



# District Board Meeting

3rd Wednesday of the Month

5:00 pm

Administration Building

Blackhawk Technical College

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## DISTRICT BOARD MEETING

### AGENDA

#### PUBLIC HEARING ON THE FY 2022-23 BUDGET

**DATE:** JUNE 15, 2022

**TIME:** 4:30 P.M. – 5:00 P.M.

**LOCATION:** CENTRAL CAMPUS – ADMINISTRATION BUILDING, 6004 S COUNTY RD G, JANESVILLE WI 53546-9458

#### REGULAR DISTRICT BOARD MEETING

**DATE:** JUNE 15, 2022

**TIME:** 5:00 P.M.

**LOCATION:** CENTRAL CAMPUS – ADMINISTRATION BUILDING  
6004 S COUNTY ROAD G, JANESVILLE WI 53546-9458

#### CALL TO ORDER

A. Public Comment

*Persons who wish to address the District Board may make a statement 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 properly noticed on the agenda. Unless requested by the District Board Chairperson from the audience regarding a specific agenda topic, public comments or dialogue are not allowed during other portions of the District Board meeting and/or discussion.*

#### SPECIAL REPORTS

- A. Recognition of BTC Retiree Ilene Larson (*Chairperson Thornton and Dr. Tracy Pierner*)
- B. Recognition of Outgoing District Board Members Laverne Hays and Steve Pophal (*Information Chairperson Thornton and Dr. Tracy Pierner*)
- C. Fiscal Year 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*)
- C. Public Safety & Transportation Training Center Project Update (*Information – Dr. Tracy Pierner*)
- D. Finance Committee Report Out and Recommendations (*Information – Chairperson Barrington-Tillman*)
  - a. No Meeting Scheduled for June
- E. Personnel Committee Report Out and Recommendations (*Information – Chairperson Deprez*)
  - a. No Meeting Scheduled for June
  - b. May 18, 2022, Meeting Minutes

## F. Staff Changes *(For Information Only. Not for District Board Action)*

- a. New Hires
  - i. Leonard Behnke, College Advancement Assistant – June 6, 2022
  - ii. Tia Bradford, PT Welcome Center Assistant – June 7, 2022
- b. New Positions
  - i. Tiffany Garrison-Stanley, Administrative Chair-General Education – July 1, 2022
  - ii. Marlene Burgos-Stewart, Administrative Chair-Nursing – August 15, 2022
- c. Resignations
  - i. Jeff Ziegler, Instructional Design Specialist – June 30, 2022
  - ii. Kristine Weir-Martell, Communication Instructor – June 30, 2022
- d. Retirements
  - i. None

## CONSENT AGENDA

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

- A. Approval of May 18, 2022, 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 Annual Contract issued to Annette Roter, Human Resources and Administrative Professional Instructor – August 15, 2022 (*Action – Dr. Karen Schmitt*)

## ACTION ITEMS

- A. Approval of the Purchase Agreement for 10 Acres Located within Rock Township (Tax Parcel No. 6-17-330.2 / Tax Identification No. 034 10300102) (*Action – Dr. Tracy Pierner*)
- B. Approval of the Resolution Authorizing the Issuance of \$3,800,000 General Obligation Promissory Notes, Series 2022B, of Blackhawk Technical College District, Wisconsin (*Action – Renea Ranguette*)
- C. Approval of Award of Contract for Parking Lot Improvements (*Action – Renea Ranguette*)
- D. Approval to Request Additional Funding for the Central Campus Remodel Projects (*Action – Renea Ranguette*)
- E. Approval of Central Campus Courtyard Remodel Contingent Upon Wisconsin Technical College System Board (WTCSB) Approval and Request WTCSB Approval of Remodel (*Action – Renea Ranguette*)
- F. Approval of AMTC Electro-Mechanical Lab Minor Remodel (*Action – Renea Ranguette*)
- G. Adoption of Resolution to Create District Reserves and Establish Reserves of Fund Balances (*Action – Renea Ranguette*)
- H. Adoption of FY 2022-23 Budget for the Blackhawk Technical College District (*Action – Renea Ranguette*)

## Personnel Committee

- A. Approval of Administrative Staff Salaries for the Fiscal Year 2022-23 (*Action – Personnel Committee Recommendation*)



- B. Approval of Part-Time Wages for the Fiscal Year 2022-23 (*Action – Personnel Committee Recommendation*)
- C. Approval of Support Staff Wages for the Fiscal Year 2022-23 (*Action – Personnel Committee Recommendation*)
- D. Ratification of 2022-23 Base Wage Agreement for Blackhawk Technical Faculty Federation, Local 2308 (*Action – Personnel Committee Recommendation*)
- E. Approval of Faculty Salary Adjustments for the Fiscal Year 2022-23 (*Action – Personnel Committee Recommendation*)

## NEW BUSINESS

- A. District Board Professional Development
  - a. None
- B. Policy Review
  - a. None
- C. Budgetary
  - a. None

## OTHER BUSINESS

- A. WTCS Consortium Update (*Information – Representative*)
  - a. District Board Association (DBA)
    - a. Summer Meeting will be held July 21-23, 2022, at Northcentral Technical College
  - b. Insurance Trust (WTC)
  - c. Marketing Consortium
  - d. Purchasing Consortium

## FUTURE AGENDA ITEMS

## ADJOURNMENT





JUNE 15, 2022

## SPECIAL REPORTS

- Recognition of BTC Retiree Ilene Larson
- Fiscal Year 2021-2022 State of the College Report





**BLACKHAWK** Technical College

### RECOGNITION OF RETIREE ILENE LARSON

Ilene Larson has been the Program Coordinator of the Physical Therapist Assistant program for 35 years. She designed, wrote the curriculum (before there was a state-wide curriculum), and implemented the program.

Ilene has taught the same four (4) courses, Professional Issues 2, PTA Clinical 1, 2, and 3, for 35 years.

In addition to managing the Physical Therapist Assistant program, Ilene was assigned the Dental Assisting program several years ago. She led that program through a very fast transition and hired new instructors, which was quite exemplary.

Ilene is most proud of creating an excellent academic physical therapy team and program with longevity.

- Developing 90 clinical sites, partnering with the physical therapy community.
- Having a program with a good reputation throughout the clinical community and state.
- Successfully guided the program through six (6) accreditation visits with the Commission on Accreditation in Physical Therapy Education
- Successfully guided the development of a new Dental Hygiene Program on campus.

Currently, Ilene is not sure what she will do after she retires. Since they lost their dog this spring, Ilene's husband wants her to train a new puppy. Ilene would also like to continue to travel and create new adventures.





**BLACKHAWK** Technical College

**STATE OF THE COLLEGE**

**FY 2021-2022**



..... **Report to the Board of Directors** .....

*Tracy P. Pierner, Ph. D.- President*







## OVERVIEW

In May, Blackhawk Technical College concluded another successful academic year with the celebration of our graduates at the 2022 commencement ceremony. Graduates desperately needed by our workforce partners. With near historic lows in unemployment rates, companies are finding it harder than ever obtaining the skilled talent they need for their success. This puts our work at the College front and center for our collective economic well-being. Collaborative efforts like the Stateline Manufacturing Alliance (SMA) are examples how the College has stepped forward to play a larger role in talent development.

Our 2022 Technical Education Champion, Scot Forge, and 2022 Futuremaker Award winner, Frito Lay, understand that there is no one magic way to develop talent, it is done through multiple efforts across a broad spectrum of activities. Their work with the College led to the development of the SMA. SMA is dedicated to becoming a regional catalyst for talent recruitment and development in advanced manufacturing through collective efforts, initiatives, and partnerships. Started in February 2021, SMA now boasts over 45 regional manufacturers, educators, and community partners - committed to collectively addressing and supporting manufacturers' youth and adult talent pipeline development needs.

This collaboration is one example of a variety of ways the College is working with our community partners to address workforce gaps. Over the past year, the College and partners engaged in a dialog with our elected officials on how we could address bachelor degree attainment in our region. With 14% bachelor attainment compared to 19% nationally, this gap hinders the economic development in our region. As part of the effort to engage with our industry sector, over 15 companies, school districts, and economic development entities stepped forward with letters of support for the College to offer Associate of Arts (AA) and Associate of Science (AS) degrees. The College's ability to garner the support is another indicator of the progress we are making in the area of community engagement.

This said, one thing is clear, our vision, mission, and values continue to be as important as ever. Delivering innovative education options that enrich our communities while ensuring access to flexible education in a supportive environment is at the heart of our work. The future prosperity of our community depends on our ability to deliver on these promises and requires the College to be responsive, collaborative, empowering, strategic, efficient, and effective. With enrollment trending positive, the immediate future looks promising indeed. Figure 1 depicts fall enrollment numbers over the past few years and demonstrates fall 2021 enrollment exceeded the previous two years, including fall 2019 (pre-pandemic) enrollment. Also, notice the upcoming fall 2022 semester is trending even more positive. This is a positive sign and another indicator that our initiatives in recruiting, campus appeal, earn and learn programming, marketing, and our mission are paying dividends.

It is an exciting time to be a part of the College. By working together, we enhanced partnerships with area businesses (i.e., SMA & KANDU Industries), redefined education through flexible scheduling, grew a range of program offerings, created and streamlined our service to students, expanded work-based learning opportunities for our students (Blackhawk Scholars, Apprenticeships, and Rock County Internship), launched several facility enhancement projects, and improved courses and programs that helped our students "Get There Faster."

If we had to put a label on this era of Blackhawk Technical College, it would be TRANSFORMATIVE. We now boast a state-of-the-art Public Safety & Transportation Complex and continue enhancing student life with a new student union, conference center, and cafeteria set to open this summer and be ready for our students this fall with the Courtyard project moving to the District Board in June.

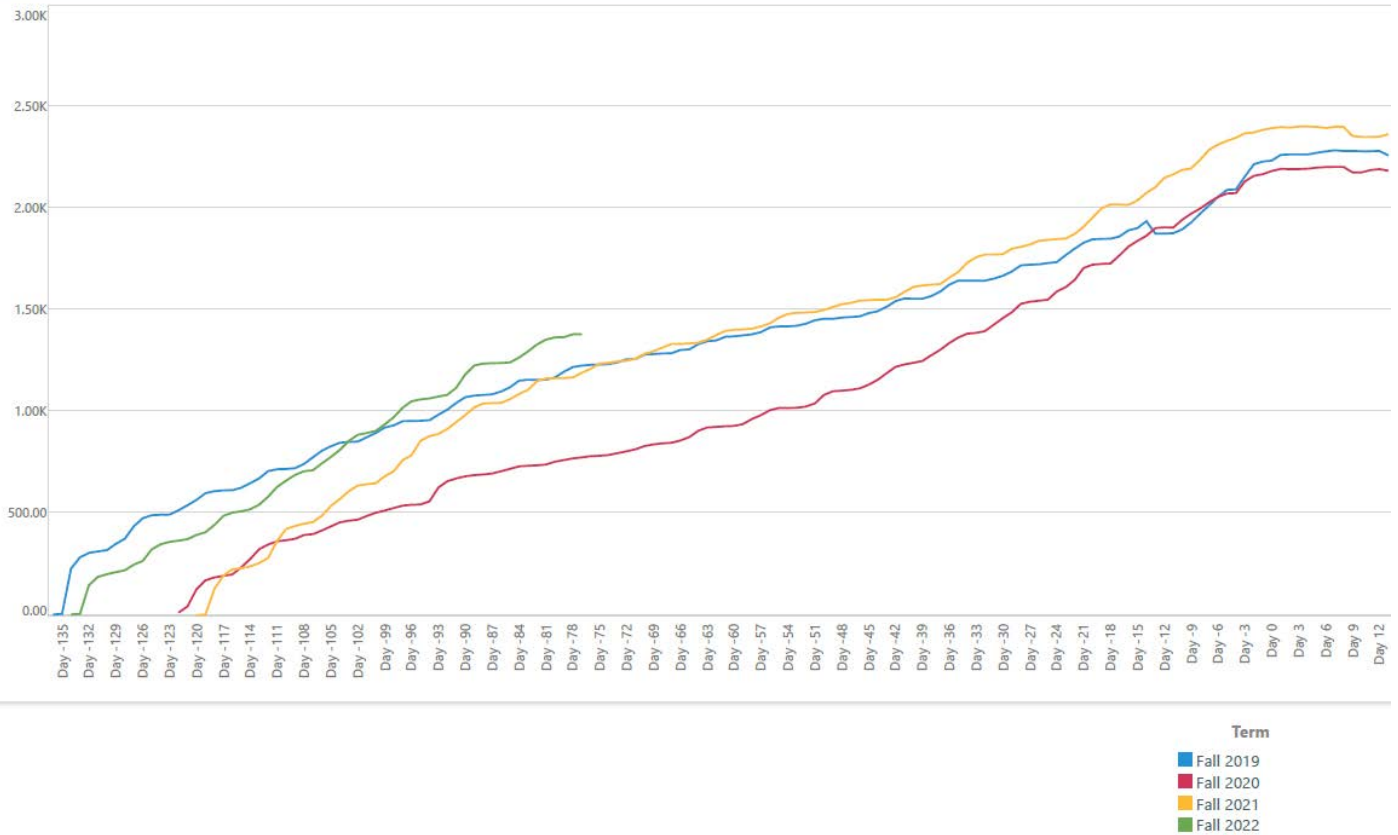




**Enrollment by Headcount, Credit, Non-dual Credit, Past Four Terms**

Enrollment chart base level

All Section Campuses, Not Currently Dual Credit, Fall, Credit Courses, All Courses



**Enrollment by Credits, Credit, Non-dual Credit, Past Four Terms**

Enrollment chart base level (Credits)

All Section Campuses, Not Currently Dual Credit, Fall, Credit Courses, All Courses

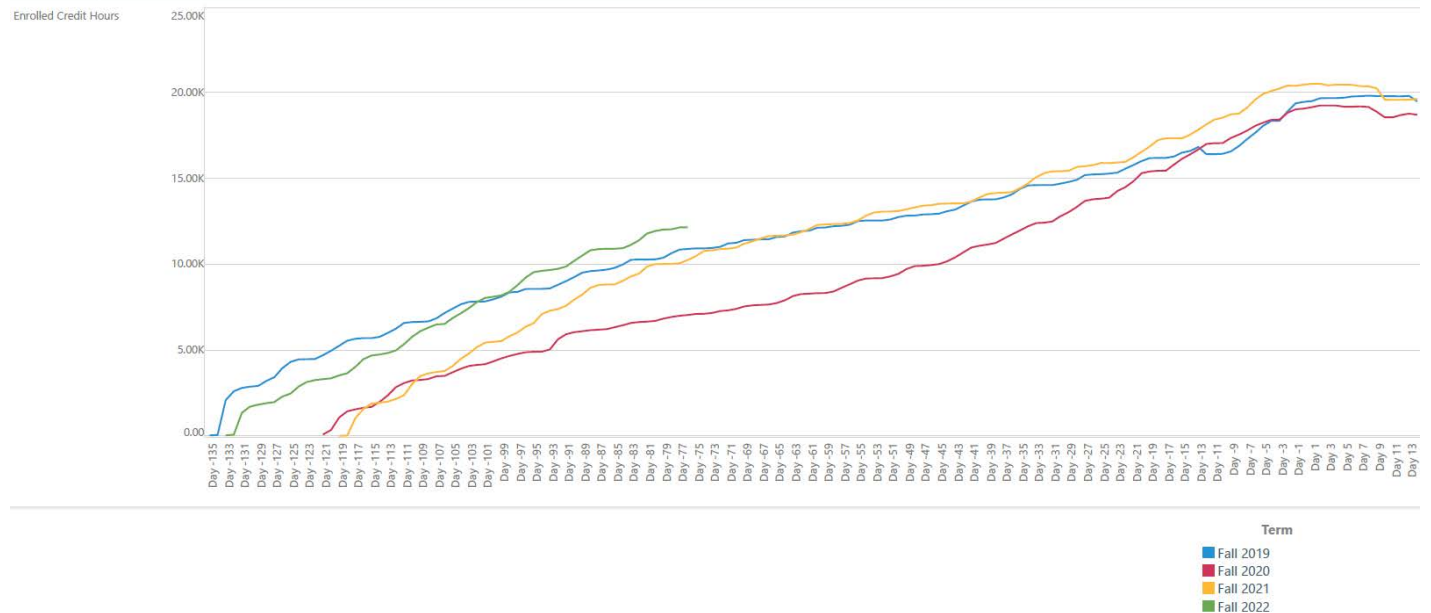


Figure 1: Enrollment by Headcount and Credits (Fall Semester)



## STATE OF THE COLLEGE • 2021-22

Facility development is only one part of the larger focus on a supportive environment at the College. By focusing on removing barriers to access and success, reducing hurdles to achievement, and proactively identifying and supporting at-risk students (i.e., Ready, Set, Success), the College continues to be a catalyst for change. We continue to implement StarFish, a student success platform dedicated to better connecting students to their program of study, faculty, and advisors and promotes more proactive engagement of our advisors throughout a student's time at the College.

Our team believes that we play a large role in lifting all members of our community - helping them achieve their goals and aspirations. The work of the Blackhawk Technical College Foundation with generous contributions from Dr. Gregg & Helen Dickinson, Wayne & Janet Albertson, Alliant Energy Foundation, Blain's Farm & Fleet (Mick & Jane Blain Gilbertson), Geraldine Idzerda, Frito-Lay and PepsiCo Foundation, Janesville Foundation, Hendricks Family Foundation, Mercy Health, the Cullen family, the Parker family, and many others have directly impacted lives, changed family's destiny, and improved a community through access to education. The BTC Foundation plays a pivotal role in the College's future and has successfully launched the Fund for the Future of Manufacturing and a naming campaign for the Public Safety & Transportation Complex (PSTC), attracting a \$200,000 donation from Alliant Energy, \$100,000 from the Cullen family, and \$100,000 from Blain's Supply. These donations provide a vehicle to bring us one step closer to on-campus student housing.

