



District Board Meeting

3rd Wednesday of the Month

5:00 pm

Administration Building

Blackhawk Technical College



ANNUAL AND REGULAR DISTRICT BOARD MEETING

AGENDA

DATE: JULY 12, 2021

TIME: 5:00 P.M. – 7:00 P.M.

LOCATION: CENTRAL CAMPUS – ROOM 1230, 6004 S COUNTY RD G,
JANESVILLE WI 53546-9458

OATH OF OFFICE

- A. Oath of Office for New and Reappointed District Board Members

ELECTION OF OFFICERS OF THE DISTRICT BOARD

- A. Election of Officers of the District Board for the 2021-2022 Fiscal Year (*Annual Business – Action*)
 - a. Chair
 - b. Vice-Chair
 - c. Secretary
 - d. Treasurer

CALL TO ORDER

- A. 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 District Board meeting when the subject is appropriately noticed on the agenda. Unless requested by the District Board Chairperson from the audience, public comments or dialogue are not allowed during other portions of the District Board meeting or discussion regarding a specific agenda topic.

DISTRICT BOARD PROFESSIONAL DEVELOPMENT AND SPECIAL REPORTS

- A. 2021-2022 State of the College Report (*Information – Dr. Tracy Pierner*)

INFORMATION/DISCUSSION

- A. Financial Statement (*Information - Renea Ranguette*)
- B. President's Update (*Information - Dr. Tracy Pierner*)
 - 1. Community Engagement Update
 - 2. Internal Communications
 - 3. Review of College Events
 - 4. Upcoming Events
 - 5. Other Communications
- C. Update on Public Safety & Transportation Training Center Project (*Information – Dr. Tracy Pierner*)
- D. WTCS Consortium Update (*Information – Representative*)

ANNUAL MEETING BUSINESS

- A. Designation of Date, Place, and Time of Regular Meetings of the District Board for the Ensuing Year (*Annual Business – Action*)
- B. Designation of District's Official Newspaper (*Annual Business – Information*)
- C. The Naming of Wisconsin Technical College District Boards Association Delegate and Committee Representatives:
 - a. Designation of Board of Director Delegate (*Annual Business – Action*)
 - b. Designation of External Partnerships Committee Representatives (*Annual Business – Action*)
 - c. Designation of Internal Best Practices Committee Representatives (*Annual Business – Action*)
 - d. Designation of Bylaws, Policies & Procedures Committee Representative (*Annual Business – Action*)
 - e. Designation of Awards Committee Representative (*Annual Business – Action*)
- D. Designation of Depositories for the Blackhawk Technical College District (*Annual Business - Action*)
- E. Designation of Legal Counsel for the Blackhawk Technical College District for FY 2021-22 (*Annual Business – Action*)
- F. Designation of Auditor for the Blackhawk Technical College District (*Annual Business – Information*)

CONSENT AGENDA

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

- A. Approval of June 16, 2021, Combined Public Hearing and District Board Regular Meeting Minutes (*Action*)
- B. Approval of Current Bills (*Action – Renea Ranguette*)
- C. Approval of Training Contracts (*Action – Dr. Karen Schmitt*)
- D. Confirmation of Instructional Employment Contract Issued to Roger Kent for the Position of Truck Driving Instructor – July 26, 2021.
- E. Confirmation of Instructional Employment Contract Issued to Charles Quince for the Position of Digital Marketing & Sale Management – August 11, 2021.

ACTION ITEMS

- A. Approval of Resolution Awarding the Sale of \$3,800,000 General Obligation Promissory Notes, Series 2021B (*Action – Renea Ranguette*)

- B. Approval of Resolution Providing the Sale of \$5,000,000 General Obligation School Building Bonds, Series 2021C (*Action – Renea Ranguette and Robert W. Barid Representative*)
- C. Approval of the Three-Year Facilities Plan – (*Action – Renea Ranguette*)
- D. Selection of the 2021 Distinguished Alumni Award Nominee (*Action – Dr. Tracy Pierner*)
- E. Approval of Concept Review for Hospitality Management (*Action – Dr. Karen Schmitt*)

COMMITTEES

FINANCE

Finance Committee Meeting (*Ms. Barb Barrington-Tillman, Chairperson*) – No July Meeting Scheduled

PERSONNEL

Personnel Committee Meeting (*Mr. Rick Richard, Chairperson*) – No July Meeting Scheduled

NEW BUSINESS

- A. BTC Foundation PSTC Naming Opportunities (*Action – Lisa Hurda*)
- B. BTC Foundation Donation Report (*Information – Lisa Hurda*)

OTHER BUSINESS

- A. Staff Changes (*For Information Only, Not for District Board Action*).
 - a. New Hires
 - i. Michelle Kelly, Registrar – August 24, 2021
 - b. New Positions
 - i. None
 - c. Resignations
 - i. Jessica Primus, Administrative Assistant – ITS – July 2, 2021
 - d. Retirements
 - i. Kay Fratianne, Accounting Instructor – December 17, 2021
- B. Reminder ACCT Leadership Congress, October 13-16, 2021, San Diego, California.
- C. At the conclusion of regular agenda business, the District Board will adjourn to a closed session pursuant to Wis. Statutes 19.85 (1)(c) for the purpose of conducting a private conference regarding an Executive's Compensation. Any action which might result from the closed session will be taken upon reconvening in the open session.

FUTURE AGENDA ITEMS

- A. Special Meeting in Late July for Approval of Contracts for the Out-Buildings (*Discussion – Renea Ranguette*)

ADJOURNMENT



JULY 12, 2021

OATH AND ELECTION OF OFFICERS

- Oath of Office
- Election of Officers of the District Board for the 2021-2022 Fiscal Year
 - Chair
 - Vice-Chair
 - Secretary
 - Treasurer

OATH OF OFFICE ITEM A.

Oath of Office for Appointed/Reappointed District Board Members

1. Mr. Steve Pophal (School District Administrator) was reappointed for a three (3) year term, July 1, 2021, through June 30, 2024.
2. Ms. Suzann Holland (Employer Member) was appointed to a three (3) year term, July 1, 2021, through June 30, 2024.
3. Ms. Kathy Sukus (Additional Member) was appointed to an unexpired term, July 1, 2021, through June 30, 2023.

Each will be required to sign the attached written oath prior to conducting business, which Wisconsin Statutes requires.

OATH OF OFFICE

STATE OF WISCONSIN

COUNTY OF ROCK

I, the undersigned, who have been appointed to the office of Technical College District Board Member for the Blackhawk Technical College District but have not yet entered upon the duties thereof, swear that I will support the Constitution of the United States and the Constitution of the State of Wisconsin, and will faithfully discharge the duties of said office to the best of my ability, so help me, God.

Subscribed and sworn to
before me this _____ day
of _____, 20____

Julie M Barreau, Notary Public
My Commission expires: 07/06/2024

ELECTIONS OF OFFICERS ITEM A.

Election of Officers of the District Board for the 2020-21 Fiscal Year

District Board members were asked to complete the 2021-2022 District Board Members Interest Form to determine individual interests regarding the election of officer positions at the July Annual and Regular District Board meeting.

In the case of more than one (1) nomination for any office, a secret ballot will be used.

Election of Chair

Mr. Eric Thornton has served as the Chair of the District Board for the past year.

The Chair of the District Board may not serve for more than two successive years. There are no statutory requirements for any of the other offices.

Dr. Pierner will call for nominations for Chair of the District Board for the 2021-22 fiscal year.

Following the election, the newly elected Chair will continue with the elections for the following officers.

a. Election of Vice-Chair

Ms. Barrington-Tillman has served as Vice-Chair of the District Board for the past year.

b. Election of Secretary

Mr. Laverne Hays has served as Secretary of the District Board for the past year.

c. Election of Treasurer

Mr. Rick Richard has served as Treasurer of the District Board for the past year.



JULY 12, 2021

DISTRICT BOARD PROFESSIONAL DEVELOPMENT AND SPECIAL REPORTS

- 2021-2022 State of the College Report
 - 2021 WCD Industry Dashboard

**DISTRICT BOARD PROFESSIONAL DEVELOPMENT AND
SPECIAL REPORTS ITEM A.**



BLACKHAWK Technical College

STATE OF THE COLLEGE

FY 2020-2021

Report to the Board of Directors -June 2021

Tracy P. Pierner, Ph.D. - President



OVERVIEW

In 2016, Blackhawk Technical College set a strategic priority to focus on education options to meet student, industry, and community needs. That work was put to the test over a year ago when the College was forced to shut down. During this time of challenge, an early decision was made to bring employees back to work in order to better position staff to help our students who needed it most. As a result, our student success metrics were on par with a “normal” semester. Fully reopening in June, the year demonstrated the importance of our mission of delivering flexible education options to our community in a supportive, student-focused, environment. Delivering on our promises, the College:

- Provided access to food and other household items through our Student Cupboard;
- Offered free mental health counseling to students;
- Offered a free flu shot clinic for all staff and students;
- Hosted a communitywide COVID-19 testing site;
- Hosted a statewide community vaccination clinic on Central Campus;
- Enhanced WIFI access for students;
- Provided free Hotspots to ensure students had access to the Internet;
- Provided laptops through library services to ensure the students had the necessary technology to engage in learning;
- Accelerated investment in classroom technology to enable classes with fewer numbers of students in a room at any given time; and
- Created a 7-stage plan to bring our College from closed to the public to fully open.

Through it all, our safety protocols resulted in zero confirmed spread of COVID on our campuses. And proudly, we kept the choice in the student's hands, not ours, as we remained open for business. Through our valuable community partnerships, we have been a leader in COVID-19 response. Free community-wide testing on our campus began in October and will continue until the end of July with an ongoing community vaccination clinic on our Central Campus ending mid-July.

At the beginning of this fiscal year, the College faced an unpredictable state budget and enrollment concerns as the pandemic was affecting every aspect of community. As we learned, our community and College are resilient. In the midst of a global pandemic, we continued to make progress along all fronts. One of the most important was the successful November referendum to develop a new Public Safety & Transportation Center. We are grateful for voter support of the \$32 million referendum for this new project. This three-phase project is slated for completion in late 2023.

Due to the College's investment in MyEdChoice and other technologies in support of our mission to provide flexible learning options for our community, the College saw minimal declines in enrollment. In fact, BTC was one of the leaders, seeing less than 4% decline as other Colleges saw as much as 20% in enrollment declines. One thing we learned was that our vision, mission, and values are more important than ever. We continued striving to deliver innovative education to enrich our communities as we ensured access to flexible education options in a supportive environment and our community responded by continuing their education and positioning our workforce to better respond as the pandemic wanes.



The advent of flexible education was critical to the successful conversion during the pandemic, but continues to be critical to ensure the College has offerings that our community can engage in. This said, not all students are prepared for flexible models that demand discipline and the ability to seek out the resources available. In preparation for the upcoming HLC visit, the College continued to focus on quality assurance measures and student success initiatives to improve retention and graduation. By focusing on removing barriers to access and success, reducing hurdles to achievement, and proactively identifying and supporting at-risk students, the College lived out its mission of flexible education in a supportive environment.

Vision: Delivering innovative education to enrich our communities

Mission: We help build your future with flexible education in a supportive environment

Values:

- *Responsive:* Meeting students when and where they learn best, providing supportive services empowering them to succeed;
- *Collaborative:* Creating critical partnerships and adapting to community needs within a team-oriented environment;
- *Empowering:* Building an inclusive, aligned and supportive culture, allowing students and employees to develop, grow and succeed;
- *Strategic:* Optimizing college resources to meet the needs of learners and employers through data-informed decisions and innovative solutions; and
- *Process-driven:* Developing transparent, consistent, aligned and repeatable processes and procedures, focusing on efficiency, accountability and excellence.

Strategic Initiatives

1. Develop Flexible Learning Delivery Models to Meet Student Needs
2. Enhance the College's Pursuit of Educational Excellence
3. Improve Our Data Informed Decision-Making Capabilities
4. Create a Supportive and Inclusive College Environment
5. Improve College Operational Efficiency and Effectiveness

The College focused implementing the 15 strategic projects to move our initiatives forward. These projects included the continued implementation of the flexible education modalities, student success initiatives, documenting, streamlining and improving our internal processes, but also highlight the importance of evaluation and improvement with student learning. Appendix A provides an overview of the status of the 15 strategic projects that support the five initiatives. These 15 projects provided the foundation for the work focus over 2020-2021.

We are proud to be a part of the solution to this pandemic and economic recovery. Although we are concluding a year of tremendous upheaval few of us will ever forget, the pandemic has not deterred us. We continue to transform our campus, delivering essential training and education and creating new programs to serve our community.



STRATEGIC LEADERSHIP HIGHLIGHTS

The College launched the next iteration of our shared leadership structure two years ago. This year, we continued to refine the model, now officially called the Strategic Leadership. Approved in February, 2021, Appendix B contains the charter describing this new shared governance model. The Blackhawk Improvement Group (BIG), Group for Procedure & Strategy (GPS), and Executive Council (EC) oversaw the strategic committee structure and strategic planning process, including an upcoming annual update. Progress was made with improvements identified.

Progress made:

- College Policy and Procedures were developed to define GPS & BIG roles and responsibilities along with process flow for decision-making;
- A new College Policy & Procedure manual created with necessary templates;
- The BIG launched and completed a CPI team on diversity and inclusion; and
- The GPS completed staffing each committee in structure with necessary employees.

Improvements needed:

- The task assignment process for each committee in strategic structure needs refinement and definition to ensure alignment with strategic plan; and
- Improvement of communication between the College community and strategic committees to ensure there is clear understanding of each committee's work-plan and accomplishments.

Overall, progress continues to be made with our Strategic Leadership structure with clear plan for next steps.

OPERATING HIGHLIGHTS

The COVID-19 pandemic certainly took much of our attention over the past year, yet it was our staff and faculty who stepped forward to serve our students that took center stage. The College is concluding a year that saw our community members, students, faculty and staff come together and overcome incredible challenges while our community recognized the important role BTC plays in preparing our workforce by supporting a new Public Safety & Transportation Campus (PSTC) project. When we look back on the year, we responded with the agility, focus, and determination that is reflective of our mission. Staff and faculty ensured that "choice" was kept in the student's hands by remaining open for business the entire 2020-2021 fiscal year to all students who needed assistance face-to-face or virtually – the choice was theirs.

The budgetary success of the restructuring completed nearly four years ago combined with the five-phase sustainability plan led to another year of budgetary surplus. These changes continued to pay positive dividends in building a solid operational budget and financial sustainability. One year ago, the College faced an unpredictable state budget and enrollment pattern. These fears did not come to fruition as the College endured a slight state claw-back and enrollment declines were minimal.

FACILITY HIGHLIGHTS

BTC's strong financial performance in the past several years allowed the District Board to create capital reserves that assist execution of the Master Facilities Plan. Even as the pandemic throttled much of our



country, BTC continued moving forward with the strategic projects and facility planning initiatives while stepping forward to ensure BTC was a resource to assist our community recover:

- Completed renovation of 2500 wing, 1500 wing for Rock University High School, new turn lane on Hwy 51, and secure restroom for armed officers, and initial build-out of vehicle operations training area on Central Campus;
- Completed build out of Blackhawk Technical College area at Beloit Public Library;
- Completed renovation of food safety lab on Monroe campus;
- Completed a successful \$32 million referendum to support a new PSTC; and
- Agreement for the sale of the Center of Transportation Studies (CTS).

In 2017-2018, the Board approved a long-term bonding threshold plan that established agreed-upon caps in bonding that lowers the mill rate for our College District to a mutually agreeable level. The established plan allows for upkeep of technology and facilities while not burdening the taxpayer and was paired with a clear Master Facilities Plan. The two intertwined plans combined with BTC's strong financial performance allowed the College to move forward with facility design of three major projects to upgrade of central campus:

- Design and project approved for 1500 classroom wing remodel;
- Design approval pending for new conference center; and
- Design approval pending for new student union and cafeteria;

ORGANIZATIONAL HIGHLIGHTS

The intent of this section is to highlight other projects led by the executive team. These projects were directly related to the strategic plan, but did not fall under the umbrella of strategic projects. Each executive member and their organization were responsible for completion of these projects. Several projects are multi-year.

ACADEMIC HIGHLIGHTS

1. Implemented new faculty workload system & Department Chair structure. New workload system was instituted and identified areas of improvement needed as we seek a fair and equitable distribution of work. This said, faculty involvement in college-wide activities has increased as a result of workload project.
2. A dual-credit manual was created and utilized to provide framework for quality assurance of all dual-credit courses. As a result, administrative and full-time faculty oversight of dual-credit was enhanced with increased access to professional development for high school (HS) faculty. The grant supporting HS faculty obtain proper credentials was fully spent down by December 2020.
3. Improvements to program reviews process instituted and presentations made in May, 2021.
4. Successful program specific accreditations were completed for Surgical Technology, Human Services, and Physical Therapy Assistant programs.
5. Tutoring center relocated to continue service to our students while vaccination clinic utilized existing .
6. New programs developed and approved include Manufacturing Engineering Technology, Mortuary Science, and Dental Hygiene.



STUDENT SERVICES HIGHLIGHTS

1. Student Cupboard pivoted during pandemic to allow for curbside pickup.
2. Launched Blackhawk scholars Internship Program and created Internship/Employment office within CARE Center.
3. CARE Center design completed, but renovations put on hold while vaccination clinic onsite.
4. Counseling model fully implemented within CARE Center.
5. Auto-graduation implemented allowing students to graduate from embedded programs without formally requesting graduation.
6. Program orientations conducted for all programs beginning Summer 2021.
7. Nearly \$3.25 million in CARES and follow-on federal grant dollars distributed to students.
8. Preparation complete to launch preferred pronoun, name, and gender identity on our application and through all systems – Banner, Blackboard, Starfish.
9. Blackhawk Equity Access Momentum (BEAM) designed and ready to pilot for Fall 2021, a program focused on creating a supportive environment for underserved populations.

ADMINISTRATIVE SERVICES HIGHLIGHTS

1. Completed the reorganization of financial services to redistribute workload and close service gaps.
2. Implemented concur electronic travel and expense reimbursement solution.
3. Implementing fixed asset scanner to improve the efficiency and effectiveness (more frequent) of physical inventory process.
4. Managed the expenditure of over \$4.4 million from Federal CARES and follow-on federal grants in accordance with grant criteria. Utilized CARE funding to:
 - a. Install MyEdChoice technology to all classrooms.
 - b. Purchase laptops and hotspots for student check-out.
 - c. Expand and improve Wifi capability to support student device connections.
 - d. Employee laptops for mobile accessibility.
5. Updated and implementing the long-term capital borrowing plan to encompass the referendum project borrowings and remain within the mill rate commitment to the district.
6. Emergency preparedness training completed with new hires, safety captains, and departments.
7. Developed policy and implemented body-camera use by armed security officers.
8. Implemented disaster recovery initiatives including cleanup of networks and migration of services to the cloud. AMTC established as Central Campus recovery site. Intercampus network independence achieved to sustain connectivity independent of Central Campus.
9. Deployed two-factor authentication to increase system security.
10. Surveillance system replacement completed.
11. Office 365 deployed.
12. Banner 9 upgrade completed.

HUMAN RESOURCES HIGHLIGHTS

1. Worked with WTCS Human Resource Committee to develop plan to improve diversity of staff and faculty.
2. Implemented customer service training series and slowed due to pandemic.
3. Implemented professional development for Managers and Supervisors and slowed due to pandemic.
4. Improved the new hire process to be more welcoming and inviting.
5. Streamlined HR functions by eliminating annual contracts for administrators and making changes to faculty contract language and process.



6. Improved overall professional development system with implementation of SumTotal.
7. Updated Employee Handbook.

INSTITUTIONAL EFFECTIVENESS/ACCREDITATION

1. Completed all IPEDS, WTCS, NCCBP reports on time.
2. Transitioned data verification/state reporting from IT to OIRE Departments.
3. Completed the Public Safety & Transportation Center economic impact analysis.
4. Completed the College economic impact analysis.

