaining Monies. When all of the Notes have been paid in full and canceled, and all Permitted Investments disposed of, any money remaining in the Debt Service Fund Account shall be transferred and deposited in the general fund of the District, unless the District Board directs otherwise.

Section 7. Proceeds of the Notes; Segregated Borrowed Money Fund. The proceeds of the Notes (the "Note Proceeds") (other than any premium and accrued interest which must be paid at the time of the delivery of the Notes into the Debt Service Fund Account created above) shall be deposited into a special fund separate and distinct from all other funds of the District and disbursed solely for the purpose for which borrowed or for the payment of the principal of and the interest on the Notes. Monies in the Borrowed Money Fund may be temporarily invested in Permitted Investments. Any monies, including any income from Permitted Investments, remaining in the Borrowed Money Fund after the purpose for which the Notes have been issued has been accomplished, and, at any time, any monies as are not needed and which obviously thereafter cannot be needed for such purpose shall be deposited in the Debt Service Fund Account.

Section 8. No Arbitrage. All investments made pursuant to this Resolution shall be Permitted Investments, but no such investment shall be made in such a manner as would cause the Notes to be "arbitrage bonds" within the meaning of Section 148 of the Code or the Regulations and an officer of the District, charged with the responsibility for issuing the Notes, shall certify as to facts, estimates, circumstances and reasonable expectations in existence on the date of delivery of the Notes to the Purchaser which will permit the conclusion that the Notes are not "arbitrage bonds," within the meaning of the Code or Regulations.

Section 9. Compliance with Federal Tax Laws. (a) The District represents and covenants that the projects financed by the Notes and the ownership, management and use of the projects will not cause the Notes to be "private activity bonds" within the meaning of Section 141 of the Code. The District further covenants that it shall comply with the provisions of the Code to the extent necessary to maintain the tax-exempt status of the interest on the Notes including, if applicable, the rebate requirements of Section 148(f) of the Code. The District

further covenants that it will not take any action, omit to take any action or permit the taking or omission of any action within its control (including, without limitation, making or permitting any use of the proceeds of the Notes) if taking, permitting or omitting to take such action would cause any of the Notes to be an arbitrage bond or a private activity bond within the meaning of the Code or would otherwise cause interest on the Notes to be included in the gross income of the recipients thereof for federal income tax purposes. The Secretary or other officer of the District charged with the responsibility of issuing the Notes shall provide an appropriate certificate of the District certifying that the District can and covenanting that it will comply with the provisions of the Code and Regulations.

(b) The District also covenants to use its best efforts to meet the requirements and restrictions of any different or additional federal legislation which may be made applicable to the Notes provided that in meeting such requirements the District will do so only to the extent consistent with the proceedings authorizing the Notes and the laws of the State of Wisconsin and to the extent that there is a reasonable period of time in which to comply.

Section 10. Designation as Qualified Tax-Exempt Obligations. The Notes are hereby designated as "qualified tax-exempt obligations" for purposes of Section 265 of the Code, relating to the ability of financial institutions to deduct from income for federal income tax purposes, interest expense that is allocable to carrying and acquiring tax-exempt obligations.

Section 11. Execution of the Notes; Closing; Professional Services. The Notes shall be issued in printed form, executed on behalf of the District by the manual or facsimile signatures of the Chairperson and Secretary, authenticated, if required, by the Fiscal Agent (defined below), sealed with its official or corporate seal, if any, or a facsimile thereof, and delivered to the Purchaser upon payment to the District of the purchase price thereof, plus accrued interest to the date of delivery (the "Closing"). The facsimile signature of either of the officers executing the Notes may be imprinted on the Notes in lieu of the manual signature of the officer but, unless the District has contracted with a fiscal agent to authenticate the Notes, at least one of the signatures appearing on each Note shall be a manual signature. In the event that either of the officers whose signatures appear on the Notes shall cease to be such officers before the Closing, such signatures shall, nevertheless, be valid and sufficient for all purposes to the same extent as if they had remained in office until the Closing. The aforesaid officers are hereby authorized and directed to do all acts and execute and deliver the Notes and all such documents, certificates and acknowledgements as may be necessary and convenient to effectuate the Closing. The District hereby authorizes the officers and agents of the District to enter into, on its behalf, agreements and contracts in conjunction with the Notes, including but not limited to agreements and contracts for legal, trust, fiscal agency, disclosure and continuing disclosure, and rebate calculation services. Any such contract heretofore entered into in conjunction with the issuance of the Notes is hereby ratified and approved in all respects.

Section 12. Payment of the Notes; Fiscal Agent. The principal of and interest on the Notes shall be paid by the District Secretary or District Treasurer (the "Fiscal Agent").

Section 13. Persons Treated as Owners; Transfer of Notes. The District shall cause books for the registration and for the transfer of the Notes to be kept by the Fiscal Agent. The person in whose name any Note shall be registered shall be deemed and regarded as the absolute

owner thereof for all purposes and payment of either principal or interest on any Note shall be made only to the registered owner thereof. All such payments shall be valid and effectual to satisfy and discharge the liability upon such Note to the extent of the sum or sums so paid.

Any Note may be transferred by the registered owner thereof by surrender of the Note at the office of the Fiscal Agent, duly endorsed for the transfer or accompanied by an assignment duly executed by the registered owner or his attorney duly authorized in writing. Upon such transfer, the Chairperson and Secretary shall execute and deliver in the name of the transferee or transferees a new Note or Notes of a like aggregate principal amount, series and maturity and the Fiscal Agent shall record the name of each transferee in the registration book. No registration shall be made to bearer. The Fiscal Agent shall cancel any Note surrendered for transfer.

The District shall cooperate in any such transfer, and the Chairperson and Secretary are authorized to execute any new Note or Notes necessary to effect any such transfer.

Section 14. Record Date. The fifteenth day of each calendar month next preceding each interest payment date shall be the record date for the Notes (the "Record Date"). Payment of interest on the Notes on any interest payment date shall be made to the registered owners of the Notes as they appear on the registration book of the District at the close of business on the Record Date.

Section 15. Utilization of The Depository Trust Company Book-Entry-Only System. In order to make the Notes eligible for the services provided by The Depository Trust Company, New York, New York ("DTC"), the District agrees to the applicable provisions set forth in the Blanket Issuer Letter of Representations previously executed on behalf of the District and on file in the District office.

Section 16. Official Statement. The District Board hereby approves the Preliminary Official Statement with respect to the Notes and deems the Preliminary Official Statement as "final" as of its date for purposes of SEC Rule 15c2-12 promulgated by the Securities and Exchange Commission pursuant to the Securities and Exchange Act of 1934 (the "Rule"). All actions taken by officers of the District in connection with the preparation of such Preliminary Official Statement and any addenda to it or Final Official Statement are hereby ratified and approved. In connection with the Closing, the appropriate District official shall certify the Preliminary Official Statement and any addenda or Final Official Statement. The Secretary shall cause copies of the Preliminary Official Statement and any addenda or Final Official Statement to be distributed to the Purchaser.

Section 17. Undertaking to Provide Continuing Disclosure. The District hereby covenants and agrees, for the benefit of the owners of the Notes, to enter into a written undertaking (the "Undertaking") if required by the Rule to provide continuing disclosure of certain financial information and operating data and timely notices of the occurrence of certain events in accordance with the Rule. The Undertaking shall be enforceable by the owners of the Notes or by the Purchaser on behalf of such owners (provided that the rights of the owners and the Purchaser to enforce the Undertaking shall be limited to a right to obtain specific performance of the obligations thereunder and any failure by the District to comply with the provisions of the Undertaking shall not be an event of default with respect to the Notes).

To the extent required under the Rule, the Chairperson and Secretary, or other officer of the District charged with the responsibility for issuing the Notes, shall provide a Continuing Disclosure Certificate for inclusion in the transcript of proceedings, setting forth the details and terms of the District's Undertaking.

Section 18. Record Book. The Secretary shall provide and keep the transcript of proceedings as a separate record book (the "Record Book") and shall record a full and correct statement of every step or proceeding had or taken in the course of authorizing and issuing the Notes in the Record Book.

Section 19. Bond Insurance. If the Purchaser determines to obtain municipal bond insurance with respect to the Notes, the officers of the District are authorized to take all actions necessary to obtain such municipal bond insurance. The Chairperson and Secretary are authorized to agree to such additional provisions as the bond insurer may reasonably request and which are acceptable to the Chairperson and Secretary including provisions regarding restrictions on investment of Note proceeds, the payment procedure under the municipal bond insurance policy, the rights of the bond insurer in the event of default and payment of the Notes by the bond insurer and notices to be given to the bond insurer. In addition, any reference required by the bond insurer to the municipal bond insurance policy shall be made in the form of Note provided herein.