Supportive environment means we are dedicated to our students and employees. We are here for those times when there are bumps in the road and obstacles to overcome. It is our promise to provide students and employees with the tools, support, guidance, and seamless processes to help them build their future. Through our new employee recognition program, communication forums, brown bag lunches, family night at the new Beloit Snappers stadium, and other College celebrations, we recognized the great things happening at BTC.

Facilities and student/staff support aren't the only ways we are transforming the College. We are expanding our programs. Dental Hygiene (pending CODA approval) and Hospitality Management degrees are set to launch in fall 2022. In addition, our work on AA and AS paid dividends, resulting in a collaboration with UW-Whitewater at Rock and the UW Board of Regents approval of AA and AS - a watershed moment in our history. This will bring more access to higher education to our entire community, making transfer to UW-Whitewater and other UW institutions easier and more seamless, and allowing a pathway to a bachelor degree more economical and obtainable for our community members. Over the next several years, we should see more high school graduates beginning their post-secondary educational journey with the College, leading to a long-term goal of 25% enrollment growth. This work and result coincides with the Master Facilities plan as we transform the campus to attract and retain these students.

To become recognized as a true community resource, we continue to reshape Blackhawk. The pandemic brought immense challenges for all businesses, but also brought opportunity. The College stepped forward to provide resources to expedite our community's ability to move forward through community testing and vaccinations – the state's first community vaccination center. But it doesn't stop there. With nearly \$86 million in direct economic impact, our College is critical to our region's success.

By all accounts, our work is paying off. The region recognized Blackhawk Technical College and our role in our community. Over the past nine months, the College has been named:

- 2021 Best of the Best – Janesville Gazette;
- 2021 Large Business of the Year – Greater Beloit Chamber of Commerce;



## STATE OF THE COLLEGE • 2021-22

- 2021 Business of the Year (50+) – Forward Janesville;
- 2022 Corporate Award of Merit – YWCA; and
- 2022 Friend of the LDA – Leadership Development Academy.

We thank these organizations for their recognition of the work we are doing to make our community better.

Providing an educational environment for students to pursue their dreams and aspirations while providing for the well-being of our college employees and community is the core of our mission at the College. We have been living out these goals since 1912. Yet, COVID-19 changed the narrative and challenged the College. Finding a balance between the provision of high quality hands-on educational experiences and the safety of our students and employees has been our collective challenge and I continue to be overwhelmed by the agility and patience of our entire college team. We are truly living out our mission of flexible education, supportive environment.

In 2021-2022, work continued on our 14 strategic projects while the College continued its work to create a supportive environment for all. The Inclusivity, Diversity, Equity, and Accessibility (IDEA) Committee created a diversity statement that was approved by the District Board.

### Diversity Statement

*In an effort to provide flexible education and a supportive environment, we aspire to create a climate in which all students, employees, and community members feel welcomed, valued, and included. To that end, the College strives to use inclusive and accessible practices to create a community of diverse ideas, abilities, cultures, and lifestyles.*

As a result of this work done by the IDEA Committee, the College added *Inclusive* as a new college value.

**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.
- **Process-driven:** Developing transparent, consistent, aligned and repeatable processes and procedures, focusing on efficiency, accountability and excellence.
- **Inclusive:** Cultivating a climate in which all students and employees feel welcomed, valued, and included.



## STATE OF THE COLLEGE • 2021-22

### *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.

Over the next year, the College will continue to work on implementing the remaining strategic projects. Appendix A provides an overview of the 14 strategic projects that support the five initiatives.

For more than 100 years, Blackhawk has helped students achieve their goals and our graduates form the backbone of our community. Even though our roots and focus have been and continue to be workforce training and education that meets the needs of industry – and we are broadly known for this – our team at Blackhawk believes we play a much larger role in our community.

## Strategic Leadership Highlights

The work of our shared leadership model encompassing the Blackhawk Improvement Group (BIG), the Group for Procedure & Strategy (GPS), and the strategic leadership committee structure provided a framework for making decisions and ensured all employees had the opportunity to make their voices heard. The BIG, GPS, and EC comprise the three governance groups responsible for overseeing the overall strategic committee structure and strategic planning process. Accomplishments include:

- Moved the five College-wide Committees into more prominent governance roles;
- Made incremental improvement with communication between the College community and strategic committees to ensure there was a clear understanding of each committee's work-plan and accomplishments, but more improvement needed;
- College Policy and Procedures process flow improved; and
- College Policy & Procedure manual "Form" templates created.

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

## Operating Highlights

The 2021-2022 budget included continued investment in classroom technology, creation of new programs, and focus on implementing strategic projects that move our initiatives forward. This work was accomplished. All classrooms at all campuses have been equipped to the necessary technology levels to meet the Next Generation Learning (NGL) Committee standards. As mentioned previously, four new programs are ready to launch fall 2022 and all strategic projects have made progress.

The combination of a successful \$32,000,000 referendum supporting the PSTC and a Master Facilities Plan (Appendix B) made this year truly transformative on Central Campus. The Master Facilities Plan established a clear direction for continued evolution of the College's campuses with renovation projects launched including a new conference center, student union, cafeteria, 1500 wing, and a courtyard project ready for approval. Construction on Phases I-III of the PSTC are nearing completion (June) and Phase IV construction is slated to



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begin in fall 2022. The College's strong financial performance these past several years continued this year and allows the District Board to create capital reserves to assist with execution of the Master Facilities Plan. Lower borrowing rates provided an opportunity to update the long-term bonding plan. This plan was presented to the District Board for consideration (Appendix C).

In total, the College invested \$9,500,000 in facilities construction and renovation and an additional \$3,100,000 investment in training equipment and facilities maintenance. Capital equipment purchases included new instructional equipment, investment in student support systems, installation of new technology in the classroom, and information technology equipment maintenance and upgrades.

Overall, the College concluded another strong budgetary year, but the future will be challenging. Strong enrollment and a conservative budget for 2021-2022 led to another surplus, but forecasts for next year do not look as promising. The realities of inflationary pressures on expenditures combined with capped or limited revenue growth, will continue to challenge the College. In order to prepare for future budget uncertainties, a Reduction in Force (RIF) was approved by the District Board in March. The RIF was communicated to the College in May and is effective July 1, 2022.

In a positive trend, the College's Outcome-Based Funding (OBF) increased for the upcoming year. Improvement in our Job Placement category of OBF was one of the reasons for the increase in funding. As a result, our OBF performance was one of the better years for the College, demonstrating the work employed to better capture our outcomes data is paying off.



## Facility Highlights

The \$32,000,000 PSTC project and the Master Facilities Plan created a significant uptick in capital projects since 2020-2021. In 2018, the College embarked on a Master Planning process as one of the strategic projects. The plan (Appendix B) details projects over a 5-year span with a WTCS 3-year plan (Appendix B) being a subset of the overall master plan. This year, we continued to make progress according to the plan. Facility improvements included continued upgrades of campus buildings, grounds, classrooms, and offices. A summary of this year's accomplishments:

- Closed on the sale of the Center of Transportation Studies (CTS) – December 2021.
- Worked with BTC Foundation on student housing project – ongoing.
- Continued facility remodel and building projects on Central Campus.
  - Completed Phases I-III of PSTC – June 2022.
    - Completed new CTS building – January 2022.
    - Completed Emergency Vehicle Operations Course (EVOC), pond, motorcycle training pad, CDL training pad – June 2022.
    - Completed outbuildings construction (fire tower, tactical training village, observation building) – June 2022.
  - Completed 1500-wing instructional remodel – January 2022.
  - Continued conference center remodel – Completion delayed July 2022.
  - Continued student commons/engagement remodel – Completion delayed July 2022.
  - Continued cafeteria remodel – Completion delayed July 2022.
- Completed design, bid, and signed contracts for Phase IV PSTC (Education Building) – April 2022.
- Executed next steps in facility master plan.
  - Designed central courtyard refresh and sent to District Board – June 2022.
- Launched campus appeal project – Estimated completion of plan December 2022.



## ORGANIZATIONAL HIGHLIGHTS

The intent of this section is to highlight our student profile along with projects led by the executive team. These projects are directly related to the established strategic initiatives, but do not fall under the umbrella of strategic projects. Each executive member and their organization are responsible for completion of these projects. Several projects are multi-year endeavors and are continued from last year.

Figure 2 depicts the ethnicity of our student body broken down by semesters. Over the past several years, we did not see a significant change in student ethnic demographics and demonstrates that the diversity of the student body matches our community. When looking at summer 2021, we can see an uptick in African American and Hispanics. One semester doesn't make a trend so we will be looking at enrollment for summer 2022.

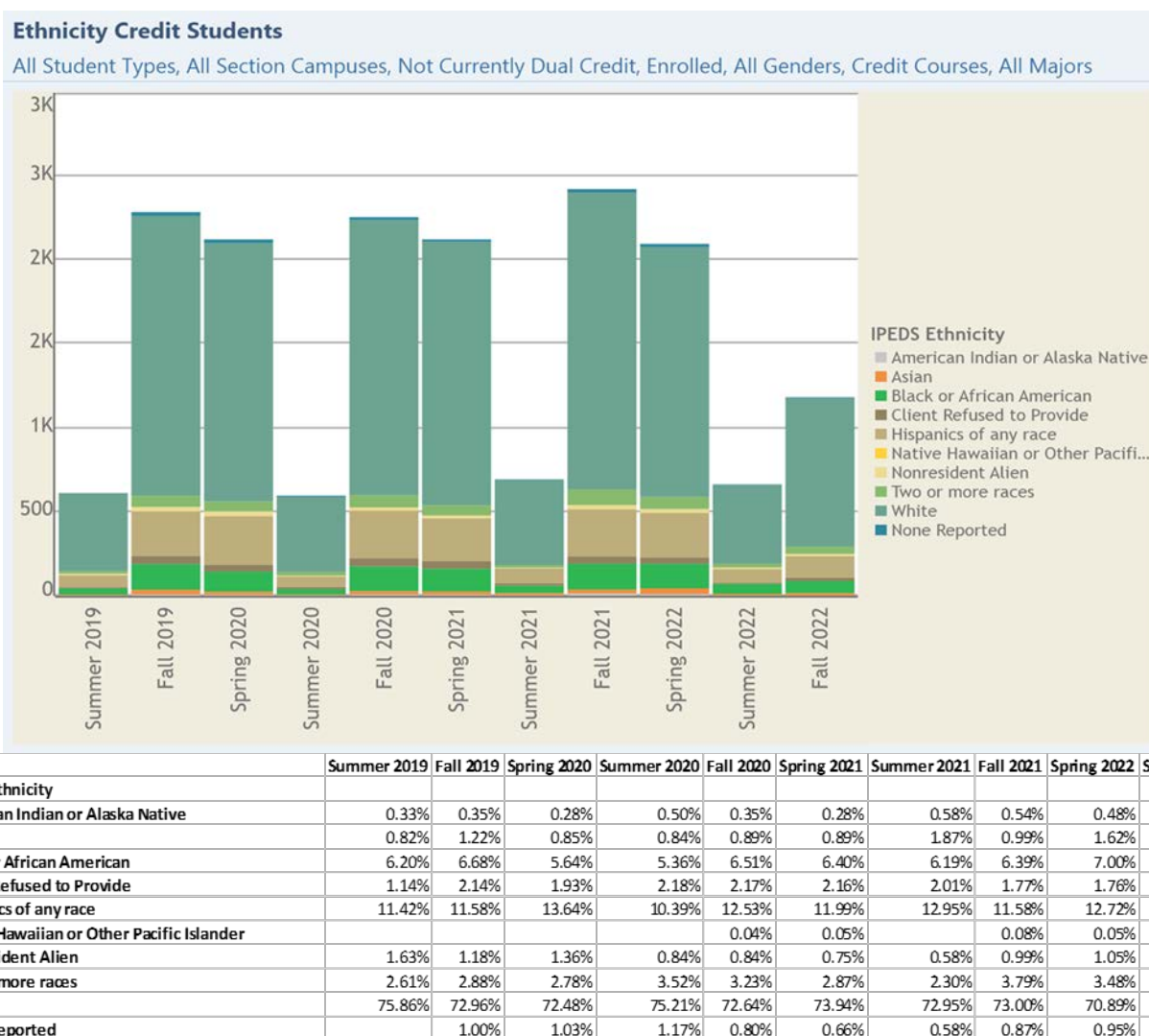


Figure 2: Student Ethnicity

Student success has been a focus of the College for many years. Many of the strategic projects are focused on improving student success, including StarFish. Figure 3 depicts fall and spring semester retention and





## STATE OF THE COLLEGE • 2021-22

persistence data versus student ethnicity for the past few years. Retention is defined as the percentage of students who return the following year (year to year) to continue their studies (after factoring out graduates or transfers). Persistence is defined as the percentage of students who return the following semester (semester to semester) to continue their studies (after factoring out graduates or transfers). From the figures, it is clear that African American students lag in student success. Several initiatives are ongoing to address this issue including the MOCHA student group, IDEAL Opportunity scholarship, and the Ready, Set, Success program. The College benchmark is 75% for retention. For purposes of this analysis, please ignore fall 2021 since this measure depends on fall 2022 enrollment (which is ongoing).

Persistence and Retention by Ethnicity Not Currently Dual Credit, Degree Seeking, Credit Students (CR), Fall, Credit Courses					Persistence and Retention by Ethnicity Not Currently Dual Credit, Degree Seeking, Credit Students (CR), Spring, Credit Courses			
IPEDS Ethnicity	Measures	Fall 2019	Fall 2020	Fall 2021	IPEDS Ethnicity	Measures	Spring 2020	Spring 2021
American Indian or Alaska Native	Persistence % (Reg)	50.00%	57.14%	72.73%	American Indian or Alaska Native	Persistence % (Reg)	80.00%	100.00%
	Retention % (Reg)	62.50%	71.43%	12.50%		Retention % (Reg)	100.00%	100.00%
Asian	Persistence % (Reg)	72.73%	100.00%	90.91%	Asian	Persistence % (Reg)	69.23%	75.00%
	Retention % (Reg)	63.16%	72.73%	35.29%		Retention % (Reg)	84.62%	75.00%
Black or African American	Persistence % (Reg)	56.34%	62.20%	62.04%	Black or African American	Persistence % (Reg)	51.49%	46.90%
	Retention % (Reg)	40.91%	39.32%	23.13%		Retention % (Reg)	60.40%	53.98%
Client Refused to Provide	Persistence % (Reg)	67.50%	79.55%	64.10%	Client Refused to Provide	Persistence % (Reg)	75.86%	73.17%
	Retention % (Reg)	61.11%	66.67%	35.29%		Retention % (Reg)	87.50%	75.61%
Hispanics of any race	Persistence % (Reg)	79.44%	66.94%	65.27%	Hispanics of any race	Persistence % (Reg)	54.02%	61.50%
	Retention % (Reg)	60.19%	53.37%	24.66%		Retention % (Reg)	62.88%	67.38%
Native Hawaiian or Other Pacific Islander	Persistence % (Reg)		100.00%	50.00%	Nonresident Alien	Persistence % (Reg)	56.52%	80.00%
	Retention % (Reg)			50.00%		Retention % (Reg)	69.57%	90.00%
Nonresident Alien	Persistence % (Reg)	92.00%	82.35%	76.19%	Two or more races	Persistence % (Reg)	60.00%	73.91%
	Retention % (Reg)	75.00%	84.62%	25.00%		Retention % (Reg)	65.96%	78.26%
Two or more races	Persistence % (Reg)	60.32%	64.06%	65.75%	White	Persistence % (Reg)	64.99%	67.56%
	Retention % (Reg)	45.61%	62.07%	27.94%		Retention % (Reg)	73.48%	70.84%
White	Persistence % (Reg)	75.92%	74.40%	68.84%	None Reported	Persistence % (Reg)	62.50%	77.78%
	Retention % (Reg)	61.11%	61.73%	31.30%		Retention % (Reg)	62.50%	77.78%
None Reported	Persistence % (Reg)	90.91%	80.00%	70.00%				
	Retention % (Reg)	50.00%	60.00%	28.57%				

Figure 3: Student Retention/Persistence by Student Ethnicity

Figure 4 depicts persistence and retention versus gender of student. Again, ignore fall 2021 since registration isn't complete so data is complete. Fall 2019 and fall 2020 shows that our male students dropped in persistence during the pandemic, but rebounded a bit in spring 2021. Overall, males lag females in retention and persistence. This is a national trend.

Overall, the student success metrics demonstrate that the College is performing about average for a technical/community college. Unfortunately, the student success projects focused in our strategic plans are not making significant impacts at this time. It may be too early to make any conclusions since the data may be skewed based on the disruption caused by the pandemic these past two years. One bit of good news is that student success did not take a major hit during the pandemic as it did nationally. Dr. Schmitt, Mr. Hayes, and Dr. Pierner were invited to present nationally on this topic.