MARKETING/COMMUNICATION HIGHLIGHTS

1. Implemented the Internal & External Communications Plan and increased communications via a weekly College newsletter and MS Teams sites.
2. Restructured intranet through the use of Sharepoint to reduce complexity, inform internal constituents, and increased ease of use as a communication tool.
3. Improved website to ensure easy access to relevant information.
4. Updated strategic planning materials.
5. Implemented marketing strategies designed to expand awareness of and recognition of BTC, its programs, offerings and events by leveraging multiple communication channels and showcasing students, faculty, and staff.
6. Redesigned marketing materials for student and staff recruitment and revamping program brochures into customized materials for Monroe campus and AMTC.
7. Produced BTC “magazine” biannually.
8. Managed referendum marketing and communications.
9. Redesigned the online college catalog.

MARKETING/COMMUNICATION HIGHLIGHTS

1. Completed \$1,000,000 Nancy B. Parker Nursing Scholars Program community campaign.
2. Provided vital Public Safety + Transportation Center (PSTC) referendum support including creation of Community Outreach Team needed to educate and inform the Rock + Green County communities about the project, the cost, and the impact of this type of training facility. Engaged EUA for communication and marketing services for the PSTC referendum.
3. Created naming opportunities for the PSTC site elements in order to engage with donors and/or businesses to secure financial gifts to the Foundation.
4. Conducted feasibility study to perform feasibility + market study for the student housing project with Campus Advantage. Student housing project was put on hold due to cost of materials unknowns.
5. Revised By-Laws, Articles of Incorporation, and Notice of Meeting needed for the financing process of student housing project.
6. Soul Food Luncheon pivoted to a Curbside Pick-Up event as well as an online silent auction that \$11,166.65 for the minority/diversity scholarship fund.
7. Garnered a \$40,000 donation by Colony Brands Foundation for the Fund for the Future of Agriculture.
8. Amended Gregg & Helen Dickinson Scholarship and secured an additional \$5,000 in funds.
9. Donna McKearn Memorial Endowed Scholarship created with initial gift of \$20,000.
10. New online scholarship software system purchased and in process of being implemented.
11. Administrative fee to assist long-term sustainability operations was approved by Foundation Board.
12. Worked with Forward Janesville to conduct a “Pack the Pantry” to support the Student Cupboard.



BLACKHAWK TECHNICAL COLLEGE DISTRICT BOARD HIGHLIGHTS

1. Continued professional development series when time permitted on District Board agenda.
2. Board members shared statewide consortium issues/topics and agenda items.
3. Updated District Board on status of Transportation & Public Safety project.
4. Notified and involved Board members in legislative contacts and events mostly related to the 36.31 legislative issue.



SWOT Analysis

This bulleted list is not meant to be exhaustive. A more comprehensive analysis will be completed at the August retreat.

STRENGTHS

- Great faculty and staff & excellent leadership team.
- Outstanding facilities and plan with capital bond plan that enables college to maintain facilities and technology.
- Facility capacity for growth.
- Superior programs in areas – Health & Public Safety, Culinary Arts, Welding.
- Community recognizes BTC as a value-add partner.
- Dedicated/engaged District Board.
- Operational budget flexibility.
- Growing resource support through Foundation.

CHALLENGES

- Community, overall, doesn't recognize the College impact on our community beyond training.
- Low, but improving recruitment percentage of high school graduates.
- Employee turnover, loss of institutional memory.
- Data and decision-making information accessibility and availability at all levels of organization.
- Student success in flexible models.
- Growing transferability of courses to UW system.

OPPORTUNITIES

- Gain authority to offer transfer degrees and courses and increase transferability.
- Improving outcomes-based funding.
- Improve flexible education models student success through assessment & evaluation.
- Continue to grow K-12 partnerships – create Early Colleges & Dual-Credit Academies.
- Improving processes to create highly effective and efficient systems (Banner, specifically identified).
- Improving student, community experience at BTC. Utilizing new student programs (i.e. Sports/Unity Center) to engage students and increase enrollment.

THREATS

- Madison College's new South Campus.
- UW-Whitewater/UW-Rock County merger.
- Perceived value of traditional education.

Appendix A - 2020-2021 College Strategic Initiatives/Projects

I. Develop Flexible Learning Delivery Models to Meet Student Needs

Lead: Tracy Pierner

Issue: The traditional 16-week, 2 semester model is too rigid for student and business needs of today

Future State: We offer flexible learning solutions that get student to where THEY need and want to go.

A. Enhance and Expand Flexible Learning Options (PROJECT 1 - Next Generation of Learning Team)

1. Offer education in the modality that meets student and industry needs
 - a. Enhance the baseline flexibility of traditional-delivery courses at BTC through MyEdChoice or other options to create more scheduling options for students
 - b. Expand use of flexible lab options for on-line courses
2. Improve flexible delivery models to ensure educational quality and student success matches or exceeds traditional methods
 - a. Establish correct fit that matches delivery model with student preparedness
 - b. Create a process for determining the best modality for a course
 - c. Develop and implement an evaluation of student's readiness
3. Create and deliver ongoing faculty development in alternative delivery methods
4. Improve information to students on modality options in Banner/Website

Excellent progress on all fronts. MATT division has expanded and improved flexible options that have increased numbers of students from industry. MyEdChoice expanded to all academic divisions with most courses offering some aspect of flexible delivery and upgraded the technology in 42 classrooms to be fully capable of supporting MyEdChoice delivery. Expanded the use of simulation software and equipment for remote delivery of skills training.

Team working on establishing metrics that predict success in flexible learning environments and enhanced professional development for all faculty to improve teaching and learning in online and polysynchronous modes of instruction while 79 full-time faculty and 5 adjunct faculty trained in Quality Matters and Blackboard Level 1, 2, or 3 training, the benchmark for curriculum development in flex environment. Banner and website completely updated to better describe course modalities and options available to students.

B. Improve the Transition from Associate to Bachelor's Degrees (PROJECT 2 – Executive Council)

1. Establish 1st Partner in University Center
2. Expand Transfer Opportunities
3. Expand opportunities with UW System

The pandemic slowed progress in this area. Universities were not in the position to commit to on-campus presence during this past year, but we have identified and targeted potential partners. Invited UW-Whitewater Rock County College of Interdisciplinary Studies to hold an informational meeting on the Bachelor of Applied Arts and Sciences (BAAS) at the BTC University Center. Although, the UW system, specifically UW-Whitewater, has not been a successful partner to create transfer agreements we hope that our continued collaboration efforts pay dividends. We initiated transfer pathway development discussions with UWWRC dean for manufacturing engineering technology as well as meeting with UW-Stevens Point to discuss collaboration areas. Several new program-to-program transfer agreements were developed.

- 2021-01-19 Lakeland University Foundation of Teacher Education (WTCS agreement)
- 2020-07-10 Carthage College Nursing Articulation (Gateway lead, WTCS agreement)
- 2021-01-19 Chamberlain University Nursing Articulation (BTC lead, WTCS agreement)

We developed strategies to utilize the Liberal Arts Transfer Program 1+1 Collaborative Agreement with Madison College. In addition, we initiated discussions with UWWR dean for course sharing in high-demand areas at BTC (economics). The WTCS has begun development of a proposal to offer AA/AS transfer degrees and advocated with elected officials for changes in Wis. Statute 36.31. In the meantime, BTC is planning a concept approval in preparation and professional development for General Education program so we are prepared to offer AA/AS transfer.

II. Enhance the College's Pursuit of Educational Excellence

Lead: Karen Schmitt

Issue: As we develop flexible learning, we need to show that students are learning and we have high quality teaching

Future State: We understand and can prove educational outcomes.

A. Improve Our Integrated LEARNING Assessment System (PROJECT 3 – Assessment of Student Learning Committee)

1. Develop and implement a systematic outcome assessment of student learning that leads to improvement
 - a. Assess all program learning outcomes at all levels
 - b. Assess core abilities at all levels

College completed revision of college-level outcomes and indicators defined as Core Abilities. Academic divisions implementing new rubric and updated program assessment plans with revised Core Abilities and completed course and program level outcome mapping and alignment process for all programs. In process of implementing outcome mapping within Blackboard Analytics to improve Learning Management System data utilization for course and program assessment.

B. Implement an Integrated TEACHING Evaluation System to Drive Organizational Improvement (PROJECT 4 - Teaching Quality Committee)

1. Develop instruction Quality Metrics reporting
2. Implement Course and Program level teaching evaluation systems to ensure students are achieving learning and to drive improvement of organization
 - a. Evaluate method of delivery of course
 - b. Evaluate instructor performance
 - c. Evaluate instructional technology
 - d. Evaluate Facilities and furniture
3. Create the tools and processes to evaluate teaching quality and faculty development

Procured and configured SmartEvals software to collect course feedback surveys from students and piloted this survey tool in Fall 2020. Developing training and communications plan for faculty to review Fall 2020 and Spring 2021 surveys.

C. Implement New Faculty Academy (PROJECT 5 – Teaching Quality Committee)

1. Implement the new Faculty Academy onboarding and development program
2. Continue to explore ideas for educating faculty on resources for Universal Design for Learning
3. Begin development of Adjunct Faculty Academy
4. Ensure academies offer flexible options

A second cohort started the new Faculty Academy in Fall 2020. Currently, reviewing structure and design of the academy to better align with FQAS and overall workload planning and onboarding of new faculty. A part of faculty academy included a session with keynote speaker Dr. Thomas Tobin that focused on Universal Design for Learning with follow-up activities including book read and Fall 2021 workshops. A brown bag discussion series in Spring semester was utilized to discuss UDL in the BTC flexible education framework.

D. Develop Master Courses to Enhance Consistency of Quality (PROJECT 6 – Curriculum Quality Committee)

1. All BTC courses should be developed to a standard
2. All Master Courses have complete instructional materials, assessments, checklists that adhere to BTC standard

Eight general education courses and five program courses are in process of development of Master Courses. A pilot program is being reviewed the Curriculum Committee for recommendations on how to develop design standards for full implementation.

III. Improve Our Data Informed Decision-Making Capabilities

Short Web Name: III. Data Informed Decisions

Lead: Jon Tysse

Issue: Need to develop, implement and build capabilities to be data informed.

Future State: Faculty, administration, and students have access to data/information to show progress, make decisions, and adjust processes, programs, and courses. We have a data-informed decision-making culture.

A. Improve Accuracy, Access and Sharing of Data/Information to Support Decision Making

(PROJECT 7 - Data Governance Committee)

1. Develop Key Performance Indicators for projects, departments, and strategic plan
2. Improve relevancy, accuracy and accessibility of data
3. Determine WHAT data to collect and how to turn it into usable information
4. Ensure data reporting template (how it looks) meets the needs of data users
5. Deliver the right data at the right time and in the right format to data users
6. Create a procedure to determine and award access to data
7. Develop tools & access to data to inform instructional decisions at the course/program/college level
 - a. Develop, implement and evaluate course, program, and core abilities Assessment Plan
 - b. Create easy to use dashboards with drill down capability
8. Implement training to improve data analysis and data utilization
9. Gather feedback from data users to inform improvements to data processes

Progress made on delivering meaningful data with reports that are immediately useful for the team. Getting the right data, to the right person at the right time in the right format has been the focus of this project. Data-sets and data dashboards were created for Student Services and Academic Affairs, improvements made for program review and evaluation, and implementing “automatically” generated reporting that delivers data for easy consumption of the information. Implemented training videos and other employee development sessions to assist employees understand data reported.

IV. Create a Supportive, Inclusive, and Engaged College Environment

Leads: Tony Landowski & Executive Director of HR

Issue: The College needs to create a positive environment where everyone can succeed as culture eats strategy for lunch.

Future State: BTC is an environment that embraces inclusion, collaboration, engagement, and equity for all. We have a student-centered culture that believes all students can be successful and we provide students with the resources and support they need. Our work environment is inclusive, conducive to performance, participation, and growth. Blackhawk Technical College is recognized as an employer of choice.

A. Develop a Strategic Enrollment Management Plan That Encompasses the Resources and Support Students' Needs (PROJECT 8 – Student Success Committee)

1. Build a strategic enrollment management plan centered around curricular and co-curricular programs
2. Create a student centric culture that believes all students can be successful:
 - a. Empower students to take ownership in their development
 - b. Help them learn how to learn – deploy Student Success course (GRIT) for all programs
 - c. Actively seek student feedback and use it for Continuous Process Improvement
3. Provide support services beyond the classroom
 - a. Cultivate a welcoming and inclusive student supportive culture
 - b. Compile links & referrals to community resources
 - c. Develop Programs and Resources that Support Under-Represented Student Populations
 - d. Implement a mentoring program for new and struggling students

The Student Success Committee developed a comprehensive Strategic Enrollment Management Plan (Appendix C).

B. Implement Starfish to Increase Student Retention and Success (PROJECT 9 - Starfish Task Force)

1. Implement recommendations of Starfish Report
 - a. Implementation of proactive advising, academic goal setting and master academic planning (MAP), alert and intervention, attendance tracking and policy.
 - b. Starfish training, pilot work, and full integration with Academic Affairs
2. Implement Degree Planning
 - a. Develop and implement meta-majors approach in all program areas
 - b. Adapt college advising, scheduling, program/course offerings, & other systems to accommodate Degree Planner

Implementation continued through the pandemic and was a critical asset to stay connected to students who needed additional assistance. The Degree Planner module was setup within system and all incoming students for Summer and Fall 2021 will be creating program plans/maps within Degree Planner. All Dual-Credit course takers were given a Program Map of their corresponding BTC program. An aspect of this project includes an auto-graduation for those students who achieve an embedded diploma on the path to their terminal degree.

C. Enhance Employee Performance Evaluation to Increase Employee Engagement (PROJECT 10 – Compensation Committee)

1. Implement Employee Performance Evaluations that lead to improvement
 - a. Develop, streamline, and implement Evaluation processes that are meaningful and efficient
 - b. Expand employee performance evaluations to include feedback from students, subordinates, colleagues, and supervisors (360 degree) for staff, administration, and faculty
 - c. Determine if merit pay is beneficial to enhance employee engagement

This project is a multi-year initiative. Small (incremental) improvements were made to the current process to streamline evaluations (evaluation form converted to pdf so we could incorporate electronic signatures), but a holistic revamp will continue into the 2021-2022 year.

D. Improve Inclusion, Diversity, Equity and Accessibility (PROJECT 11 – IDEA Committee)

1. Develop cultural competency of students, faculty and staff
2. Ensure BTC's workforce reflects the ethnic and cultural composition of our students and community populations.
3. Examine our processes for collecting and applying identifiers to create a safe and welcoming environment
4. Encourage minority representation in leadership roles throughout the College.

The IDEA committee has done an outstanding job putting together a comprehensive plan to develop a culture of equity. One item includes the IDEAL Opportunity Scholarship. Our first recipient was provided the first scholarship in January. This new scholarship requires Business & Industry partnerships and these were secured with SHINE Medical Technologies, Frito Lay, and the Janesville Police Department. Several community outreach activities were completed including "Coffee + Conversations" about IDEAL Opportunity Scholarship for community-based organizations. Marketing and promotional materials were developed as well as financial contributions secured.

The IDEA Committee started a book club with first book being required is "Why are All the Black Kids Sitting Together in the Cafeteria" and facilitated conversations around issues addressed in book. All course syllabi were reviewed for inclusive language and a Fall IDEA summit was held for students. In the new facility renovation plans, a safe space (affinity lounge) was created adjacent to the student union. Professional development for all employees was completed.

E. Enhance Community Engagement (PROJECT 12 - Community Engagement Committee)

1. Engage alumni and donors in a meaningful way (Alumni Association, Donor Outreach)
2. Increase Business & Industry contracting and outreach
3. Educate Elected Officials & Government Agencies on BTC's impact on community
4. Work with Non-profits to support community good
5. Work with K-12 Partners to create better pathways to workforce and transfer

Community Engagement Committee reengaged under Lisa Hurda's leadership. The Non-Profit Sector Committee created a comprehensive list of all Rock + Green County non-profit organizations and a proposed calendar of events that is a starting point for BTC involvement (whether financial, volunteer, in-kind, etc.). The budget has been set and we will begin executing this plan next year.

V. Improve College Operational Efficiency and Effectiveness

Short Web Name: V. Operational Effectiveness

Lead: Tracy Pierner / GPS

Issue: Processes are too complex and bureaucratic at times. Employee turnover leading to loss of institutional memory.

Future State: Processes are streamlined, documented, and easily accessible. Students find it easy to “do business” with BTC.

A. Map and Document Key College Processes (PROJECT 13 – GPS)

1. Create a robust repository of Policies & Standard Operating Procedures (SOPs)
2. Map and document processes (1 procedure/month per executive-level area)
3. Publish SOPs in standardized/organized framework
4. Train employees on how to access procedures
5. Improve the overall communication of approved procedures.

There was a lot of progress on this front. With the purchase of the Community College League of California set of policies/procedures, the College setup a 3-year plan to completely review and update all policies/procedures. All templates, numbering system, and framework was developed and the new College Policy/Procedure manual was published in January. In addition, process documentation developed in several areas. All departmental processes, practices, and forms will be our next step with this project.

B. Implement the Integrated Planning and Budget System (PROJECT 14 – Executive Council)

1. Determine information flow and data needs for planning and budgeting process
 - a. Program Evaluation
 - b. Program/Departmental Review
 - c. Assessment of student learning
 - d. Accreditation feedback/requirements
 - e. Gap Analysis
2. Determine system needs for information flow and data needs
3. Implement solution

The new Vena system was purchased, designed, and implemented. This solution was launched for the 2021-2022 budgetary year in January. The Vena planning and budgeting solution was a step in the right direction with lessons learned and process improvements identified.

C. Implement CLSS to Improve the Efficiency and Effectiveness of Scheduling (Project 15 CLSS Task Force)

1. Schedules meet student’s needs (optimization of choices and resources – student needs, room, and faculty utilization)
2. Streamline schedule development operations

The CLSS (course scheduling) system was launched for General Education and Business courses for the Fall 2021 student schedule. This project is not complete since we need to expand to entire college schedule and utilize system to begin optimizing schedule.

Appendix B

Strategic Leadership at Blackhawk Technical College A Participatory Governance Model

DEFINITION OF PARTICIPATORY GOVERNANCE

Participatory Governance at the College is a dynamic and cooperative interaction among the administration, faculty, and staff that enhances the decision-making process. The goal is to engage a larger number of people on campus, improve communication both vertically and horizontally, and create a system where “silos” are broken down and innovative ideas from all corners of the campus can be brought forward for consideration. The Strategic Plan will serve as the guiding force of the College’s version of Participatory Governance and will be orchestrated through the Strategic Leadership (SL) structure. SL is organized from areas spanning the College with opportunities for all employees and students to serve a supporting role. SL (the College’s governance system) **will operate** under a premise that the needs of our students, the quality of their education, and the needs of our district communities come first.

Communication must be clear, frequent, consistent, and timely, both within the SL committees/groups and between groups and the wider college community. In order to further clear and open communication a SL intranet site was created (intranet.blackhawk.edu).

The College’s image of SL is to provide all employee’s a voice on the decisions and processes that impact our stakeholders (Students, Employees, Employers, and Community). The SL structure creates three groups. The Executive Council (EC) is composed of the President/District Director of the College and the direct reports to that position. The Blackhawk Improvement Group (BIG) as outlined below will focus on the organization’s ongoing process improvement activities at the College. The Group for Procedure and Strategy (GPS) will focus on policies, procedures, and processes of the college. It is the expectation that both of these groups will work in collaboration to move the College forward with a focus on Strategic Initiatives outlined with the Strategic Plan. Joint meetings between the three groups should be scheduled as necessary to ensure adequate communication and collaboration of efforts.

College Policy & Procedure

- Policy - a definite course of action adopted for the sake of prudence, expediency, or facility
- Procedure - the particular mode of action involved with respect to implementing and executing a policy, viz., instructions for executing policy

Departmental Process & Practice

- Process - the series of actions, operations, or motions involved in the accomplishment of an end; i.e., the actual steps involved in carrying out a procedure, viz., operational guidelines, SOPs,
- Practice - habitual or customary course of action or way of doing something

PRINCIPLES OF STRATEGIC LEADERSHIP

The College is a public technical college. Statute vests responsibility with the District Board to hold in trust and good custody the interests of the state and the citizenry. These are responsibilities for which the District Board is accountable and which neither it nor the President/District Director, who is an agent of the District Board, can delegate. Therefore, all decision-making must be in the form of recommendations to the President/District Director or the District Board. Nevertheless, it is incumbent upon the District Board and the President/District Director to support college governance procedures so long as they do not result in recommendations contrary to statute, fundamental principles or mission, or the vital interests of the College or the larger community.