Section 20. Conflicting Resolutions; Severability; Effective Date. All prior resolutions, rules or other actions of the District Board or any parts thereof in conflict with the provisions hereof shall be, and the same are, hereby rescinded insofar as the same may so conflict. In the event that any one or more provisions hereof shall for any reason be held to be illegal or invalid, such illegality or invalidity shall not affect any other provisions hereof. The foregoing shall take effect immediately upon adoption and approval in the manner provided by law.

Adopted, approved and recorded November 21, 2013.

Kevin D. Leavy
Chairperson

ATTEST:

Craig P. Duncan
Secretary

(SEAL)

EXHIBIT A

Official Notice of Sale

To be provided by Robert W. Baird & Co. Incorporated and incorporated into the Resolution.

(See Attached)

DRAFT

EXHIBIT B

Bid Tabulation

To be provided by Robert W. Baird & Co. Incorporated and incorporated into the Resolution.

(See Attached)

DRAFT

EXHIBIT C

Winning Bid

To be provided by Robert W. Baird & Co. Incorporated and incorporated into the Resolution.

(See Attached)

DRAFT

EXHIBIT D-1

Pricing Summary

To be provided by Robert W. Baird & Co. Incorporated and incorporated into the Resolution.

(See Attached)

DRAFT

EXHIBIT D-2

Debt Service Schedule and Irrepealable Tax Levies

To be provided by Robert W. Baird & Co. Incorporated and incorporated into the Resolution.

(See Attached)

DRAFT

EXHIBIT E

(Form of Note)

REGISTERED UNITED STATES OF AMERICA DOLLARS
STATE OF WISCONSIN
ROCK AND GREEN COUNTIES
NO. R- _____ BLACKHAWK TECHNICAL COLLEGE DISTRICT \$ _____
GENERAL OBLIGATION PROMISSORY NOTE, SERIES 2013D

MATURITY DATE: ORIGINAL DATE OF ISSUE: INTEREST RATE: CUSIP:
April 1, _____ December 5, 2013 _____% _____

DEPOSITORY OR ITS NOMINEE NAME: CEDE & CO.

PRINCIPAL AMOUNT: _____ THOUSAND DOLLARS
(\$ _____)

FOR VALUE RECEIVED, Blackhawk Technical College District, Rock and Green Counties, Wisconsin (the "District"), hereby acknowledges itself to owe and promises to pay to the Depository or its Nominee Name (the "Depository") identified above (or to registered assigns), on the maturity date identified above, the principal amount identified above, and to pay interest thereon at the rate of interest per annum identified above, all subject to the provisions set forth herein regarding redemption prior to maturity. Interest is payable semi-annually on April 1 and October 1 of each year commencing on April 1, 2014 until the aforesaid principal amount is paid in full. Both the principal of and interest on this Note are payable to the registered owner in lawful money of the United States. Interest payable on any interest payment date shall be paid by wire transfer to the Depository in whose name this Note is registered on the Bond Register maintained by the Secretary or District Treasurer (the "Fiscal Agent") or any successor thereto at the close of business on the 15th day of the calendar month next preceding the semi-annual interest payment date (the "Record Date"). This Note is payable as to principal upon presentation and surrender hereof at the office of the Fiscal Agent.

For the prompt payment of this Note together with interest hereon as aforesaid and for the levy of taxes sufficient for that purpose, the full faith, credit and resources of the District are hereby irrevocably pledged.

This Note is one of an issue of Notes aggregating the principal amount of \$1,500,000, all of which are of like tenor, except as to denomination, interest rate, maturity date and redemption provision, issued by the District pursuant to the provisions of Section 67.12(12), Wisconsin Statutes, for the public purpose of financing building remodeling and improvement projects, all as authorized by resolutions of the District Board duly adopted by said governing body at meetings held on October 17, 2013 and November 21, 2013. Said resolutions are recorded in the official minutes of the District Board for said dates.

The Notes are subject to redemption prior to maturity, at the option of the District, on April 1, 2019 or on any date thereafter. Said Notes are redeemable as a whole or in part, and if in part, from maturities selected by the District and within each maturity, by lot (as selected by the Depository), at the principal amount thereof, plus accrued interest to the date of redemption.

In the event the Notes are redeemed prior to maturity, as long as the Notes are in book-entry-only form, official notice of the redemption will be given by mailing a notice by registered or certified mail, overnight express delivery, facsimile transmission, electronic transmission or in any other manner required by the Depository, to the Depository not less than thirty (30) days nor more than sixty (60) days prior to the redemption date. If less than all of the Notes of a maturity are to be called for redemption, the Notes of such maturity to be redeemed will be selected by lot. Such notice will include but not be limited to the following: the designation, date and maturities of the Notes called for redemption, CUSIP numbers, and the date of redemption. Any notice provided as described herein shall be conclusively presumed to have been duly given, whether or not the registered owner receives the notice. The Notes shall cease to bear interest on the specified redemption date provided that federal or other immediately available funds sufficient for such redemption are on deposit at the office of the Depository at that time. Upon such deposit of funds for redemption the Notes shall no longer be deemed to be outstanding.

It is hereby certified and recited that all conditions, things and acts required by law to exist or to be done prior to and in connection with the issuance of this Note have been done, have existed and have been performed in due form and time; that the aggregate indebtedness of the District, including this Note and others issued simultaneously herewith, does not exceed any limitation imposed by law or the Constitution of the State of Wisconsin; and that a direct annual irrepealable tax has been levied sufficient to pay this Note, together with the interest thereon, when and as payable.

This Note has been designated by the District Board as a "qualified tax-exempt obligation" pursuant to the provisions of Section 265(b)(3) of the Internal Revenue Code of 1986, as amended.

This Note is transferable only upon the books of the District kept for that purpose at the office of the Fiscal Agent, only in the event that the Depository does not continue to act as depository for the Notes, and the District appoints another depository, upon surrender of the Note to the Fiscal Agent, by the registered owner in person or his duly authorized attorney, together with a written instrument of transfer (which may be endorsed hereon) satisfactory to the Fiscal Agent duly executed by the registered owner or his duly authorized attorney. Thereupon a new fully registered Note in the same aggregate principal amount shall be issued to the new depository in exchange therefor and upon the payment of a charge sufficient to reimburse the District for any tax, fee or other governmental charge required to be paid with respect to such registration. The Fiscal Agent shall not be obliged to make any transfer of the Notes (i) after the Record Date, (ii) during the fifteen (15) calendar days preceding the date of any publication of notice of any proposed redemption of the Notes, or (iii) with respect to any particular Note, after such Note has been called for redemption. The Fiscal Agent and District may treat and consider the Depository in whose name this Note is registered as the absolute owner hereof for the purpose of receiving payment of, or on account of, the principal or redemption price hereof and interest due hereon and for all other purposes whatsoever. The Notes are issuable solely as negotiable, fully-registered Notes without coupons in the denomination of \$5,000 or any integral multiple thereof.

No delay or omission on the part of the owner hereof to exercise any right hereunder shall impair such right or be considered as a waiver thereof or as a waiver of or acquiescence in any default hereunder.

IN WITNESS WHEREOF, Blackhawk Technical College District, Rock and Green Counties, Wisconsin, by its governing body, has caused this Note to be executed for it and in its name by the manual or facsimile signatures of its duly qualified Chairperson and Secretary; and to be sealed with its official or corporate seal, if any, all as of the original date of issue specified above.

BLACKHAWK TECHNICAL COLLEGE
DISTRICT,
ROCK AND GREEN COUNTIES, WISCONSIN

By: _____
Kevin D. Leavy
Chairperson

(SEAL)

By: _____
Craig P. Duncan
Secretary

ASSIGNMENT

FOR VALUE RECEIVED, the undersigned sells, assigns and transfers unto

(Name and Address of Assignee)

(Social Security or other Identifying Number of Assignee)

the within Note and all rights thereunder and hereby irrevocably constitutes and appoints _____, Legal Representative, to transfer said Note on the books kept for registration thereof, with full power of substitution in the premises.

Dated: _____

Signature Guaranteed:

(e.g. Bank, Trust Company
or Securities Firm)

(Depository or Nominee Name)

NOTICE: This signature must correspond with the name of the Depository or Nominee Name as it appears upon the face of the within Note in every particular, without alteration or enlargement or any change whatever.

(Authorized Officer)

ENCLOSURE #12

6. Action Items

- c. Consideration of Resolution Authorizing the Issuance and Establishing Parameters for the Sale of \$1,500,000 General Obligation Promissory Notes, Series 2013E, of Blackhawk Technical College District, Wisconsin (Action – Renea Ranguette)

The Fiscal Year 2013-14 budget includes \$1,500,000 for Advanced Manufacturing Training Center Building C improvements. The sale date is proposed for December 9, 2013, which allows the proceeds to settle in December following the publishing of the resolution and subsequent to the passage of the statutory referendum time period.