## STATE OF THE COLLEGE • 2021-22

### Persistence and Retention by Gender

Not Currently Dual Credit, Degree Seeking, Credit Students (CR), Fall, Credit Courses

Gender	Measures	Fall 2019	Fall 2020	Fall 2021
Female (F)	Persistence % (Reg)	74.18%	74.54%	66.04%
	Retention % (Reg)	62.96%	61.56%	33.31%
Male (M)	Persistence % (Reg)	74.93%	68.49%	72.53%
	Retention % (Reg)	53.08%	55.15%	22.62%
Not Available (N)	Persistence % (Reg)	66.67%	100.00%	
	Retention % (Reg)		100.00%	

### Persistence and Retention by Gender

Not Currently Dual Credit, Degree Seeking, Credit Students (CR), Spring, Credit Courses

Gender	Measures	Spring 2020	Spring 2021
Female (F)	Persistence % (Reg)	68.21%	66.70%
	Retention % (Reg)	75.75%	70.81%
Male (M)	Persistence % (Reg)	53.95%	64.50%
	Retention % (Reg)	64.22%	67.84%
Not Available (N)	Persistence % (Reg)	25.00%	100.00%
	Retention % (Reg)	50.00%	100.00%

Figure 4: Student Retention/Persistence by Student Gender

## Academic Highlights

Dr. Schmitt has moved the Academic Affairs team forward by improving the program learning outcomes assessment and program review processes. In April, 2022, the EC team received executive overviews of all programs undergoing the program review process. These results will come to the District Board in summer/fall 2022. It was clear that the team had improved the process and were well prepared for deliver on a detailed analysis of the programs. The assessment processes continue to make huge gains in effectiveness, making learning better, and preparing the College for the Higher Learning Commission site visit next summer 2023. All faculty implemented the 2-year Assessment Alignment project spring 2022, thus shoring up assessment practices in relation to program outcomes and ensuring that each Core Ability and every Program Outcome is assessed every year (Strategic Project #3). The rest of this section summarizes departmental successes.

- The development of the SMA includes 45 regional manufacturers, several K-12 district partners, local workforce & economic development organizations. The first annual SMA Signing event happened with approximately 15 students signing with SMA employers for earn and learn opportunities. The SMA continues to grow in membership and events/activities.
- The CDL program exploded with training per the new FMCSA – Entry Level Driver Training (ELDT) requirements. The increase of training includes work with several companies who are sending drivers to an accelerated training program resulting in over 200K in revenue for truck driving training (400% growth over last year).



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- WCD and MATT division collaboration grew industry training at AMTC for flexible training and education serving 75 students and selling 331 credits specific to industry training needs, generating \$46K in tuition/fee revenue.
- Secured Workforce Advancement Training (WAT) grants in collaboration with the Southwest Wisconsin Workforce Development Board for incumbent worker and new manufacturing training including Power Skills Workshops serving 30 students, and an AIM (Acc. Industrial Maintenance) Certificate serving 19 students.
- Developed a new partnership with Monroe High School to have the College host students on-campus all year for a business development class.
- We added another collaboration with Green County Literacy Council.
- Hosted a new Rider Prep Coach train the trainer program, first one in Southern Wisconsin. Tracking 95% enrollment for upcoming courses.
- Served over 60 regional employers for customized contracted training, generating over \$90K in training revenue and serving over 520 duplicated students.
- Relaunched the Rock County Internship/Externship program. This collaboration with the Rock County Board is focused on an internship/externship program for high school students and teachers to connect with local employers. Suspended during COVID, the program relaunched to serve 26 students and 17 high school teachers summer 2022.
- The PAS and BPA student organizations were well represented with top five students at state and national competitions.
- New degree programs developed with AA/AS, Hospitality Management, Paramedic, and an embedded technical diploma within the Business Management program.
- The accounting program conducted another successful VITA tax year where program students help community members in need of tax preparation assistance.
- Developed new Foundation of Teacher Education and Behavior Technician program articulations with Viterbo University.
- Implemented the RSS (Ready Set Success) program to support students who may have had gaps in their academics due to COVID.
- Co-requisite remediation in both Math and Communication has shown success, waiting for data report detailing trend over the past four semesters.
- Started an Academic Coaching program; trained two staff members as "train the trainers" for embedded Academic coaching in tutoring and academic programs.
- Developed and piloted Writing Center (Math Center scheduled for fall 2022); created new "Learning Center" concept in SSC to support and integrate Writing and Math Centers, all tutoring, academic coaching, etc.
- ELL student enrollment up 150% - added new elementary school ELL/GED site in the School District of Beloit to offer programming MyEdChoice format.
- Library staff streamlined processes and supported on average 300 computer/hotspot checkouts each semester (about 100 in the summer).
- Implemented Quality Matters (QM) standards for quality course design. 98% of FT faculty have received training through Quality Matters. Student end of course survey results have indicated that course design has eased their abilities to navigate online courses and course design in any modality.
- The New Faculty Academy qualitative results indicate new faculty feel supported throughout their first year and ready to better support their students.



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- Successful accreditation visits and self-studies completed for Dental hygienist, Physical Therapy Assistant accreditation.
- The continuous process improvement project led to an increase in nursing program retention and graduation.

### Student Services Highlights

The College's work to enhance the student experience & support continued in a variety of ways including implementation of intervention inventories with students, integrating the internship/employment office within the CARE Center, implementing gender pronoun, name, and gender identity through all systems, and implementing a new student scholarship management system that led to an increase in scholarship applications. The rest of this section highlights departmental successes.

- Launched the Blackhawk Equity, Access, and Momentum (BEAM) program for the underserved populations.
- Streamlined the Recruit (an electronic college application system) to enhance the experience for students and improved overall efficiency for staff.
- Implemented Digital Credentials for graduates/completers.
- As an outcome to COVID needs, a Virtual Advising, Registration, and Orientation (VARO) process has been refined and revised to be a true virtual onboard option for program students.
- Program Orientations piloted in spring 2022 to be implemented at scale with fall 2022 semester.
- CARE Center space opened to serve students in October- Student Cupboard, Counseling, Career Services, Emergency Loans, Student Engagement and Community Resources.
- Launched Mental Health First Aid training for staff.
- First ever Diversity Summit was held for students, staff, and the community.
- Launched Headspace app and BetterMynd for students.
- Improved Financial Aid intervention and outreach at critical student touchpoints.
- Completed equitable distribution of HEERF money to all students.
- Five Rock University High School students going into Senior year with plans to graduate with Associate Degree upon graduation from high school.
- Launched a digital credential platform

Figure 5 summarizes the distribution of new students and high schools attended and gives some background to where our new students come from. Of note are the low numbers of enrollment at our three of our largest high schools (Janesville Craig and Parker, and Milton). These high schools continue to be a challenge for our recruitment team. Our numbers have increased dramatically at Monroe High School and Beloit continues to be one of our better performing areas.



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	2020	2021	2022	2023
High School	Enrolled Count	Enrolled Count	Enrolled Count	Enrolled Count
South Beloit High School (143935)	9	7	11	1
Albany HS (006301)	6	4	6	
Beloit: F.J. Turner HS (042201)	30	28	24	2
Beloit: Memorial HS (041301)	171	156	175	28
Brodhead HS (070001)	22	33	22	6
Clinton HS (113401)	33	25	27	1
Edgerton HS (156801)	25	26	31	4
Evansville HS (169401)	25	43	33	10
George Parker High School (500953)	24	28	6	6
Janesville Rock Univ HS (269507)	6	4	5	
Janesville: Craig Senior HS (269501)	105	131	122	24
Janesville: Parker (269502)	71	91	100	12
Janesville: Rock River Charter (269505)	11	14	15	4
Janesville: Virtual Academy (269506)	8	6	7	
Juda HS (273701)	8	10	7	1
Milton HS (361201)	66	83	62	16
Monroe HS (368201)	34	36	61	7
Monroe: Alternative Charter HS (368202)	2	3	1	
Monticello HS (369601)	5	6	11	2
New Glarus HS (393401)	8	3		1
Orfordville: Parkview HS (415101)	32	18	14	3
Tagos Leadership Academy (500949)	2	1	2	

Figure 5: New Student High School Attended

## Finance and Operations Highlights

Finance & College Operations continues to streamline processes with several improvements across multiple areas. Consistent with the budget/planning strategic project, the team utilized feedback to optimize the budget solution design and improve the user experience. The second planning cycle is complete with significant efficiencies gained in the administration of the budget planning process. A variety of other improvements to the budget system include Banner Self Service feature that was implemented with training delivered and a user guide placed on the intranet for user support. Another example of efficiency gains include the automation of annual across the board payroll adjustments. This new automated process was implemented with faculty contracts last August and will be used for all fiscal year based across the board pay adjustments. The rest of this section highlights departmental successes.

- A brainstorming session was held in February to identify facility needs re: Master Facilities Plan. Further planning discussions in May solidified the 1300 Wing is the next scope of work. Confirmation of stakeholders to occupy this space will be finalized in mid-June. Design planning will kick off in FY2023.
- Three bond issues to fund the \$32 Million capital referenda project were completed with interest rates well below projected. The timing for the third and final issue (\$19.5M) was instrumental in achieving low interest rate in advance of the Federal Reserve interest rate hike.
- Consideration of increasing annual capital borrowing due to inflationary impact on costs was completed and capacity existed to support an incremental increase in future annual borrowings. The Finance Committee discussed an incremental increase in borrowing and new bonding plan was discussed.



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- Substantial research was completed on the activation of compensation encumbrance reporting in the general ledger. Research uncovered implementation will require a substantial labor effort is needed to update the records, which will be a shared project between HR and Payroll. HR has requested this scope of work be deferred to FY2023 as their projects were already defined for FY2022 leaving little capacity for this work.
- A new RFID fixed asset tagging system was implemented with all current fixed assets converted to the new tagging system. The new system increases the speed of the physical inventory process by digital recognition of assets within the specific room/building.
- Substantial investments in instructional technology have been completed in the last two years, including equipping the 1500 Instructional Suite, completed this year. The technology solution plans for the Conference Center, Commons, and Courtyard were completed.
- Ellucian was engaged to conduct a strategic alignment assessment with module managers and key stakeholders with an executive summary of results presented to leadership. The strategic alignment plan will take three-years to complete with modernization and optimization of the system occurring throughout that time.
- Campus safety and security was reorganized this year to include occupational and environmental health and safety.
- The Emergency Preparedness Committee reviewed vehicle security recommendations and the options provided by RH Batterman (from high risk to full building barriers) and recommended placement in high risk areas for accidental vehicle acceleration into an occupied area of the building (i.e., atrium from circle drive). The physical barrier design will be included in the campus appeal work underway.
- The Emergency Preparedness Committee completed a risk assessment and a table top exercise is scheduled for summer 2022 for the high-risk event (chemical spill) identified in this assessment.
- The security officers continue to complete scenario-based training and maintain firearms training requirements as outlined in college policy and procedure.
- The cyber security risk assessment began in May and is nearly complete. IT Leadership will use the report to develop mitigation strategies for identified risks.

Migration to Microsoft Multi-Factor Authentication was completed in April.

## Human Resources Highlights

The Human Resources work spanned a spectrum of activities from compliance, compensation/classification, benefit/wellness, employee relations, diversity/equity, recruitment, and employee recognition. With faculty credentials now in Banner, HLC compliance improved through display on website and automatic upload to catalog. Improvements to the exit checklist/resignation form and communication to supervisors ensure a better transition for those leaving the organization. Focusing on the welfare and safety of our students and employees, HR implemented an incentive program for COVID vaccinations for employees and a free flu-shot clinic on campus. The rest of this section highlights departmental successes.

- Communicated 21-22 compensation for all employees including updated part-time non-teach wage schedule and updated student worker pay rates and total reward summaries for full-time employees.
- Conducted comprehensive market study for BTC faculty positions and update salary structure and ranges.



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- Reviewed position classification and recommended market adjustments for Safety, Security, and Risk Management Director, WCD, IT Help Desk, IT ERP Analyst, Digital Communications Specialist.
- Developed Flexible Work Options for employees.
- Coordinated annual open enrollment for health, dental, and vision insurance and flex spending accounts.
- Submitted and received ETF Wellness Grant to support wellness activities for employees and implemented Calm app and LifeWorks Employee Assistance Program for employees.
- Included harassment and discrimination and TIX complaint reporting to the College's complaint portal.
- Coordinated WTCS Civil Rights Review and voluntary compliance plan.
- Created and sponsored diversity and inclusion training and professional development to include Interview Bias Training and Ouch That Stereotype Hurts.
- Implemented preferred names/pronouns for employees.
- Revamped recognition for retirees and service year award recipients to include gift program and annual celebration event.
- Coordinated Beloit Snappers/Sky Carp employee events.
- Updated new employee orientation.

### Institutional Effectiveness/Accreditation

The Office of Institutional Research and Effectiveness has had another busy year, making significant process on many fronts. Data validation, increasing access to data and training on data utilization, and enhancing state and federal reporting processes are key accomplishments. The following lists depict more specific accomplishments.

- Created several data dashboards that highlight benchmarks and continued improving stakeholder's access to and usability of data.
- Enhanced End of Course evaluation system integration with College systems and created follow-up reports for EOC evaluations.
- Re-developed the petition process for Health program to minimize paper processes and enhance the speed and accuracy of petitioning and accepting students.
- Improved Graduate Follow-up Surveying procedures leading to significant outcomes-based funding performance.
- Created plan for HLC reaffirmation and prepared assurance system.
- Received preliminary approval for AA/AS from HLC and received permission to recruit students prior to receiving final approval from IAC Board of HLC.

### Marketing/Communication Highlights

The 2021-2022 year has been one of transition for the Marketing Team. After Jennifer Thompson left in August, the team was without an executive director until the end of October when Liz Paulsen was hired. Gabi Mar-Gagula, Digital Marketing Specialist, left in December and was replaced by Dave von Falkenstein in February. Even with these personnel changes, the Marketing Team successfully ran two digital enrollment marketing campaigns – one for spring 2022 and one for fall 2022 – and produced two magazines. The team also continued to maintain Blackhawk.edu, the Intranet and MyBTC student portal while also hosting two interns, participating





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in the campus appeal process, working to strengthen the BTC Updates weekly e-newsletter, and completing numerous design/print projects, including three program area view-books, enrollment postcards and flyers, the Continuing Education booklet, the Catalog and various BTC Foundation pieces.

The Marketing Team also has supported at least two dozen campus events through video, photography, livestreaming, program design, flyers, social media, signage, and event set-up. These events include two BA5s, Tech Exploration Days, Manufacturing Day, Soul Food Luncheon, pinning ceremonies for Nursing, Dental, DMS, Radiography, the Student Awards Ceremony, SMA Signing Day, Letter of Intent Signing Day, GED Graduation, Law Enforcement Graduation, and campus-wide Graduation. Other highlights include:

- Updated and replaced parking lot banners;
- Redesigned BTC Foundation logo;
- Published 2022-23 Catalog on time;
- Produced two magazines – winter 2022 and summer 2022. For the first time, the winter magazine included a remittance envelope.
- Organized Blackhawk Community Day scheduled for June 30.

## Resource Development & Foundation Highlights

The Resource Development area of the College, including the Blackhawk Technical College Foundation, continues to develop and grow. The results are demonstrated by the \$400,000 pledged for naming rights for parts of the new PSTC, increased number of students awarded scholarships, and enhanced support for new funds announced. The following list highlights many of the successes accomplished this year.

- The successful conclusion of the Nancy B. Parker Nursing Scholarship Fund campaign was celebrated at a Donor Appreciation Event on September 23, 2021.
- Unveiled the newly created a manufacturing donor wall at AMTC and announced the New Fund for the Future of Manufacturing at the 5-year celebration of the new AMTC during the Business After 5 event at AMTC in October.
- Leveraged “Naming Opportunities” within the PSTC training complex to enhance fundraising.
  - Alliant Energy - \$200,000 secured for Dig Pit + Utility Poles.
  - Blain Supply - \$100,000 secured for CTS’s Commercial Overhead Doors.
  - JP Cullen - \$100,000 secured for PSTC Educational Building’s Fitness Center + Walking Track.
- Continued implementation of IDEAL Opportunity Scholarship with a launch of a \$50,000 community match opportunity. Funding currently at \$34,000.
- Increased student awareness of scholarship availability by creating materials needed for recruiting including an Agriculture Scholarship promotional flyer, Manufacturing Scholarship one-page flyer, a new IDEAL Opportunity promotional flyer for students and one for donors, new IDEAL webpage, and “Perspective” Student scholarship link on web.
- Launched a new donor and student scholarship manager system
- Created a new scholarship disbursement policy to maximize student receipt of scholarship funds.
- The Foundation new updates major donors annually on the use of funds.
- Identified several new members of the Board including:
  - Kara Sankey – Vice President of Operations & Nursing at MercyHealth;



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- Angela Slagle – Organizational Capability Manager at Frito-Lay North America; and
  - Liz Menz – Director of Corporate Campaigns at United Way Blackhawk Region.
- Created several new scholarships within the Foundation including Blain Gilbertson Family Scholarship, Barbara Kronquist Memorial Scholarship, Compeer Financial Scholarship, David Phillips Endowed Scholarship, Draeger Family Scholarship, Edward Jennrich Scholarship, Gary Mawhinney Scholarship, Kevin Pope Memorial Scholarship, and the Harold Robb Memorial Scholarship.

### 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 Public Safety & Transportation Complex 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 and has changed little in the past few years.

### Strengths

- Great faculty and staff & excellent leadership team
- Outstanding facilities and plan with capital bond plan that enables the 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 for another year, but future may change
- Growing resource support through Foundation
- Community beginning to understand the overall impact of the College

### Challenges

- Improve recruitment 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 programs to UW system (program to program)

### Opportunities

- Community recognizing the College impact beyond training
- Improving community experience at BTC – e.g., Beloit/Janesville Symphony performances
- Recognized as a pathway to bachelor's degree with AA and AS
- 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)
- Utilizing new student programs (i.e., Sports/Unity Center) to engage students and increase enrollment

### Threats

- Madison College's new South Campus
- 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)

The Next Generation Learning team focused on two main questions this past year. The first, what will learning look like 10 years from now? The second involved an investigation into what we were doing to create a supportive environment. The first question was broken into three areas.