The organization is expected to solicit and receive advice on the development of such procedures, processes, and processes from the President/District Director's senior staff, the faculty, operational staff, other administrators, students, and the College's legal counsel as needed. When deciding the appropriate course of action to follow, policies supersede procedures, procedures supersede processes, and processes supersede practices.

Examples of what differentiates a Strategic Leadership issue verse Operational Leadership Issue

Strategic Leadership	Not Strategic Leadership
Grading system	Individual grade change
Academic programs	Semester schedule of classes
Criteria to purchase equipment	Equipment purchases
General Studies curriculum requirements	Classroom assignments
Computer use policies	Computer lab schedules
Campus safety plan	Disposing of hazardous waste
Tuition refund policy	Issuing tuition refunds
Planning for new buildings	Repainting office walls
Process for hiring new employees	Placement of new hires on the salary scale

Strategic Leadership is:

- A vehicle for campus-wide participation and collaboration.
- An opportunity to introduce, analyze, and discuss college goals, policies, and procedures.
- A formal, deliberate process to manage the efficiency and effectiveness of the college.
- A forum for active involvement by college employees that will be recognized and supported by the college administration.
- A process based on clear, frequent and consistent communication is practiced throughout the college community in a timely manner.
- A process involving people with responsibility and accountability in providing well informed, realistic and unbiased decisions to the campus as a whole.
- A system that will incorporate a communication network that enables and promotes dialogue, understanding, joint investigation, and creative collaboration.
- A process where decisions are consistent with the mission, vision and values of the College.

Strategic Leadership is not:

- A replacement for administrative functions.

- A process to supersede the authority of the President/District Director or the District Board.
- A place for a person to fear retaliation for expressing his or her views and opinions about the topic under review.
- A platform to promote the interest of individual constituencies.
- An arena to address all the concerns of the campus community.
- A personality-driven process.
- A forum for personal issues or complaints.
- A perfect process.

STRATEGIC LEADERSHIP OVERVIEW

The College Strategic Leadership Model is comprised of three major bodies, five college-wide committees, and a number of organizational committees spanning the College

- the Executive Council,
- the Blackhawk Improvement Group (BIG),
- the Group for Procedure & Strategy (GPS),

Strategic Projects:

Strategic projects are developed to support achievement of the College's strategic priorities. In most cases, implementation of college action plans will affect a policy, an administrative procedure, a process, and/or practice as defined within this document. For this reason, strategic projects will be assigned annually to specific strategic leadership committees that are responsible for that area.

Ad hoc (Teams or Task Force) committees can be created by each committee in the structure to address a particular issue when the need arises. Once an *ad hoc* committee has completed its task, the product is then considered through the normal governance process.

Collaboration

All groups within the SL structure will be open and collaborative with all other groups.

- Consult – each committee/group/team/organization are required to consult with any other committee/group/team/organization on any project that interfaces with the scope of other entity.
- Recommend – any committee/group/team/organization can recommend a project to any other committee/group/team/organization through a BIG suggestion
- Assign Project/Task – only EC or the organizational leader of the area of assignment can assign a project/task to a committee/group/organization. When these assignments affect more than one area, the BIG will review the assignment. The BIG can assign a project/task to a CPI team or committee with the approval of EC and GPS.

EXECUTIVE COUNCIL

The EC reviews recommendations and may recommend that they be forwarded to the District Board for approval in cases where District Board action is required, or may recommend adoption for issues of governance for which District Board action is not required. Refer to College Policy B-400 College Policy Adoption, Amendment, and Suspension for more information.

Membership:

- The President/District Director, Chair
- Vice President of Academics-Affairs
- Executive Director of Student Services
- Vice President of Finance & College Operations
- Executive Director of Human Resources
- Executive Director of Institutional Research & Effectiveness
- Executive Director of Marketing & Communications
- Assistant to the President/District Director

BLACKHAWK IMPROVEMENT GROUP (BIG)

The role of the BIG is to provide oversight and review of process improvements, create continuous Process Improvement (CPI) teams on a semester basis, provide sponsorship to CPI teams, oversee CPI implementations, provide oversight to the ongoing CPI training process, and participate in the Strategic Planning process. The President/District Director will act as the EC sponsor for the BIG.

Improvement ideas proposed for study may be submitted by any group or person. Employees have two avenues to submit improvement suggestions for consideration at The College. Employees can elevate improvement ideas through the management structure or by submitting a suggestion to the BIG through the BIG Webpage at intranet.blackhawk.edu. Proposed items are to be submitted to the BIG at intranet.blackhawk.edu. Students can submit suggestions to the BIG through the Student Government Association (SGA) President, who is a member of the BIG. The proposal should be distributed to BIG members in its original form. The BIG may then take action on the proposal, place the proposal on hold for action at a later time (parking-lot issue), or elect to take no action.

After careful deliberation on the merits of an improvement idea, the BIG may decide to take the following actions:

1. Forward improvement idea to area of the organization responsible and solicit feedback or action if members deem it a better fit to the mission of that area of the College
2. Forward improvement idea to the strategic leadership committee responsible and solicit feedback or action if members deem it a better fit to the mission of that committee
3. Form a CPI team to investigate, study, and formulate plan if members deem it necessary to form a CPI team and utilize the CPI process to improve area of the College. Once the BIG decides on this route, it is up to the BIG to manage entire process.

The BIG will inform the proposal's author(s) of the decision. New items considered by the BIG for study shall appear on the next agenda of the EC and GPS. All proposals should be tracked and disposition updated and published on the intranet BIG site.

Membership – 9 employees, 1 student:

- 9 Employee Members – 3 Faculty Members, 3 Support Members, 3 Administrative
- 1 Student Members (Elected through SGA)

GROUP FOR PROCEDURE & STRATEGY (GPS)

The mission of the GPS committee is to provide oversight and guidance for operational decisions related to policy, procedure and process changes that impact more than two functional areas, support of strategic planning efforts, ensuring the SL committees represent proper cross-section from the entire college and otherwise validate the continuous improvement processes of the institution. United by this mission, the faculty, administration, and District Board establish governance to regulate their relationships, establish procedures, and administer the institution. The President/District Director of the College will act as sponsor for GPS.

Membership - 19 Employees, 2 Students:

- 1 Member of the College Leadership Team (VP of Academic Affairs, VP of Finance & Administration, and Executive Director of Human Resources)
- 1 Members Dean, Associate Dean or Director Leadership
- 1 Information Technology Employee
- 1 Human Resource Employee
- 2 Student Services Employees (1 Administrative/1 Support)
- 2 Learning Resources (1 Administrative or Support/1 Faculty)
- 1 Administrative Services (Accounting, Purchasing, Controller, Facilities)
- 1 Institutional Effectiveness/Marketing/Foundation
- 2 Business & General Education (1 Administrative or Support/1 Faculty)
- 1 Workforce & Community Development (1 Administrative, Faculty or Support)
- 2 Health & Public Safety (1 Administrative or Support/1 Faculty)
- 2 Manufacturing, Apprenticeship, Transportation and Technology (MATT) (1 Administrative or Support/1 Faculty)
- 2 Monroe or Beloit Campus (1 Administrative or Support/1 Faculty)
- 2 Student Representation (Elected through SGA)

COLLEGE-WIDE COMMITTEES OF STRUCTURE

The five college-wide committees mirror the mission and vision of the College. College-wide Committee Chairs report to the Executive Council. More information on College Committees can be found on intranet.blackhawk.edu.

- the Next Generation Learning Committee,
- the Student Success Committee,
- the Inclusion, Diversity, Equity, & Accessibility (IDEA) Committee,
- the Emergency Preparedness Committee,
- the IT Governance Committee,

ORGANIZATIONAL COMMITTEES

All Strategic Leadership Committees will publish their charge and membership, agendas, minutes, and work plan. Any changes to charge or membership must be approved by GPS. Chair of each committee reports to executive in charge.

Committee Commitment

Not all committees require the same time commitment. Some committees may only meet a few times a year and others may need to meet weekly. In addition, the workload of each committee will vary year to year, but some committees' scope requires more work than others. The following numbers 1, 2, and 3 are simply a guide to highlight expected workload.

1. High level of commitment (Meet weekly to monthly)
2. Medium level of commitment (Meet bi-weekly to bi-monthly)
3. Low level of commitment (Meet quarterly to annually)

Academic Affairs (Sponsor: Vice President of Academic Affairs)

- Calendar Committee - 3
- Curriculum Quality - 1
- Assessment of Student Learning - 1
- Teaching Quality - 1

Student Services (Sponsor: Executive Director of Student Services)

- Graduation - 2
- Behavioral Intervention Team - 2
- Co-Curricular - 2
- Student Cupboard - 3
- SAFAC - 3

Administrative Services (Sponsor: Vice President of Finance & College Operations)

- Bookstore Advisory – 3

Human Resources & Organizational Development (Sponsor: Executive Director of Human Resources)

- Professional Development - 2
- Health MDs - 3
- Employee Handbook - 3
- Job Evaluation – Administrator - 3
- Job Evaluation – Support Staff - 3
- Job Evaluation – Faculty - 3

Institutional Research & Effectiveness (Sponsor: Executive Director of Institutional Research & Effectiveness)

- Accreditation - 2
- Data Governance - 2

Marketing & Communications (Sponsor: Executive Directors of Marketing and Communications)

- Catalog - 2
- Website Improvement Group - 2

Resource Development & Community Engagement (Sponsor: Director of Resource & Community Development)

- Community Engagement – 2

GUIDELINES FOR STRATEGIC LEADERSHIP

PRINCIPLES OF OPERATION

Accountability standards and procedures need to be clear at key points or stages of discussion. Confidential personnel issues will be handled appropriately and separately from the Strategic Leadership structure. No person should fear retaliation for expressing his or her views and opinions about the topic under review.

The Strategic Leadership model should be capable of functioning effectively regardless of the personalities involved (i.e., regardless of who the people are in any given unit at any given time). Procedures for initiating change must be clearly defined both to encourage creativity and to preserve institutional values.

The College's agreed-upon principles and values must be respected and followed. The culture and history of the institution must be respected, and any changes that are made should be made in accordance with the College's agreed-upon principles and values.

The employees who perform the work have the most knowledge about the work; and therefore, should be consulted in depth when important decisions are made. All College employees must do their best to focus on what is best for the students and community and put aside their personal interests. At the same time, what appears to be a narrow personal interest to one may be an important example of a salient issue to others; so patience and tolerance must be afforded those expressing a perspective.

RULES OF OPERATION

All committees are required to establish meeting schedule; however, the meeting schedule may be modified as needed. The Chairs will formalize the agenda and run the meetings, and will do their best to fully, accurately, and succinctly communicate the news and decisions of the committees to the College community and reporting executive, including the date, place, time, and agenda of the next meeting. Agendas should be posted to the intranet a minimum of two days prior to the scheduled meeting. A Scribe will create and distribute the minutes of the meetings. The minutes from all committee meetings will be made available within seven business days to the campus community via the Strategic Leadership intranet website.

Elected representatives to committees have an obligation to participate in 75 percent of the meetings (unless excused). If their schedules do not permit such attendance, they have an obligation to resign so a replacement can be selected. If the representative does not willingly resign, procedures for replacing the representative should be articulated and enforced.

All recommendations should be accompanied by an explanation regarding the procedures and rationale that led to the recommendations. Information necessary for making recommendations and decisions should be made available to all who request it, and information will not be withheld from decision-making individuals, councils, or committees. No council should make recommendations without consultation with its constituents and without notifying its constituents of its recommendation. Employees who have

information necessary to a particular discussion may be invited to that particular meeting as a guest but will not be a voting member.

Before a recommendation is sent forward, the originating committee must ensure that (1) it is consistent with the College's mission and goals, (2) it is sufficiently supported by data or some other form of information, and (3) when appropriate, it incorporates a mechanism for evaluating the outcome.

Recommendations that do not meet these conditions will not be considered by Executive Council, GPS, or the BIG.

All recommendations from committees must be approved or disapproved in a timely manner (i.e., within 30 days) unless such recommendations are sent back for further information and study or unless circumstances outside the administration's control require an extension. In the latter case, an explanation of those circumstances must be made.

Whenever possible, when disapproving formal recommendations, alternative recommendations or further courses of action should be suggested. In order for employees to be engaged, they need to understand the reasons behind decisions. When a request is denied at any level, an explanation should be given containing consideration and thoughtfulness equal to the thoughtfulness contained in the original request.

Because the Strategic Leadership requires a commitment of time, effort, and sometimes resources from individuals and departments, the College shall provide members of the committees with an adequate level of support to enable them to carry out their Strategic Leadership responsibilities.

Roles and Responsibilities

Chair: Attends and facilitates all meetings, ensuring Council work is consistent with stated purpose. Responsible for setting the meeting schedule for the year, taking into consideration deadlines for Council and Committee activities, projects, and reports. Develops agendas, meeting notices, and other planning documents. Monitors Committee progress and follows up with committee chair regarding the status of assigned projects. During meetings, keeps the discussion on track, monitors participation by members, and keeps the Council focused on reaching a decision. Is responsible for the dissemination of information relative to Council activities including meeting agendas, news, and decisions.

Scribe: Responsible for accurately capturing the minutes of Council meetings and making the minutes available to the Campus community in a centralized electronic repository.

Members: Possess a good understanding of the committee's purpose, support the efforts of the chair and carry out individual assignments made by the chair, prepare for and attend meetings, ask questions and voice objective opinions on the issues, support decisions of the committee, and act as an advocate for the committee.

Terms: Will be decided by each committee. In an effort to offer others the opportunity to serve, GPS will manage the process to fill vacant positions within committees.

Committee membership will be determined each spring for terms that begin in the autumn of each academic year. GPS will oversee the selection process to ensure cross-functional representation from both divisions and campuses. The process will allow employees that are interested in joining specific committees the opportunity to voice their interest to be considered to become a member. The goal of committee selection will be to have a committee that represents all college employees while ensuring that the membership

provides for an effective committee structure. In the event that no governance representative is elected for a particular position, i.e., no one was nominated, that position will be filled by appointment, the appointment being made by the President/District Director.

Definitions

- Teams – Short-term (one semester to one year) group to tackle specific issue in Continuous Process Improvement methodology.
- Task Force - a temporary grouping (one year or more) under one leader for the purpose of accomplishing a definite objective in the strategic plan – Limited use.
- Group/Council/Committee - a permanent body of persons delegated to consider, investigate, take action on, or report on some matter related to strategic plan or direction of the College.
- Organization Entity – a work structure such as a division or department that are under the direction of an executive team member.
- Charter – the defining document for each team, task force, or committee that establishes purpose, goals/objectives, and bylaws.
- Work Plan – an annual plan detailing work to be accomplished by team, task force, or committee.



Appendix C

STRATEGIC ENROLLMENT MANAGEMENT PLAN **Blackhawk Technical College** **2021 - 2024**

MISSION STATEMENT

We help you build your future with flexible education in a supportive environment.

VISION

Delivering innovative education to enrich our communities.

VALUES

- Responsive: Meeting students when and where they learn best, providing supportive services empowering them to succeed.
- Collaborative: Creating critical partnerships, adapting to community needs.
- Empowering: Building an inclusive, aligned and supportive culture, allowing students and employees to develop, grow and succeed.
- Strategic: Optimizing college resources to meet the needs of learners and employers through data informed decisions and innovative solutions.
- Process-driven: Developing transparent, consistent, aligned and repeatable processes and procedures, focusing on efficiency, accountability and excellence.

STRATEGIC ENROLLMENT MANAGEMENT: Introduction

The 2020-2023 Blackhawk Technical College institutional strategic plan outlines five objectives for advancing the college's mission for the next three years. Each objective is supported by strategic projects that support achievement of the objective's goal. The goal of the BTC objective to *Create a Supportive and Inclusive College Environment* is for BTC to be an environment that embraces inclusion, collaboration, engagement and equity for all. Five strategic projects support this objective, project number eight is to create a Strategic Enrollment Management (SEM) plan. The Student Success Committee (SSC) is charged with the responsibility of creating the college's SEM plan and monitoring the college's progress toward its implementation.

The SSC embarked on the journey by reading the hallmark *Strategic Enrollment Planning: A Dynamic Collaboration* by Noel-Levitz. Noel-Levitz provides foundational SEM planning guidance and has been supporting institutions' enrollment efforts for over 40 years. The committee followed Noel-Levitz's planning phases, displayed below.

Figure 4-1: Strategic Enrollment Planning Phases



STRATEGIC ENROLLMENT MANAGEMENT: Preparation and Data Analysis

Phase 1 started with analyzing data, including internal Blackhawk data and data external to the institution. Internal reports included:

- Recruit Recruitment & Admission Reports
 - Funnel Matriculation data
 - Event Participation and Matriculation Data
 - High School Student Applications – by program
 - High School Direct Enrollment Reports
- Blackboard Analytics Enrollment Reports
 - Registration data
 - Persistence data
 - Programmatic data
 - Student Demographic data
 - Gatekeeper Course Data
- BTC Enrollment Planning Tool (built primarily using Labor Market Data)
- Local Equity Report
- Hope Survey Data

External Reports included:

- IPEDS Reports
- Occupational Gap Analysis
 - Labor Market Data
- Graduates' Income: BTC vs. UW system institutions
- BTC District Demographic Data
 - “How Big Should BTC Be?”
 - District High School Data

The committee also conducted an internal SWOT (Strengths, Weaknesses, Opportunities, and Threats) assessment. The results of the assessment are included in Appendix A.



STRATEGIC ENROLLMENT MANAGEMENT: Strategies

During the data analysis phase the committee identified gaps and opportunities which were used to prioritize enrollment goals. The following priorities were identified as the most effective strategies for achieving the college's enrollment goals:

1. Increase Direct High School Enrollment

- Definition: Increase the number of students who directly enroll at Blackhawk out of high school
- Narrative: A number of efforts have been in place since the Recruitment department's redesign in 2016-17 that have focused on high school direct enrollment efforts, such as building a "college and career coaching model" in high schools and increasing a number of K-12 outreach efforts. Despite a slight increase in direct high school enrollment of 2-4%, BTC is not enrolling high school students directly after graduation at the same rate as similar two-year institutions. Placing the high school enrollment efforts in the first iteration of the institution's SEM plan creates urgency for college-wide support to reach this goal.

2. Increase Educational Equity

- Definition: Reduce the equity gaps in student achievement that are identified in the Local Equity Report.
- Narrative: A primary focus of the Strategic Plan objective to *Create a Supportive and Inclusive College Environment* is to identify and address equity gaps in student achievement. Strategies and tactics designed to build diversity and promote equity, inclusivity, and access are crucial components to embrace in the SEM plan. These strategies will be aligned with the enrollment and equity goals outlined in the BTC Affirmative Action plan. Additional examples of BTC's strategies to respond to local, regional, and national diversity and inclusivity issues include the development of the IDEA (Inclusive, Diversity, Equity, Access) committee and the creation of a new scholarship program for students of color – IDEAL Scholarship

3. Retention & Success

- Definition: Align Starfish priorities and other *supportive environment* elements into SEM plan; Address gaps in student persistence and achievement outcomes
- Narrative: The institution demonstrated its commitment to focus on retention and success through the recent implementation of Starfish, an early alert and comprehensive advising/faculty communication system. Priorities related to retention and success remain a critical element to a SEM plan, despite successfully operationalizing Starfish.

The committee intentionally prioritized the SEM strategies based on their alignment with ongoing strategic plan projects. Noel-Levitz and other SEM literature emphasizes the importance of embedding the enrollment plan within and among the other institutional plans, including the strategic plan. Appendix B offers visual diagrams to demonstrate how departmental plans are integrated into a SEM plan and how a SEM plan is integrated into the institution's strategic plan.



Another relevant institutional commitment that helped prioritize the initiatives within the SEM plan is Guided Pathways. Examples of Guided Pathways is represented in the SEM include: getting students on the right path (dual enrollment efforts) and keeping students on the right path (Master Academic Plan, First Year Experience).

STRATEGIC ENROLLMENT MANAGEMENT: Enrollment Goals

Under each enrollment strategy, specific enrollment goals were set for the three-year enrollment management plan. Initiatives and objectives listed under each strategy are designed to support meeting the enrollment goal outlined. Although the SEM plan sets the goals and priorities for three years, the plan must be evaluated annually with a refresh and adjustment to goals as necessary.