The proposed sale date requires the Board to establish parameters for the sale. The parameters are proposed as follows:

- Not to Exceed Amount: \$1,500,000
- Purpose: New Money
 - Building remodeling and improvement projects
- Tax Exempt and Bank Qualified
- Approving Certificate Delegated to
 - Renea Ranguette, Vice President for Finance & College Operations
- Difference between Issue Price and Purchase Price
 - Not to exceed _____% (To be filled after bids received on 11/21/13)
- Purchaser's Compensation
 - Not to exceed _____% (To be filled after bids received on 11/21/13)
- True Interest Cost (taking the only purchaser's compensation into account)
 - Not to exceed 3.50%
- Maturity Schedule: 4/1/20 – 4/1/23
 - Each maturity increased or decreased by up to \$100,000
 - First interest: 4/1/14
 - Callable in 2019
 - Delegated to Approving Certificate

The authorizing resolution and establishment of parameters for the borrowing of \$1,500,000 for building improvements is attached. If approved, the results of the sale will be reported to the Board at the December meeting.

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

RESOLUTION

RESOLUTION AUTHORIZING THE ISSUANCE AND ESTABLISHING PARAMETERS FOR THE SALE OF \$1,500,000 GENERAL OBLIGATION PROMISSORY NOTES, SERIES 2013E, OF BLACKHAWK TECHNICAL COLLEGE DISTRICT, WISCONSIN

WHEREAS, Blackhawk Technical College District, Rock and Green Counties, Wisconsin (the "District") is presently in need of an amount not to exceed \$1,500,000 for the public purpose of financing building remodeling and improvement projects;

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

WHEREAS, it is in the best interest of the District to direct Robert W. Baird & Co. Incorporated ("Baird") to take the steps necessary for the District to offer and sell such general obligation promissory notes designated "General Obligation Promissory Notes, Series 2013E" (the "Notes") at a public sale and to obtain bids for the purchase of the Notes; and

WHEREAS, in order to facilitate the sale of the Notes in a timely manner, the District Board hereby finds and determines that it is necessary, desirable and in the best interest of the District to delegate to the Vice President, Finance & College Operations of the District, the authority to accept on behalf of the District the bid for the Notes that results in the lowest true interest cost for the Notes (the "Proposal") so long as the Proposal meets the terms and conditions set forth in this Resolution (the "Parameters").

NOW, THEREFORE, BE IT:

RESOLVED, that the District shall issue general obligation promissory notes in an amount not to exceed \$1,500,000 for the public purpose of financing building remodeling and improvement projects; and be it further

RESOLVED, that:

Section 1. Notice to Electors. The District Secretary shall, within ten (10) days hereafter, cause public notice of the adoption of the above resolution to be given to the electors of the District by publishing a notice thereof in The Daily News, 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 notice to be in the form set forth on Exhibit A hereto.

Section 2. Sale of Notes; Parameters. For the purpose set forth above, the District is authorized to borrow pursuant to Section 67.12(12), Wisconsin Statutes, the principal sum of ONE MILLION FIVE HUNDRED THOUSAND DOLLARS (\$1,500,000) from the financial institution that submits the Proposal (the "Purchaser") upon the terms and subject to the

conditions set forth in this Resolution. Subject to satisfaction of the conditions set forth in Section 16 of this Resolution, the Chairperson and Secretary are hereby authorized, empowered and directed to make, execute, issue and sell to the Purchaser for, on behalf of and in the name of the District, the Notes aggregating the principal amount of not to exceed ONE MILLION FIVE HUNDRED THOUSAND DOLLARS (\$1,500,000). The purchase price to be paid for the Notes shall not exceed 102% of the principal amount of the Notes, and the difference between the issue price of the Notes and the purchase price to be paid to the District by the Purchaser shall not exceed ____% of the principal amount of the Notes.

Section 3(A). The Notes. The Chairperson and Secretary shall make, execute and deliver the Notes to the Purchaser, for and on behalf of the District. The Notes shall be negotiable, general obligation promissory notes of the District, registered as to both principal and interest, in the denomination of Five Thousand Dollars (\$5,000) each or whole multiples thereof, numbered from R-1 upward and dated their date of issuance.

The Notes shall mature on April 1 of each of the years and in the amounts set forth below (subject to adjustment as provided below):

<u>Year</u>	<u>Amount</u>
2020	\$325,000
2021	350,000
2022	375,000
2023	450,000

The principal amounts due in each year may be increased or decreased by up to \$100,000 per maturity, but the aggregate principal amount of the Notes shall not be changed.

The Notes shall bear interest at rates per annum which will produce a true interest cost on the Notes not in excess of 3.50% (computed taking the Purchaser's compensation into account). Interest on the Notes shall be payable on April 1 and October 1 of each year, commencing on April 1, 2014.

Section 3(B). Redemption Provisions. The Notes shall not be subject to optional redemption or, if callable, shall be subject to redemption prior to maturity, at the option of the District, on a date approved by the Vice President, Finance & College Operations of the District. In the event the Notes are subject to optional redemption, the Notes shall be redeemable as a whole or in part, and if in part, from maturities selected by the District and within each maturity, by lot, at the principal amount thereof, plus accrued interest to the date of redemption.

Section 4. Form of Notes. The Notes shall be in substantially the form attached hereto as Exhibit B and incorporated herein by this reference.

Section 5. Tax Provisions.

(A) Direct Annual Irrepealable Tax Levy. For the purpose of paying the principal of and interest on the Notes as the same becomes due, the full faith, credit and resources of the City are hereby irrevocably pledged, and there is hereby levied upon all of the

taxable property of the City a direct annual irrevocable tax in the years 2014 through 2022 for the payments due in the years 2014 through 2023. The amount of tax levied in the year 2014 shall be the total amount of debt service due on the Notes in the years 2014 and 2015; provided that the amount of such tax carried onto the tax rolls shall be abated by any amounts appropriated pursuant to subsection (D) below which are applied to payment of principal of or interest on the Notes in the year 2014.

(B) Tax Collection. The District shall be and continue without power to repeal such levy or obstruct the collection of said tax until all such payments have been made or provided for. After the issuance of the Notes, said tax shall be, from year to year, carried into the tax rolls of the District and collected as other taxes are collected, provided that the amount of tax carried into said tax rolls may be reduced in any year by the amount of any surplus money in the Debt Service Account created in Section 5(A) hereof.

(C) Additional Funds. If at any time there shall be on hand insufficient funds from the aforesaid tax levy to meet principal and/or interest payments on said Notes when due, the requisite amounts shall be paid from other funds of the District then available, which sums shall be replaced upon the collection of the taxes herein levied.

(D) Appropriation. The District hereby appropriates from proceeds of the Notes or other funds of the District on hand a sum sufficient to be irrevocably deposited in the segregated Debt Service Fund Account created below and used to pay the interest on the Notes coming due on April 1, 2014 and October 1, 2014.

Section 6. Debt Service Fund and Account.

(A) Creation and Deposits. Within the debt service fund previously established in the treasury of the District, there be and there hereby is established a separate and distinct account designated as the "Debt Service Account for General Obligation Promissory Notes, Series 2013E" (the "Debt Service Account") and such account shall be maintained until the indebtedness evidenced by the Notes is fully paid or otherwise extinguished. The District Treasurer shall deposit in such Debt Service Account (i) all accrued interest received by the District at the time of delivery of and payment for the Notes; (ii) the taxes herein levied for the specific purpose of meeting principal of and interest on the Notes when due; (iii) such other sums as may be necessary at any time to pay principal of and interest on the Notes when due; (iv) any premium which may be received by the District above the par value of the Notes and accrued interest thereon; (v) surplus monies in the Borrowed Money Fund as specified in Section 6 hereof; and (vi) such further deposits as may be required by Sec. 67.11, Wis. Stats.

(B) Use and Investment. No money shall be withdrawn from the Debt Service Account and appropriated for any purpose other than the payment of principal of and interest on the Notes until all such principal and interest has been paid in full and canceled; provided (i) the funds to provide for each payment of principal of and interest on the Notes prior to the scheduled receipt of taxes from the next succeeding tax collection may be invested in direct obligations of the United States of America maturing in time to make such payments when they are due or in other investments permitted by law; and (ii) any funds over and above the amount of such principal and interest payments on the Notes may be used to reduce the next succeeding tax levy,

or may, at the option of the District, be invested by purchasing the Notes as permitted by and subject to Section 67.11(2)(a), Wis. Stats., in interest-bearing obligations of the United States of America, in other obligations of the District or in other investments permitted by law, which investments shall continue to be a part of the Debt Service Account. Any investment of the Debt Service Account shall at all times conform with the provisions of the Internal Revenue Code of 1986, as amended (the "Code") and any applicable Treasury Regulations (the "Regulations").