- The team focused on looking long term, analyzing the flexible delivery of our programs, and setting the bar for the college to follow. The team is working on prioritizing our path and exploring ideas. (i.e., virtual college)
- The team researched the different lab environments and what instructors need. They plan to have a session where instructors that are teaching lab courses can give feedback.
- To uncover the level of satisfaction with Blackboard, a survey was conducted and the responses were positive overall.
  - 74 faculty and 126 students responded
  - 9.5% of faculty said they were somewhat dissatisfied or dissatisfied with Blackboard
  - 8% of students said they were somewhat dissatisfied or dissatisfied with Blackboard

The second team of focused their work on determining the College's commitment to a supportive environment. This team broke their work into three components.

- The team worked on a MyEdChoice survey in high enrollment courses.
- The team explored an online student orientation and identified tools to replace current Blackboard orientation.
- The team explored the requirement for laptops as a college-wide requirement of students. A proposal was submitted but additional research needed to address concerns.

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

AA/AS degrees approved by UW Board of Regents with planned launch in fall 2022. In July, we expect to receive approval from the Higher Learning Commission (HLC) to offer Liberal Arts Transfer degrees—the Associate of Arts (AA) and Associate of Science (AS). The AA/AS degrees are a significant step toward achieving the College's goals for Strategic Project #2 to improve the transition from associate to bachelor Degree. For Rock and Green Counties this approval will mark a new era by expanding BTC's access mission to include both transfer degrees and technical programs.

This fall BTC will admit and advise students in the AA/AS degree programs while offering courses in partnership with UW-Whitewater at the Rock County Campus (UWW RCC). The College is collaborating with the faculty and staff at UWW RCC to plan for a seamless transfer student experience that aligns with our mission for flexible education in a supportive environment. Our common goal is to grow enrollments and increase the number of students that start at BTC and transfer to complete a bachelor's



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degree program at UW-Whitewater, or other UW partners. Long term, our AA/AS program impact will be measured by an increase in the baccalaureate attainment rate for residents in Rock and Green Counties.

### 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)

The assessment of student learning is an ongoing continuous improvement practice lead by the Committee for the Assessment of Student Learning (CASL). This year the committee worked to continuously improve educational practices based on assessment results. In order to achieve this goal, the faculty, and committee;

- Developed and deployed a core ability rubrics scoring tool (faculty reviewed)
- Revised reporting using WIDS (curriculum system employed by College) OAP tool
- Connected the core abilities as Institutional Learning Outcomes (ILO) to all PLO's in all programs within the WIDS environment
- Added new categories for "Action Plans" and "Closing the Loop" to analysis (faculty to engage in 4 year analysis of improvement interventions and student learning results)

In addition to improvements to the system described above, the committee and faculty assessed all program and course-level outcomes utilizing the Blackboard (BB) Analytics for Learn. As a part of this ongoing work, we;

- Revised Assessment Planning documentation and reporting tools
- Provided peer review of annual program assessment reports on student learning outcomes

The committee work moving forward is to pilot BlackBoard Analytics for Learn to assess student learning in select courses and program outcomes. Based on pilot study, make recommendation regarding feasibility of full scale implementation of BlackBoard Analytics for Learn as an assessment strategy for the College by the end of 2022-2023. A new process for assessment cycle was introduced and completed this year that included a spring 2022 Assessment Days.

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

The College completed the end of course evaluation process for all courses in both fall and spring semesters. The surveys indicate most students agreeing or strongly agreeing the course and instructors have a positive impact on learning. We achieved a valid result for most divisions with MATT continuing to present a problem mostly due to the number of evaluations students are being asked to complete when working through several one-credit courses in a semester. We will work with SmartEvals to see if they can help with a way to improve the response rate or aggregate across course types. This project is



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nearing completion. The District Board will receive full report on survey results. Appendix E is spring 2022 results in detail.

### C. Develop Master Courses to Enhance Consistency of Quality (PROJECT 5 – Curriculum Quality Committee)

All courses now have a WIDS Syllabus (completed 2020) and Blackboard Level II training for faculty meets Quality Matters (2020-2022) standards. Peer review processes developed involving faculty and Quality Matters standards. Courses meeting standard course content package continues to grow.

## III. Improve Our Data Informed Decision-Making Capabilities

*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 6 - Data Governance Committee)

Validated data between Banner, Cognos, and BlackBoard across several dimensions and launched several dashboards to support data needs of Academics Affairs and College-wide Committees including faculty dashboards. Work continues on improving stakeholder's access to and usability of data.

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

*Leads: Tony Landowski & Kathy Broske*

*Issue: The College needs to create a positive environment where everyone can succeed.*

*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. Implement Starfish to Increase Student Retention and Success (PROJECT 7 - Starfish Task Force)

Starfish Student Success platform implementation phases complete with the final Degree Planner programs going live for the spring 2022 registration period.

### B. Enhance Employee Performance Evaluation to Increase Employee Engagement (PROJECT 8 – Compensation Committee)

The new employee performance evaluation system launched in May. Continuous improvement feedback will be incorporated after conclusion of process in June. The work and system was based in the SumTotal LMS platform implemented as the professional development platform. The work done by HR set the stage. HR worked with SumTotal consultants to learn and configure the evaluation portion of



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the system. The new process is focused on Administrative and Support Staff employees with a plan to roll out the evaluation process in SumTotal for faculty next year.

### C. Improve Inclusion, Diversity, Equity and Accessibility (PROJECT 9 – IDEA Committee)

The work of the IDEA Committee continued with provided e-learning *Ouch! That Stereotype Hurts* training to all employees with 178 employees engaging in the e-learning portion and 101 employees attending the debrief session to discuss what was learned. Interview Bias Training conducted for hiring managers and interview teams to increase awareness of bias within the interview process. In addition, the committee led the development and adoption of the campus Diversity Statement and addition of Inclusion college value. Other work of the Committee included a partnership with our CITL team to host the spring Colloquium speaker: Equity Centered Trauma Informed Education. In May, a Campus Climate Survey was launched and the team sponsored 7 Employees in completing the Cornell Diversity Certificate.

### D. Enhance Community Engagement (PROJECT 10 - Community Engagement Committee(CEC))

Community Engagement Committee engaged in a comprehensive plan over this past year and made tremendous headway. The plan is broken up into four community sectors; Non-Profit Sector, Elected Officials & Government Agencies Sector, Business & Industry Sector, and the K-12 Partners Sector. Appendix D contains sample reports of engagements activities. The comprehensive community engagement plan is available upon request. The remaining component of this project entails engaging alumni in a meaningful way.

The CEC streamlined the process for the College's involvement with our district's communities by creating a centralized budget as well as organization of BTC staff at community events. This lead to an increased engagement with non-profits, chambers, K-12 partner events, workforce industry partners to keep BTC "top of mind". This work paid immediate dividends as evidenced by the multiple community awards received this year. In addition, the College instituted two (2) Forward Janesville Business After Five's (BA5) events; one at the Advanced Manufacturing Training Center (AMTC) on Thursday, October 14, 2021, and the second at the Public Safety & Transportation Complex (PSTC) on Thursday, April 14, 2022.

A new event will include an annual Golden Brick Awards ceremony to recognize alumni of the year, Technical Education champion, philanthropic award, faculty of the year, etc., while securing award sponsors for the Foundation on June 30, 2022.

### E. Create Master Plan to Enhance Campus Appeal (PROJECT 11 – Campus Appeal Task Force)

The Campus Appeal Task Force was formed in fall 2021. The task force is comprised of a group from all areas of the college including students. The team was introduced to the project scope, reviewed previous work completed with facility/branding standards and marketing schemes, and reviewed the facility master plan. Since the scope of project included interior and exterior of building and campus grounds, the team decided to break the project into three sub-groups; Courtyard Redesign, Campus Visits, and RFP.

- The Courtyard Redesign team conducted a design process with Angus-Young. This part of the project culminated in a courtyard design project that will go to the District Board in June 2022.



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Estimated completion of construction phase of project is November 2022 with spring 2023 planting.

- The Campus Visit team conducted site visits including, but not limited to, EPIC, UWGB, St. Norbert College, FVTC, NWTC, CVTC, Packers Hall of Fame, Lincoln Academy, MATC (Goodwin Campus), Sub-Zero, Thrivent Financial, Carthage College, Concordia College, and WCTC. Information gathered was reviewed by entire task force.
- The RFP team reviewed RFP template and finalized RFP, conducted bid process, and selected Plunkett-Raysich Architects, LLP (PRA) to lead the remainder of the Campus Appeal project.

The courtyard redesign and campus visit portion of the project are complete. PRA has conducted their project kick-off meeting and college leadership of project has transitioned to Liz Paulsen. This project is expected to be multi-year with the Campus Appeal plan being finalized by fall 2022 and presented to the District Board.

### V. Improve College Operational Efficiency and Effectiveness

*Lead: Tracy Pierner*

*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 12 – GPS)

Work continues with documenting policy, procedure, and processes. We completed the first year of the 3-year plan. This year, departmental forms standards were created and all forms converted. Departmental processes and practice documentation will be our next step with this project.

#### B. Implement the Integrated Planning and Budget System (PROJECT 13 – Executive Council)

This strategic project was identified in 2019-2020 as a necessary component to gain more efficiency in the budget process. A project team was formed. This team, led by Renea Ranguette, identified planning resources and their respective timelines, surveyed employees involved in budget development & management, and utilized these findings to form a “Request for Proposal for Budget Planning Solution”. After the project committee viewed demonstrations, the Vena Planning Solution was selected and implementation completed in fall 2020 with budget planning kick-off in January 2021.

Vena was utilized to develop the 2021-2022 budget and several improvements were identified by the users during the budget development process. These improvements set the stage for this year’s work - optimizing the Vena Budget Planning solution and build on the improvements identified by budget managers during the 2020-2021 budget year.

The team made sure to ‘Keep it Simple’ with standardized forms & improved workflow. Within the budget input area of system, the new funding request category was eliminated and a one-time funding request was added with non-personnel, pooled labor, and regular personnel being separated into unique tabs. The ability to select program, department, or division level was implemented for managers. In addition, budget reports were improved to allow the selection of program, department, or division



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levels with enhance formatting options. Finally, based on survey recommendations, the budget process calendar was adjusted along with other minor adjustments:

- Ability to work with all organization codes within budget at same time
- Enabled text wrap in cells
- Incorporated a daily HR data feed to ensure personnel data up to date
- Developed guides for each form

Next step is to conduct a post budget development survey of users to confirm whether improvements delivered desired results. This project is complete and operationalized.

### **C. Implement CLSS to Improve the Efficiency and Effectiveness of Scheduling (Project 14 CLSS Task Force)**

The CLSS Task Force utilized CLSS to make courses available for students to view on time for both spring 2022 and summer 2022/fall 2022 registration periods. This work eliminated the use of the old Access database. As part of their work, they learned how to use the software system, including workflow rules, thanks in large part to dollars provided for consulting sessions with CourseLeaf and created a “CLSS Working Group” with the departmental Schedulers, which appears to have worked well. The next steps in this project include;

- Ensure data from CLSS ports to Banner accurately and efficiently
- Eliminate or drastically reduce the manual intervention required with confirming that the necessary contact hours
- Enhance training documentation
- Provide “Class Notes” to students in a more visible and more automated way
- Better inform the actual scheduling of the sections across divisions

The software has been implemented, but the project is not complete. Although the scheduling process has been improved, there is more work to be done.



**APPENDIX B**

**Master Facilities Plan  
WTCS 3-Year Facilities Plan**





## Facilities Master Plan Status Summary Report

**History:** In academic year 2017-18, a cross-functional college team facilitated development of the current facilities master plan. The process involved review of the earlier plan and projects completed, meetings with and survey of faculty & staff, listening sessions with students, data review, and industry standards research. The team then brainstormed facility improvement ideas which were later filtered based on project merit/viability. The remaining projects were sequenced based upon priorities and inter-related elements (i.e. need to sequence) some projects. The proposed plan was presented to the college community with opportunity for feedback. The plan was adopted by the District Board in June 2018.

The Advanced Manufacturing Training Center was established in 2013-2015 and there is currently no plan for major capital investment in this facility. Relocation of the Center for Transportation Studies to Central Campus is planned in the proposed Public Safety and Transportation Center capital referenda.

A new building was recently constructed on the Monroe Campus to support agricultural instruction with potential for future transportation and/or manufacturing introductory courses (feeder to programs) delivered in this facility. A long term vision [not in current master plan] for Monroe Campus involves removing north-end (original) structure with addition for potential food production incubation center (creating L-shaped building).

Central Campus is a series of several buildings constructed over time with the front face of the college added in the 2002 Referenda. Areas of Central Campus have been refreshed in recent years.

Building improvement projects are planned in alignment with the College's Long Term Debt Service Plan. The District Board has established a debt service mill rate target which aides in determining resource capacity which guides the timing of capital investment plans.

**Status:** The attached Master Plan is updated to reflect the current status of projects. A Central Campus building map provides a visual graphic of areas touched in recent improvement projects.

**Purpose:** The Executive Council will review the Master Plan with focus on remaining projects, outstanding items, and any additions/edits to project list, as well as discussion on prioritization of projects for future improvement planning. The intention is to launch architectural planning for the next project(s) within 30 days to ensure design, project approvals, construction documentation, and bidding process are completed timely to allow for construction to commence in late spring 2021.

### PROJECTS:

**Student Services:** See #3 in Facilities Master Plan for project summary. The project scope [dream] expanded well beyond original scope during design sessions with the architects. The result was project costs well in excess of \$1.5 million project limit. Options include 1) breaking the project into two parts which will impact start of next project, 2) retaining the design and reschedule work for later in master plan schedule, 3) reduce project scope to complete within projected resources. The Expanded Plan is estimated to cost \$1,760,000 excluding furnishings. The Reduced plan is estimated at \$940,000 excluding furnishings.

**Commons Remodel:** See #4 in Facilities Master Plan for project summary. Recent discussion not reflected in the Master Plan, include relocating student union [student recreation] and fitness center to this area with portion of space earmarked for café dining.

**Courtyard improvements:** See #6 in Facilities Master Plan for project summary. These improvements align with student life in the commons area.

**Instructional Areas:**

**1500-1514 Remodel:** An addition since the 2018 Master Plan. Previously plan for minor refresh, this area is now planned for major remodel with classrooms designed to support MyEdChoice instructional model. The stairwells at both ends (Starbucks and Business Division) will be removed and redesigned to meet current code. Ideally this space will have an entrance into the redesigned Commons (*estimated cost of \$1.25 – 1.4M*)

**1300 Wing Remodel:** See #7 & #8 in Facilities Master Plan for project summary, expanded to include additional classrooms in 1300 wing. Likely to be completed in two phases due to high cost of culinary instructional space remodel.

Blackhawk Room – relocated to 1311/1313 – include back of house food service space  
Culinary Program Expansion – redesign shared kitchen and old Blackhawk Room (1315)

**Additional/Outstanding Projects: status is to be determined**

Public safety & Transportation Training Center – potential referenda

Showers for police academy (resolved in referenda)

Fitness Center/Sports Center (fitness potentially resolved in commons remodel)

Future space use plan if referenda is approved:

Lower level 1600 wing (range, DAAT, jail, etc.) plan referenda is approved

EPD garage (facilities or shuttle storage)

**Current student union and adjacent vacant space (consider for relocated Meeting Space)**

Options to raise ceiling and/or roof have been explored with cost estimates ranging from: \$400,000 to \$900,000 (raised roof with clerestory windows added along ceiling).