STRATEGIC ENROLLMENT MANAGEMENT: Implementation

Implementing the SEM plan is a college-wide commitment. The success of the plan lives in the dedication and collaboration across the institution to execute the strategies and tactics in order to meet the established goals. A SEM Committee needs to hold oversight of the plan to ensure accountability measures are in place.

STRATEGIES

1. Direct High School Enrollment

Increase the number of students who directly enroll in Blackhawk after high school graduation. Increase the number of students who gain substantial credits (12 or more) from Blackhawk while in high school.

Goals

1.A. Increase the number of high school students coming directly to Blackhawk, specifically from Dual Credit Pathways.

1.B. Engage Academic Affairs in direct high school enrollment efforts.

1.C. Increase the number of students by 5% each year who gain substantial credits (12 or more) from Blackhawk while in high school through dual credit partnerships.

	Fall 2020	Fall 2021	Fall 2022	Fall 2023	Fall 2024
Actual/Goal of HS Registered (Source: HS Enrollment Report from Student Services)	256 (10.5% direct enrollment)	<i>plan in progress</i>	<i>Goal of 350 (14% direct enrollment)</i>	<i>Goal of 475 (20% direct enrollment)</i>	<i>Goal of 600 (25% direct enrollment)</i>
Goal – 5 Biggest High Schools in BTC District to increase enrollment by 5% (see Faculty High	124	<i>Goal of 203</i>	<i>TBD</i>	<i>TBD</i>	

School Engagement Plan for further detail)					
Dual Credit Students gaining 12+ credits while in high school	22% of dual credit students (increase of approximately 12% in two years)	Goal of 25%	Goal of 30%	Goal of 35%	

Key Tactics:

- Dual Credit Guidance: Recruitment team distributing BTC academic plans, Individual outreach with dual credit students (1.A.)
- Educating & Engaging Key K-12 Partners: Distributing BTC academic plans, Informational Sessions, Disseminate dual credit marketing materials at an earlier age (middle school) (1.A.)
- Faculty High School Engagement Plan: Build relationships with high school teachers; Conduct high school classroom visits; Embed into recruitment communication plan; Detailed plan attached in Appendix C (1.B.)
- Dual Credit Classroom Visits: Recruitment staff will supplement the faculty high school engagement plan through visits to dual credit classes (1.A.)
- Surveying high school students to determine academic and co-curricular interests that drive college decision-making; surveying dual credit students to understand their college choices (1.A. & 1.B.)
- Continue expanding partnerships at Rock University High School and Beloit Memorial High School through the middle college and collegiate academy models; Recruitment team working with students to identify BTC pathway through Career Exploration workshops and building Master Academic Plans with high school students (1.C.)
- Attract dual-enrollment high school students to enroll at BTC by offering transfer pathways to four-year degree programs through the development and implementation of Liberal Arts Transfer (LAT) Associate of Arts (AA) and Associate of Science (AS) degree programs (1.A.)



2. Educational Equity

By reducing equity gaps, increase number of students from diverse (underrepresented minority and/or special populations) backgrounds who enroll in programs and achieve their educational goals at Blackhawk. Specific populations to focus include African Americans, with an emphasis on males, and Pell-eligible students.

Goals

2.A. Reduce equity gap in 6-year program completion by 3% overall from 2021 to 2024 (1% 21-22, 1% 22-23, 1% 23-24).

2.B. Reduce equity gap in high median wage-earning programs by 3% overall from 2021 to 2024 (1% 21-22, 1% 22-23, 1% 23-24).

2.C. Increase the percentage of underrepresented minority and/or special populations enrolled in dual credit by 10% overall from 2021 to 2024 (3% 21-22, 3% 22-23, 4% 23-24).

Key Tactics:

- Support the execution and evaluate effectiveness of the strategy implementation as outlined in Affirmative Action plan with a focus on reducing the equity gap. (2.A., 2.B.)
 - Supporting a campus environment that is supportive and welcoming to all employees, students and guests.
 - Build In-Service and Employee Development Activities to include topics that increase employee awareness around diversity, equity, and inclusion.
 - Collaborate with community, educational and employer partners to recruit more diverse incoming student populations. Increase minority (race, sex, and disability) and under-represented student recruitment.
 - Identify local “grow your own” programs to bridge the workforce development with the educational piece.
 - First-term academic experience to develop the whole student with a focus on empowering students from underrepresented groups, and using approaches based on a growth mindset philosophy.
 - Research and develop a whole-student first-term academic experience.
 - Analyze relevant data and revise entry and grading policies and procedures to ensure that no real or perceived obstacle affect student achievement and success
 - Analyze student enrollment data for affirmative action eligible population in each program of studies
 - Analyze grade distribution and success data for affirmative action eligible population in each program of studies.
 - Program 1. Enrollment Strategy

- Develop intentional recruitment-embedding recruiters into the high schools and communities with special attention to the needs of under-represented minorities and/or special populations in 2019-2020.
- Intentional directed outreach to specific populations and programs to achieve equitable representation of racial minority students in 2019-2020.
- Program 2. Retention Persistence Strategies
 - Design and develop First Term Experience Program with a focus on ensuring that students have a connected onboarding experience combined with integrated support.
 - Proactive advising-intentional outreach to targeted populations using Starfish
 - Use of predictive analytics to connect students to appropriate resources and support before semester.
 - Creation of an inventory of college-wide interventions and processes to assist students in participating in the targeted interventions.
 - Establish processes for including under-represented voices.
 - Participation in Hope Center survey to identify non-academic needs of Blackhawk Technical College students.
 - Development of a space that combines social services, advocacy and non-academic support resources in a centralized location.
 - Create professional development sessions that provide staff with opportunities to learn more about their own implicit bias and working with under-represented students. IDEA committee – suggest removing
- Make recommendations for adjusting Affirmative Action strategies as necessary. (2.A., 2.B.)
- Identify where underrepresented students are not succeeding through the utilization of Starfish and collaborate with Student Success and Academic Affairs to develop a plan for building momentum and persistence. (2.A.)
- Refer students that have been identified as being under-represented to Career Services. Career Services will provide workshops and individual sessions to support students. (2.B.)
- Develop marketing plan to bring awareness to wage earnings related to programs with initial focus in Beloit area in conjunction with dual credit initiative. (2.B.)
- Build a plan to work with K-12 partners to open up dual credit access to high school students of color; Increase direct outreach efforts to high school students of color. (2.C.)
- Drive Local Equity Report Initiatives
- Collaborate and Advise Student Services Initiatives

- Implement BEAM (Blackhawk Equity, Access, and Momentum) program to increase minority participation in dual-credit courses
 - Implement Program Orientation & Bridge (Jump Start) program for the underserved
 - Improving First Year Experience for the Underserved through GRIT - Gather data by assessing the first-year experience for underserved populations and utilize that data to inform decision making about changes and updates to the program
 - Build & Enhance advising experience and relationship by implementing Starfish with focus on Early Alert, MAP, & Degree Planner
 - Build a Unity Room to bring together co-curricular activities to promote diversity and equity
- Collaborate and Advise Academic Affairs Initiatives
 - Incorporate the Growth Mindset into the culture of the College through professional development activities
 - Collaborate and Advise Institutional Effectiveness Initiatives
 - Review success rates of students of color in high-wage programs and the local equity report and other data points annually – IPEDS, etc.
 - Expand IDEAL Opportunity Scholarship programs and partners
 - Collaborate and Advise IDEA Committee Initiatives

3. Retention and Success

Increase the number of BTC students retained semester to semester and through completion of their educational goals.

Goals

3.A. Utilize tools available in Starfish to support and guide/counsel of students through career interests as well as the development of academic plans in accordance with Guided Pathways.

3.B. Increase use of student success resources and services. Students within recognized pilot program who are referred to learning support services (i.e.: Library, Tutoring, etc.) will have a 65% positive closure rate for referral in 1st year of program; 70% in 2nd year; 75% in 3rd year.

3.C. Develop a “bridge” program and first year experience available by 2022-2023 academic year. *(This may be a series of available options for students or a stand-alone program such as a course or orientation; look of Bridge and FYE is yet to be determined.)*

Pilot Programs Include:

- Industrial Maintenance
- Automotive Tech
- Culinary Arts



- HR
- Web Software Developer
- SUD-C
- Fire Protection

The pilot program list was identified by reviewing persistence data. Programs with an opportunity to improve this metric as compared to other programs in the organizational division were listed.

Key Tactics

- Create a Master Academic Plan within Starfish Degree Planner for 80-100% of piloted MAP Programs for students in their first semester of program courses. (3.A.)
- Improve completion of credential in pilot programs to 20% in 21-22, 25% in 22-23, 29% in 23-24. (3.A., 3.B.)
- Follow up with students that are registered/completing courses outside of the MAP utilizing Starfish. (3.A.)
- Refer any student in a pilot program course earning less than an 80% on the first graded assignment to the Student Success Center using Starfish. (3.B.)
- Facilitate professional development tour of available resources for students in the Student Success Center and Starfish Intervention Inventory. (3.B.)
- Provide training and continued communication regarding Starfish Intervention Inventory. (3.B.)
- Verify that information tracking is accurately capturing the required information for retention review (i.e. courses receiving tutoring in). (3.B.)
- Investigate College wide attendance tracking policy (review institutional policy and explore potential updates to amend policy and/or utilize Starfish tool). (3.C.)
- Review fall-spring and fall-fall retention and completion rates of students that attend FYE program offerings. (3.C.)
- Compare success rates in Developmental Education and Gen Ed Gateway Courses to pre- retention intervention implementation numbers. (3.A., 3.B., 3.C.)



WCD Industry Dashboard – June 2021

The following activities reflect industry work, training programs, and high-level key initiatives coordinated by the WCD team.

MATT division corporate training

BTC Training Topic Category (Credit classes / modules)	District Employer Engaged
Automation	IPM, Pratt, Jones Dairy Farm, Badger State Ethanol, Hufcor, Hormel, Baker Manufacturing, Grammer, CPT
CNC	Badger State Ethanol, Baker Manufacturing
Welding	NAMI, United Alloy, (Monroe Truck pausing until fall 2021)
IT	Cummins
Diesel	Scot Forge
HVAC	Capital Air Systems

June 2021 WCD Dashboard – Rock & Green County Updates

Rock County Manufacturing Consortium – Meeting – June 30

Official name proposed and approved: Stateline Manufacturing Alliance

Rock County Employer Engagement:

- **Amazon:** Meeting to discuss partnership opportunities including tuition reimbursement program and Basic Skills training.
- **Pratt Industries:** Discussion on Apprenticeship and continuation of Maintenance Training Program.
- **Wesley Willows** – Workforce Discussion including data on wages.
- **SWWDB**– Rapid Response Discussion on Hufcor Closure and grant funding opportunities.
- **Precision Drawn Metals**–Discussion on CNC training program for their employees.
- **Nelson Bus Company** - Scholars discussion
- **Hormel** – Discussion on maintenance training program for fall (continuation and new students).
- **Blue Line**– AMTC tour and discussion on upskilling their employees.
- **Staples** – Tour/Meeting at Staples discussing a potential maintenance-training program for their employees.
- **Leadership Development Academy** – Interviews/Selection of class of 21/22 (wide range of business, non-profit and education partners in the upcoming class).
- **Broaster Company** – Introductory meeting and discussion on BTC workforce solutions.
- **KANDU**– Meeting/Tour at KandU. Partnership opportunities discussion (i.e. Leadership program and working with our Manufacturing programs to have more automation at KANDU).
- **Johnson Controls/Rock County Jail** – Discussion on HVACR training program
- **Top Die** –Meeting/Tour at Top Die. General overview of BTC workforce solutions.
- **Husco** –Meeting/Tour with Husco at AMTC. Discussion on Automation Training Program.
- **Serta** – Discussion on Leadership Training Program.

- **Prent/GOEX** – Discussion on internal Maintenance Training program (Apprenticeship or Credit Programming)
- **KANDU** – Continued Workforce discussion with KANDU at AMTC.
- **Sugar River** – Tour/Meeting on Maintenance Training Program for their internal team.
- **BAPI Sensors** - Discussion on partnership opportunities.
- **Blackhawk Scholars – Employer Partners** –Hormel, Tigre, CPT, Baker Manufacturing, Scot Forge, Block Diesel, Lakeside International

Green County Training Consortium

WCD team continues to host weekly WAT grant training meetings and is finalizing the training for the safety and Six Sigma training programs.

Green County Employer Engagement

- **Precision Drive and Control** – program discussion and facility tour of AMTC with new director of PLCs and Automation
- **Industrial Combustion** – met to discuss need for Six Sigma, First Aid and Fork Lift trainings
- **Unconscious Bias Training** – introducing new training offering to area companies
- **Traffic Safety** classes continued to be hosted on Monroe Campus
- **Tractor Safety Training** was completed graduating sixteen 13 to 15 year olds. The 24 hours of training which included 15 zoom sessions and 2 driver safety sessions, concluded with both state and federal certificates being awarded.
- **Frehner Family Dental** – Set up contract for HeartSaver Skills Check training
- **Badger State Ethanol** – Provided cost information to provide CPR training
- **Green County Law Enforcement** – Working to complete the installation of Police Simulation equipment in the lower level of the Monroe Campus to be available to county law enforcement for self-led trainings.
- **Wisconsin Cheese Group** – Met with new human resource director to discuss training needs
- **Monroe Truck Equipment** – Reviewing their demand regarding sending additional students to the “MTE Welding Academy” in the fall.

JULY 12, 2021

INFORMATION/DISCUSSION

➤ Financial Statement

INFORMATION/DISCUSSION ITEM A.

BLACKHAWK TECHNICAL COLLEGE Summary of Revenue and Expenditures as of June 30, 2021

<u>COMBINED FUNDS</u>	2020-21 CURRENT BUDGET	2020-21 ACTUAL TO DATE	2020-21 PERCENT INCURRED	2019-20 ACTUAL TO DATE	2019-20 PERCENT INCURRED
REVENUE & OTHER RESOURCES:					
Local Government	\$ 16,060,714	\$ 16,078,718	100.1%	\$ 15,750,264	100.0%
State Aids	15,042,608	14,565,216	96.8%	15,056,020	94.3%
Statutory Program Fees	5,329,333	5,316,636	99.8%	5,463,356	101.9%
Material Fees	324,894	315,586	97.1%	397,861	106.8%
Other Student Fees	915,570	915,154	100.0%	1,058,775	112.9%
Institutional	2,806,556	2,565,460	91.4%	3,526,085	113.6%
Federal	14,394,151	10,843,770	75.3%	7,763,187	71.6%
Other Sources (Bond/Transfer from Other Fund)	<u>11,170,625</u>	<u>11,035,061</u>	98.8%	<u>4,773,193</u>	78.6%
Total Revenue & Other Resources	<u>\$ 66,044,451</u>	<u>\$ 61,635,601</u>	91.7%	<u>\$ 53,788,741</u>	90.2%
EXPENDITURES BY FUNCTION:					
Instruction	\$ 19,721,713	\$ 17,117,532	86.8%	\$ 18,037,988	90.7%
Instructional Resources	4,621,697	2,831,645	61.3%	1,913,154	70.3%
Student Services	13,541,417	12,576,812	92.9%	12,253,287	88.8%
General Institutional	8,501,664	7,346,809	86.4%	6,395,804	98.0%
Physical Plant	20,097,078	14,619,912	72.7%	11,960,573	84.9%
Auxiliary Services	309,965	284,627	91.8%	288,283	86.0%
Other Uses (Transfer to Other Fund)	<u>170,625</u>	<u>-</u>	0.0%	<u>-</u>	0.0%
Total Expenditures & Other Uses	<u>\$ 66,964,159</u>	<u>\$ 54,777,337</u>	82.0%	<u>\$ 50,849,089</u>	88.7%
EXPENDITURES BY FUNDS:					
General	\$ 28,117,824	\$ 26,425,148	94.0%	\$ 26,935,001	98.1%
Special Revenue	4,827,691	2,674,953	55.4%	2,624,322	58.2%
Capital Projects	14,372,865	7,230,262	50.3%	3,357,728	56.1%
Debt Service	8,645,644	8,525,457	98.6%	8,299,658	98.1%
Enterprise	82,965	71,433	86.1%	79,079	63.2%
Internal Service	227,000	213,194	93.9%	207,869	99.0%
Trust & Agency	10,519,545	9,636,890	91.6%	9,345,432	88.0%
Other Uses (Transfer to Other Fund)	<u>170,625</u>	<u>-</u>	0.0%	<u>-</u>	0.0%
Total Expenditures	<u>\$ 66,964,159</u>	<u>\$ 54,777,337</u>	82.0%	<u>\$ 50,849,089</u>	88.7%
Fund Balances, Beginning	\$ 18,357,562	\$ 18,357,562		\$ 16,900,529	
Change in Fund Balance	<u>(919,708)</u>	<u>6,858,264</u>		<u>2,939,652</u>	
Fund Balances, Ending	<u>\$ 17,437,854</u>	<u>\$ 25,215,826</u>		<u>\$ 19,840,181</u>	

Debt Service Detail					
Principal Payments	7,425,000	7,425,000	100.0%	7,285,000	100.0%
Interest Payments	1,136,644	1,024,082	90.1%	947,208	85.4%
Other Debt Service Expenses	<u>84,000</u>	<u>76,375</u>	90.9%	<u>67,450</u>	99.2%
Total Debt Service Payments	<u>\$ 8,645,644</u>	<u>\$ 8,525,457</u>		<u>\$ 8,299,658</u>	

JULY 12, 2021

ANNUAL MEETING BUSINESS

- Designation of Date, Place, and Time of Regular Meetings of the District Board for the Ensuing Year
- Designation of District's Official Newspaper
- The Naming of Wisconsin Technical College District Boards Association Delegate and Committee Representatives
 - Designation of Board of Director Delegate
 - Designation of External Partnerships Committee Representatives
 - Designation of Internal Best Practices Committee Representatives
 - Designation of Bylaws, Policies & Procedures Committee Representative
 - Designation of Awards Committee Representative
- Designation of Depositories for the Blackhawk Technical College District
- Designation of Legal Counsel for the Blackhawk Technical College District for FY 2021-22
- Designation of Auditor for the Blackhawk Technical College District

ANNUAL MEETING BUSINESS ITEM A.

Designation of Date, Place, and Time of Regular Meetings of the District Board for the Ensuing Year

In recent years, the BTC District Board has held its regular meeting on the third Wednesday of the month, beginning at 5:00 p.m.

District Board meetings may be changed during the year by District Board action. An exception is the Annual Meeting of the District Board, which is statutorily mandated to be held on the second Monday in July.

Regular District Board meetings are held in the Administration Building at Central Campus. For the 2021-22 fiscal year, it is proposed that the following regular District Board meetings be held at alternate locations:

- October 20, 2021 – Advanced Manufacturing Training Center (Milton), Room 117
- April 20, 2021 – Monroe Campus, Rooms 413 and 414

For several years, the August District Board meeting has been held on the same date as the District Board's annual retreat. The date of the annual retreat is Wednesday, August 18, 2021. Therefore, action is requested to establish the August 2021 meeting date and time as of August 18, 2021, at 3:00 p.m., held at the Janesville Country Club in the Galbraith Room.

A final request is to take action at this time to set the District Board meeting date for July 2021. According to Wisconsin Statutes, the annual organizational meeting of the Local Board must be held on the second Monday in July, which will be July 12, 2021. Therefore, rather than holding two (2) meetings during July, it has been our practice to combine the annual organizational meeting of the District Board and the regular July meeting of the District Board.

Please check your calendars for conflicts. Formal District Board action will be necessary to establish the dates, time, and location of meetings during the 2021-2022 fiscal year.

ANNUAL MEETING BUSINESS ITEM B.

Designation of District's Official Newspaper

It has been the District's practice to rotate the official newspaper designation among the *Janesville Gazette* and the *Beloit Daily News* for a two-year period.

The *Beloit Daily News* was named the District's official newspaper for FY 2018-19 and 2019-20. The *Janesville Gazette* was named the District's official newspaper in FY 2020-21 and 2021-22. Next in the rotation will be the *Beloit Daily News* for next year.

No action is necessary this year as the *Janesville Gazette* will continue for another year as the District's official newspaper.

ANNUAL MEETING BUSINESS ITEM C.