(C) Remaining Monies. When all of the Notes have been paid in full and canceled, and all permitted investments disposed of, any money remaining in the Debt Service Account shall be deposited in the general fund of the District, unless the District Board directs otherwise.

Section 7. Proceeds of the Notes; Segregated Borrowed Money Fund. All monies received by the District upon the delivery of the Notes to the purchaser thereof, except for accrued interest and premium, if any, shall be deposited by the District Treasurer into a special fund (the "Borrowed Money Fund") which shall be maintained separate and distinct from all other funds of the District and shall be used for no purpose other than the purpose for which the Notes are issued. Monies in the Borrowed Money Fund may be temporarily invested as provided in Section 66.0603(1m), Wis. Stats. Any monies, including any income from permitted investments, remaining in the Borrowed Money Fund after the purpose for which the Notes have been issued has been accomplished, and, at any time, any monies as are not needed and which obviously thereafter cannot be needed for such purpose shall be deposited in the Debt Service Account.

Section 8. No Arbitrage. All investments permitted by this resolution shall be legal investments, but no such investment shall be made in such a manner as would cause the Notes to be "arbitrage bonds" within the meaning of Section 148 of the Code or the Regulations; and an officer of the District, charged with the responsibility for issuing the Notes, shall certify as to facts, estimates, circumstances and reasonable expectations in existence on the date of closing which will permit the conclusion that the Notes are not "arbitrage bonds," within the meaning of the Code or Regulations.

Section 9. Execution of the Notes; Closing; Professional Services. The Notes shall be issued in printed form, executed on behalf of the District by the manual or facsimile signatures of the Chairperson and Secretary, authenticated, if required, by the Fiscal Agent (defined herein), sealed with its official or corporate seal, if any, or a facsimile thereof, and delivered to the Purchaser upon payment to the District of the purchase price thereof, plus accrued interest to the date of delivery (the "Closing"). The facsimile signature of either of the officers executing the Notes may be imprinted on the Notes in lieu of the manual signature of the officer but, unless the District has contracted with a fiscal agent to authenticate the Notes, at least one of the signatures appearing on each Note shall be a manual signature. In the event that either of the officers whose signatures appear on the Notes shall cease to be such officers before the Closing, such signatures shall, nevertheless, be valid and sufficient for all purposes to the same extent as if they had remained in office until the Closing. The aforesaid officers are hereby authorized and directed to do all acts and execute and deliver the Notes and all such documents, certificates and acknowledgements as may be necessary and convenient to effectuate the Closing. The District hereby authorizes the officers and agents of the District to enter into, on its behalf, agreements

and contracts in conjunction with the Notes, including but not limited to agreements and contracts for legal, trust, fiscal agency, disclosure and continuing disclosure, and rebate calculation services. Any such contract heretofore entered into in conjunction with the issuance of the Notes is hereby ratified and approved in all respects.

Section 10. Payment of the Notes; Fiscal Agent. The principal of and interest on the Notes shall be paid by the District Secretary or Treasurer (the "Fiscal Agent").

Section 11. Persons Treated as Owners; Transfer of Notes. The District shall cause books for the registration and for the transfer of the Notes to be kept by the Fiscal Agent. The person in whose name any Note shall be registered shall be deemed and regarded as the absolute owner thereof for all purposes and payment of either principal or interest on any Note shall be made only to the registered owner thereof. All such payments shall be valid and effectual to satisfy and discharge the liability upon such Note to the extent of the sum or sums so paid.

Any Note may be transferred by the registered owner thereof by surrender of the Note at the office of the Fiscal Agent, duly endorsed for the transfer or accompanied by an assignment duly executed by the registered owner or his attorney duly authorized in writing. Upon such transfer, the Fiscal Agent shall deliver in the name of the transferee or transferees a new Note or Notes of a like aggregate principal amount, series and maturity and shall record the name of each transferee in the registration book. No registration shall be made to bearer. The Fiscal Agent shall cancel any Note surrendered for transfer.

The District shall cooperate in any such transfer, and the Chairperson and Secretary are authorized to execute any new Note or Notes necessary to effect any such transfer.

Section 12. Record Date. The fifteenth day of each calendar month next preceding each interest payment date shall be the record dates for the Notes (the "Record Date"). Payment of interest on the Notes on any interest payment date shall be made to the registered owners of the Notes as they appear on the registration book of the Fiscal Agent at the close of business on the Record Date.

Section 13. Compliance with Federal Tax Laws. (a) The District represents and covenants that the projects financed by the Notes and the ownership, management and use of the projects will not cause the Notes to be "private activity bonds" within the meaning of Section 141 of the Code. The District further covenants that it shall comply with the provisions of the Code to the extent necessary to maintain the tax-exempt status of the interest on the Notes including, if applicable, the rebate requirements of Section 148(f) of the Code. The District further covenants that it will not take any action, omit to take any action or permit the taking or omission of any action within its control (including, without limitation, making or permitting any use of the proceeds of the Notes) if taking, permitting or omitting to take such action would cause any of the Notes to be an arbitrage bond or a private activity bond within the meaning of the Code or would otherwise cause interest on the Notes to be included in the gross income of the recipients thereof for federal income tax purposes. The Secretary or other officer of the District charged with the responsibility of issuing the Notes shall provide an appropriate certificate of the District certifying that the District can and covenanting that it will comply with the provisions of the Code and Regulations.

(b) The District also covenants to use its best efforts to meet the requirements and restrictions of any different or additional federal legislation which may be made applicable to the Notes provided that in meeting such requirements the District will do so only to the extent consistent with the proceedings authorizing the Notes and the laws of Wisconsin and to the extent that there is a reasonable period of time in which to comply.

Section 14. Designation as Qualified Tax-Exempt Obligations. The Notes are hereby designated as "qualified tax-exempt obligations" for purposes of Section 265 of the Code, relating to the ability of financial institutions to deduct from income for federal income tax purposes, interest expense that is allocable to carrying and acquiring tax-exempt obligations.

Section 15. Utilization of The Depository Trust Company Book-Entry-Only System. In order to make the Notes eligible for the services provided by The Depository Trust Company, New York, New York, the District agrees to the applicable provisions set forth in the Blanket Issuer Letter of Representations previously executed on behalf of the District and on file in the District office.

Section 16. Conditions on Issuance and Sale of the Notes. The issuance of the Notes and the sale of the Notes to the Purchaser are subject to satisfaction of the following conditions:

(a) Expiration of the petition period provided for under Section 67.12(12)(e)5, Wis. Stats., without the filing of a sufficient petition for a referendum with respect to the resolution authorizing the issuance of the Notes; and

(b) Approval by the Vice President, Finance & College Operations of the District of the definitive maturities, interest rates, redemption provision and purchase price for the Notes.

Upon her approval of the terms of the Notes, the Vice President, Finance & College Operations of the District is authorized to execute a Proposal with the Purchaser providing for the sale of the Notes to the Purchaser. The Notes shall not be delivered until this approval is obtained and the referendum petition period expires as provided in (a) above.

Section 17. Official Statement. The District Board hereby approves the preparation of a Preliminary Official Statement with respect to the Notes and authorizes the Vice President, Finance & College Operations of the District to deem the Preliminary Official Statement as "final" as of its date for purposes of SEC Rule 15c2-12 promulgated by the Securities and Exchange Commission pursuant to the Securities and Exchange Act of 1934 (the "Rule"). All actions taken by officers of the District in connection with the preparation of such Preliminary Official Statement and any addenda to it or Final Official Statement are hereby ratified and approved. In connection with the Closing, the appropriate District official shall certify the Preliminary Official Statement and any addenda or Final Official Statement. The Secretary shall cause copies of the Preliminary Official Statement and any addenda or Final Official Statement to be distributed to the Purchaser.

Section 18. Undertaking to Provide Continuing Disclosure. The District covenants and agrees, for the benefit of the holders of the Notes, to enter into a written undertaking (the "Undertaking") required by SEC Rule 15c2-12 promulgated by the Securities and Exchange Commission pursuant to the Securities and Exchange Act of 1934 (the "Rule") to provide continuing disclosure of certain financial information and operating data and timely notices of the occurrence of certain events in accordance with the Rule. The Undertaking shall be enforceable by the holders of the Notes or by the original purchaser(s) of the Notes on behalf of such holders (provided that the rights of the holders and the purchaser(s) to enforce the Undertaking shall be limited to a right to obtain specific performance of the obligations thereunder and any failure by the District to comply with the provisions of the Undertaking shall not be an event of default with respect to the Notes).