**District Office – potential Head Start presence in this building (new addition to planning)**

Beloit Center Science Lab intact, plan to remodel an existing lab

Former HVAC Wing (facilities has requested to allow relocation to main building)

**FUNDING CAPACITY:**

Capital Project Reserve (fund 3000): \$1,880,000 as of 7.1.2020

Long Term Future Borrowings for Facility Improvements Planned:

FY21 - \$1.5 Million

FY22 - \$2.2 Million

FY23 - \$1.5 Million

# 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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Section II – Existing Facilities.....	2
Section III – Three-Year Project Summary.....	3-5

# **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



**APPENDIX C**  
**Proposed Bonding Plan Outlook**

**Blackhawk Technical College**  
**Proposed Revisions to Long Range Capital Borrowing Plan**

<b>ANNUAL CAPITAL BORROWING PLAN</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>
Original		5,300,000	5,300,000	5,300,000	5,300,000	5,300,000
Revised		5,500,000	5,500,000	5,500,000	5,500,000	5,500,000
Difference		200,000	200,000	200,000	200,000	200,000
<b>ANNUAL BOND PRINCIPAL PAYMENTS</b>						
Original		7,295,000	7,320,000	7,200,000	7,180,000	7,270,000
Revised		7,495,000	7,495,000	7,580,000	7,775,000	7,740,000
Difference		200,000	175,000	380,000	595,000	470,000
<b>Equalized Property Value Projection</b>	16,159,386,341	16,482,574,068	16,812,225,549	16,980,347,805	17,150,151,283	17,321,652,796
<i>Annual Rate of Change Projected</i>		2.00%	2.00%	1.00%	1.00%	1.00%
<b>Debt Mill Rate Projection</b>						
Original	0.54263	0.52546	0.53853	0.52695	0.52040	0.51984
Revised		0.53827	0.55059	0.55611	0.54762	0.54261



**Appendix D**  
**Foundation Report Example**  
**WCD Report Example**

# Community Engagement Strategic Plan Update

## Executive Council – May 4, 2022

### 2021-2022 Highlights

#### *Non-Profit Sector – To Support Community Good*

- Chamber of Commerce Support
  - Forward Janesville
    - Annual Dinner – BTC Representation
    - Golf Outing – Green Sponsor with Foursome
    - Annual Awards Luncheon – BTC Representation
    - Business After Five's – BTC Representation
    - FJI Ambassador Representation: Lisa Hurda
  - Greater Beloit Chamber of Commerce
    - Chamber of Commerce Membership Dues
    - Annual Dinner – Silver Sponsor & BTC Representation
    - Business Education Summit Sponsor & BTC Representation
    - GBCC Ambassador Representation: Dr. Jon Tysse
  - Milton Area Chamber of Commerce
    - Annual Awards Dinner – BTC Representation
  - Stateline Chamber of Commerce
    - Influential Women in Business Luncheon – BTC Representation
- Non – Profit Organizational Support
  - YWCA of Rock County – Sponsorship Bundle
    - Walk a Mile in Her Shoes
    - Women of Distinction
    - Virtual Racial Justice Conference: (Two Complimentary Registrations)
    - Representation on Board of Directors & Committees: Dr. Karen Schmitt & Geri Downing
  - Leadership Development Academy
    - LDA Participant (Alicia Acker)
    - Year-Long Bronze Sponsor
    - Representation on Board of Directors: Colleen Koerth
  - Community Action of Rock & Walworth Counties, Inc.
    - Gingerbread Extravaganza Sugar Plum Sponsor
  - United Way Blackhawk Region
    - Volunteer Team for Day of Caring – Nature at the Confluence
    - BTC Representation on Community Grant Panel: Lisa Hurda
  - Downtown Janesville Inc. (DJI)
    - Music at the Marv Sponsor (Summer Concert Series)
  - Beloit International Film Fest (BIFF)
    - 2022 Corporate Sponsorship



## Centralized Community Relations Budget & Calendar

- FY 2021-2022 – Creation of a Centralized Community Relations Budget
- Creation of an annual calendar of community engagement for the non-profit sector

## Community Outreach Efforts

- Forward Janesville & Milton Area Chamber of Commerce Business After Five (BA5)
  - Highlight: Advanced Manufacturing Training Center: Thursday, October 14, 2021
  - Approximately 250 guests attended
- Forward Janesville & Greater Beloit Chamber of Commerce Business After Five (BA5)
  - Highlight: Public Safety + Transportation Center (PSTC) Training Facility: Thursday, April 14, 2022
  - Approximately 275 guests attended
- Community Open House – June 30, 2022
- Golden Brick Awards Ceremony – June 30, 2022



## Community Recognition

- Greater Beloit Chamber of Commerce – 2021 Large Business of the Year Award Recipient
- Janesville Gazette's Best of the Best for Local Colleges
- Forward Janesville's Large Business of the Year (50+ Employees) Award Recipient
- YWCA Women of Distinction – Corporate Merit Award Winner







## ***Workforce & Community Development***

### **Community Engagement = Workforce & Community Development**

- Increase Business & Industry contracting and outreach
  - Stateline Manufacturing Alliance = activities at AMTC (example: signing event at Milton with over 100 individuals – leading to BTC program exposure) / Networking industry training
    - Workforce Innovation Grant
  - Highlight of Frito Lay for WTCS future makers award
  - Highlight of Scot Forge = (BTC award)
  - KANDU = WAT grant application for training
  - Contracting and Credit's Sold for industry training for incumbent workers
- Educate Elected Officials & Government Agencies on BTC's impact on community
  - Rock County Internship / Externship Program
- Work with Non-profits to support community good
  - KANDU Industries = MATT division student project work & BTC Community Partner award
  - Forward Janesville = collaborating on potential leadership training and workforce development recruitment efforts
  - SWWDB = contracts, grants
  - LDA = board and program support / BTC student support – received "Friends of LDA Award"
  - WCD engagement with local chambers on committees
  - Monroe Chamber partnership for workshops and lunch and learns
  - Green county literacy council opportunity for utilizing Enterprise center on north side of campus
- Work with K-12 Partners to create better pathways to workforce and transfer

Workforce & Community Development staff engage in several external related activities, as it is a primary focus for our team to be the link between business and industries within our communities and the college.



Appendix E  
**End of Course Survey Results**

Figure 1: College-wide results from course-related questions on end of course evaluations, spring 2022

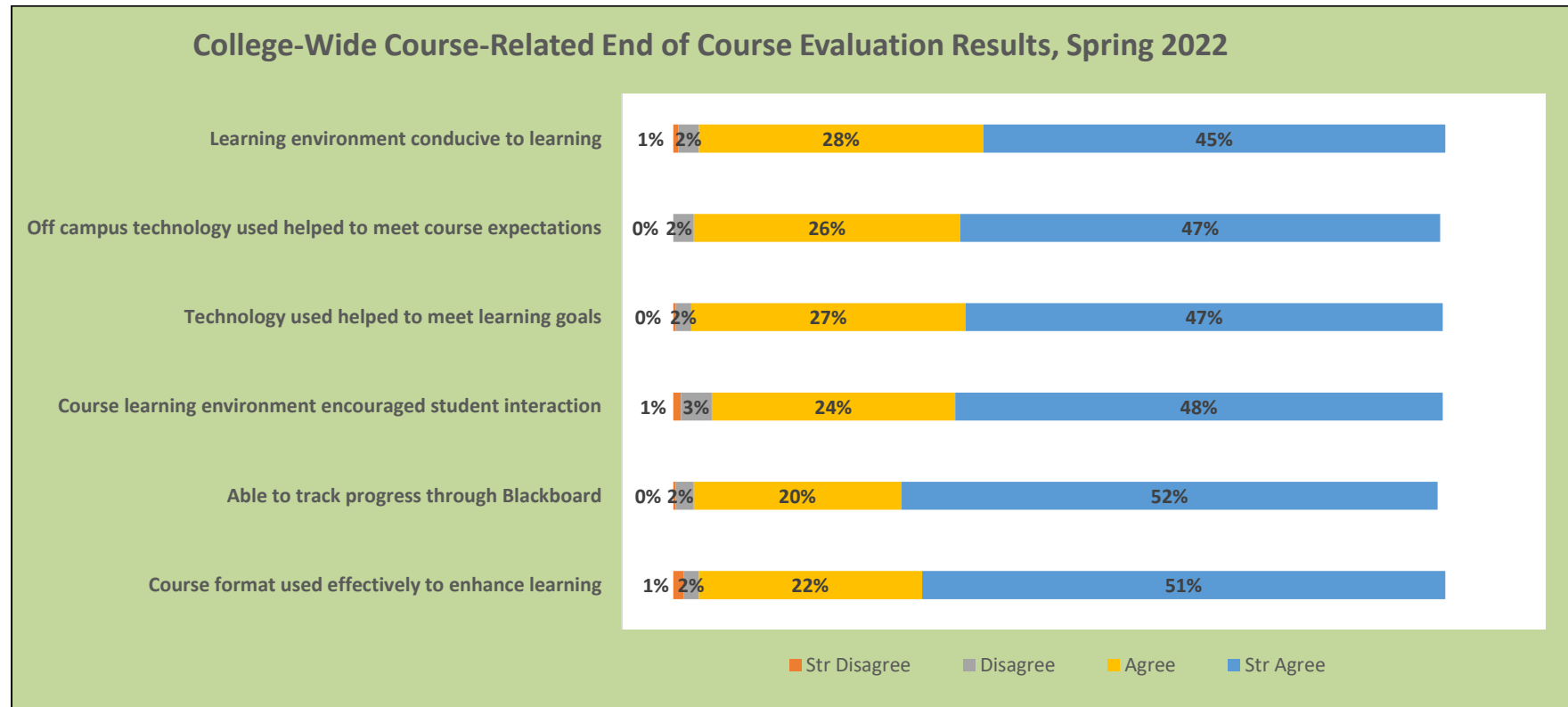


Figure one shows the college-wide results from course-related questions from the spring 2022 end of course evaluation survey. Each statement is rated on a 4-point scale, ranging from strongly disagree to strongly agree. The overall response rate was 29% Giving us a statistically meaning results

Source: SmartEvals

Figure 2: College-wide results from instructor-related questions on end of course evaluations, spring 2022

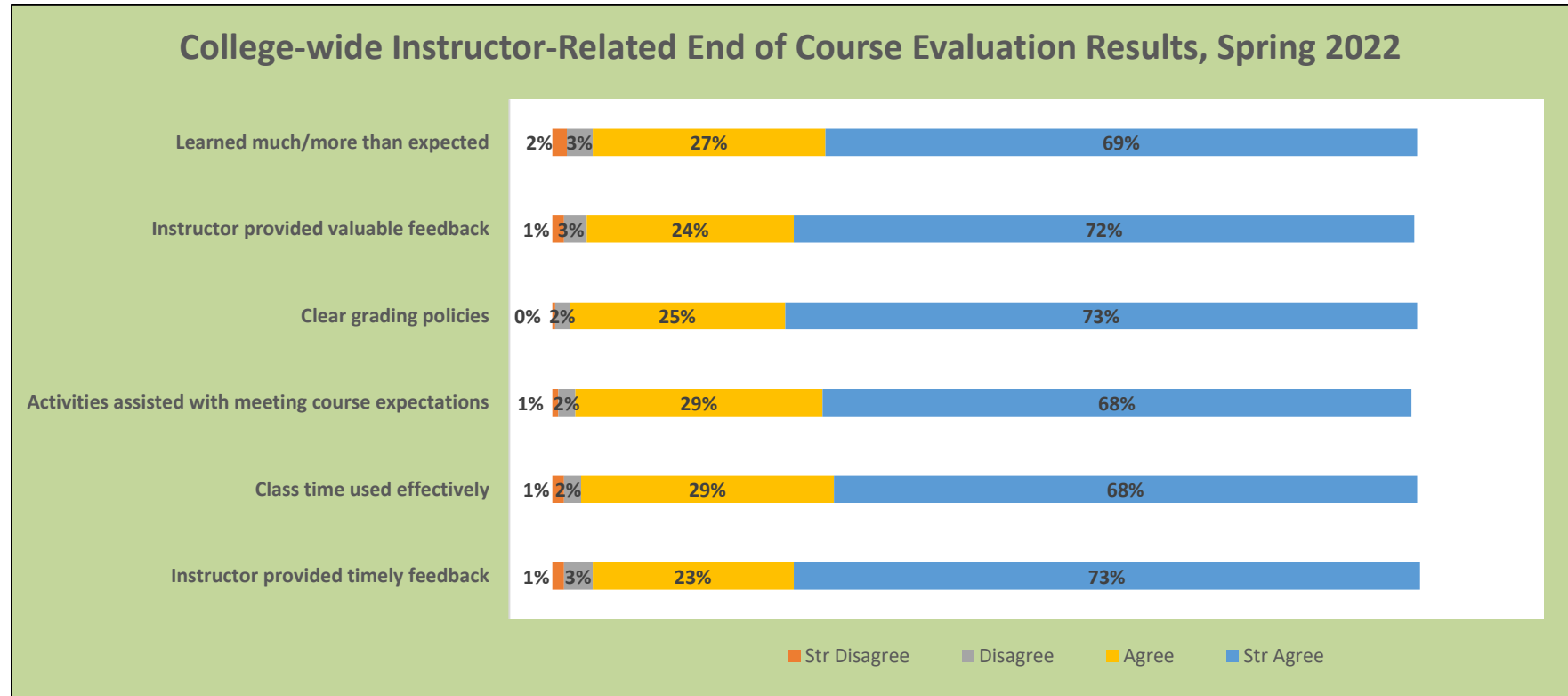


Figure two shows the college-wide results from instructor-related questions from the spring 2022 end of course evaluation survey.

Source: SmartEvals



JUNE 15, 2022

## INFORMATION/DISCUSSION

- Financial Statement
- May 18, 2022, Personnel Committee Meeting Minutes



# INFORMATION/DISCUSSION ITEM A.

## BLACKHAWK TECHNICAL COLLEGE Summary of Revenue and Expenditures as of May 31, 2022

<b><u>COMBINED FUNDS</u></b>	<b>2021-22 CURRENT BUDGET</b>	<b>2021-22 ACTUAL TO DATE</b>	<b>2021-22 PERCENT INCURRED</b>	<b>2020-21 ACTUAL TO DATE</b>	<b>2020-21 PERCENT INCURRED</b>
<b>REVENUE &amp; OTHER RESOURCES:</b>					
Local Government	\$ 16,170,346	\$ 16,184,437	100.1%	\$ 16,078,162	100.1%
State Aids	16,135,002	14,647,766	90.8%	14,006,636	93.1%
Statutory Program Fees	5,410,877	5,668,357	104.8%	5,327,825	100.0%
Material Fees	388,719	316,317	81.4%	315,554	97.1%
Other Student Fees	726,302	947,078	130.4%	1,119,130	122.2%
Institutional	3,929,910	2,600,907	66.2%	2,503,457	89.2%
Federal	17,587,067	11,859,881	67.4%	9,960,062	69.2%
Other Sources (Bond/Transfer from Other Fund)	<u>30,148,387</u>	<u>29,800,000</u>	98.8%	<u>11,035,061</u>	98.8%
Total Revenue & Other Resources	<u>\$ 90,496,610</u>	<u>\$ 82,024,742</u>	84.9%	<u>\$ 60,345,887</u>	89.8%
<b>EXPENDITURES BY FUNCTION:</b>					
Instruction	\$ 18,571,628	\$ 15,401,480	82.9%	\$ 16,051,144	81.4%
Instructional Resources	3,560,750	2,584,610	72.6%	2,549,963	55.2%
Student Services	16,968,845	13,261,553	78.2%	11,607,688	85.7%
General Institutional	9,019,109	6,858,431	76.0%	6,709,138	78.9%
Physical Plant	47,162,899	22,112,331	46.9%	12,719,257	63.3%
Auxiliary Services	286,632	249,960	87.2%	255,678	82.5%
Other Uses (Transfer to Other Fund)	<u>348,387</u>	<u>-</u>	0.0%	<u>-</u>	0.0%
Total Expenditures & Other Uses	<u>\$ 95,918,250</u>	<u>\$ 60,468,365</u>	63.3%	<u>\$ 49,892,868</u>	74.7%
<b>EXPENDITURES BY FUNDS:</b>					
General	\$ 28,646,808	\$ 23,988,322	83.7%	\$ 24,606,240	87.5%
Special Revenue	4,133,544	2,481,467	60.0%	2,099,735	43.5%
Capital Projects	40,562,859	14,638,032	36.1%	5,175,213	36.0%
Debt Service	8,802,000	8,801,054	100.0%	8,513,457	98.5%
Enterprise	47,632	24,025	50.4%	42,484	51.2%
Internal Service	239,000	225,935	94.5%	213,194	93.9%
Trust & Agency	13,138,020	10,309,530	78.5%	9,242,545	87.9%
Other Uses (Transfer to Other Fund)	<u>348,387</u>	<u>-</u>	0.0%	<u>-</u>	0.0%
Total Expenditures	<u>\$ 95,918,250</u>	<u>\$ 60,468,365</u>	63.3%	<u>\$ 49,892,868</u>	74.7%
Fund Balances, Beginning	\$ 25,186,698	\$ 25,186,698		\$ 18,357,562	
Change in Fund Balance	<u>(5,421,640)</u>	<u>22,521,349</u>		<u>10,453,019</u>	
Fund Balances, Ending	<u>\$ 19,765,058</u>	<u>\$ 47,708,047</u>		<u>\$ 28,810,581</u>	

<b>Debt Service Detail</b>					
Principal Payments	7,495,000	7,495,000	100.0%	7,425,000	100.0%
Interest Payments	1,128,750	1,127,954	99.9%	1,024,082	90.1%
Other Debt Service Expenses	<u>178,250</u>	<u>178,100</u>	99.9%	<u>64,375</u>	94.7%
Total Debt Service Payments	<u>\$ 8,802,000</u>	<u>\$ 8,801,054</u>		<u>\$ 8,513,457</u>	





# INFORMATION/DISCUSSION ITEM E. b.



**BLACKHAWK** Technical College

## PERSONNEL COMMITTEE MEETING WEDNESDAY, MAY 18, 2022 4:00 P.M. – 4:45 P.M.

### MINUTES

#### CALL TO ORDER

The Personnel Committee meeting was held on Wednesday, May 18, 2022, at the Central Campus, 6004 S County Road G, Janesville.

**Board Members Present:** Rich Deprez, Chairperson; Rick Richard; Steve Pophal; and Kathy Sukus.

**Board Members Absent:** Eric Thornton.

**Other Board Members Present:** Barb Barrington-Tillman (arrived at 4:09 p.m.) and Laverne Hays.

**Staff Present:** Dr. Tracy Pierner, Kathy Broske, Dr. Karen Schmitt, and Julie Barreau.

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

#### CLOSED SESSION

It was moved by Mr. Pophal and seconded by Mr. Richard to adjourn to a closed session pursuant to Wis. Stats. 19.85 (1) (e) for the purpose of discussion on Division Restructure and an initial discussion on base wage negotiations with the Blackhawk Technical Faculty Federation.

The roll was called. The following members voted affirmatively: Mr. Deprez, Mr. Pophal, Mr. Richard, Ms. Sukus, and Mr. Hays. **Motion carried. All in favor.**

All staff was excused from the closed session, except for Dr. Tracy Pierner, Ms. Broske, Dr. Karen Schmitt, and Ms. Barreau.