The Naming of the Wisconsin Technical College District Boards Association Delegate and Committee Representatives

Designation of Board of Director Delegate (*Action*)

The Board of Directors of the Wisconsin Technical College District Boards Association (DBA) is divided into two (2) groups, resulting in eight (8) members being elected each year for two (2) years. The Association's bylaws specify that each district board selects a representative to serve as the delegate to the Boards Association. The delegate votes on behalf of their district. There is no limit on terms served on the Board of Directors.

The Board of Director Member/Delegate should plan to attend the Annual Planning Meeting and regular board meetings in conjunction with DBA quarterly meetings, with this year's board meetings scheduled for the following dates: July 15-17, 2021 (Stevens Point/Wisconsin Rapids), October 27-30 (Pewaukee), January 27-29, 2021 (LTC/Osthoff), and April 28-30, 2022 (MATC-Milwaukee/Double Tree).

Laverne Hays has served as Blackhawk's delegate for the past year two (2) years. A BTC District Board member needs to be selected to fill this seat on the Board of Directors beginning July 17, 2021, for a two-year term in Stevens Point.

Committee Representatives:

In addition, the District Boards Association requests that the representatives to the four (4) standing committees also be selected at this time. Every District Board member is asked to serve on a committee. The Association is requesting the assignment of up to four (4) members to the External Partnerships and Internal Best Practices Committees and one (1) member for each of the remaining two (2) committees.

1. Designation of External Partnerships Committee Representatives (*Action*)
2. Designation of Internal Best Practices Committee Representatives (*Action*)
3. Designation of Bylaws, Policies and Procedures Committee Representative
4. (*Action*)
5. Designation of Awards Committee Representative (*Action*)

A copy of the committee descriptions is attached, and a list of current committee designees and alternates.

ANNUAL BUSINESS ITEM D.

Designation of Depositories for the Blackhawk Technical College District

The attached resolution designates the financial institutions in which District funds will be deposited, disbursements made, and available funds will be invested. It also names the individuals who will be granted authority to make transactions for FY 2021-22.

The authorizing signatures will need to reflect the signatures of any new officers of the Board.

BOARD RESOLUTION

RESOLVED BY THE BOARD OF THE BLACKHAWK TECHNICAL COLLEGE DISTRICT, A WISCONSIN TECHNICAL COLLEGE DISTRICT, WITH PRINCIPAL OFFICES LOCATED AT 6004 S. County Road G, Janesville, Rock County, Wisconsin, that the following named banking institutions:

Checking and Depository Institutions

Blackhawk Bank of Beloit and Greenwoods State Bank of Monroe for the purpose of depositing funds in accordance with Section 34.05 of Wisconsin State Statutes and disbursing funds in accordance with Section 66.0607 of Wisconsin State Statutes.

Investment Depositories

Greenwoods State Bank, Monroe, WI; First Community Bank, Milton, WI; Advia Credit Union, Janesville, WI; Blackhawk Bank, Beloit, WI; First National Bank & Trust Company, Beloit, WI; Old National Bank, Janesville, WI; Associated Bank, Janesville, WI; Chase Bank, Janesville, WI; BMO Harris Bank, Janesville, WI; U. S. Bancorp, Madison, WI; Johnson Bank, Janesville, WI; Blackhawk Community Credit Union, Janesville, WI; Premier Bank, Janesville, WI; Wisconsin River Bank, Janesville, WI and State of Wisconsin Local Government Investment Pool, Madison, WI; be, and the same hereby are designated as investment depository banks of Blackhawk Technical College District for the purpose of purchasing investments in accordance with Section 66.0603 of the Wisconsin State Statutes;

FURTHER RESOLVED, that there be authorized to sign checks, drafts, certificates and other orders, purchased in the name of the Blackhawk Technical College District, the following named persons, and that for withdrawal of any funds the facsimile or specimen signatures, as indicated below, of any two (2) of the following named persons shall be required:

Chairperson of the Board	
Treasurer of the Board	
President/District Director	Tracy Pierner
Vice President of Finance & College Operations	Renea Ranguette
Controller	Gerri Downing

FURTHER RESOLVED, that the Secretary is authorized and directed to furnish said banking institutions a certified copy of the Resolution, and facsimile signatures for the Chairperson and Treasurer and specimen signatures for the President/District Director and Vice President of Finance & College Operations, and that said banking institutions shall be entitled to rely thereon until written notice to the contrary is received.

Chairperson of the Board

Signed and sealed this 12th day of July, 2021.

Treasurer of the Board

Secretary of the Board

President/District Director

Affix School Seal

Vice President of Finance & College Operations

Controller

ANNUAL MEETING BUSINESS ITEM E.

Designation of Legal Counsel for the Blackhawk Technical College District for FY 2021-22

The District has employed Attorney Sean Scullen of Quarles & Brady LLP, Milwaukee, for labor relations and general higher education legal issues, and Attorney David Moore of Nowlan Law LLP, Janesville, for local legal issues regarding general land issues and local disputes and contracts. They are paid on an hourly basis for work performed. Letters of engagement have been obtained from each of these firms. The College also reserves the right to utilize the services of additional legal counsel when circumstances warrant.

For Fiscal Year 2021-22, it is our recommendation these attorneys again be designated as legal counsel for the Blackhawk Technical College District.

ANNUAL MEETING BUSINESS ITEM F.

Designation of Auditor for the Blackhawk Technical College District

In March 2020, the District Board awarded a three-year audit contract to Wipfli of Eau Claire for the fiscal years ending 2020, 2021, and 2022, with two one-year optional renewals for fiscal years ending 2023 and 2024.

This annual business item is being brought to you for information purposes; no action is required.



JULY 12, 2021

CONSENT AGENDA

- June 16, 2021, Combined Public Hearing and District Board Regular Meeting Minutes
- Current Bills
- Training Contracts

CONSENT AGENDA ITEM A.



BLACKHAWK Technical College

PUBLIC HEARING AND REGULAR DISTRICT BOARD MEETING

WEDNESDAY, JUNE 16, 2021

4:30 P.M./5:00 P.M.

COMBINED MINUTES

CALL TO ORDER

The Blackhawk Technical College District Board Public Hearing on the FY 2021-22 Budget was held on Wednesday, June 16, 2021, at the Central Campus, 6004 S County Road G, Janesville, in the Administration Building and Zoom.

Board Members Present: Barbara Barrington-Tillman, Vice-Chairperson; Laverne Hays; Secretary; Rick Richard, Treasurer; Traci Davis; and Steve Pophal.

Staff Present: Dr. Tracy Pierner; Kathy Broske; Tony Landowski; Renea Ranguette; Dr. Karen Schmitt; Dr. Jon Tysse; Dr. Sue Griffin; and Julie Barreau.

Guests: Suzann Holland and Kathy Sukus.

Vice Chairperson Barrington-Tillman opened the Public Hearing on the FY 2021-22 Budget at 4:33 p.m.

The proposed Budget for FY 2021-22 was presented by Renea Ranguette, Vice President for Finance & College Operations.

- Key assumptions utilized during the budget development process were reviewed.
- Enrollment is projected to be flat, and the tuition rate will increase by 1.5%.
- Property values are projected to increase by 2%.
- The levy is anticipated to increase due to net New Construction & Debt Service.
- State Aid will decline 0.9% over the current Budget. FY20 Grants extended to FY21 due to COVID-19.
- Personnel decrease of 0.5%.
- Non-Personnel decrease of 25%. HEEF COVID-19 related grants in FY21, not in FY22.
- Capital, three (3) borrowings: Annual \$3.8 million, Remodel 1.5 million, and Ref #2 \$5 million.
- Budget Revenue by Source (Local, Tuition & Fees, State, Federal, Institutional).
- Property values are expected to increase by 2.0%. As proposed, the operational mill rate is 0.51966, while the debt service mill rate is projected at 0.59959, for a total mill rate of 1.11925.

The District Board will be asked to adopt the proposed budget during the regular meeting.

As there were no additional questions or comments, Vice-Chairperson Barrington-Tillman closed the Public Hearing at 4:52 p.m.

CALL TO ORDER

The Blackhawk Technical College District Board regular meeting was held on Wednesday, June 16, 2021, at the Central Campus, 6004 S County Road G, Janesville, in the Administration Building and Zoom.

Board Members Present: Eric Thornton, Chairperson; Barbara Barrington-Tillman, Vice-Chairperson; Laverne Hays; Secretary; Rick Richard, Treasurer; Traci Davis; Rich Deprez (6:23 p.m.); and Steve Pophal.

Board Members Absent: Rachel Andres and Mark Mayer.

Staff Present: Dr. Tracy Pierner; Kathy Broske; Tony Landowski; Renea Ranguette; Dr. Karen Schmitt; Dr. Jon Tysse; Dr. Sue Griffin; Moira Lafayette; and Julie Barreau.

Student Representative: None.

Guests: Suzann Holland and Kathy Sukus.

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

Chairperson Thornton called for Public Comment. Dr. Sue Griffin thanked the District Board for considering salary increases for faculty and the Commitment to Reopening Stipends. Very excited and grateful to receive a bonus. Dr. Griffin also thanked Dr. Pierner for providing a safe environment and Kathy Broske for negotiations, and Dr. Karen Schmitt for her support.

Chairperson Thornton thanked Dr. Sue Griffin and the faculty for keeping students safe.

SPECIAL REPORTS

- A. Outgoing District Board Member Traci Davis was recognized for her service to the District Board.

DISTRICT BOARD PROFESSIONAL DEVELOPMENT

Chairperson Thornton called for District Board Professional Development. Dr. Jon Tysse, Executive Director of Institutional Research and Effectiveness, provided an overview of the 2021 Spring Enrollment and Student Success Report.

INFORMATION/DISCUSSION

Chairperson Thornton called for Information/Discussion items.

- A. The May Financial Statement was reviewed. Chairperson Thornton commented had a good month
- B. Dr. Tracy Pierner presented his monthly report.
- Community Engagement Update: Janesville Innovation Board Meeting; SWWDB Board Meeting, GCDC Board Meeting; Janesville Rotary Luncheon, participated in the finalists for the Forward Janesville President/CEO position, WCLO program; toured the Franklin Police Department indoor range; toured Baker Manufacturing in Evansville; Presidents Association meetings; attended the Frito Lay Apprenticeship Signing event at the Milton High School; toured the KANDU Industries Manufacturing Facilities on Barberry; met with Amazon.
 - Internal Meetings: Emergency Preparedness Committee decided to go to Stage 7 beginning this Monday; several design projects meetings (new cafeteria, student union, outbuildings,

new conference center); met with the BIG and GPS (Strategic and Committee updates); met with the Student Success Committee.

- College Events: Employee Recognition event (years of service, peer recognition) and the Forward Janesville Ambassadors helped the Student Cupboard with generous food donations with a “Pack the Pantry” fundraiser.
- Upcoming Events: Curriculum Meeting with Johnson Controls (HVAC), Alliant Energy Donor Meeting, and Community Partner Awards Luncheon.
- Other: Visited a couple (donor) from Albany in which they gave the Foundation a check for \$100,000 for Agriculture scholarships; the DBA selected Frito Lay for the Technical Education Champion (TECh) Award winner; the BTC Buzz magazine will be hitting mailboxes; the clinic will close July 17, 2021. The College plans on doing flu and COVID-19 shot clinic in the fall (The College was accepted into a federal program to be a provider). Our team is working on a grant from the Department of Natural Resources. The grant will fund up to 75% for a firing range (new or renovation of a current), one requirement of a minimum of 100 days a year for public access.

C. Public Safety & Transportation Training Center (PSTC) Project Update.

The Outbuilding design is almost finalized. Monday was the first PSTC Education Building Design kick-off meeting.

D. WTCS Consortium Update. Mr. Deprez will provide an update at the July District Board meeting. In addition, the Benefits Consortium is providing an update to their Board.

CONSENT AGENDA

Chairperson Thornton called for the Consent Agenda. It was moved by Mr. Pophal and seconded by Mr. Richard to approve the consent agenda, which included:

A. May 19, 2021, District Board Regular Meeting Minutes.

B. Current Bills – The May bills include:

- Starting Check Number #00281689 and Ending Check Number #00282193
- Direct Deposit Expense Reimbursements = \$1,222,267.18 (includes student related payments)
- Payroll = \$955,143.73
- Payroll Tax Wire Transfers = \$393,948.45
- Other Wire Transfers = \$47,658.42
- WRS Wire Transfers = \$165,456.43
- P-card Disbursements = \$143,957.87
- Bond Payment = \$0
- Health Insurance Wire Transfer = \$304,732.52
- Grand Total for the month = \$3,233,164.60

C. Training Contracts – Report Totals:

- Number Served: 960
- Estimated FTEs: 2.48
- BTC Cost Formula: \$26,721
- LAB Cost Formula: \$15,205
- Actual Contract Cost: \$27,571

All in favor. Motion Carried.

ACTION ITEMS

Chairperson Thornton called for Action Items

- A. It was moved by Ms. Davis and seconded by Ms. Barrington-Tillman to approve the Resolution Authorizing the Issuance of \$3,800,000 General Obligation Promissory Notes, Series 2021B.

The roll was called. The following members voted affirmatively: Ms. Davis, Mr. Hays, Mr. Pophal, Mr. Richard, Mr. Thornton, and Ms. Barrington-Tillman.

All in favor. Motion Carried.

- B. It was moved by Ms. Barrington-Tillman and seconded by Mr. Pophal to approve the Student Commons Building Improvement Remodel Contingent Upon Wisconsin Technical College System Board (WTCSB) Approval and to Request WTCSB Approval of Remodel. Mr. Hays abstains.

Motion Carried.

- C. It was moved by Mr. Pophal and seconded by Ms. Barrington-Tillman to approve the Cafeteria Service Building Improvement Remodel Upon Wisconsin Technical College System Board (WTCSB) Approval and to Request WTCSB Approval of Remodel. The following District Board members voted aye: Ms. Davis, Mr. Pophal, Mr. Richard, Mr. Thornton, and Ms. Barrington-Tillman. The following District Board member voted nay: Mr. Hays.

Motion Carried.

- D. It was moved by Mr. Hays and seconded by Ms. Davis to approve the PSTC Out-Buildings Construction Contingent Upon Wisconsin Technical College System Board (WTCSB) Approval and to Request WTCSB Approval of Construction.

All in favor. Motion carried.

- E. Seven (7) firms submitted bids. The practice is Administration selects the lower bidder. We have an issue with the lowest bidder (Fox Arneson), whose delivery date is December. This is not enough time for our IT Department to set up technology in the classrooms for the spring semester. Corporate Contractors, Inc. can complete the construction by November 24, 2021, giving us 21 days to equip classrooms with MyEdChoice technology. The spring term starts on January 10, 2022. The College needs to go with the earliest delivery date.

It was moved by Mr. Richard and seconded by Mr. Pophal to approve the Award of Contract to Corporate Contractors, Inc. for the 1500 Instructional Remodel Project.

All in favor. Motion carried.

- F. It was moved by Mr. Hays and seconded by Ms. Barrington-Tillman to approve the Concept Review for Paramedic Technician.

All in favor. Motion carried.

COMMITTEES

Chairperson Thornton called for Committee Reports.

FINANCE

Finance Committee Meeting (*Chairperson Barrington-Tillman*) – No June Meeting Scheduled.

Committee Related Items:

- A. It was moved by Mr. Deprez and seconded by Ms. Barrington-Tillman to adopt the Resolution to Create District Reserves and Establish Reserves of Fund Balances.

All in favor. Motion carried.

- B. The proposed Fiscal Year 2021-22 Budget was presented at a Public Hearing before the regular District Board meeting. No one from the public was in attendance, and there were no questions raised at the Hearing. The District Board was asked to adopt the Budget as presented.

It was moved by Ms. Barrington-Tillman and seconded by Mr. Richard to approve the attached Resolution to adopt the FY 2021-22 Budget for the Blackhawk Technical College District in the total amount of \$62,179,575 and with the amount of \$16,921,108 to be generated from local tax sources.

All in favor. Motion carried.

PERSONNEL

- A. Personnel Committee Meeting (*Mr. Rick Richard, Chairperson*) – Meeting Held May 19, 2021 (Minutes Enclosed, No Action).

All in favor. Motion carried.

- B. It was moved by Mr. Pophal and seconded by Ms. Barrington-Tillman to approve Administrative Staff Salaries for Fiscal Year 2021-22.

All in favor. Motion carried.

- C. It was moved by Mr. Richard and seconded by Mr. Deprez to approve Part-Time Wages for Fiscal Year 2021-22.

All in favor. Motion carried.

- D. It was moved by Ms. Barrington-Tillman and seconded by Mr. Pophal to ratify the 2021-22 Base Wage Agreement for Educational Support Professionals.

All in favor. Motion carried.

- E. It was moved by Ms. Barrington-Tillman and seconded by Mr. Richard to approve Support Staff Wage Adjustments for the Fiscal Year 2021-22.

All in favor. Motion carried.

- F. It was moved by Mr. Pophal and seconded by Ms. Barrington-Tillman to ratify the 2021-22 Base Wage Agreement for Blackhawk Technical Faculty Federation, Local 2308.

All in favor. Motion carried.

- G. It was moved by Mr. Deprez and seconded by Ms. Barrington-Tillman to approve Faculty Salary Adjustments for the Fiscal Year 2021-22.

All in favor. Motion carried.

- H. Kathy Broske, Executive Director, Human Resources & Organizational Development, reviewed that the Commitment to Reopening Stipend is a one-time commitment to reopening bonus that will be paid to eligible BTC full-time and ongoing part-time employees. This one-time expense will be paid out of the 20-21 budget.

It was moved by Mr. Richard and seconded by Ms. Barrington-Tillman to approve the Commitment to Reopening Stipend for Fiscal Year 2020-21.

All in favor. Motion carried.

NEW BUSINESS

- A. Second Reading of Revised and New District Board Policy D-800 Capital Construction Policy.

It was moved by Mr. Pophal and seconded by Ms. Barrington-Tillman to approve Board Policy D-800 Capital Construction Policy.

All in favor. Motion carried.

OTHER BUSINESS

Chairperson Thornton called for Other Business.

- A. Staff changes consisting of new hires, new positions, resignations, and retirements were reviewed.
- B. The DBA Summer Meeting will be held on July 15-17, 2021, in person (MSTC District) or virtual.
- C. The ACCT Leadership Congress will be held on October 13-16, 2021, in San Diego, California.
- D. A reminder was provided that the 2021 Distinguished Alumni Award Nominations are due August 2, 2021.

FUTURE AGENDA ITEMS

Chairperson Thornton called for Future Agenda Items. Vice Chairperson Barrington-Tillman asked to update the District Board Room with appropriate technology to continue providing Zoom meetings (camera and microphones).

ADJOURNMENT

It was moved by Mr. Hays and seconded by Mr. Pophal to adjourn the meeting at 7:00 p.m.

All in Favor. Motion carried.

Laverne E. Hays

Secretary

CONSENT AGENDA ITEM B. CURRENT BILLS

Blackhawk Technical College

BILL LIST SUMMARY

Period Ending June, 2021

Starting Check Number	00282194	
Ending Check Number	00282658	Plus Direct Deposits
PAYROLL TAXES		
Federal	394,848.45	
State	<u>76,873.19</u>	
		471,721.64
PAYROLL BENEFIT DEDUCTIONS & FRINGE PAYMENTS		
Retirement	-	
Health and Dental Insurance	23,861.15	
Miscellaneous	<u>131,799.64</u>	
		155,660.79
STUDENT RELATED PAYMENTS		62,043.54
CURRENT NON CAPITAL EXPENSES		327,682.38
CAPITAL		1,386,427.25
DEBT		<u>12,000.00</u>
TOTAL BILL LISTING AND PAYROLL TAXES		2,415,535.60
PAYROLL-NET		<u>841,769.03</u>
SUB TOTAL BILL LISTING AND PAYROLL		3,257,304.63
PLUS OTHER WIRE TRANSFERS		52,538.24
PLUS WRS WIRE TRANSFERS		173,531.95
P-CARD DISBURSEMENTS		182,948.36
WIRE FOR LAND PURCHASE		-
PLUS BOND PAYMENT		-
HEALTH INSURANCE WIRES		<u>301,201.24</u>
GRAND TOTAL FOR THE MONTH		<u><u>3,967,524.42</u></u>

CONSENT AGENDA ITEM C.