The Secretary, or other officer of the District charged with the responsibility for issuing the Notes, shall provide a Continuing Disclosure Certificate for inclusion in the transcript of proceedings, setting forth the details and terms of the District's Undertaking.

Section 19. Record Book. The Secretary shall provide and keep a separate record book and shall record a full and correct statement of every step or proceeding had or taken in the course of authorizing and issuing these Notes.

Section 20. Bond Insurance. If the purchaser of the Notes determines to obtain municipal bond insurance with respect to the Notes, the officers of the District are authorized to take all actions necessary to obtain such municipal bond insurance. The Chairperson and Secretary are authorized to agree to such additional provisions as the bond insurer may reasonably request and which are acceptable to the Chairperson and Secretary including provisions regarding restrictions on investment of Note proceeds, the payment procedure under the municipal bond insurance policy, the rights of the bond insurer in the event of default and payment of the Notes by the bond insurer and notices to be given to the bond insurer. In addition, appropriate reference to the municipal bond insurance policy shall be made in the form of Note provided herein.

Section 21. Conflicting Resolutions; Severability; Effective Date. All prior resolutions, rules or other actions of the District Board or any parts thereof in conflict with the provisions hereof shall be, and the same are, hereby rescinded insofar as the same may so conflict. In the event that any one or more provisions hereof shall for any reason be held to be illegal or invalid, such illegality or invalidity shall not affect any other provisions hereof. The foregoing shall take effect immediately upon adoption and approval in the manner provided by law.

Adopted, approved and recorded November 21, 2013.

Kevin D. Leavy
Chairperson

Attest:

Craig P. Duncan
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 November 21, 2013 adopted pursuant to the provisions of Section 67.12(12) of the Wisconsin Statutes, a resolution providing that the sum of \$1,500,000 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.

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 November 21, 2013.

BY ORDER OF THE DISTRICT BOARD

District Secretary

EXHIBIT B

(Form of Note)

REGISTERED UNITED STATES OF AMERICA DOLLARS
STATE OF WISCONSIN
ROCK AND GREEN COUNTIES
NO. R-___ BLACKHAWK TECHNICAL COLLEGE DISTRICT \$_____
GENERAL OBLIGATION PROMISSORY NOTE,
SERIES 2013E

MATURITY DATE: ORIGINAL DATE OF ISSUE: INTEREST RATE: CUSIP:
April 1, _____, 2013 _____% _____

DEPOSITORY OR ITS NOMINEE NAME: CEDE & CO.

PRINCIPAL AMOUNT: _____ THOUSAND DOLLARS
(\$ _____)

FOR VALUE RECEIVED, Blackhawk Technical College District, Rock and Green Counties, Wisconsin (the "District"), hereby acknowledges itself to owe and promises to pay to the Depository or its Nominee Name (the "Depository") identified above (or to registered assigns), on the maturity date identified above, the principal amount identified above, and to pay interest thereon at the rate of interest per annum identified above, all subject to the provisions set forth herein regarding redemption prior to maturity. Interest is payable semi-annually on April 1 and October 1 of each year commencing on April 1, 2014 until the aforesaid principal amount is paid in full. Both the principal of and interest on this Note are payable to the registered owner in lawful money of the United States. Interest payable on any interest payment date shall be paid by wire transfer to the Depository in whose name this Note is registered on the Bond Register maintained by the District Secretary or Treasurer (the "Fiscal Agent") or any successor thereto at the close of business on the 15th day of the calendar month next preceding the semi-annual interest payment date (the "Record Date"). This Note is payable as to principal upon presentation and surrender hereof at the office of the Fiscal Agent.

For the prompt payment of this Note together with interest hereon as aforesaid and for the levy of taxes sufficient for that purpose, the full faith, credit and resources of the District are hereby irrevocably pledged.

This Note is one of an issue of Notes aggregating the principal amount of \$1,500,000, all of which are of like tenor, except as to denomination, interest rate, maturity date and redemption provision, issued by the District pursuant to the provisions of Section 67.12(12), Wisconsin Statutes, for the public purpose of financing building remodeling and improvement projects, all as authorized by a resolution of the District Board duly adopted by said governing body at a meeting held on November 21, 2013. Said resolution is recorded in the official minutes of the District Board for said date.

This Note is not subject to optional redemption. **OR** The Notes maturing on April 1, _____ and thereafter are subject to redemption prior to maturity, at the option of the District, on April 1, _____ or on any date thereafter. Said Notes are redeemable as a whole or in part, and if in part, from maturities selected by the District and within each maturity, by lot (as selected by the Depository), at the principal amount thereof, plus accrued interest to the date of redemption.

In the event the Notes are redeemed prior to maturity, as long as the Notes are in book-entry-only form, official notice of the redemption will be given by mailing a notice by registered or certified mail, overnight express delivery, facsimile transmission, electronic transmission or in any other manner required by the Depository, to the Depository not less than thirty (30) days nor more than sixty (60) days prior to the redemption date. If less than all of the Notes of a maturity are to be called for redemption, the Notes of such maturity to be redeemed will be selected by lot. Such notice will include but not be limited to the following: the designation, date and maturities of the Notes called for redemption, CUSIP numbers, and the date of redemption. Any notice provided as described herein shall be conclusively presumed to have been duly given, whether or not the registered owner receives the notice. The Notes shall cease to bear interest on the specified redemption date provided that federal or other immediately available funds sufficient for such redemption are on deposit at the office of the Depository at that time. Upon such deposit of funds for redemption the Notes shall no longer be deemed to be outstanding.

It is hereby certified and recited that all conditions, things and acts required by law to exist or to be done prior to and in connection with the issuance of this Note have been done, have existed and have been performed in due form and time; that the aggregate indebtedness of the District, including this Note and others issued simultaneously herewith, does not exceed any limitation imposed by law or the Constitution of the State of Wisconsin; and that a direct annual irrepealable tax has been levied sufficient to pay this Note, together with the interest thereon, when and as payable.

This Note has been designated by the District Board as a "qualified tax-exempt obligation" pursuant to the provisions of Section 265(b)(3) of the Internal Revenue Code of 1986, as amended.

This Note is transferable only upon the books of the District kept for that purpose at the office of the Fiscal Agent, only in the event that the Depository does not continue to act as

depository for the Notes, and the District appoints another depository, upon surrender of the Note to the Fiscal Agent, by the registered owner in person or his duly authorized attorney, upon surrender of this Note together with a written instrument of transfer (which may be endorsed hereon) satisfactory to the Fiscal Agent duly executed by the registered owner or his duly authorized attorney. Thereupon a new fully registered Note in the same aggregate principal amount shall be issued to the new depository in exchange therefor and upon the payment of a charge sufficient to reimburse the District for any tax, fee or other governmental charge required to be paid with respect to such registration. The Fiscal Agent shall not be obliged to make any transfer of the Notes (i) after the Record Date, (ii) during the fifteen (15) calendar days preceding the date of any publication of notice of any proposed redemption of the Notes, or (iii) with respect to any particular Note, after such Note has been called for redemption. The Fiscal Agent and District may treat and consider the Depository in whose name this Note is registered as the absolute owner hereof for the purpose of receiving payment of, or on account of, the principal or redemption price hereof and interest due hereon and for all other purposes whatsoever. The Notes are issuable solely as negotiable, fully-registered Notes without coupons in the denomination of \$5,000 or any integral multiple thereof.

No delay or omission on the part of the owner hereof to exercise any right hereunder shall impair such right or be considered as a waiver thereof or as a waiver of or acquiescence in any default hereunder.

IN WITNESS WHEREOF, Blackhawk Technical College District, Rock and Green Counties, Wisconsin, by its governing body, has caused this Note to be executed for it and in its name by the manual or facsimile signatures of its duly qualified Chairperson and Secretary; and to be sealed with its official or corporate seal, if any, all as of the original date of issue specified above.

BLACKHAWK TECHNICAL COLLEGE
DISTRICT, ROCK AND GREEN COUNTIES,
WISCONSIN

By: _____
Kevin D. Leavy
Chairperson

By: _____
Craig P. Duncan
Secretary

(SEAL)

ASSIGNMENT

FOR VALUE RECEIVED, the undersigned sells, assigns and transfers unto

(Name and Address of Assignee)

(Social Security or other Identifying Number of Assignee)

the within Note and all rights thereunder and hereby irrevocably constitutes and appoints _____, Legal Representative, to transfer said Note on the books kept for registration thereof, with full power of substitution in the premises.