It was moved by Ms. Sukus and seconded by Ms. Barrington-Tillman to adjourn the closed session at 4:20 p.m.

The roll was called. The following members voted affirmatively: Mr. Deprez; Mr. Pophal; Mr. Richard; Ms. Sukus; Mr. Hays; and Ms. Barrington-Tillman. **Motion carried. All in favor.**

Chairperson Deprez called the meeting to order an open session at 4:20 p.m. **All in Favor. Motion carried.**

## INFORMATION/DISCUSSION/ACTION

### A. Faculty Compensation Study

Kathy Broske, Executive Director of Human Resources and Organizational Development, presented on the Faculty Compensation Study.

- QTI Consulting conducted the Faculty Compensation Study.
- Study included market benchmarking for 45 faculty jobs by collecting market data from 12 survey sources and recommended salary structure enhancements based on market data.
- QTI targeted Midwest regional market data at the 50<sup>th</sup> percentile (market median).
- Compared to market median base pay levels, BTC's current salary structure slightly lags the market.
- QTI developed two (2) salary structure options.
- Option 1: Salary Structure – Maintains five (5) grades.
- Option 2: Salary Structure – Four (4) grades, collapsing grade 1 into grade 2.
- The recommended salary structure is Option 1. The College will continue with the 5-grade structure and implement the salary ranges and grade adjustments associated with Option 1.

The Personnel Committee recommends the Faculty Compensation Study Option 1: Salary Structure. It was motioned by Mr. Pophal and seconded by Ms. Barrington-Tillman. **Motion carried. All in favor.**

### B. 2022-2023 Compensation Proposal

Kathy Broske, Executive Director of Human Resources and Organizational Development, provided information on the 2022-2023 Compensation Proposal with the Personnel Committee members, including the plan to increase the pay ranges for administrative and support staff by three (3) percent.

Market data on median structure and median pay increase trends has been reviewed with the Personnel Committee members. The administration recommends a three (3) percent across-the-board pay increase for the Fiscal Year 2022-2023, including below midpoint and market adjustments.

## ADJOURNMENT

It was moved by Ms. Sukus and seconded by Mr. Pophal to adjourn the meeting at 4:48 p.m. **All in Favor. Motion carried.**



JUNE 15, 2022

## CONSENT AGENDA

- May 18, 2022, District Board Regular Meeting Minutes
- Current Bills
- Training Contracts



# CONSENT AGENDA ITEM A.



**BLACKHAWK** Technical College

## REGULAR DISTRICT BOARD MEETING

WEDNESDAY, MAY 18, 2022

5:00 P.M.

### MINUTES

#### CALL TO ORDER

The Blackhawk Technical College District Board Regular meeting was held on Wednesday, May 18, 2022, at the Central Campus, 6004 S County Road G, Janesville, in the Administration Building.

**Board Members Present:** Eric Thornton, Chairperson; Barbara Barrington-Tillman, Vice-Chairperson; Rich Deprez, Secretary; Rick Richard, Treasurer; Laverne Hays; Rob Hendrickson; Suzann Holland; Steve Pophal; and Kathy Sukus (left 5:28 p.m.).

**Board Members Absent:** None.

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

**Student Representative:** None.

**Guests:** None.

Chairperson Thornton called the Blackhawk Technical College District Board meeting to order at 5:04 p.m. Chairperson Thornton called for Public Comment. There were no comments.

#### SPECIAL REPORTS

Chairperson Thornton called for Special Reports.

- A. BTC Retiree Deb Pessoa was recognized for their retirement on May 27, 2022, after 17 years of service.
- B. Dr. Tracy Pierner provided an update on the Courtyard Renovations project.

#### INFORMATION/DISCUSSION

Chairperson Thornton called for Information/Discussion items.

- A. Renea Ranguette reviewed the April Financial Statement with the District Board members.
- B. Dr. Tracy Pierner presented his monthly report to the District Board members.
- C. Dr. Tracy Pierner provided an update on the Public Safety & Transportation Center (PSTC) Project.
- D. There was no Finance Committee meeting scheduled in May. No report out or recommendation(s).
- E. The Personnel Committee met before the District Board Meeting. Chairperson Deprez provided a report to the District Board members:
  - The Personnel Committee went into a closed session.
  - Information on the Faculty Compensation Proposal was provided.
  - The 2022-2023 Compensation Proposal was reviewed.

- F. Staff changes consisting of new hires, new positions, resignations, and retirements were reviewed.

## CONSENT AGENDA

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

- A. April 20, 2022, District Board Regular Meeting Minutes.
- B. Current Bills – The April bills include (Starting Check #00288535 and Ending Check #00288793):

Direct Deposit Expense Reimbursements	\$ 1,881,739.58
Payroll	\$ 979,218.96
Payroll Tax Wire Transfers	\$ 242,022.00
Other Wire Transfers	\$ 42,861.04
WRS Wire Transfers	\$ 161,361.21
P-card Disbursements	\$ 149,072.20
Bond Payment	\$ 0.00
Health Insurance Wire Transfer	\$ 310,355.58
<i>Grand Total for the Month</i>	<i>\$ 3,766,630.57</i>

- C. Training Contracts – Report Totals:

Number Served	Estimated FTEs	BTC Cost Formula	LAB Cost Formula	Actual Contract Cost
3936	349.86	\$1,718,913	\$34,803	\$1,718,916

- D. Confirmation of Annual Contract issued to Jaime Ginner, LTE Surgical Technology Instructor.

**All in favor. Motion carried.**

## ACTION ITEMS

Chairperson Thornton called for Action Items.

- A. It was moved by Ms. Holland and seconded by Mr. Deprez to approve the Remission of Out-of-State Tuition Report. **All in favor. Motion carried.**
- B. It was moved by Mr. Pophal and seconded by Ms. Barrington-Tillman to approve the Adoption of the Fiscal Year 22-23 Budget for Presentation at the Public Hearing; Setting a Date for the Public Hearing. **All in favor. Motion carried.**
- C. It was moved by Mr. Pophal and seconded by Ms. Barrington-Tillman to approve the Resolution Declaring Official Intent to Reimburse Expenditures on Electrical System Upgrades from Proceeds of Borrowing. **All in favor. Motion carried.**

Personnel Committee:

The Personnel Committee recommends the Faculty Compensation Study Option 1: Salary Structure. It was motioned by Mr. Pophal and seconded by Ms. Barrington-Tillman. **Motion carried. All in favor.**

## NEW BUSINESS

Chairperson Thornton called for New Business.

- A. District Board Professional Development. There were none.
- B. Policies and Procedures. There were none.



C. Budgetary. There were none.

## OTHER BUSINESS

Chairperson Thornton called for Other Business.

A. WTCS Consortium Update.

- a. District Board Association (DBA)
  - District Board Member Laverne Hays provided a report on the Spring DBA meeting.
- b. Insurance Trust (WTC)
  - No update.
- c. Marketing Consortium
  - No update.
- d. Purchasing Consortium
  - No update.

## FUTURE AGENDA ITEMS

Chairperson Thornton called for Future Agenda Items. There were none.

## ADJOURNMENT

It was moved by Mr. Pophal and seconded by Ms. Barrington-Tillman to adjourn the meeting at 6:19 p.m. **All in Favor. Motion carried.**

Richard Deprez

Secretary



## CONSENT AGENDA ITEM B.

Blackhawk Technical College

### BILL LIST SUMMARY

Period Ending May, 2022

Starting Check Number	00288794		
Ending Check Number	00290421	Plus Direct Deposits	
PAYROLL TAXES			
Federal	497,760.50		
State	<u>82,497.59</u>		
			580,258.09
PAYROLL BENEFIT DEDUCTIONS & FRINGE PAYMENTS			
Retirement	-		
Health and Dental Insurance	21,652.23		
Miscellaneous	<u>16,049.33</u>		
			37,701.56
STUDENT RELATED PAYMENTS			492,375.40
CURRENT NON CAPITAL EXPENSES			453,813.07
CAPITAL			1,158,487.70
DEBT			<u>-</u>
			2,722,635.82
TOTAL BILL LISTING AND PAYROLL TAXES			
			2,722,635.82
PAYROLL-NET			<u>1,021,112.02</u>
SUB TOTAL BILL LISTING AND PAYROLL			3,743,747.84
PLUS OTHER WIRE TRANSFERS			78,319.33
PLUS WRS WIRE TRANSFERS			162,024.12
P-CARD DISBURSEMENTS			133,717.58
WIRE FOR LAND PURCHASE			-
PLUS BOND PAYMENT			-
HEALTH INSURANCE WIRES			<u>313,441.74</u>
GRAND TOTAL FOR THE MONTH			<u><u>4,431,250.61</u></u>



## CONSENT AGENDA ITEM C.

### CONTRACT TRAINING REPORT JUNE 2022

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
2023-1003	Rock Co IT	12	0.18	\$2,865	\$2,683	\$2,865
	<i>Leadership</i>					
2023-1013	SWWDB	19	0.63	\$7,018	\$4,875	\$7,018
	<i>Mechanics of Learning</i>					
2023-1014	SWWDB	19	0.63	\$8,466	\$7,962	\$8,466
	<i>TIMS</i>					
2023-1016	Scot Forge	10	0.03	\$1,189	\$894	\$1,189
	<i>OSHA Safety</i>					
2023-1017	Scot Forge	10	0.1	\$5,060	\$4,072	\$5,060
	<i>Electrical</i>					
2023-1018	Scot Forge	10	0.2	\$9,951	\$8,740	\$9,951
	<i>Electromechanical</i>					
2023-2021	Seneca	50	0.08	\$2,904	\$1,764	\$2,904
	<i>Machine Safety (6/7)</i>					
2023-2022	Seneca	50	0.08	\$2,904	\$1,764	\$2,904
	<i>Machine Safety (6/9)</i>					
		180	1.93	\$40,357	\$32,754	\$40,357

#### Technical Assistance Contract Detail

Contract #	Business/Industry	# Served	Est. FTEs	BTC Cost Formul	LAB Cost Formula	Actual Contract Amount
2023-1027	Alliant Energy	1	NA	\$6,059	\$5,710	\$6,059
	<i>CDL 120 hour</i>					
2023-1028	Alliant Energy	1	NA	\$6,059	\$5,710	\$6,059
	<i>CDL 120 hour</i>					
2023-1029	Alliant Energy	1	NA	\$6,059	\$5,710	\$6,059
	<i>CDL 120 hour</i>					
		3		\$18,177	\$17,130	\$18,177

#### High School Customized Instruction Contract Detail

2023-1019	CareerTek	15	1.00	\$7,905	\$9,188	\$7,905
	<i>CNA - 90 hours</i>					
		0	1	\$0	\$0	\$7,905

WAT Grant Customized Instruction Contract Detail						
Contract #	Business/Industry	# Served	Est. FTEs	BTC Cost Formul	LAB Cost Formula	Actual Contract Amount
		0	0	0	0	0
Combined Contract Totals						
		# Served	Est. FTEs	BTC Cost Formul	LAB Cost Formula	Actual Contract Amount
		183	2.93	\$58,534	\$49,884	\$66,439
High School At Risk Detail						
Contract #	Business/Industry	# Served	Est. FTEs	BTC Cost Formul	LAB Cost Formula	Actual Contract Amount
	Albany High School	1				\$2,304
	HSED Preparation for High School At-Risk Student(s)					
		0	0	\$0	\$0	\$2,304
Transcripted Credit Contract Detail						
Contract #	Business/Industry	# Served	Est. FTEs	BTC Cost Formul	LAB Cost Formula	Actual Contract Amount
2022-8008	Craig High School	1092	112.37	-\$38,972		-\$38,972
		0	0	-\$38,972	0	-\$38,972
All Contracts						
	All Contracts	183	2.93	\$19,562	\$49,884	\$29,771
Please note: Transcripted Credit shows a negative amount. This is due to a reduction in the final registration numbers for Craig High School bringing the total TC amount for 2021-2022 from \$1,676,411 to \$1,637,142						

## Contract Training Approved By The District Board

	Month	FY 2017-18		FY 2018-19		FY 2019-20		FY 2020-21		FY 2021-22	
		Month's \$	YTD \$	Month's \$	YTD \$	Month's \$	YTD \$	Month's \$	YTD \$	Month's \$	YTD \$
1st Quarter	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	\$79,603	\$114,351
	September	\$355	\$153,896	\$110,603	\$390,956	\$51,844	\$452,426	\$17,532	\$33,921	\$63,394	\$177,745
2nd Quarter	October	\$83,880	\$237,776	\$36,363	\$427,319	\$18,826	\$471,252	\$29,073	\$62,994	\$22,313	\$200,058
	November	\$53,542	\$291,318	\$48,817	\$476,136	\$75,772	\$547,024	\$59,156	\$122,150	\$52,930	\$252,988
	December	\$44,997	\$336,315	\$67,999	\$544,135	\$54,312	\$601,336	\$18,026	\$140,176	\$54,656	\$307,644
3rd Quarter	January	\$24,683	\$360,998	\$101,678	\$645,813	\$50,873	\$652,209	\$30,791	\$170,967	\$12,501	\$320,145
	February	\$53,006	\$414,004	\$56,091	\$701,904	\$103,533	\$755,742	\$31,829	\$202,796	\$48,571	\$368,716
	March	\$45,199	\$459,203	\$47,919	\$749,823	\$75,337	\$831,079	\$48,171	\$250,967	\$60,958	\$429,674
4th Quarter	April	\$729,308	\$1,188,511	\$118,534	\$868,357	\$2,663	\$833,742	\$26,869	\$277,836	\$26,322	\$455,996
	May	\$43,748	\$1,232,259	\$1,105,126	\$1,973,483	\$2,464,616	\$3,298,358	\$1,675,805	\$1,953,641	\$1,679,944	\$2,135,940
	June	\$134,996	\$1,367,255	\$70,739	\$2,044,222	\$70,739	\$3,369,097	\$27,698	\$1,981,339	\$29,771	\$2,165,711
YTD TOTAL \$		<u>\$1,367,255</u>		<u>\$2,044,222</u>		<u>\$3,369,097</u>		<u>\$1,981,339</u>		<u>\$2,165,711</u>	

### Historical Reference

FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22
WAT Grants: \$300,167 Transcripted Credit w/HS: \$693,632 HSED w/HS: \$20,240	WAT Grants: \$273,707 Transcripted Credit w/HS: \$1,401,292 HSED w/HS: \$23,572	WAT Grants: \$123,702 Transcripted Credit w/HS: \$2,464,616* HSED w/HS: \$15,082	WAT Grants: \$145,703 Transcripted Credit w/HS: \$1,652,700 HSED w/HS: \$13,788	WAT Grants: \$39,864 Transcripted Credit w/HS: \$1,637,142 HSED w/HS: \$8752

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





JUNE 15, 2022

## ACTION ITEMS

- Purchase Agreement for 10 Acres Located within Rock Township (Tax Parcel No. 6-17-330.2 / Tax Identification No. 034 10300102)
- Resolution Authorizing the Issuance of \$3,800,000 General Obligation Promissory Notes, Series 2022B, of Blackhawk Technical College District, Wisconsin
- Contract for Parking Lot Improvements
- Request Additional Funding for the Central Campus Remodel Projects
- Central Campus Courtyard Remodel Contingent Upon Wisconsin Technical College System Board (WTCSB) Approval and Request WTCSB Approval of Remodel
- Resolution to Create District Reserves and Establish Reserves of Fund Balances
- FY 2022-23 Budget for the Blackhawk Technical College District

### ***Personnel Committee Items***

- Administrative Staff Salaries for the Fiscal Year 2022-23
- Part-Time Wages for the Fiscal Year 2022-23
- Support Staff Wages for the Fiscal Year 2022-23
- Ratification of 2022-23 Base Wage Agreement for Blackhawk Technical Faculty Federation, Local 2308
- Faculty Salary Adjustments for the Fiscal Year 2022-23