CONTRACT TRAINING REPORT JULY 2021

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

Customized Instruction Contract Detail						
Contract #	Business/Industry	# Served	Est. FTEs	BTC Cost Formul	LAB Cost Formula	Actual Contract Amount
		0	0	\$0	\$0	\$0
Technical Assistance Contract Detail						
Contract #	Business/Industry	# Served	Est. FTEs	BTC Cost Formul	LAB Cost Formula	Actual Contract Amount
2022-1014	Blackhawk Transport		NA	\$30,000	\$9,961	\$30,000
	<i>Driver Assessments</i>					
		0		\$30,000	\$9,961	\$30,000
High School Customized Instruction Contract Detail						
Contract #	Business/Industry	# Served	Est. FTEs	BTC Cost Formul	LAB Cost Formula	Actual Contract Amount
		0	0	\$0	\$0	\$0
WAT Grant Customized Instruction Contract Detail						
Contract #	Business/Industry	# Served	Est. FTEs	BTC Cost Formul	LAB Cost Formula	Actual Contract Amount
2022-1028	Multiple Recipient	28	0.05	\$855	\$603	\$855
	<i>Effective Performance Reviews</i>					
	Monroe Truck	8				\$76
	Orchid	10				\$95
	Kuhn North America, Inc.	10				\$95
	--WAT Grant Funding					\$589
2022-1029	Multiple Recipient	20	0.03	\$983	\$775	\$983
	<i>Succession Planning</i>					
	Monroe Truck	10				\$153
	Kuhn North America, Inc.	10				\$153
	--WAT Grant Funding					\$677
2022-1030	Multiple Recipient	31	0.05	\$924	\$648	\$924
	<i>ABC's of Supervising</i>					
	Monroe Truck	11				\$100
	Orchid	10				\$91
	Kuhn North America, Inc.	10				\$91
	--WAT Grant Funding					\$624
2022-1034	SSI Technologies	20	0.07	\$1,071	\$537	\$1,071
	<i>Real Colors</i>					
	SSI Technologies	20				\$208
	--WAT Grant Funding					\$863
2022-1036	SSI Technologies	20	0.07	\$915	\$403	\$915
	<i>Real Colors</i>					
	SSI Technologies	20				\$160
	--WAT Grant Funding					\$755
		119	0.27	\$4,748	\$2,966	\$4,748

Combined Contract Totals						
		# Served	Est. FTEs	BTC Cost Formul	LAB Cost Formula	Actual Contract Amount
		119	0.27	\$34,748	\$12,927	\$34,748
High School At Risk Detail						
Contract #	Business/Industry	# Served	Est. FTEs	BTC Cost Formul	LAB Cost Formula	Actual Contract Amount
		0	0	\$0	\$0	\$0
Transcripted Credit Contract Detail						
Contract #	Business/Industry	# Served	Est. FTEs	BTC Cost Formul	LAB Cost Formula	Actual Contract Amount
		0	0	0	0	0
All Contracts		119	0.27	\$34,748	\$12,927	\$34,748

CONTRACT TRAINING APPROVED BY BTC DISTRICT BOARD

	Month	FY 2017-18		FY 2018-19		FY 2019-20		FY 2020-21		FY 2022-22	
		Month's \$	YTD \$	Month's \$	YTD \$	Month's \$	YTD \$	Month's \$	YTD \$	Month's \$	YTD \$
1st Qtr.	July	\$60,763	\$60,763	\$15,141	\$15,141	\$306,616	\$306,616	\$0	\$0	\$34,748	\$34,748
	August	\$92,778	\$153,541	\$265,212	\$280,353	\$93,966	\$400,582	\$16,389	\$16,389		
	September	\$355	\$153,896	\$110,603	\$390,956	\$51,844	\$452,426	\$17,532	\$33,921		
2nd Qtr.	October	\$83,880	\$237,776	\$36,363	\$427,319	\$18,826	\$471,252	\$29,073	\$62,994		
	November	\$53,542	\$291,318	\$48,817	\$476,136	\$75,772	\$547,024	\$59,156	\$122,150		
	December	\$44,997	\$336,315	\$67,999	\$544,135	\$54,312	\$601,336	\$18,026	\$140,176		
3rd Qtr.	January	\$24,683	\$360,998	\$101,678	\$645,813	\$50,873	\$652,209	\$30,791	\$170,967		
	February	\$53,006	\$414,004	\$56,091	\$701,904	\$103,533	\$755,742	\$31,829	\$202,796		
	March	\$45,199	\$459,203	\$47,919	\$749,823	\$75,337	\$831,079	\$48,171	\$250,967		
4th Qtr.	April	\$729,308	\$1,188,511	\$118,534	\$868,357	\$2,663	\$833,742	\$26,869	\$277,836		
	May	\$43,748	\$1,232,259	\$1,105,126	\$1,973,483	\$0	\$833,742	\$1,675,805	\$1,953,641		
	June	\$134,996	\$1,367,255	\$70,739	\$2,044,222	\$70,739	\$904,481	\$27,698	\$1,981,339		
YTD TOTAL \$		\$1,367,255		\$2,044,222		\$904,481		\$1,981,339		\$34,748	

Historical Reference

1. FY 2017-18 - WAT Grant total: \$300,167; Transcribed Credit contracts with high schools total: \$693,632; HSED contracts with high schools total: \$20,240
2. FY 2018-19 - WAT Grant total: \$273,707; Transcribed Credit contracts with high schools total: \$1,401,292; HSED contracts with high schools total: \$23,572
3. FY 2019-20 - WAT Grant total: \$123,702; Transcribed Credit contracts with high schools total: \$341,239 ; HSED contracts with high schools total: \$15,082
4. FY 2020-21 - WAT Grant total: \$145,703; Transcribed Credit contracts with high schools total: \$1,652,700 ; HSED contracts with high schools total: \$13,788
5. FY 2021-22 - WAT Grant total: \$4,748; Transcribed Credit contracts with high schools total: \$0 ; HSED contracts with high schools total: \$0

JULY 12, 2021

ACTION ITEMS

- Resolution Awarding the Sale of \$3,800,000 General Obligation Promissory Notes, Series 2021B
- Providing the Sale of \$5,000,000 General Obligation School Building Bonds, Series 2021C
- Three-Year Facilities Plan
- 2021 Distinguished Alumni Award Nominee
- Concept Review for Hospitality Management

ACTION ITEMS ITEM A.

Resolution Awarding the Sale of \$3,800,000 General Obligation Promissory Notes, Series 2021B

The Board adopted a resolution in June authorizing the borrowing of \$3,800,000 for building improvements and annual capital equipment. This amount is included in the FY 2021-22 budget.

Public notice to electors was subsequently published in the District's official newspaper, and the interest rate will be determined 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 underwriting the issuance 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 AWARDING THE SALE OF \$3,800,000
GENERAL OBLIGATION PROMISSORY NOTES, SERIES 2021B

WHEREAS, on June 16, 2021, the District Board of the Blackhawk Technical College District, Rock and Green Counties, Wisconsin (the "District") adopted a resolution entitled "Resolution Authorizing the Issuance of \$3,800,000 General Obligation Promissory Notes, Series 2021B, of Blackhawk Technical College District, Wisconsin" (the "Authorizing Resolution") which authorized the issuance of general obligation promissory notes in the amount of \$1,500,000 for the public purpose of financing building remodeling and improvement projects; and in the amount of \$2,300,000 for the public purpose of financing the acquisition of movable equipment (collectively, the "Project");

WHEREAS, the District caused Notices to Electors to be published in the Janesville Gazette on June 23, 2021 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 the Notes;

WHEREAS, no petition for referendum has been filed with the District and the time to file such a petition expires on July 23, 2021;

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 July 12, 2021;

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 1. Ratification of the Official Notice of Sale and Offering Materials. The District Board 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 1A. Award of the Notes. For the purpose of paying the cost of the Project, there shall be borrowed pursuant to Section 67.12(12), Wisconsin Statutes, the principal sum of THREE MILLION EIGHT HUNDRED THOUSAND DOLLARS (\$3,800,000) from the Purchaser in accordance with the terms and conditions of the Proposal. 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 referendum is filed by July 23, 2021 with respect to the Notes). 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 applied in accordance with the Official Notice of Sale, and any good faith deposits submitted by unsuccessful bidders shall be promptly returned. The Notes shall 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 2021B"; shall be issued in the aggregate principal amount of \$3,800,000; shall be dated August 5, 2021; 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 shall be payable semi-annually on April 1 and October 1 of each year commencing on April 1, 2022. 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 maturing on April 1, 2029 and thereafter are subject to redemption prior to maturity, at the option of the District, on April 1, 2028 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, 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 2021 through 2030 for the payments due in the years 2022 through 2031 in the amounts set forth on the Schedule.

(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.

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 General Obligation Promissory Notes, Series 2021B" (the "Debt Service Fund Account") and such account shall be maintained until the indebtedness evidenced by the Notes is fully paid or otherwise extinguished. There shall be deposited into 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 (the "Borrowed Money Fund") separate and distinct from all other funds of the District and disbursed solely for the purpose or purposes for which borrowed. 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 or purposes for which the Notes have been issued have been accomplished, and, at any time, any monies as are not needed and which obviously thereafter cannot be needed for such purpose(s) 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. 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 11. Payment of the Notes; Fiscal Agent. The principal of and interest on the Notes shall be paid by the District Secretary or the District Treasurer (the "Fiscal Agent").

Section 12. 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 13. Record Date. The 15th day of the 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 14. 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, which the Secretary or other authorized representative of the District is authorized and directed to execute and deliver to DTC on behalf of the District to the extent an effective Blanket Issuer Letter of Representations is not presently on file in the District office.

Section 15. 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 16. 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 17. 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 18. 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 19. 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 July 12, 2021.

Chairperson

ATTEST:

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
STATE OF WISCONSIN DOLLARS
ROCK AND GREEN COUNTIES
NO. R-____ BLACKHAWK TECHNICAL COLLEGE DISTRICT \$_____
GENERAL OBLIGATION PROMISSORY NOTE, SERIES 2021B

MATURITY DATE: ORIGINAL DATE OF ISSUE: INTEREST RATE: CUSIP:
April 1, _____ August 5, 2021 _____% _____

DEPOSITORY OR ITS NOMINEE NAME: CEDE & CO.

PRINCIPAL AMOUNT: _____ THOUSAND DOLLARS
(\$_____)

FOR VALUE RECEIVED, the 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 shall be payable semi-annually on April 1 and October 1 of each year commencing on April 1, 2022 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 each 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 \$3,800,000, 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 purposes of financing building remodeling and improvement projects (\$1,500,000); and the acquisition of movable equipment (\$2,300,000), as authorized by resolutions adopted on June 16, 2021 and July 12, 2021. Said resolutions are recorded in the official minutes of the District Board for said dates.

The Notes maturing on April 1, 2029 and thereafter are subject to redemption prior to maturity, at the option of the District, on April 1, 2028 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 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, the 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: _____
Chairperson

(SEAL)

By: _____
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)

ACTION ITEMS ITEM B.

Resolution Providing for the Sale of \$5,000,000 General Obligation School Building Bonds, Series 2021C, of the Blackhawk Technical College District

In August 2020, the District Board adopted a Resolution Providing for a Referendum Election on the Question of the Approval of an Initial Resolution Authorizing the Issuance of General Obligation Bonds or Promissory Notes in an Amount Not to Exceed \$32,000,000. District voters supported the capital referendum in the November allowing for the borrowing of up to \$32 Million for the construction of the Public Safety & Transportation Training Center.

To date, the District Board has approved the Center for Transportation Studies (\$3,865,120), Fire Tower Complex Out-Building (\$609,000), Vehicle Operations Track (\$4,909,900), and remaining Out-Buildings (\$3,966,000) for project approval total of \$13,472,920. The Board approved \$122,900 additional contingency funding for CTS Building. The Vehicle Operations Track and Fire Tower contracts were below estimate resulting in project budget savings which is rolled to the Education Building.

A summary of project awards and current planning estimate by major component is provided herein:

Public Safety & Transportation Center Project Summary					
<i>Current</i>	CTS Building	Track	Out Bldgs	Ed Building	Total
Construction	\$3,552,000	\$2,688,896	\$3,384,890	\$16,319,276	\$25,945,062
Contingency	\$177,600	\$407,000	\$251,490	\$1,631,928	\$2,468,018
Architect & Eng.	\$258,420	\$433,000	\$319,000	\$1,486,500	\$2,496,920
Equipping	\$0	\$0	\$0	\$1,090,000	\$1,090,000
Total	\$3,988,020	\$3,528,896	\$3,955,380	\$20,527,704	\$32,000,000
	Awarded	Awarded	Planning	Planning	

The proposed referendum borrowing is aligned with the project cash flow projections while ensuring the debt service mill rate remains at or below the annual targets detailed in referendum information communications. Administration anticipates financing for the \$32 million project will be completed in three borrowings as follows:

Projected Timing	#1	#2	#3	Total
Bond Amount	\$7,500,000	\$5,000,000	\$19,500,000	\$32,000,000
Borrowing authorization	17-Mar-21	Jul-21	Mar-22	
Award of Sale	21-Apr-21	Aug-21	Apr-22	
Settlement	5-May-21	9-Sep-21	5-May-22	

The Fiscal Year 2021-22 capital project budget includes \$5.0 Million for referendum borrowing and planned expenditures. The third and final planned referendum borrowing of \$19.5 Million is tentatively projected for late fiscal year 2021-22 and 2022-23. The

third borrowing is not reflected in the adopted FY22 budget and will be recorded as a modification should the borrowing occur in this fiscal year.

The attached resolution authorizes the borrowing of \$5,000,000 for the Public Safety and Transportation Center project construction. If approved, the actual borrowing will occur in August. The second resolution to award the sale on the borrowing would be presented to the full Board at the August meeting.

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

RESOLUTION PROVIDING FOR THE SALE OF \$5,000,000 GENERAL OBLIGATION SCHOOL
BUILDING BONDS, SERIES 2021C

WHEREAS, on August 19, 2020, the District Board of the Blackhawk Technical College District, Rock and Green Counties, Wisconsin (the "District") adopted an Initial Resolution (the "Initial Resolution") which authorized the issuance of general obligation bonds or promissory notes in an amount not to exceed \$32,000,000 for the public purpose of paying the cost of capital expenditures for the purchase or construction of buildings, building additions, remodeling and improvements, the acquisition of sites, and the purchase of fixed and other equipment at District locations, including, but not limited to development of the Public Safety & Transportation Training Center on the Central Campus in Janesville, Wisconsin (collectively, the "Referendum Projects");

WHEREAS, on August 19, 2020, the District Board also adopted a resolution providing for a referendum election on the proposition of whether the Initial Resolution should be approved;

WHEREAS, on November 3, 2020, a referendum election was held in the District on the proposition of whether the Initial Resolution should be approved at which 54,682 votes were cast "YES" for approval of the Initial Resolution and 40,052 votes were cast "NO" for rejection of the Initial Resolution (the "Referendum"); and

WHEREAS, the District Board now deems it to be necessary, desirable and in the best interest of the District to borrow \$5,000,000 of the amount authorized by the Initial Resolution and Referendum through the issuance of general obligation bonds pursuant to Section 67.04, Wis. Stats., to pay a portion of the costs of the Referendum Projects.

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

Section 1. Issuance of the Bonds. The District shall issue its General Obligation School Building Bonds, Series 2021C in the amount of \$5,000,000 (the "Bonds") for the purpose above specified.

Section 2. Sale of the Bonds. The District Board hereby authorizes and directs that the Bonds be offered for public sale. At a subsequent meeting, the District Board shall consider such bids for the Bonds as may have been received and take action thereon.

Section 3. Notice of Sale. The Secretary, in consultation with Robert W. Baird & Co. Incorporated ("Baird"), be and hereby is directed to cause notice of the sale of the Bonds to be disseminated in such manner and at such times as the Secretary may determine and to cause copies of a complete Official Notice of Sale and other pertinent data to be forwarded to interested bidders as the Secretary may determine.

Section 4. Official Statement. The Secretary (in consultation with Baird) shall cause an Official Statement to be prepared and distributed. The appropriate District officials shall determine when the Official Statement is final for purposes of Securities and Exchange Commission Rule

15c2-12 and shall certify said Official Statement, such certification to constitute full authorization of such Official Statement under this resolution.

Adopted, approved and recorded July 12, 2021.

Chairperson

ATTEST:

Secretary

(SEAL)

ACTION ITEMS ITEM C.

Approval of Three-Year Facilities Plan

The Three-Year Facilities Plan provides the means by which the Wisconsin Technical College System (WTCS) Board monitors all of the construction and major remodeling projects statewide. Each district is required to provide an annual update to the Facilities Plan to the WTCS Board by August 1, 2021.

Enclosed is a draft of the Blackhawk Technical College's Three-Year Facilities Plan for July 1, 2021 – June 30, 2024

District Board action is needed to approve the Plan and to submit the document to the WTCS Board by August 1, 2021.

Blackhawk Technical College

Three-Year Facilities Plan

July 1, 2021-June 30, 2024



Serving Rock and Green Counties

Blackhawk Technical College is an Equal Opportunity Employer and Educator

**BLACKHAWK TECHNICAL COLLEGE
2021-2024 THREE-YEAR FACILITIES PLAN**

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Blackhawk Technical College

Three Year Facilities Plan

Section 1 – Executive Summary

Acquisition/Construction

In November, 2020, the District citizens approved construction of a \$32 Million Public Safety and Transportation Training Center on the College's Central Campus. The facility will be constructed in phases with the Center for Transportation Studies, Out-Buildings, and Vehicle Operations Track completed in Fiscal Year 2021-22. Construction of the Education Building will likely begin in late 2021-22 with completion anticipated in FY2023-24.

Dissolution

The College is under contract for the sale of the Center for Transportation Studies located on Highway 14 in Janesville once the automotive technician and diesel technician training programs relocate to the new training facility on Central Campus. The building sale, which has been approved by the District Board and WTCS President, is expected to close in December 2021.

Remodeling

The Central Campus 1500 instructional remodel will update classrooms to better support the College's MyEdChoice flexible delivery model. The Commons meeting space will be relocated to the Central Campus upper level overlooking the courtyard and western campus landscape allowing repurpose of the existing commons to support student union and student engagement activities as well as cafeteria dining services and the café service line will be refreshed for operational efficiency. The Blackhawk Room will be relocated to allow modernization of the culinary arts shared kitchen. The 1300 Wing will receive HVAC, fire suppression, and finishes updates. As public safety programs move to their new facility, the vacated space will be repurposed to support general education science programming needs.

Capital Improvements

The total amount of capital improvements anticipated over the next three years as indicated in Section 3 of the Plan is up to \$2,600,000. Significant capital improvement projects budgeted for the next three fiscal years include building exterior, grounds and landscape maintenance; parking lot repairs and replacement; electrical upgrades and repairs; roof replacements; mechanical system replacements; interior and exterior door replacements; and interior refresh which includes carpet, lighting, & ceiling tile replacement. Annually, BTC anticipates interior and exterior painting, and minor upgrades to classrooms.

Campus	Location (Address)	Site Size (Acres)	Total Area (sq ft)	Building Replacement Value
Central	6004 Prairie Road, Janesville, WI 53547	110.00	291,452	\$ 50,513,768
Monroe	210 4th Avenue, Monroe, WI 53566	3.00	24,023	\$ 5,298,005
Center for Transportation Studies	1740 Highway 14, Janesville, WI 53545	5.00	30,846	\$ 4,850,010

For leased facilities, in summary form, identify by campus salient information including location, total lease area, and lease expiration date.

Location	Address	Lease Area (sq ft)	Lease Expiration
Advanced Manufacturing Training Center	15 Plumb Street, Milton, WI 53563	105,100	5/21/2023
Beloit Public Library	605 Eclipse Blvd, Beloit, WI 53511	3,434	3/18/2030

From the WTCS Facility Inventory System

Campus	Instruction	Office	General/Support	Non-Assignable	Total
Central	132,802	42,753	48,014	67,883	291,452
Monroe	13,230	3,575	2,050	5,168	24,023
Center for Transportation Studies	20,644	897	432	8,873	30,846

Blackhawk Technical College Three Year Facilities Plan

Section 3 – Three Year Project Summary

2021-2022

Acquisition/Construction

Construction of a Public Safety & Transportation Training Center approved by district citizens in November 2020, will be completed in phases which will span multiple years.