Dated: _____

Signature Guaranteed:

(e.g. Bank, Trust Company
or Securities Firm)

(Depository or Nominee Name)

NOTICE: This signature must correspond with the name of the Depository or Nominee Name as it appears upon the face of the within Note in every particular, without alteration or enlargement or any change whatever.

(Authorized Officer)

ENCLOSURE #13

6. Action Items

- d. Approval of Modifications to the Fiscal Year 2013-14 Budget (Action – Renea Ranguette)

As stated in the Wisconsin Technical College System Financial Accounting manual and in accordance with Wisconsin State Statute 65.90(5), any modification to an adopted budget by fund type or function within a fund type is required to be approved by the district board. At least two-thirds of the full district board membership must approve the modification for it to take effect.

Approval of the attached modifications to the 2013-14 Budget is requested.

Proposed Modifications to the FY 2013-14 Budget

		<u>Expenditures</u>	<u>Revenues</u>
General Fund			
1	Reclassify the Campus Safety and Preparedness position to Function 6-General Institutional, from Function 1-Instruction.		
	Decrease Function 1 Instructional Expenditures	(38,684)	-
	Increase Function 6 General Institutional Expenditures	38,684	-
	Total - Amendment 1	<u>-</u>	<u>-</u>
2	Reallocate funds to Function 2-Instructional Resources, from Function 1-Instruction, to support additional hours for library front-desk coverage.		
	Decrease Function 1 Instructional Expenditures	(9,230)	-
	Increase Function 2 Instructional Resources Expenditures	9,230	-
	Total - Amendment 2	<u>-</u>	<u>-</u>
3	Adjust General Fund budget to account for student insurance revenue and related expenses.		
	Increase Other Student Fees		10,000
	Increase Function 3 Student Services Expenditures	10,000	-
	Total - Amendment 3	<u>10,000</u>	<u>10,000</u>
Special Revenue Fund			
4	Adjust Special Revenue Fund budget to account for increased state and federal grant activity.		
	Increase State Aid		234,169
	Increase Federal Revenue		320,574
	Increase Function 1 Instructional Expenditures	552,624	-
	Increase Function 2 Instructional Resources Expenditures	2,119	-
	Total - Amendment 4	<u>554,743</u>	<u>554,743</u>
Capital Projects Fund			
5	Transfer between functions to provide resources for Monroe Center roof repairs.		
	Decrease Function 1 Instructional Expenditures	(14,752)	-
	Decrease Function 2 Instructional Resources Expenditures	(3,503)	-
	Increase Function 7 Physical Plant Expenditures	18,255	-
	Total - Amendment 5	<u>-</u>	<u>-</u>
6	To restore capital fund balance utilized for Phase II of the classroom standardization project.		
	Decrease Function 2 Instructional Resources Expenditures	(318,818)	-
	Decrease Transfers from Reserves and Designated Fund Balances	-	(137,676)
	Increase Transfers to Reserves and Designated Fund Balances	181,142	-
	Total - Amendment 6	<u>(137,676)</u>	<u>(137,676)</u>
7	To restore capital fund balance utilized for Advanced Manufacturing Training Center architectural and engineering fees.		
	Decrease Function 7 Physical Plant Expenditures	(450,441)	-
	Increase Transfers to Reserves and Designated Fund Balances	450,441	-
	Total - Amendment 7	<u>-</u>	<u>-</u>
8	To provide funds for Advanced Manufacturing Training Center Phase 2 architectural and engineering fees.		
	Increase Function 7 Physical Plant Expenditures	407,670	-
	Decrease Transfers to Reserves and Designated Fund Balances	(407,670)	-
	Total - Amendment 8	<u>-</u>	<u>-</u>

Proposed Modifications to the FY 2013-14 Budget

		<u>Expenditures</u>	<u>Revenues</u>
9	To provide funds for utilities and other capitalized costs related to Advanced Manufacturing Training Center project construction.		
	Increase Function 7 Physical Plant Expenditures	119,875	-
	Decrease Transfers to Reserves and Designated Fund Balances	(119,875)	-
	Total - Amendment 9	-	-
10	To provide funds for the Student Success Center remodel.		
	Increase Function 2 Instructional Resources Expenditures	125,000	-
	Increase Function 6 General Institutional Expenditures	354,168	-
	Increase Function 7 Physical Plant Expenditures	1,495,832	-
	Increase Interfund Transfers Out	25,000	-
	Increase Other Resources and Uses	-	2,000,000
	Total - Amendment 10	2,000,000	2,000,000
11	To reduce capital project budget to reflect revised Faculty Development grant award.		
	Decrease Function 2 Instructional Resources Expenditures	(1,300)	-
	Decrease Institutional Revenue	-	(1,300)
	Total - Amendment 11	(1,300)	(1,300)
	Debt Service Fund		
12	To fund cost of capital borrowing		
	Increase Function 7 Physical Plant Expenditures	25,000	-
	Increase Interfund Transfers In-Aidable	-	25,000
	Total - Amendment 12	25,000	25,000

ENCLOSURE #14

6. Action Items

e. Approval of Change in Employment Status for Tutoring & Testing Services Specialist Position from Part-Time to Full-Time (Action – Brian Gohlke)

Due an expansion in Tutoring & Testing Services, Administration is requesting to change the employment status of the Tutoring & Testing Services Specialist from part-time to full-time status. The employee in this position is Jena Biermann, who started employment at the College in January 2012 as an English as a Second Language part-time instructor. On July 1, 2013, Ms. Biermann began working part-time, 25 hours per week, as the Tutoring & Testing Services Specialist.

Ms. Biermann was previously employed at Stoughton Area School District as an English as a Second Language Teacher for two years. She earned her Bachelor of Science Degree from University of Wisconsin – Whitewater in Elementary Education with an Emphasis in Teaching English as a Second Language Minor.

This change will include a salary adjustment of approximately \$20,312, along with eligibility to participate in the employee benefits program on a non-prorated basis. The salary adjustment and related employee benefit costs will be funded by the Blackhawk Technical College Student Government Association.

Administration recommends approval of the change in employment status for Tutoring & Testing Services Specialist Jena Biermann.

ENCLOSURE #15

7. New Business

- a. Learning Operations Reports – Public Safety Division and Advanced Manufacturing & Transportation Division (Information – Mark Brown and Dr. Garry Krause)

The intent of the Administration is to bring to the Board, on a regular basis, informational items from the learning operations of the College. The purpose of these reports is to inform the Board of significant areas of learning efforts/projects and to provide an overall broad-based understanding of the learning operations.

The attached report provides an overview and update on the Public Safety Division. Mark Brown, Division Dean, will be present to answer any questions.

Dr. Garry Krause joined the College in late September as the Dean of Advanced Manufacturing & Transportation. He will be in attendance at the meeting to provide an overview of his background and briefly explain plans for his Division for the upcoming year.

Learning Operations Board Report

Public Safety Division

The Division of Public Safety delivers programs designed to meet or exceed the needs of Public Safety employees or potential employees. Three very distinctive fields housed in the Public Safety division are Law Enforcement, Fire/Emergency Medical Services (EMS), and Emergency Preparedness.

Until January 2010, the Public Safety programs were part of the Health, Human, and Protective Services (HHPS) Division. The programs in all of the HHPS area grew to the point that it became necessary to split the division. That is when the college Public Safety division was established.

The division takes a holistic approach to training and educating Public Safety personnel by offering:

- entry level training and certifications for licensure and promotional purposes,
- educational degree programs for career entry, advancement, and a better understanding of the occupation,
- And specialty and ongoing in-service training and certification(s).

The division supports the position that all Public Safety professionals should be life-long learners in order that they may serve their communities in as safe as possible in an effective and efficient manner.

Criminal Justice-Law Enforcement

For credit, the division offers an Associate (Applied Science) degree in Criminal Justice (CJ). Within the CJ degree program there is a *Law Enforcement Officer* track and a *Corrections Officer* track. For fiscal year 2012-2013 the division will begin to expand its educational offerings. Through student evaluations our program students have indicated that they are interested in obtaining training in more than the traditional law enforcement track. Realizing this need our division will be offering two new elective courses within the two year program. The division will be offering a three (3) credit basic dispatching course based on the curriculum of the National Academies of Emergency Dispatch. This certification will prepare students for a career as an emergency (911) dispatcher and add to their marketability within the criminal justice field. During the year our division Dean has worked with state representatives from both state government and 911 center directors to change legislation related to dispatcher training. The Department of Justice Training and Standard Bureau anticipates that funding will be allocated through their division to finance dispatcher training. In addition to the funding they are also anticipating that this basic training will be mandatory and fall under the umbrella of the Technical College system.