# ACTION ITEMS ITEM A.

## WB-13 VACANT LAND OFFER TO PURCHASE

~~LICENSEE DRAFTING THIS OFFER ON~~ \_\_\_\_\_ ~~[DATE] IS (AGENT OF BUYER)~~  
~~(AGENT OF SELLER/LISTING BROKER) (AGENT OF BUYER AND SELLER) STRIKE THOSE NOT APPLICABLE~~  
**GENERAL PROVISIONS** The Buyer, Blackhawk Technical College District  
\_\_\_\_\_, offers to purchase the Property  
known as [Street Address] 10.00 +/- acres of vacant land, being part of Tax Parcel No. 6-17-330.2 / 034 10300102  
in the Town of Rock, County of Rock, Wisconsin (Insert  
additional description, if any, at lines 458-464 or 526-534 or attach as an addendum per line 525), on the following terms:  
**PURCHASE PRICE:** Three Hundred Twenty-five Thousand and No/100 Dollars (\$ 325,000.00).  
**EARNEST MONEY** of \$ \_\_\_\_\_ accompanies this Offer and earnest money of \$ \_\_\_\_\_  
will be mailed, or commercially or personally delivered within \_\_\_\_\_ days of acceptance to listing broker or  
\_\_\_\_\_.  
**THE BALANCE OF PURCHASE PRICE** will be paid in cash or equivalent at closing unless otherwise provided below.  
**INCLUDED IN PURCHASE PRICE:** Seller is including in the purchase price the Property, all Fixtures on the Property on the  
date of this Offer not excluded at lines 18-19, and the following additional items: None. Buyer hereby acknowledges that  
the Property is vacant land.  
**NOT INCLUDED IN PURCHASE PRICE:** None.  
**CAUTION: Identify Fixtures that are on the Property (see lines 290-294) to be excluded by Seller or which are rented**  
**and will continue to be owned by the lessor.**  
**NOTE: The terms of this Offer, not the listing contract or marketing materials, determine what items are**  
**included/excluded. Annual crops are not part of the purchase price unless otherwise agreed.**  
**ZONING:** Seller represents that the Property is zoned: \_\_\_\_\_  
**ACCEPTANCE** Acceptance occurs when all Buyers and Sellers have signed one copy of the Offer, or separate but identical  
copies of the Offer.  
**CAUTION: Deadlines in the Offer are commonly calculated from acceptance. Consider whether short term deadlines**  
**running from acceptance provide adequate time for both binding acceptance and performance.**  
**BINDING ACCEPTANCE** This Offer is binding upon both Parties only if a copy of the accepted Offer is delivered to Buyer on  
or before Friday, June 10, 2022. Seller may keep the Property on the  
market and accept secondary offers after binding acceptance of this Offer.  
**CAUTION: This Offer may be withdrawn prior to delivery of the accepted Offer.**  
**OPTIONAL PROVISIONS** TERMS OF THIS OFFER THAT ARE PRECEDED BY AN OPEN BOX ( ☐ ) ARE PART OF THIS  
OFFER ONLY IF THE BOX IS MARKED SUCH AS WITH AN "X." THEY ARE NOT PART OF THIS OFFER IF MARKED "N/A"  
OR ARE LEFT BLANK.  
**DELIVERY OF DOCUMENTS AND WRITTEN NOTICES** Unless otherwise stated in this Offer, delivery of documents and  
written notices to a Party shall be effective only when accomplished by one of the methods specified at lines 38-56.  
(1) **Personal Delivery:** giving the document or written notice personally to the Party, or the Party's recipient for delivery if  
named at line 40 or 41.  
Seller's recipient for delivery (optional): Whilden R. Hughes  
Buyer's recipient for delivery (optional): Attorney Michael Davis c/o Nowlan Law LLP  
☐ (2) **Fax:** fax transmission of the document or written notice to the following telephone number:  
Seller: ( ) Buyer: ( )  
☒ (3) **Commercial Delivery:** depositing the document or written notice fees prepaid or charged to an account with a  
commercial delivery service, addressed either to the Party, or to the Party's recipient for delivery if named at line 40 or 41, for  
delivery to the Party's delivery address at line 49 or 50.  
☒ (4) **U.S. Mail:** depositing the document or written notice postage prepaid in the U.S. Mail, addressed either to the Party,  
or to the Party's recipient for delivery if named at line 40 or 41, for delivery to the Party's delivery address at line 49 or 50.  
Delivery address for Seller: 4031 S. US Highway 51, Janesville, WI 53546-9115  
Delivery address for Buyer: 100 S. Main Street (53545), P. O. Box 8100, Janesville, WI 53547-8100  
☒ (5) **E-Mail:** electronically transmitting the document or written notice to the Party's e-mail address, if given below at line  
55 or 56. If this is a consumer transaction where the property being purchased or the sale proceeds are used primarily for  
personal, family or household purposes, each consumer providing an e-mail address below has first consented electronically  
to the use of electronic documents, e-mail delivery and electronic signatures in the transaction, as required by federal law.  
E-Mail address for Seller (optional): wrhughes@charter.net  
E-Mail address for Buyer (optional): mdavis@nowlan.com  
**PERSONAL DELIVERY/ACTUAL RECEIPT** Personal delivery to, or Actual Receipt by, any named Buyer or Seller  
constitutes personal delivery to, or Actual Receipt by, all Buyers or Sellers.



**OCCUPANCY** Occupancy of the entire Property shall be given to Buyer at time of closing unless otherwise provided in this Offer at lines 458-464 or 526-534 or in an addendum attached per line 525. At time of Buyer's occupancy, Property shall be free of all debris and personal property except for personal property belonging to current tenants, or that sold to Buyer or left with Buyer's consent. Occupancy shall be given subject to tenant's rights, if any.

**PROPERTY CONDITION REPRESENTATIONS** ~~Seller represents to Buyer that as of the date of acceptance Seller has no notice or knowledge of Conditions Affecting the Property or Transaction (see lines 163-187 and 246-278) other than those identified in the Seller's disclosure report dated \_\_\_\_\_, which was received by Buyer prior to Buyer signing this Offer and which is made a part of this Offer by reference COMPLETE DATE OR STRIKE AS APPLICABLE and Seller makes no warranties or representations regarding Conditions Affecting the Property or Transaction. Buyer acknowledges that the Property is being sold "as is" without warranties or representations as to such Conditions.~~

**INSERT CONDITIONS NOT ALREADY INCLUDED IN THE DISCLOSURE REPORT**

**CLOSING** This transaction is to be closed no later than **October 15, 2022** at the place selected by Seller, unless otherwise agreed by the Parties in writing.

**CLOSING PRORATIONS** The following items, if applicable, shall be prorated at closing, based upon date of closing values: real estate taxes, rents, ~~prepaid insurance (if assumed)~~, private and municipal charges, ~~property owners association assessments, fuel and no others~~

**CAUTION: Provide basis for utility charges, fuel or other prorations if date of closing value will not be used.**

Any income, taxes or expenses shall accrue to Seller, and be prorated at closing, through the day prior to closing.

Real estate taxes shall be prorated at closing based on [CHECK BOX FOR APPLICABLE PRORATION FORMULA]:

☒ The net general real estate taxes for the preceding year, or the current year if available (Net general real estate taxes are defined as general property taxes after state tax credits and lottery credits are deducted) (NOTE: THIS CHOICE APPLIES IF NO BOX IS CHECKED)

☐ Current assessment times current mill rate (current means as of the date of closing)

☐ Sale price, multiplied by the municipality area wide percent of fair market value used by the assessor in the prior year, or current year if known, multiplied by current mill rate (current means as of the date of closing)

**CAUTION: Buyer is informed that the actual real estate taxes for the year of closing and subsequent years may be substantially different than the amount used for proration especially in transactions involving new construction, extensive rehabilitation, remodeling or area wide re-assessment. Buyer is encouraged to contact the local assessor regarding possible tax changes.**

☐ Buyer and Seller agree to re-prorate the real estate taxes, through the day prior to closing based upon the taxes on the actual tax bill for the year of closing, with Buyer and Seller each owing his or her pro rata share. Buyer shall, within 5 days of receipt, forward a copy of the bill to the forwarding address Seller agrees to provide at closing. The Parties shall re-prorate within 30 days of Buyer's receipt of the actual tax bill. Buyer and Seller agree this is a post closing obligation and is the responsibility of the Parties to complete, not the responsibility of the real estate brokers in this transaction.

**LEASED PROPERTY** If Property is currently leased and lease(s) extend beyond closing, Seller shall assign Seller's rights under said lease(s) and transfer all security deposits and prepaid rents thereunder to Buyer at closing. The terms of the (written) (oral) ~~STRIKE ONE~~ lease(s), if any, are **Seller represents that no leases or tenancies affect the Property.**

Insert additional terms, if any, at lines 458-464 or 526-534 or attach as an addendum per line 525.

**GOVERNMENT PROGRAMS:** Seller shall deliver to Buyer, within \_\_\_\_\_ days of acceptance of this Offer, a list of all federal, state, county, and local conservation, farmland, environmental, or other land use programs, agreements, restrictions, or conservation easements, which apply to any part of the Property (e.g., farmland preservation agreements, farmland preservation or exclusive agricultural zoning, use value assessments, Forest Crop, Managed Forest, Conservation Reserve Program, wetland mitigation, shoreland zoning mitigation plan or comparable programs), along with disclosure of any penalties, fees, withdrawal charges, or payback obligations pending, or currently deferred, if any. This contingency will be deemed satisfied unless Buyer delivers to Seller, within seven (7) days of Buyer's Actual Receipt of said list and disclosure, or the deadline for delivery, whichever is earlier, a notice terminating this Offer based upon the use restrictions, program requirements, and/or amount of any penalty, fee, charge, or payback obligation.

**CAUTION: If Buyer does not terminate this Offer, Buyer is hereby agreeing that Buyer will continue in such programs, as may apply, and Buyer agrees to reimburse Seller should Buyer fail to continue any such program such that Seller incurs any costs, penalties, damages, or fees that are imposed because the program is not continued after sale. The Parties agree this provision survives closing.**

**MANAGED FOREST LAND:** All, or part, of the Property is managed forest land under the Managed Forest Law (MFL). This designation will continue after closing. Buyer is advised as follows: The MFL is a landowner incentive program that encourages sustainable forestry on private woodlands by reducing and deferring property taxes. Orders designating lands as managed forest lands remain in effect for 25 or 50 years. When ownership of land enrolled in the MFL program changes, the new owner must sign and file a report of the change of ownership on a form provided by the Department of Natural Resources and pay a fee. By filing this form, the new owner agrees to the associated MFL management plan and the MFL program rules. The DNR Division of Forestry monitors forest management plan compliance. Changes you make to property that is subject to an order designating it as managed forest land, or to its use, may jeopardize your benefits under the program or may cause the property to be withdrawn from the program and may result in the assessment of penalties. For more information call the local DNR forester or visit <http://www.dnr.state.wi.us>.



121 **FENCES:** Wis. Stat. § 90.03 requires the owners of adjoining properties to keep and maintain legal fences in equal shares  
 122 where one or both of the properties is used and occupied for farming or grazing purposes.

123 **CAUTION: Consider an agreement addressing responsibility for fences if Property or adjoining land is used and**  
 124 **occupied for farming or grazing purposes.**

125 **USE VALUE ASSESSMENTS:** The use value assessment system values agricultural land based on the income that would be  
 126 generated from its rental for agricultural use rather than its fair market value. When a person converts agricultural land to a  
 127 non-agricultural use (e.g., residential or commercial development), that person may owe a conversion charge. To obtain more  
 128 information about the use value law or conversion charge, contact the Wisconsin Department of Revenue's Equalization  
 129 Section or visit <http://www.revenue.wi.gov/>.

130 **FARMLAND PRESERVATION:** Rezoning a property zoned farmland preservation to another use or the early termination of a  
 131 farmland preservation agreement or removal of land from such an agreement can trigger payment of a conversion fee equal to  
 132 3 times the class 1 "use value" of the land. Contact the Wisconsin Department of Agriculture, Trade and Consumer Protection  
 133 Division of Agricultural Resource Management or visit <http://www.datcp.state.wi.us/> for more information.

134 **CONSERVATION RESERVE PROGRAM (CRP):** The CRP encourages farmers, through contracts with the U.S. Department  
 135 of Agriculture, to stop growing crops on highly erodible or environmentally sensitive land and instead to plant a protective  
 136 cover of grass or trees. CRP contracts run for 10 to 15 years, and owners receive an annual rent plus one-half of the cost of  
 137 establishing permanent ground cover. Removing lands from the CRP in breach of a contract can be quite costly. For more  
 138 information call the state Farm Service Agency office or visit <http://www.fsa.usda.gov/>.

139 **SHORELAND ZONING ORDINANCES:** All counties must adopt shoreland zoning ordinances that meet or are more  
 140 restrictive than Wis. Admin. Code Chapter NR 115. County shoreland zoning ordinances apply to all unincorporated land  
 141 within 1,000 feet of a navigable lake, pond or flowage or within 300 feet of a navigable river or stream and establish minimum  
 142 standards for building setbacks and height limits, cutting trees and shrubs, lot sizes, water runoff, impervious surface  
 143 standards (that may be exceeded only if a mitigation plan is adopted) and repairs to nonconforming structures. Buyers must  
 144 conform to any existing mitigation plans. For more information call the county zoning office or visit <http://www.dnr.state.wi.us/>.

145 Buyer is advised to check with the applicable city, town or village for additional shoreland zoning restrictions, if any.  
 146 **BUYER'S PRE-CLOSING WALK-THROUGH** Within 3 days prior to closing, at a reasonable time pre-approved by Seller or  
 147 Seller's agent, Buyer shall have the right to walk through the Property to determine that there has been no significant change  
 148 in the condition of the Property, except for ordinary wear and tear and changes approved by Buyer, and that any defects  
 149 Seller has agreed to cure have been repaired in the manner agreed to by the Parties.

150 **PROPERTY DAMAGE BETWEEN ACCEPTANCE AND CLOSING** Seller shall maintain the Property until the earlier of  
 151 closing or occupancy of Buyer in materially the same condition as of the date of acceptance of this Offer, except for ordinary  
 152 wear and tear. If, prior to closing, the Property is damaged in an amount of not more than five percent (5%) of the selling price,  
 153 Seller shall be obligated to repair the Property and restore it to the same condition that it was on the day of this Offer. No later  
 154 than closing, Seller shall provide Buyer with lien waivers for all lienable repairs and restoration. If the damage shall exceed  
 155 such sum, Seller shall promptly notify Buyer in writing of the damage and this Offer may be canceled at option of Buyer.  
 156 Should Buyer elect to carry out this Offer despite such damage, Buyer shall be entitled to the insurance proceeds, if any,  
 157 relating to the damage to the Property, plus a credit towards the purchase price equal to the amount of Seller's deductible on  
 158 such policy, if any. However, if this sale is financed by a land contract or a mortgage to Seller, any insurance proceeds shall  
 159 be held in trust for the sole purpose of restoring the Property.

#### 160 **DEFINITIONS**

161 ■ **ACTUAL RECEIPT:** "Actual Receipt" means that a Party, not the Party's recipient for delivery, if any, has the document or  
 162 written notice physically in the Party's possession, regardless of the method of delivery.

163 ■ **CONDITIONS AFFECTING THE PROPERTY OR TRANSACTION:** "Conditions Affecting the Property or Transaction" are  
 164 defined to include:

- 165 a. Proposed, planned or commenced public improvements or public construction projects which may result in special  
 166 assessments or otherwise materially affect the Property or the present use of the Property.
- 167 b. Government agency or court order requiring repair, alteration or correction of any existing condition.
- 168 c. Land division or subdivision for which required state or local approvals were not obtained.
- 169 d. A portion of the Property in a floodplain, wetland or shoreland zoning area under local, state or federal regulations.
- 170 e. A portion of the Property being subject to, or in violation of, a farmland preservation agreement or in a certified farmland  
 171 preservation zoning district (see lines 130-133), or enrolled in, or in violation of, a Forest Crop, Managed Forest (see lines  
 172 111-120), Conservation Reserve (see lines 134-138), or comparable program.
- 173 f. Boundary or lot disputes, encroachments or encumbrances, a joint driveway or violation of fence laws (Wis. Stat. ch. 90)  
 174 (where one or both of the properties is used and occupied for farming or grazing).
- 175 g. Material violations of environmental rules or other rules or agreements regulating the use of the Property.
- 176 h. Conditions constituting a significant health risk or safety hazard for occupants of the Property.
- 177 i. Underground storage tanks presently or previously on the Property for storage of flammable or combustible liquids,  
 178 including, but not limited to, gasoline and heating oil.
- 179 j. A Defect or contamination caused by unsafe concentrations of, or unsafe conditions relating to, pesticides, herbicides,  
 180 fertilizer, radon, radium in water supplies, lead or arsenic in soil, or other potentially hazardous or toxic substances on the  
 181 premises.
- 182 k. Production of methamphetamine (meth) or other hazardous or toxic substances on the Property.
- 183 l. High voltage electric (100 KV or greater) or steel natural gas transmission lines located on but not directly serving the  
 184 Property.
- 185 m. Defects in any well, including unsafe well water due to contaminants such as coliform, nitrates and atrazine, and out-of-  
 186 service wells and cisterns required to be abandoned (Wis. Admin. Code § NR 812.26) but that are not closed/abandoned  
 187 according to applicable regulations.

188 **(Definitions Continued on page 5)**



**IF LINE 190 IS NOT MARKED OR IS MARKED N/A, LINES 230-236 APPLY.**

**FINANCING CONTINGENCY:** This Offer is contingent upon Buyer being able to obtain a written \_\_\_\_\_  
 \_\_\_\_\_ [INSERT LOAN PROGRAM OR SOURCE] first mortgage  
 loan commitment as described below, within \_\_\_\_\_ days of acceptance of this Offer. The financing selected shall be in an  
 amount of not less than \$ \_\_\_\_\_ for a term of not less than \_\_\_\_\_ years, amortized over not less than \_\_\_\_\_ years.  
 Initial monthly payments of principal and interest shall not exceed \$ \_\_\_\_\_. Monthly payments may  
 also include 1/12th of the estimated net annual real estate taxes, hazard insurance premiums, and private mortgage insurance  
 premiums. The mortgage may not include a prepayment premium. Buyer agrees to pay discount points and/or loan origination  
 fee in an amount not to exceed \_\_\_\_\_ % of the loan. If the purchase price under this Offer is modified, the financed amount,  
 unless otherwise provided, shall be adjusted to the same percentage of the purchase price as in this contingency and the  
 monthly payments shall be adjusted as necessary to maintain the term and amortization stated above.