Estimate: \$32,000,000

Remodeling

Remodel the 1500-1514 instructional classrooms to better align with MyEdChoice instructional delivery model (classroom size and technology resources).

Estimate: \$1,350,000

Remodel the former library and health science training center on second floor overlooking the courtyard, to serve as a large events meeting area.

Estimate: \$1,385,000

Remodel the lower level commons to support student union and student engagement activities with space dedicated for cafeteria dining services. Open the view into the courtyard to bring in more natural light to this area of the campus and add a staircase to upper level for improved access.

Estimate: \$1,500,000

Remodel and modernize the cafeteria service line in support of student, employee, and visitor food service needs.

Estimate: \$275,000

Capital Improvements

A total of \$800,000 is projected for capital improvements during the fiscal year. Some of the significant improvements planned include:

- Roof replacements
- Plumbing updates
- HVAC equipment & building system control replacements
- Life safety systems (sprinkler, etc.)
- Energy system updates
- Parking lot and grounds improvements

2022-2023

Acquisition/Construction

Construction of a Public Safety & Transportation Training Center approved by district citizens in November 2020, will be completed in phases which will span multiple years.

Estimate: \$32,000,000

Remodeling

Remodel the Blackhawk Room and Shared Kitchen to create a modern culinary arts instructional training lab.

Estimate: \$1,500,000

Remodel the 1300 Wing for improved classrooms and restrooms, provide access to the improved courtyard, and update of the staircase for compliance with current code.

Estimate: \$1,500,000

Capital Improvements

A total of \$1,000,000 is projected for capital improvements during the fiscal year. Some of the significant improvements planned include:

- Roof replacements
- Classroom, learning lab, support & circulation space updates
- Courtyard improvements
- Plumbing updates
- HVAC equipment & building system control replacements
- Life safety systems (sprinkler, etc.)
- Energy system updates
- Parking lot and grounds improvements

2023-2024

Acquisition/Construction

Construction of a Public Safety & Transportation Training Center approved by district citizens in November 2020, will be completed in phases which will span multiple years.

Estimate: \$32,000,000

Remodeling

Remodel the former public safety training center to support general education science instructional programming.

Estimate: \$1,500,000

Capital Improvements

A total of \$800,000 is projected for capital improvements during the fiscal year. Some of the significant improvements planned include:

- Classroom, learning lab, support & circulation space updates
- Restroom updates
- HVAC equipment & building system control replacements
- Life safety systems (sprinkler, etc.)
- Energy system updates
- Parking lot and grounds improvements

ACTION ITEMS ITEM D.

2021 Distinguished Alumni Award Nominee: Brittany Kelly Program: Medical Laboratory Technician 2020 Nominator: Kathi Winker

Brittany Kelly is a 2013 Blackhawk Technical College graduate in the Medical Laboratory Technician (MLT) Program. She is a wonderful example of how one student made her associate degree work for her as a stepping stone into pure geekdom (as Brittany would say) and, even better, into a great career path. Brittany started her job at Mercy Health Systems immediately after graduation in the MLT Program at Blackhawk Technical College. She gained experience in the core laboratory, where she became famous for bringing in Mass Transfusion Protocol (MTP) patients during her work shift. In one emergency event, she cross-matched units of blood, thawed fresh frozen plasma, processed and delivered over 40 units of blood products on her shift.

Brittany recently accepted the position of assistant manager of POCT (Point of Care Testing) for the Mercy Health System. Brittany has also continued her lifelong learning journey and is working toward her BS in Medical Laboratory Science at Weber State. Each January, Brittany gives back to BTC by volunteering her time to talk to current MLT clinical students about what to expect in the clinical environment. Brittany prepares exercises and brings real-world case studies to review with students before their clinical experience. She is a great ambassador for both Mercy Health and Blackhawk Technical College.

2020 Nomination

I want to nominate Brittany Schoen Kelly, BTC MLT class of 2013. Since her graduation as a laboratory generalist, Brittany has been employed at Mercy Health Systems and most recently as Point Of Care Testing Assistant Manager. Brittany has validated new instrumentation in the lab and works in Hematology, Urinalysis, Blood Bank, Chemistry, and Microbiology. Brittany is also obtaining her Bachelor's Degree in Medical Laboratory Science through Weber State University.

Each January, for the last five (5) years, Brittany has taken one or two days to come back to the Monroe Campus at the beginning of the spring semester to talk to our clinical students about how to prepare for their clinical experience. Brittany brings case studies, personal stories, and a bright beaming smile whenever she is on campus. Brittany can break down complicated material and make it clear to students. Each year, she also mentors these students who attend their clinical experience in the Mercy Health Systems.

Brittany is one graduate with a file of "cool, geeky tests" here on campus. In addition, she is continually bringing new and current information to campus for our students, including rare crystals, new protocols like Mass Transfusion Protocols, and, most importantly, a genuine love of the world of laboratory medicine. She makes us #BTC Proud.

ACTION ITEMS ITEM E.

Blackhawk Technical College

New Program Proposal

CONTACT:	Helen Proeber, Dean, Business & General Education	PHONE:	608-757-7723
EMAIL:	hproeber@blackhawk.edu	FAX:	

AAS TITLE:	Hospitality Management	CREDIT HOURS:	63		
CIP CODE:	52.0901	WTCSPROG #:	10-109-2	WTCS MAT FEE CODE:	05

PROPOSED IMPLEMENTATION DATE:	Fall 2022
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Proposal Includes:	
Part A: Feasibility, Curriculum Quality and Cost Analysis	
Part B: Supportive Documentation and Data	

Concept Review and Approval:	<i>reference WTCS Educational Services Manual (ESM)</i>
Advisory Committee Concept Approval Via DACUM Group	Date: January 23, 2020
Academic Affairs Concept Approval	Date: June 24, 2021
Executive Council Concept Approval	Date: June 30, 2021
District Board Concept Approval	Date:
WTCS State Board Concept Approval	Date:
Program Approval:	Date:
Curriculum Committee Program Approval	Date
Chief Academic Officer Program Approval	Date
WTCS State Board Program Approval	Date

OCCUPATIONAL CURRICULUM APPROVAL APPLICATION
PART A: Feasibility, Curriculum Quality and Cost Analysis

FEASIBILITY

- 1. Labor Market Need.** *Verify that the program is feasible from a labor market standpoint and demonstrate convincing evidence of labor market need.*

- a. Program purpose:** *Briefly describe the mission and goal of the program. (i.e. “...to provide entry-level employment training or support the pursuance of advancement opportunities”.) If more than one program is included in the application, delineate the purpose for each program.*

The leisure and hospitality industry that includes full-service hotels and resorts, fine-dining restaurants, bed and breakfast inns, casinos, and theme and amusement parks is growing in the college’s district. Entering this industry at mid-management or supervisory levels, you need the required skills and experience employers seek that this degree provides.

- b. Target population.** *Describe the target audience for the proposed program. Indicate whether this program is intended for different populations, such as: i) individuals seeking employment; ii) existing employees interested in advancement through specialized education and training; or iii) students interested in a transfer to 4-year institutions wherever available. Describe how the proposed program will provide access opportunities to underserved or underprivileged individuals.*

The target population is broad, as workers are needed at all levels and all age groups throughout the industry in the college’s district as noted in the DACUM conducted on January 23, 2020.

- c. Related occupations.** *Describe the types of jobs for which the program(s) will train graduates (i.e. specific occupational titles and/or multiple jobs within a Career Cluster/Pathway(s) and specify cluster). See <http://adults.wicareerpathways.org/> for more information on Career Clusters and Programs.*

Graduates of this program could find employment in a variety of places such as hotels and resorts, fine-dining restaurants, bed and breakfast inns, casinos, and theme and amusement parks.

- d. Supply-Demand Information.** *Append in Part B labor market information from current sources (i.e., the Office of Institutional Effectiveness and Research) which represent projected demand/job openings versus existing supply/completers in related programs in the district and region as appropriate. For comparison purposes you may want to include statewide data and/or regional data. Regional proposals should include data reflective of the areas to be served. It is also recommended to address the demand for workers with 1-, 2- or 4-year education, in addition to any short-term training or certifications. Complete the **Enrollment Chart** (Part B).*

Labor Market data does support the need for this program in the college’s district as

well as the areas surrounding the district. Recent labor market data for the college's district shows a need for 26 graduates each year for the next five years and when expanding the area to include the areas surrounding the college district the number increases to 93 graduates needed each year for the next five years.

- e. **Alternate Documentation.** *If labor market data is not applicable (such as with some new and emerging occupations), or not available (such as for the district) provide alternate documentation of program need. This might include survey data, local classified /online advertisements for related occupations, or job outlook information from reputable sources. Append to Part B of this application.*
- f. **Planning and Collaboration.** *Describe how the proposed curriculum fits into the colleges overall plans and goals to meet career and technical education/workforce preparation needs within the district/region.*

INSERT INFORMATION

- g. **Educational & Workforce Partnerships.** *Address how the program meets priority needs, and describe steps taken to plan and deliver the curriculum in collaboration with others, such as the Program Advisory Committee, Secondary institutions, Baccalaureate Institutions, Local Workforce Boards, Labor Councils and other appropriate partners.*

On January 23, 2020, a DACUM was conducted for the Hospitality Management program with members from Visit Beloit and the Beloit Chamber present as well as numerous other businesses to include representation from the Ho-Chunk Nation.

- h. **Employer Input.** *Append employer survey information and other pertinent documents to reflect the private sector input obtained in the development of the proposed curriculum. Include the list of employers who will serve on the Program Advisory Committee.*

On January 23, 2020, a DACUM was conducted for the Hospitality Management program with 26 members from various business related to the hospitality industry attending and providing feedback used to develop this program and to validate its need in the college's district.

- i. **Related Offerings/Competition:** *Describe what similar programs are being offered by the college and other training providers within your district. Include information on neighboring districts or border state providers as appropriate. Provide an analysis of the strengths and weaknesses of those programs in contrast to this proposed program. Please include a listing of present courses that may be shared with existing programs.*

The college currently offers a culinary program, but that program does not offer all the courses that are needed to train students entering this field. This program uses courses from Culinary Arts, Culinary Production Specialist, Sales Management, Digital Marketing, and Human Resources in addition to the five new hospitality specific courses the college currently does not offer.

- 2. Need Summary.** *Provide a brief summary of your findings which support the need to develop and offer the proposed program(s). Include any additional information not already reported that illustrates demand for the program(s).*

The college does not currently offer a program that answers the needs of its district.

CURRICULUM AND COURSE QUALITY

- 1. Curriculum Information.** Demonstrate quality curricula has been developed that aligns with federal, state and local requirements, is responsive to local workforce needs, and will prepare graduates with the appropriate level of skill to meet their educational and employment goals.

- a) **Program purpose:** Describe the goal for individuals completing this program(s) in terms of gaining employment and continuing their education. If submitting a degree and certificate together, delineate the level of education, skill and employment for each.

INSERT INFORMATION

- b) **Catalog description.** *Provide a description of the program(s) as it will appear in the college's catalog.*

Hotel, restaurant, and tourism management is one of the largest and fastest-growing industries in the United States. As the desire for leisure time increases, the demands on the hospitality industry are growing. Gain the necessary customer service skills for these exciting careers in the Hospitality industry by earning a Degree in Hospitality Management.

- c) **Curriculum chart.** *Complete **the Curriculum Chart (Part B)** by identifying the program completion requirements related to the following categories: i) the general education, ii) career and technical education, iii) work-based learning, and iv) elective options.*

- 2. Educational Alignment:** *Describe how the proposed program illustrates a Program of Study?*

- a) **Meta Major.** *Identify the meta-major to which this program will align.*

Culinary Arts

- b) **Academic/Curricular Alignment.** *Describe the alignment of content between high school and college coursework and curricula. Include opportunities for dual credit or articulated credit in both academic and career/technical areas between high school and community college. How will the college ensure a smooth transition for students entering the program, whether from high school, adult education, or other workforce training pipelines?*

All the General Education courses and the Marketing Principles, Word Documents, and Intermediate Excel are currently transcribed credit courses at the majority of high schools in the college's district.

- c) **Relationship to existing course curricula at the college:** *Indicate how this program(s) may provide educational laddering opportunities between technical diploma, certificates and AAS degrees, and other curricula.*

Opportunities do exist for future embedded Technical Diploma(s) such as a one-year Hospitality Specialist TD.

d) Articulation. *Specify how the program is structured or articulated to provide educational opportunities for students beyond the college. Include information on the specific programs and baccalaureate institutions with which the college has been working towards articulation.*

Opportunities do exist for future articulations to four-year colleges.

- Lakeland University
- UW Stout

3. Academic & Technical Skill Requirements. *Describe how the proposed curricula will provide needed education and skills for the occupation and will meet program objectives by addressing the following:*

a) Academic Entry Skills: *Describe the reading, writing, math and/or science knowledge/skill requirements for students to enter and be successful in the proposed program. What effective student support services do you foresee needing to ensure success (e.g. through Academic Support Services or developmental education)?*

Academic entry skills would be similar to the other AAS degree the college offers.

b) General Education: *Describe how the general education requirements support the technical skill requirements of the proposed program. Do each of the courses in Math, Communication, Science, etc. support the level of technical skill required to complete the program and obtain employment?*

The General Education requirements do meet the needs of the program and entry into this field:

- Intermediate Algebra W/Aps
 - Hospitality Management involves working with financials so strong math skills are needed
- English Composition 1
 - Strong writing skills are needed for creating written communications to staff and customers
- Speech
 - Strong communication skills are needed as this occupation works very close with the public
- Intro to Diversity Studies
 - Workers in the hospitality industry need to be well versed in diversity and the understanding and acceptance of others
- Introduction to Psychology
 - This course will help workers in this field better understand the needs and motives of their employees as well as their customers

c) Technical Skills: *Describe what industry skill standards have been set for related occupations and what professional credentialing (licensure, certification, registration, etc...) is required or optional to students, when and through what agency/entity? Is it optional or required (i.e., is licensure or certification required or optional for job entry?) What steps will be taken to ensure*

that students will learn the skills required to obtain the necessary licensure or certification?

Food Service Sanitation and Beverage Management are the main two certification required at this time. Once the program is started, we would investigate partnering with the American Hotel & Lodging Educational Institute (AHLEI) to provide certification opportunities for graduates of the Hospitality program.

<https://www.ahlei.org/academic/college-university/training-and-certification/>

d) Career Development. *Describe how career information, resume building and job search activities are incorporated into the curriculum.*

In the Principles of Hospitality Management course (offered in the first semester students are urged to complete the Certificate of Professional Development while they move through the program. This is repeated throughout the entire program as customer service and a high level of professionalism is required to work in this field.

The Hospitality Practicum course includes resume building and interviewing skills.

e) Work-Based Learning. *Describe how work-based learning will be incorporated into the curricula. Append to Part B a list of work-based learning sites to be used for internship, career exploration, job shadowing, clinical practicum, or apprenticeship coursework.*

The Hospitality Practicum course requires students to work in the hospitality field for a set number of hours

4. Accreditation for Programs. *Describe what external approval or accreditation is required and/or optional for this program, when and through what agency/entity it is available. (i.e., is program approval/accreditation by a regulatory agency or industry-related entity required prior to enrolling students or graduates earning their licensure/certification? What steps have been taken to obtain that approval/accreditation?)*

No external approval/accreditation is required other than what is required by WTC.

5. Assessment of Student Learning: *Describe how you will ensure students will meet the learning outcomes for this program through evaluation of knowledge and skills at the course and program levels.*

a) Student Learning Objectives. *Describe or list the program and course level learning outcomes that a student is expected to measurably know or be able to perform upon completion of each program related to the general education component of the curriculum, and the career and technical education component of the curriculum.*

This program would use the following program outcomes (same as MATC Milwaukee)

- Plan the operations within a hospitality organization
- Organize hospitality resources to achieve the goals of the organization
- Direct individuals and/or processes to meet organizational goals
- Control hospitality processes/procedures

b) Assessment of Course Competencies and Learning Objectives. *Describe the overall course-level assessment method(s) to be used, and the end-of-program assessment method(s) the college will use to ensure that students demonstrate these competencies and learning objectives just prior to program completion. (i.e., assessment through portfolio review, cumulative course completion, team project, comprehensive written/performance test, or industry/state pre-certification/licensure examination).*

INSERT INFORMATION

6. Continuous Quality Improvement. *Include a list of educational, business and community partners that will participate in the improvement process.*

The DACUM attendees have already stated they would like to serve on the program advisory

7. Unique or noteworthy features of the program. *Describe how the proposed program(s) stands apart from other programs similar in nature. Include information on instructional delivery method(s). (i.e., classroom only, online only, hybrid, distance learning, flex lab, etc.).*

There are only three courses in the entire program that are currently only offered in the face-to-face format with these three being looked at to see if they too could be offered in the MyEdChoice modality.

8. Faculty Requirements. *Describe the number of faculty, existing and new, that will be required to implement and support the program.*

This program is under the Culinary Arts umbrella and the two fulltime instructors in this program have either the education and or the experience to teach the special Hospitality courses. Fulltime faculty in the respective subject area teaches all the other non-Culinary and non-Hospitality Management courses. Additionally, as needed, adjunct instructors may be used for hospitality courses as the two fulltime culinary instructors typically experience overload every semester

a) Faculty Qualifications. *Complete the **Faculty Qualifications Chart** (Part B). Include general minimum qualifications and those credentials that are specific to instructors in the proposed field of study.*

Completed. See Part B.

b) Faculty Needs. *Complete the **Faculty Needs Chart** (Part B) to specify the number of full- and part-time faculty the program will need for each of the first three years, including new and existing faculty. For existing faculty assigned to the proposed program, indicate whether the former position will require filling.*

Completed. See Part B.

c) Faculty Release. *Complete the **Faculty Release Chart** (Part B) to specify the purpose and hours for release time for the proposed program.*

Completed. See Part B.

9. Administration/Support Requirements. *Describe the number of administrative and/or support, existing and new that will be required to implement and support the program.*

- a) **Qualifications.** *Complete the **Administration/Support Qualifications Chart** (Part B). Include general minimum qualifications and credentials required to support the proposed field of study.*

Completed. See Part B.

- b) **Administration/Support Needs.** *Complete the **Administration/Support Needs Chart** (Part B) to specify the number of full- and part-time administrative and support personnel the program will need for each of the first three years, including new and existing personnel. For existing personnel assigned to the proposed program, indicate whether the former position will require filling.*

Completed. See Part B.

10. Institutional and Extramural Relationships. *Describe the institutional units with direct relations with the program, including student services, faculty, and program content and quality.*

- a) **Internal Oversight.** *Indicate what department and staff are responsible for maintaining the academic integrity of the program.*

Culinary/Hospitality instructors

- b) **Contractual/Cooperative Agreements.** *Append to Part B a copy of the contractual or cooperative agreement to the application if another entity is involved in the delivery of the program. This includes any partnership agreement with another college, university, the regional consortia, an apprenticeship or labor organization, a private institution, business, or other outside entity.*

COST ANALYSIS

Verify the fiscal resources necessary to support the program in a cost-effective manner. Document the financial feasibility of the proposed program.

- 1. Source of Funds.** *Specify the source of funds to support the proposed program and note what portion of funds will come from reallocation of existing resources as compared to new resources. Indicate how this program(s) will share resources (i.e. faculty, facilities, etc...) with existing programs. Include grant resources and amounts (i.e. Postsecondary Perkins, \$5,000 for program development; or USDOL Grant, \$10,000 for equipment).*

May be eligible for a GPR grant in this next request period.

- 2. Equipment.** *If necessary, append to Part B of the application a list of new (new to the institution or program) equipment to be purchased, shared, or leased to implement the curriculum. Include donations of equipment.*

Completed. See Part B.

- 3. Facilities.** *Verify the facility requirements (i.e. classroom or laboratory space) to implement and support the program. Include plans for utilizing facilities through partners (i.e. local businesses, labor councils, community organizations, etc...) to deliver the program accordingly. Also describe any new costs associated with renovation or development of facilities.*

INSERT INFORMATION

- 4. Finance.** *Complete the **Finance Chart** (Part B) to identify new direct costs and revenues associated with establishing the program over the next three years.*

Completed. See Part B.