Realizing the importance of providing our students career pathways the division will be developing a new course. During the summer and fall semester division instructors and the Dean will be drafting curriculum for a new course to be called Juvenile Care Worker. This certificate course is designed to aid students seeking careers within the secure and non-secure juvenile justice arena. The division Dean sits on the Department of Justice Training and Standards Secure Detention Advisory Panel and attends the State Juvenile Secure Detention Directors meetings. The need for educated and qualified juvenile detention workers is clear. Agencies are raising education standards and the private sector (half way

houses) is following suite. Blackhawk Technical College plans to be ahead of the curve and develop programming that no other Technical College in the state has. In order to better facilitate this process, the division has successfully lobbied for and received permission from the WTCS to modify our current curriculum for the two year Criminal Justice Degree program. Previously we had followed state aligned curriculum that mirrored the curriculum of the law enforcement academy. Because of this alignment we were limited in the ability to offer education outside of the standard Criminal Justice/Corrections paths. With this change we can now offer new courses (Juvenile Offenders and Family, Juvenile Residential Services and Juvenile Internship) aimed at preparing students to work within the Juvenile Justice field. We feel that this move will provide our students with different career paths and increase our student retention, graduation and hiring rates.

Criminal Justice - Police Recruit Academy

The division has realized a significant increase in the number of students we have applying to the police recruit academy. We have also begun to open more seats in the academy and are averaging 22 students per full time academy and 19 for the part time offering. To get into the Academy, there is a list of requirements that applicants must meet in order to apply, which are set by the WI Department of Justice/Training and Standards. One of the requirements is that the applicant must have successfully completed 60 hours of college credit but the hours do not have to be in the criminal justice field. If they successfully complete the Academy, they are awarded 16 credit hours and can apply those toward the Associate degree in Criminal Justice. We also have non-credit offerings. Law Enforcement officers are expected to obtain a certain number of continuous hours of training in different topics to maintain their certification(s)/licensure.

Police recruit schools are a necessary training component for the agencies we serve. Our agencies not only look at our academies to provide training for their new officers, but as a recruitment ground for prospective new hires. BTC's police recruits have been hired by agencies within the state of Wisconsin, Illinois, and Minnesota and the feedback from hiring agencies is that BTC turns out a well-trained officer. Understanding that the police academy financially is the most expensive aspect of the Public Safety division, we have begun to cut back on expenses that had previously been ignored. An example of the cut backs is the use of Blackhawk Farms Racetrack. The college has previously spent (on average) \$15,000 per year on facility rental for the academy Emergency Vehicle Operations Course, a mandatory course which requires hands on vehicle operation. Realizing that this money would be better spent by expanding or providing other training, which our employers have asked for, we eliminated the use of Blackhawk Farms. By finding alternatives to this facility the division has saved (approximately) \$10,000 and been able to provide the same level of training. From the money saved we have been able to offer classes after the academy that our employers have asked for. This academic year we began offering a forty hour radar/laser certification course to our academy recruits. We are able to offer this class at an extremely low tuition rate and are providing them with a skill that employers are seeking in addition to their basic academy training.

Criminal Justice – Specialized Training

The division has seen a drop in the number of students enrolling in specialized training courses as has other technical colleges throughout the system. The drop is directly accredited to the state's current financial situation, which has led to less training money being distributed to law enforcement agencies. In addition the Department of Justice/Training and Standards Bureau has significantly limited or cut funding to training schools for offering free training. Agencies have also begun to conduct their in-service training in-house, which has impacted our student numbers. The division will continue to work with BCD and our agencies to bring training costs down and further encourage collaborative training. The Criminal Justice Division continues to expand its working relationship with the colleges Business and Community Development (BCD) division. The two sections have developed a functional plan which has provided an increase in training opportunities, more affordable training, and a more uniform method of delivering instruction to our external customers. The division also continues to work with the Student Services Division and schools marketing director to provide a more efficient/user friendly student registration system and marketing plan. This work has allowed us to draw more customers from not only Wisconsin but northern Illinois.

Below is a snapshot of what Criminal Justice along with BCD has accomplished within fiscal 2012/2013, and our EMT (B and IT) program. The numbers represent total number of training hours by category, in-service, specialized (non-credit) and academy (credit). This information includes: student contact hours, fees and revenue collected.

Non-Credit Instruction

Training Category	No. Students	Total Fees	Student Contact Hours	Classroom Hours (total) **	FTE'S
<i>In-service</i>	1107	\$63,622.00	41,005	1792	34.17
<i>Specialized</i>	804	\$62,481.00	8,456	456	.001
<i>Fire Cert</i>	250	****	N/A	****	N/A
Total	2171	\$132,953	51061	3608	35.50

Credit Instruction

<i>Full Time Academy Scenario Retest *</i>	2	\$1,232	80	40	0.064
<i>Basic Jail Academy</i>	20	\$13,700	3,200	2,720	2.66
<i>***Fire Protection</i>		***	***	***	***

<i>EMT</i>	83	\$45,421	11,952	11,122	33.48
<i>Secure Juv Det Academy</i>	9	\$6,165	1,440	1,224	3.86
TOTAL	186	\$278,918	54,112	49,746	70.41

*Denotes academy students from other institutions required to retest for their final scenario testing.

** Denotes classroom hours per section (not) per student

***Denotes students pay by credit which varies per each student and number of classes taken

****Fees set by Wisconsin Technical College System Fire Service Training (varies for each class)

Fire Protection Technician

Like the Criminal Justice program, the division offers a Fire Protection Technician Associate degree to prepare individuals for a career in the fire service. Unlike Law Enforcement, individuals do not have to be certified by the state to serve as a fire service professional, they only have to have 60 hours of training. Most of the larger departments will require certifications as part of the hiring or advancement process and/or may award credit/points for having a degree. Fire programs also offer a variety of non-credit training and certification opportunities for fire service personnel.

As with summers past (mid Aug) we have supported and worked jointly for registration and facility use with Southern Wisconsin and Northern Illinois Fire/Rescue Association on the Monroe Fire School. This three day program draws fire personnel from WI, Ill, IA, and MO to the City of Monroe (multiple venues) for a regional professional development seminar. Training topics for this seminar include: Extrication, fire suppression, use of personal protective equipment and rescue techniques. FY 2011-2012 the program along with BTC registered 537 fire professionals in this program.

Emergency Medical Services

We offer **Technical Diplomas** for EMT-Basic Technician and EMT-Intermediate Technician programs but do not offer a degree in this field of study. The EMT-Basic is a requirement as part of the Fire Protection Technician degree program requirements. To function as an EMT in the state, individuals must be licensed by the state which requires the individual to pass the courses and a third party national registry examination and then apply for licensure with the state. A lot of what is offered in the Emergency Medical Service programs is non-credit classes and courses like first aid, CPR, and the EMS 1st responder programs.

For this fiscal year 2013-2014 division had begun working with Mercy Hospital and their Paramedic program. The division will continue to work with Mercy and research possibilities of offering both a leadership certificate designed for current fire personnel, and a fire medic certificate designed for students looking for entry into a department. Our Fire/EMT coordinator has been working with the EMS advisory committee and has begun drafting a five year plan to bring this and more training to the college. In addition to providing the initial training to our EMT professionals, we will also focus on the

new State of Wisconsin curriculum for initial and recertification training. The division is working to improve our course offerings for fire students along with providing more opportunities for furthering the education of veteran fire fighters.

Below are comparisons from the past three fiscal years highlighting each program enrollment, graduation numbers and FTE's generated.

	2011			2012			2013		
	Enrolled	FTEs	Graduates	Enrolled	FTEs	Graduates	Enrolled	FTEs	Graduates
CJ	343	216.8	57	339	156.1	40	288	131.73	43
Fire Science	4	0.9							1
FPT	89	41.2	7	83	28.6	10	72	25.9	6
EMT-B	33	3.9	28	39	0.0	40	50	7.5	37
EMT-IT	3	0.3	0			0	6	0.8	6
CJ-Academy	66	19.4	66	57	27.0	48	61	24.0	41

Conclusion

In light of the changing economic climate within the state and its direct impact on training dollars for the agencies BTC serves, the public safety division will be making the following changes to its programming:

- Offer Criminal Justice degree students expanded programs in order to showcase other CJ careers
- Work with law enforcement agencies to for more collaborative training to bring down costs
- Continue to showcase our law enforcement academies and maintain our strong enrollment numbers
- Continue our work with the Perkins Grant in order to ensure student success
- Continue to recruit and utilize more minority and female instructors within our classrooms to represent the communities where our students will be working
- Continue our work with regional medical professionals to begin offering EMS recertification's and establish ourselves as a regional paramedic training facility
- Continue to work with BCD and our marketing department to promote and bring in new customers
- Continue our collaborative work with Mercy Hospital on their part time Paramedic program
- Continue to explore other career pathways to ensure student success.