PROGRAM APPROVAL APPLICATION
PART B: Supportive Documentation and Data

This part of the application is designed to document the program-to-occupational demand connection, the projected enrollment, proposed curricular structure, faculty requirements, and fiscal support.

OCCUPATIONAL DEMAND

Labor Market Data. *Append the labor market information from current sources (e.g., the Office of Institutional Effectiveness and Research) which represent projected demand/job openings versus existing supply/completers in related programs in the district and region as appropriate supports the need for the proposed program(s).*

Occupational Chart. <i>List occupational titles related to the proposed program(s) and corresponding employment projections and completer data.</i>		
Standard Occupational Classification (SOC)* Job Titles & Code Number	Annual Regional Openings**	Starting and Median Hourly Wage
43-4081 Hotel, Motel, and Resort Desk Clerks		\$11.06
39-1098 First-Line Supervisors of Personal Service and Entertainment and Recreation Workers, Except Gambling Services		\$14.37
35-9031 Hosts and Hostesses, Restaurant, Lounge, and Coffee Shop		\$9.13
39-3091 Amusement and Recreation Attendants		\$9.21
11-9081 Lodging Managers		\$14.78
Combined Openings =	26	

* Locate SOC (Standard Occupational Classification) Job Titles at
https://www.bls.gov/soc/major_groups.htm

**Contact BTC's Office of Institutional Effectiveness & Research for the Regional Employment Outlook Report.

Enrollment Chart. <i>Provide an estimate of enrollments and completions over the first three years of the program. Include separate figures for each program (i.e. separate estimates for each degree and/or certificate included in this application).</i>						
	First Year		Second Year		Third Year	
Full-Time Enrollments (Headcount/FTE):	1		3		5	
Part-Time Enrollments: (Headcount/FTE)	4		8		10	
Retention Rate:	90%		90%		90%	
Completions:	0		1		6	

PROGRAM STRUCTURE

- Course Curriculum Sequence.** Provide a copy of the term-by-term sequence of courses required to complete the program on a full-time and part-time enrolled basis as it will appear in the catalog.

2. a.) Program Proposed Curricula. List all program related courses, included program specific and program supportive courses as well as General Education Courses. Place an Asterick (*) behind course titles with pre or co-requisites; courses that are new to the											
Program Title	Hospitality Management										
Meta Major:	Culinary										
				Type of Credit:							
Semester	Course number (w/Aid Code)	Course Title	Credits	A	B	C	D	E	Delivery Method (Check all that apply)	Function (WTCS Guide)	
1	10-316-147	Food Service Sanitation	2	X					MyEdChoice	7AAS	
1	10-316-103	Food Service Industry and Menu Design	2	X	X				Face-to-Face	7AAS	
1	10-316-104	Food Quantities and Measures	1	X					Face-to-Face	7AAS	
1	10-804-118	Intermediate Algebra with Applications	4	X					MyEdChoice	6 AAS	
1	New	Principles of Hospitality Management	3	X					MyEdChoice	7AAS	
1	10-103-138	Word Documents	2	X	X				MyEdChoice	7AAS	
1	10-103-107	Intermediate Excel	2	X	X				MyEdChoice	7AAS	
2	New	Hospitality Event Management	3	X					MyEdChoice	7AAS	
2	10-801-136	English Composition 1	3	X					MyEdChoice	6 AAS	
2	10-104-135	Quality Customer Service	3	X					MyEdChoice	7AAS	
2	10-104-102	Marketing Principles	3	X					MyEdChoice	7AAS	
2	10-809-172	Intro to Diversity Studies	3	X					MyEdChoice	6 AAS	
3	10-101-111	Accounting I	4	X	X				MyEdChoice	7AAS	
3	10-531-102	Emergency Procedure-Work Place	1	X					Face-to-Face	7AAS	
3	10-316-125	Beverage Management	1	X					MyEdChoice	7AAS	
3	10-116-115	Compensation & Benefits	3	X					MyEdChoice	7AAS	
3	New	Hospitality Sales and Promotions	3	X					MyEdChoice	7AAS	
3	10-801-198	Speech	3	X					MyEdChoice	6 AAS	
4	10-103-126	Introduction to QuickBooks	1	X					MyEdChoice	7AAS	
4	10-101-112	Accounting II	4	X	X				MyEdChoice	7AAS	
4	New	Hospitality Cost Control	3	X					MyEdChoice	7AAS	
4	10-809-198	Introduction to Psychology	3	X					MyEdChoice	6 AAS	
4	10-316-149	Culinary Supervision	3	X					MyEdChoice	7AAS	
4	New	Hospitality Practicum	3	X			X		MyEdChoice	7AAS	

2. **Work-Based Learning:** Append the list of work-based learning sites to be used for internship, career exploration, job shadowing, clinical practicum, or apprenticeship coursework.

Which courses in the proposed program are Work-Based Learning Courses (internship, practicum, apprenticeship, etc.)			
Semester	Course number	Course Title	Credits
	4 New	Hospitality Practicum	3
Total by Credits (for WTCS use)			
7 or 1 Technical Studies			48
6 or 2 General Education			15
4 Elective (AAS Only/Rolls up into Supportive)			
	Total Credits		63
Technical Diploma Only		Percentage %	
Occupational Specific			
Occupational Supportive			
WTCS Function Code Definitions			
1 TD	Technical Diploma program <i>occupational specific</i>		
2 TD	Technical Diploma program <i>occupational supportive</i>		
4 AAS	Associate in Applied Science degree program <i>elective</i>		
6 AAS	Associate in Applied Science degree program <i>general studies</i>		
7 AAS	Associate in Applied Science degree program <i>technical studies</i>		

FACULTY REQUIREMENTS

Faculty Qualifications. Cite the minimum qualifications for new and existing faculty.				
Degree	Field	Credential	Years of Related Occupational Experience	Years of Teaching Experience
BS	Hospitality Mgmt., Hotel & Restaurant Mgmt., or a closely related field	N/A	2 years or 4,000 hours	2 years preferred but not required

Faculty Needs. Cite the number of faculty, including new and existing faculty that the program will need for each of the first three years noting if they will serve as full-time faculty or part-time. If existing faculty will be reassigned, indicate whether the former position will need to be filled.						
	First Year		Second Year		Third Year	
	Full-Time	Part-time	Full-Time	Part-time	Full-Time	Part-time
# of New Faculty	N/A	1	N/A	1	N/A	1
# of Existing Faculty	1		1		1	
# Existing to be replaced	N/A		N/A		N/A	

Faculty Release. List the purpose and hours for release time for the proposed program.						
	First Year		Second Year		Third Year	
	Full-Time	Part-time	Full-Time	Part-time	Full-Time	Part-time
New Faculty						
Existing Faculty	9 hrs/week develop 2 new courses		6 hrs/week develop 3 new courses			

ADMINISTRATION AND SUPPORT PERSONNEL REQUIREMENTS

Administrative/Support Qualifications. <i>Cite the minimum qualifications for new and existing administrative and/or support personnel needed to support the proposed program.</i>			
Position Title Indicate whether Administrative (A) or Support (S)	Field	Credential	Years of Related Experience
N/A			

Administrative/Support Needs. <i>Cite the number of administrative and support personnel, including new and existing positions that the program will need for each of the first three years noting if they will serve as full-time or part-time. If existing personnel will be reassigned, indicate whether the former position will need to be filled.</i>						
Chef Robert Patrick will provide support as needed for this new program						
	First Year		Second Year		Third Year	
	Full-Time	Part-time	Full-Time	Part-time	Full-Time	Part-time
# New Administrative	0	0	0	0	0	0
# Existing Administrative	0	1	0	1	0	1
# of Existing Admin to be replaced	0	0	0	0	0	0
# New Support	0	0	0	0	0	0
# Existing Support	0	0	0	0	0	0
# Existing Support to be replaced	0	0	0	0	0	0

FISCAL SUPPORT

Equipment. *If necessary, append to Part B a list of new (new to the institution or program) equipment to be purchased, shared, or leased to implement the curriculum. Include donations of equipment.*

No new equipment needed
No New Admin Staff needed
Adjunct Teach rate \$46.62/hour
No new Support Personnel needed

Cost to develop five new courses @ rate of \$39.29/hour:

- Principles of Hospitality Management 3 all A hours 54 hours Development - Prior to Year 1
- Hospitality Event Management 3 all A hours 54 hours Development
- Hospitality Sales and Promotions 3 all A hours 54 hours Development - Year 1
- Hospitality Cost Control 3 all A hours 54 hours Development
- Hospitality Practicum 3 A & D hours 54 hours Development - Year 2

Total = 270 hours Course Development

Finance Chart. <i>Identify projected new direct costs and revenues for the proposed program.</i>			
Revenue & Expense related to five new courses	First Year AY:	Second Year AY:	Third Year AY:
Faculty Costs	\$6,364.98 Curr Dev \$5,034.96 Adjunct/ OL teach	\$4,243.32 Curr Dev \$12,587.40 Adjunct / OL teach	\$12,587.40 Adjunct/ OL teach
Administrative Personnel Costs	0	0	0
Support Personnel costs	0	0	0
Consumable Materials and Supplies	0	0	0
Equipment Costs (minor and capital)	0	0	0
Library/LRC Costs	0	0	0
Facility Costs	0	0	0
Other (specify)			
TOTAL NEW COSTS	\$11,400	\$16,831	\$12,587

Tuition (\$141 + \$9.28)*3=\$ 450.84/3-credit course	\$4,508.40	\$8,115.12	\$27,050.40
Material Fees (05 = \$52.50/3-Credit Course)	\$1,575	\$5,670	\$5,670
Grant Funding			
Other (Identify)			
TOTAL NEW REVENUES	\$6,083	\$13,785	\$32,720
NET POSITION (REVENUE MINUS COSTS)	(\$5,317)	(\$3,046)	\$20,133



JULY 12, 2021

NEW BUSINESS

- BTC Foundation PSTC Naming Opportunitites
- BTC Foundation Donation Report

NEW BUSINESS ITEM A.

Public Safety + Transportation Center

NAMING OPPORTUNITIES





Public Safety + Transportation Center Naming Opportunities

This comprehensive state-of-the-art training hub provides a multitude of opportunities for donations and naming rights for various site elements such as the EVOC course, observation watch tower, classrooms, storefronts, auto + diesel bays, etc.



Naming Opportunity Research

Community + Technical
Colleges Across Nation

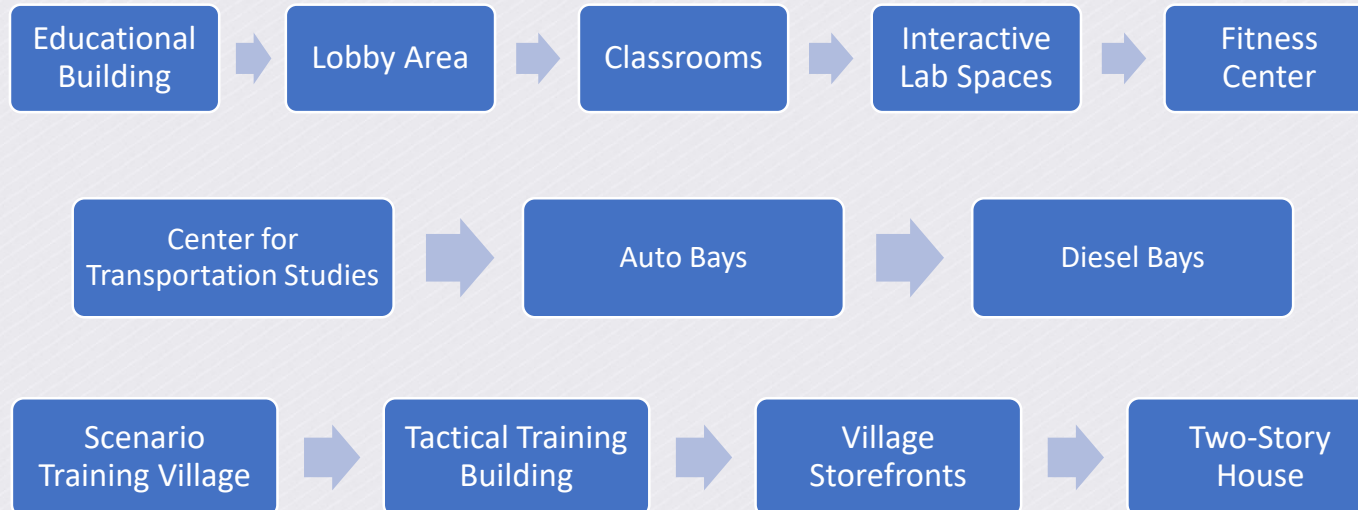


COUNCIL FOR ADVANCEMENT
AND SUPPORT OF EDUCATION®

CASE Library

Next Steps

- Conservative Approach to Creation of Gift Levels
- Identified PSTC Site Elements for Naming Opportunities
- Further Defined Naming Opportunities within Certain Areas



Naming of College Facilities Policy



BLACKHAWK Technical College

Policy Facilities & Physical Plant

F-100 – NAMING OF COLLEGE FACILITIES

Authority	President/District Director
Effective Date	September 15, 2004
Revision Date(s)	September 16, 2020; February 17, 2010
Reviewed Date(s)	September 19, 2018
Related Policies	
In compliance with	

[College Policy & Procedure Manual](#)

The District Board retains the sole authority to determine whether the name of an individual, business, or organization will be attached to all or part of a college facility. All recommendations for naming buildings shall be submitted to the District Board by the President/District Director for action.

All recommendations shall comply with the following criteria:

- Recognize a major financial gift to support construction or renovation of a college building or to support college programming which may take place in the facility.
- A major financial gift will mean one-half of the total project cost or an amount agreed upon by the President/District Director and the District Board.
- When naming is being considered, the District Board shall assess the individual's integrity, public respect and esteem, and superior standing or importance to their profession.
- When a name being considered is that of a corporation, the appropriateness of the corporate name in a public context should be taken into consideration.

Parts of a building or area may be named separately to recognize benefactors who wish to underwrite the cost of the sub-unit or portion thereof, or persons who have made substantial contributions to the College or Blackhawk Technical College Foundation. In such a case, an appropriate plaque may be installed to acknowledge the naming. It will not be the practice of the College to attach names for the purpose of recognition to facilities which it leases.

Facilities will not be named for persons who are actively involved in or related to College operations. This includes members of the faculty and staff, District Board members, advisory committee members, legislators, and government officials. Facilities may be named for persons who have retired from active employment with the College after a sufficient time has elapsed from the date of the individual's retirement.



The Plan...



Naming Opportunities



CENTER FOR TRANSPORTATION STUDIES

Length of Naming: 20 yrs. **\$1,000,000**

CTS will be the training hub for BTC's automotive and diesel programs. The building is currently under construction and is slated to be open in January 2022. This will include a rotation on the center's main entrance digital signage.

AUTO BAY

Multiple Available

Length of Naming: 5 yrs. **\$20,000**

DIESEL BAY

Multiple Available

Length of Naming: 5 yrs. **\$20,000**

Naming Opportunities



\$100,000 Length of Naming: 10 yrs.

TACTICAL TRAINING BUILDING

\$15,000 Length of Naming: 5 yrs.

TACTICAL VILLAGE STOREFRONTS
Four Storefronts Available

\$100,000 Length of Naming: 10 yrs.

TWO-STORY HOUSE

\$100,000 Length of Naming: 10 yrs.

WATER RESCUE TRAINING AREA

\$150,000 Length of Naming: 10 yrs.

CONFINED SPACE TRAINING SPACE

Pledge Form



BTC Foundation Pledge Form Public Safety + Transportation Center

Thank you for your decision to notify us about your intention to participate in a naming opportunity for Blackhawk's Public Safety + Transportation Center. Your pledge supports our mission to make a college education more affordable and accessible, leading to successful careers and lifetime learning. On behalf of our students, faculty, and staff, thank you for your generous support!

PLEDGE INFORMATION

To support the Blackhawk Technical College Public Safety + Transportation Center,

I/We pledge the sum of \$ _____ payable as follows:

- ☐ One-Time Gift \$ _____ Before December 31, 2021
- ☐ Multi-Year Pledge \$ _____ Per Year for _____ Years

I/We understand that naming rights are available on a first-come, first-serve basis. I/We are interested in the following Public Safety + Transportation Center naming right _____





THANK YOU!



Central Campus

6004 S County Rd G · Janesville, WI 53546

LHurda@blackhawk.edu · (608) 757-7704

blackhawk.edu/PSTC

Give

FROM THE
HEART

Support

Our Students with a Strong Foundation

Lisa Hurda, Foundation Director • (608) 757-7704

Lhurda@blackhawk.edu

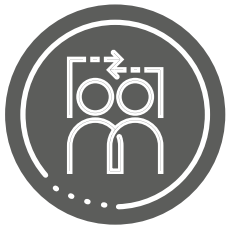
Blackhawk Fund

The Blackhawk Fund is mindful of our mission of preparing students to address the demands of the modern workforce and supports activities that help students achieve their goals. The Blackhawk Fund supports operational expenses for the Foundation as well as the following initiatives:



Annual Scholarships

Whether for high school seniors or adult learners returning to education, many of our students have significant financial need. This general scholarship pool of dollars supports these students who qualify for tuition assistance.



Support for Students

Support for students in our GED programs including testing fees and supplies.



Coins for Caring

Coins for Caring provides students who demonstrate need, up to \$100 in assistance, once per semester. These grants often times are the difference in keeping students enrolled and moving forward.



Emergency Grants

Some economic disruptions are larger in scope. Our Emergency Grants offer support on a limited basis for our students who are encountering more serious economic challenges.



Support for Programs

Each year BTC plans and supports career exploration programs that foster professional engagement opportunities for students and the community.

We look forward to building partnerships with you and other contributors as we build a bright future for all we serve.

Donate to the Blackhawk Fund to help our students during these difficult times.

tinyurl.com/btcgift

NEW BUSINESS ITEM B.



Blackhawk Technical College Foundation Summary of Philanthropic Gifts \$5,000 and Greater January 2021 – June 2021

Date of Receipt	Donor	Industry Type	Donation	Amount	Purpose
1/7/2021	Foreign Type Cheesemakers Association (FTCA)	Non-Profit/ Foundation	Cash	\$8,000	FTCA Scholarships
1/19/2021	Dr. Gregg & Helen Dickinson	Foundation Board Member	Cash	\$10,150	Gregg & Helen Dickinson Scholarship
1/21/2021	Blackhawk Technical College	Higher Education	Cash	\$22,119.54	BTC Student Cupboard
2/9/2021	Mercyhealth	Health Care	Cash	\$20,000	Nancy B. Parker Scholars (Pledge Payment)
2/16/2021	Community Foundation of Southern Wisconsin	Community Foundation	Cash	\$5,000	Freedom Plastics Scholarship
3/18/2021	Frank & Jean McKearn	Individual Donors	Cash	\$10,500	Donna McKearn Endowment Scholarship
3/18/2021	Greater Beloit Economic Development Corporation	Economic Development Corporation	Cash	\$5,000	IDEAL Opportunity Scholarship
3/22/2021	Tim & Debbie McKearn	Individual Donors	Cash	\$10,000	Donna McKearn Endowment Scholarship
4/2/2021	Beloit Health System	Health Care	Cash	\$5,000	Nancy B. Parker Scholars (Pledge Payment)
4/26/2021	Kimberly Cassidy	Individual Donor	Cash	\$6,080	Harry Sieren Memorial Scholarship
5/26/2021	Dr. Gregg & Helen Dickinson	Foundation Board Member	Cash	\$25,000	Gregg & Helen Dickinson Scholarship
6/4/2021	Wayne & Janet Albertson	Individual Donors	Cash	\$100,000	Wayne & Janet Albertson Endowed Scholarship
6/8/2021	James & Sandy Power Schlaudecker	Individual Donors	Cash	\$15,000	James & Sandy Power Schlaudecker Endowed Scholarship (IDEAL)
6/10/2021	Districts Mutual Insurance	Insurance	Cash	\$5,000	Foundation Operating Expenses (Fund 1000)
Total:					\$246,849.54

**Denotes a valuation provided by the donor. The BTC Foundation does not provide valuation estimates for in-kind donations. Those valuations are determined by the donor.*

Respectfully submitted,

Lisa Hurda
Director of Advancement & Foundation

BLACKHAWK TECHNICAL COLLEGE

**6004 S COUNTY RD G
JANESVILLE WI 53546-9458
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