Public safety is moving in a positive direction and will continue to work with our customers, and find innovative ways to promote our training. We will continue to listen to our students and employing partner's needs in order to adjust our offerings to ensure success. With fiscal year 2012-2013 the division will be committed to providing our students more diverse academic offerings, which should prepare them for a wide range of careers within the CJ field.

ENCLOSURE #16

7. New Business

- b. Developing a Program Portfolio Strategy Framework (Information – Dr. Diane Nyhammer and Mike Gagner)

Beginning in March, 2013, Eduventures, Inc. has been assisting the College in developing a framework to evaluate our current program mix and to set enrollment targets based on the job market and industry needs. An on-site workshop and a series of follow-up conference calls with Eduventures have led to a set of metrics for analyzing and prioritizing existing and possible new academic programs. This project will assist the College in making data-informed decisions about the need for current program growth or revision, as well as new programs. In addition to this cooperative effort with Eduventures, BTC faculty and staff are also launching an academic planning process that will integrate the College's use of the program portfolio framework, the College's strategic planning goals, and key initiatives that have been identified as opportunities for improvement.

Dr. Diane Nyhammer and Mike Gagner will be present to share additional information on this initiative and answer questions.

ENCLOSURE #17

7. New Business

- c. Presentation on Budget Schedule and Assumptions for Fiscal Year 2014-15 (Information – Renea Ranguette)

A draft of the budget schedule for fiscal year 2014-15 is attached, with dates and activities that require Board involvement highlighted.

The development of the annual budget is based upon the goals, expectations, and availability of resources of the Board of Directors. The enclosed Budget Assumptions attempt to estimate the key factors that affect resources and needs of the College for the next three years, and specifically for fiscal year 2014-2015.

The underlying assumptions on which the Budget is developed are critical to a process that projects future needs and resources and reflects the goals and priorities of the Board. The Board's review of these assumptions and guidance is a key step in the budget development.

Blackhawk Technical College
2014-2015 Budget Calendar

DUE DATE	PERFORMED BY	ACTIVITY
Month of October 2013	Executive Council	Review enrollment trends, develop enrollment projection and budget targets
November 21, 2013	VP of Finance/College Operations	Present budget assumptions to Board
Week of December 2nd	Manager, Grant Administration/ Budget Development	Budget Training Workshops
Week of December 2nd	Vice President, Finance/College Operations Manager, Grant Administration/ Budget Development	Review budget assumptions and budget development processes Post budget related documents on Intranet
February 6, 2014	Budget Managers	Submit operational and capital projects-budget request file to supervising Vice President
February 14, 2014	Vice Presidents	Submit approved operational and capital budget request file to Manager, Grant Administration/Budget Development
February 14, 2014	Vice Presidents	Meet with Manager, Grant Administration and Budget Development, to review grant-related equipment requests
February 17, 2014	Manager, Grant Administration/ Budget Development	Capital project requests receiving preliminary approval are forwarded for further cost research (i.e. facilities, furnishings, IT, equipment).
February 21, 2014	Manager, Grant Administration/ Budget Development	Summarize and submit operational budget requests to President and Vice President's (Weekly Budget Review Process Begins)
March 14, 2014	Facilities, IT, Budget Responsible Managers	Tentatively approved capital project request cost estimates due to Manager, Grant Administration/Budget Development
Week of March 17, 2014	President & Vice Presidents	Begin review of tentatively approved capital projects for funding consideration and decision.
April 18, 2014	President/Vice Presidents	Finalize budget requests for inclusion in the proposed budget
May 15, 2014	VP of Finance/College Operations and Board	Requests Board Adoption of Budget for Presentation at Public Hearing
May 23, 2014	Business Office	Enter preliminarily approved budget requests into Banner
May 23, 2014	Manager, Grant Administration/ Budget Development	Inform each Budget Manager of which requests were included in the Preliminary Budget presented to the Board. Inform VP, HR of approved personnel requests.
May 30, 2014	Manager, Grant Administration/ Budget Development	Complete Budget Document
June 19, 2014	Board	Adopt Budget Document after Public Hearing

Blackhawk Technical College

Fiscal Year 2014-2017 Budget Assumptions

Property tax levy: The property tax levy represents 54% of the budgeted operating fund (general & special revenue) revenue. The 1.5 mill statutory operational levy limit was removed in the 2013-15 state budget as adopted into law. Our operational levy is now limited to the 2010 tax levy plus a percentage for net new construction in the District as certified by the Department of Revenue. Property values declined for the fifth consecutive year and are now 11% below their historic high in 2008. Residential property values are the single greatest area of declining values. District equalized property values are expected to stabilize in the near term before returning to a positive slow growth state. *Property tax revenues are currently projected to grow slightly over the next three years due to net new construction growth.*

Tuition and fees: Tuition and fees represent 28% of the operating fund revenue. The College's tuition and fee rates are set by the WTCS Board with increases ranging from 4.5% to 8.6% over the last ten years. Tuition rates are projected to rise 4.5% annually over the next three years. Enrollments grew quickly when GM announced the closure of the Janesville plant and remained elevated until Fiscal Year 2009-2010. Enrollment is quickly returning to the pre-GM level with the current fiscal year projected to close 11% above the 2007-08 base-year. *Administration predicts enrollment will decline in FY 2014-15 and remain level thereafter.*

State aids-general: General state aids represent 10% of the operating fund revenue. State aids are distributed to the colleges based upon a funding formula that considers full-time equivalent (FTE) enrollments, aidable costs, and an equalization index which compares the District's equalized property value on a per student basis compared to the state average. BTC received an increased pro-rata share of state aid during the enrollment bubble and is experiencing a reduction as enrollments return to a normalized level. *General state aid is projected to decline slightly in FY 2014-2015 and remain stable thereafter.*

State aid-grants: State grants represent 2% of the operating fund revenues. Wisconsin Act 20 of 2013 eliminated General Purpose Revenues (GPR) categorical grant funding. The new competitive grant guidelines were released in early November and require the technical colleges to consolidate this funding into one. The effect of these changes on future funding is unknown. *The College is projecting level state aid grant funding in FY2013-2014, and thereafter.*

Federal grants: Federal grants comprise 3% of the operating fund revenues. *Overall, federal grant funding is expected to remain stable over the next three years.*

Institutional Revenue: Institutional contracts and other revenue account for 3% of operating fund revenues. *Contract training and other institutional revenues are expected to remain level over the next three fiscal years.*

General Fund Expenses: BTC has a history of positive budget-to-actual variance due to contingency budgeting across the institution and the use of incremental budgeting (roll forward) over the years.

Note: the percentage of budget is based on the FY 2013-2014 Operating Budget (General & Special Revenue Fund) as of 10/31/2013.

Personnel: Salaries and benefits comprise 81% of the operating budget expenses. *Salary adjustments are projected to range from 0-3% in each of the next three fiscal years. Health and dental premium expenses are expected to increase 5% annually, retirement contributions will increase 14.0% in January 2014, and other fringe benefits are projected to remain fairly level.*

Non-Personnel: These items represent 19% of the operating budget yet the budget-to-actual variance has been significant over the years. College leadership reduced the non-personnel base budget by \$511,552 in FY2011-12, implemented a hybrid budget process in FY2012-13 further reducing the non-personnel base budget by \$472,269. Based upon these results, Administration implemented zero-based budgeting across the institution in the non-personnel budget in FY2013-14. The actions are expected to reduce the budget-to-actual variance in these accounts. The Administration has created a centralized contingency fund which is available to support those unknown or unplanned expenses that emerge during the fiscal year.

Strategic Priorities: Action plans to support the strategic plan commenced in the FY2012-13 budget. Funding to support implementation of the third and fourth year of the strategic plan will be incorporated into the budget.

Operating Budget Summary: The fiscal year 2013-14 operating budget draws \$2,174,758 from fund balance to support limited-term, one-time, and operational expenses. Declining enrollment will result in reduced operational fund revenues in FY2013-14. Course offerings will continue to be pared back as enrollment declines, thereby reducing operational expenses. Administration is considering a number of options for closing the operational budget gap, including possible increased property tax revenue and reduced expenses through adjustment in the volume of instruction offerings and other operational adjustments.

Capital Planning: Routine annual capital maintenance and replacement is projected at \$3,000,000 in each of the next three fiscal years. Advanced Manufacturing Training Center building improvements and capital equipment purchases are planned for Fiscal Year 2014-15. Planning for the renovation and backfilling at Central Campus are underway and will be incorporated in the Fiscal Year 2015-16 and later capital budgets. Annual debt obligations will be funded through the property tax debt service levy.