~~200 CHECK AND COMPLETE APPLICABLE FINANCING PROVISION AT LINE 201 or 202.~~

~~201 ☐ **FIXED RATE FINANCING:** The annual rate of interest shall not exceed \_\_\_\_\_ %.~~

~~☐ **ADJUSTABLE RATE FINANCING:** The initial annual interest rate shall not exceed \_\_\_\_\_. The initial interest rate shall be fixed for \_\_\_\_\_ months, at which time the interest rate may be increased not more than \_\_\_\_\_ % per year. The maximum interest rate during the mortgage term shall not exceed \_\_\_\_\_. Monthly payments of principal and interest may be adjusted to reflect interest changes.~~

~~206 If Buyer is using multiple loan sources or obtaining a construction loan or land contract financing, describe at lines 458-464 or~~  
~~207 526-534 or in an addendum attached per line 525.~~

~~208 ■ **BUYER'S LOAN COMMITMENT:** Buyer agrees to pay all customary loan and closing costs, to promptly apply for a~~  
~~209 mortgage loan, and to provide evidence of application promptly upon request of Seller. If Buyer qualifies for the loan described~~  
~~210 in this Offer or another loan acceptable to Buyer, Buyer agrees to deliver to Seller a copy of the written loan commitment no~~  
~~211 later than the deadline at line 192. **Buyer and Seller agree that delivery of a copy of any written loan commitment to**~~  
~~212 **Seller (even if subject to conditions) shall satisfy the Buyer's financing contingency if, after review of the loan**~~  
~~213 **commitment, Buyer has directed, in writing, delivery of the loan commitment. Buyer's written direction shall**~~  
~~214 **accompany the loan commitment. Delivery shall not satisfy this contingency if accompanied by a notice of**~~  
~~215 **unacceptability.**~~

~~246 CAUTION: The delivered commitment may contain conditions Buyer must yet satisfy to obligate the lender to provide~~  
~~247 the loan. BUYER, BUYER'S LENDER AND AGENTS OF BUYER OR SELLER SHALL NOT DELIVER A LOAN~~  
~~248 COMMITMENT TO SELLER OR SELLER'S AGENT WITHOUT BUYER'S PRIOR WRITTEN APPROVAL OR UNLESS~~  
~~249 ACCOMPANIED BY A NOTICE OF UNACCEPTABILITY.~~

~~220 ■ SELLER TERMINATION RIGHTS: If Buyer does not make timely delivery of said commitment, Seller may terminate this~~  
~~221 Offer if Seller delivers a written notice of termination to Buyer prior to Seller's Actual Receipt of a copy of Buyer's written loan~~  
~~222 commitment.~~

~~223 ■ **FINANCING UNAVAILABILITY:** If financing is not available on the terms stated in this Offer (and Buyer has not already~~  
~~224 delivered an acceptable loan commitment for other financing to Seller), Buyer shall promptly deliver written notice to Seller of~~  
~~225 same including copies of lender(s)' rejection letter(s) or other evidence of unavailability. Unless a specific loan source is~~  
~~226 named in this Offer, Seller shall then have 10 days to deliver to Buyer written notice of Seller's decision to finance this~~  
~~227 transaction on the same terms set forth in this Offer and this Offer shall remain in full force and effect, with the time for closing~~  
~~228 extended accordingly. If Seller's notice is not timely given, this Offer shall be null and void. Buyer authorizes Seller to obtain~~  
~~229 any credit information reasonably appropriate to determine Buyer's credit worthiness for Seller financing.~~

~~230 ■ IF THIS OFFER IS NOT CONTINGENT ON FINANCING: Within 7 days of acceptance, a financial institution or third party~~  
~~231 in control of Buyer's funds shall provide Seller with reasonable written verification that Buyer has, at the time of verification,~~  
~~232 sufficient funds to close. If such written verification is not provided, Seller has the right to terminate this Offer by delivering~~  
~~233 written notice to Buyer. Buyer may or may not obtain mortgage financing but does not need the protection of a financing~~  
~~234 contingency. Seller agrees to allow Buyer's appraiser access to the Property for purposes of an appraisal. Buyer understands~~  
~~235 and agrees that this Offer is not subject to the appraisal meeting any particular value, unless this Offer is subject to an~~  
~~236 appraisal contingency, nor does the right of access for an appraisal constitute a financing contingency.~~

~~**APPRAISAL CONTINGENCY:** This Offer is contingent upon the Buyer or Buyer's lender having the Property appraised at Buyer's expense by a Wisconsin licensed or certified independent appraiser who issues an appraisal report dated subsequent to the date of this Offer indicating an appraised value for the Property equal to or greater than the agreed upon purchase price. This contingency shall be deemed satisfied unless Buyer, within \_\_\_\_\_ days of acceptance, delivers to Seller a copy of the appraisal report which indicates that the appraised value is not equal to or greater than the agreed upon purchase price, accompanied by a written notice of termination.~~

~~243 CAUTION: An appraisal ordered by Buyer's lender may not be received until shortly before closing. Consider whether~~  
~~244 deadlines provide adequate time for performance.~~



245 **DEFINITIONS CONTINUED FROM PAGE 3**

- 246 n. Defects in any septic system or other sanitary disposal system on the Property or out-of-service septic systems not  
247 closed/abandoned according to applicable regulations.
- 248 o. Subsoil conditions which would significantly increase the cost of development including, but not limited to, subsurface  
249 foundations or waste material; organic or non-organic fill; dumpsites where pesticides, herbicides, fertilizer or other toxic  
250 or hazardous materials or containers for these materials were disposed of in violation of manufacturer's or government  
251 guidelines or other laws regulating said disposal; high groundwater; adverse soil conditions (e.g. low load bearing  
252 capacity, earth or soil movement, slides) or excessive rocks or rock formations.
- 253 p. Brownfields (abandoned, idled or under-used land which may be subject to environmental contamination) or other  
254 contaminated land, or soils contamination remediated under PECFA, the Department of Natural Resources (DNR)  
255 Remediation and Redevelopment Program, the Agricultural Chemical Cleanup Program or other similar program.
- 256 q. Lack of legal vehicular access to the Property from public roads.
- 257 r. Homeowners' associations, common areas shared or co-owned with others, zoning violations or nonconforming uses,  
258 conservation easements, restrictive covenants, rights-of-way, easements, easement maintenance agreements, or use of  
259 a part of Property by non-owners, other than recorded utility easements.
- 260 s. Special purpose district, such as a drainage district, lake district, sanitary district or sewer district, that has the authority to  
261 impose assessments against the real property located within the district.
- 262 t. Federal, state or local regulations requiring repairs, alterations or corrections of an existing condition.
- 263 u. Property tax increases, other than normal annual increases; completed or pending property tax reassessment of the  
264 Property, or proposed or pending special assessments.
- 265 v. Burial sites, archeological artifacts, mineral rights, orchards or endangered species.
- 266 w. Flooding, standing water, drainage problems or other water problems on or affecting the Property.
- 267 x. Material damage from fire, wind, floods, earthquake, expansive soils, erosion or landslides.
- 268 y. Significant odor, noise, water intrusion or other irritants emanating from neighboring property.
- 269 z. Substantial crop damage from disease, insects, soil contamination, wildlife or other causes; diseased trees; or substantial  
270 injuries or disease in livestock on the Property or neighboring properties.
- 271 aa. Existing or abandoned manure storage facilities on the Property.
- 272 bb. Impact fees, or other conditions or occurrences that would significantly increase development costs or reduce the value of  
273 the Property to a reasonable person with knowledge of the nature and scope of the condition or occurrence.
- 274 cc. The Property is subject to a mitigation plan required by DNR rules related to county shoreland zoning ordinances that  
275 obligates the owner to establish or maintain certain measures related to shoreland conditions, enforceable by the county  
276 (see lines 139-145).
- 277 dd. All or part of the land has been assessed as agricultural land, the owner has been assessed a use-value conversion  
278 charge or the payment of a use-value conversion charge has been deferred.
- 279 ■ **DEADLINES:** "Deadlines" expressed as a number of "days" from an event, such as acceptance, are calculated by excluding  
280 the day the event occurred and by counting subsequent calendar days. The deadline expires at midnight on the last day.  
281 Deadlines expressed as a specific number of "business days" exclude Saturdays, Sundays, any legal public holiday under  
282 Wisconsin or Federal law, and any other day designated by the President such that the postal service does not receive  
283 registered mail or make regular deliveries on that day. Deadlines expressed as a specific number of "hours" from the  
284 occurrence of an event, such as receipt of a notice, are calculated from the exact time of the event, and by counting 24 hours  
285 per calendar day. Deadlines expressed as a specific day of the calendar year or as the day of a specific event, such as  
286 closing, expire at midnight of that day.
- 287 ■ **DEFECT:** "Defect" means a condition that would have a significant adverse effect on the value of the Property; that would  
288 significantly impair the health or safety of future occupants of the Property; or that if not repaired, removed or replaced would  
289 significantly shorten or adversely affect the expected normal life of the premises.
- 290 ■ **FIXTURE:** A "Fixture" is an item of property which is physically attached to or so closely associated with land so as to be  
291 treated as part of the real estate, including, without limitation, physically attached items not easily removable without damage  
292 to the premises, items specifically adapted to the premises, and items customarily treated as fixtures, including, but not limited  
293 to, all: perennial crops; garden bulbs; plants; shrubs and trees and fences; storage buildings on permanent foundations and  
294 docks/piers on permanent foundations.
- 295 **CAUTION: Exclude any Fixtures to be retained by Seller or which are rented on lines 18-19.**
- 296 ■ **PROPERTY:** Unless otherwise stated, "Property" means the real estate described at lines 4-7.

297 **PROPERTY DEVELOPMENT WARNING** If Buyer contemplates developing Property for a use other than the current use,  
298 there are a variety of issues which should be addressed to ensure the development or new use is feasible. Municipal and  
299 zoning ordinances, recorded building and use restrictions, covenants and easements may prohibit certain improvements or  
300 uses and therefore should be reviewed. Building permits, zoning variances, Architectural Control Committee approvals,  
301 estimates for utility hook-up expenses, special assessments, changes for installation of roads or utilities, environmental audits,  
302 subsoil tests, or other development related fees may need to be obtained or verified in order to determine the feasibility of  
303 development of, or a particular use for, a property. Optional contingencies which allow Buyer to investigate certain of these  
304 issues can be found at lines 306-350 and Buyer may add contingencies as needed in addenda (see line 525). Buyer should  
305 review any plans for development or use changes to determine what issues should be addressed in these contingencies.



☐ **PROPOSED USE CONTINGENCIES:** Buyer is purchasing the Property for the purpose of: \_\_\_\_\_

\_\_\_\_\_

~~[insert proposed use and type and size of building, if applicable; e.g. three bedroom single family home]. The optional provisions checked on lines 314-345 shall be deemed satisfied unless Buyer, within \_\_\_\_\_ days of acceptance, delivers written notice to Seller specifying those items which cannot be satisfied and written evidence substantiating why each specific item included in Buyer's notice cannot be satisfied. Upon delivery of Buyer's notice, this Offer shall be null and void. Seller agrees to cooperate with Buyer as necessary to satisfy the contingencies checked at lines 314-350.~~

☐ **ZONING CLASSIFICATION CONFIRMATION:** This Offer is contingent upon Buyer obtaining, at (Buyer's) (Seller's) ~~STRIKE ONE~~ ("Buyer's" if neither is stricken) expense, verification that the Property is zoned \_\_\_\_\_ and that the Property's zoning allows the Buyer's proposed use described at lines 306-308.

☐ **SUBSOILS:** This offer is contingent upon Buyer obtaining, at (Buyer's) (Seller's) ~~STRIKE ONE~~ ("Buyer's" if neither is stricken) expense, written evidence from a qualified soils expert that the Property is free of any subsoil condition which would make the proposed use described at lines 306-308 impossible or significantly increase the costs of such development.

☐ **PRIVATE ONSITE WASTEWATER TREATMENT SYSTEM (POWTS) SUITABILITY:** This Offer is contingent upon Buyer obtaining, at (Buyer's) (Seller's) ~~STRIKE ONE~~ ("Buyer's" if neither is stricken) expense, written evidence from a certified soils tester that (a) the soils at the Property locations selected by Buyer, and (b) all other conditions that must be approved, meet the legal requirements in effect on the date of this Offer to obtain a permit for a POWTS for use of the Property as stated on lines 306-308. The POWTS (septic system) allowed by the written evidence must be one of the following POWTS that is approved by the State for use with the type of property identified at lines 306-308: ~~CHECK ALL THAT APPLY:~~ ☐ conventional in-ground; ☐ mound; ☐ at-grade; ☐ in-ground pressure distribution; ☐ holding tank;

☐ other: \_\_\_\_\_

☐ **EASEMENTS AND RESTRICTIONS:** This Offer is contingent upon Buyer obtaining, at (Buyer's) (Seller's) ~~STRIKE ONE~~ ("Buyer's" if neither is stricken) expense, copies of all public and private easements, covenants and restrictions affecting the Property and a written determination by a qualified independent third party that none of these prohibit or significantly delay or increase the costs of the proposed use or development identified at lines 306-308.

☐ **APPROVALS:** This Offer is contingent upon Buyer obtaining, at (Buyer's) (Seller's) ~~STRIKE ONE~~ ("Buyer's" if neither is stricken) expense, permits, approvals and licenses, as appropriate, or the final discretionary action by the granting authority prior to the issuance of such permits, approvals and licenses, for the following items related to Buyer's proposed use: \_\_\_\_\_

\_\_\_\_\_

☐ **UTILITIES:** This Offer is contingent upon Buyer obtaining, at (Buyer's) (Seller's) ~~STRIKE ONE~~ ("Buyer's" if neither is stricken) expense, written verification of the following utility connections at the listed locations (e.g., on the Property, at the lot line, across the street, etc.): ~~CHECK AND COMPLETE AS APPLICABLE:~~ ☐ electricity \_\_\_\_\_;

☐ gas \_\_\_\_\_; ☐ sewer \_\_\_\_\_; ☐ water \_\_\_\_\_;

☐ telephone \_\_\_\_\_; ☐ cable \_\_\_\_\_; ☐ other \_\_\_\_\_;

☐ **ACCESS TO PROPERTY:** This Offer is contingent upon Buyer obtaining, at (Buyer's) (Seller's) ~~STRIKE ONE~~ ("Buyer's" if neither is stricken) expense, written verification that there is legal vehicular access to the Property from public roads.

☐ **LAND USE APPROVAL:** This Offer is contingent upon Buyer obtaining, at (Buyer's) (Seller's) ~~STRIKE ONE~~ ("Buyer's" if neither is stricken) expense, a ☐ rezoning; ☐ conditional use permit; ☐ license; ☐ variance; ☐ building permit; ☐ occupancy permit; ☐ other \_\_\_\_\_ ~~CHECK ALL THAT APPLY~~, and delivering written notice to Seller if the item cannot be obtained, all within \_\_\_\_\_ days of acceptance for the Property for its proposed use described at lines 306-308.

☒ **MAP OF THE PROPERTY:** This Offer is contingent upon (Buyer obtaining) (Seller providing) ~~STRIKE ONE~~ ("Seller providing" if neither is stricken) a Map of the Property dated subsequent to the date of acceptance of this Offer prepared by a registered land surveyor, within 60 days of acceptance, at (Buyer's) (Seller's) ~~STRIKE ONE~~ ("Seller's" if neither is stricken) expense. The map shall show minimum of 10.00 acres, maximum of 10.00 acres, the legal description of the Property, the Property's boundaries and dimensions, visible encroachments upon the Property, the location of improvements, if any, and: **See lines 358 through 359 below:**

~~[STRIKE AND COMPLETE AS APPLICABLE] Additional map features which may be added include, but are not limited to:~~ staking of all corners of the Property; ~~identifying dedicated and apparent streets;~~ lot dimensions; total acreage or square footage; easements or rights-of-way. **CAUTION: Consider the cost and the need for map features before selecting them.** Also consider the time required to obtain the map when setting the deadline. This contingency shall be deemed satisfied unless Buyer, within five days of the earlier of: (1) Buyer's receipt of the map; or (2) the deadline for delivery of said map, delivers to Seller a copy of the map and a written notice which identifies: (1) the significant encroachment; (2) information materially inconsistent with prior representations; or (3) failure to meet requirements stated within this contingency. Upon delivery of Buyer's notice, this Offer shall be null and void.



**PROPERTY DIMENSIONS AND SURVEYS** Buyer acknowledges that any land dimensions, total square footage, acreage figures, or allocation of acreage information, provided to Buyer by Seller or by a broker, may be approximate because of rounding, formulas used or other reasons, unless verified by survey or other means.

**CAUTION:** Buyer should verify land dimensions, total square footage/acreage figures and allocation of acreage information if material to Buyer's decision to purchase.

#### **EARNEST MONEY**

~~**■ HELD BY:** Unless otherwise agreed, earnest money shall be paid to and held in the trust account of the listing broker (Buyer's agent if Property is not listed or Seller's account if no broker is involved), until applied to the purchase price or otherwise disbursed as provided in the Offer.~~

~~**CAUTION:** Should persons other than a broker hold earnest money, an escrow agreement should be drafted by the Parties or an attorney. If someone other than Buyer makes payment of earnest money, consider a special disbursement agreement.~~

~~**■ DISBURSEMENT:** If negotiations do not result in an accepted offer, the earnest money shall be promptly disbursed (after clearance from payor's depository institution if earnest money is paid by check) to the person(s) who paid the earnest money. At closing, earnest money shall be disbursed according to the closing statement. If this Offer does not close, the earnest money shall be disbursed according to a written disbursement agreement signed by all Parties to this Offer. If said disbursement agreement has not been delivered to broker within 60 days after the date set for closing, broker may disburse the earnest money: (1) as directed by an attorney who has reviewed the transaction and does not represent Buyer or Seller; (2) into a court hearing a lawsuit involving the earnest money and all Parties to this Offer; (3) as directed by court order; or (4) any other disbursement required or allowed by law. Broker may retain legal services to direct disbursement per (1) or to file an interpleader action per (2) and broker may deduct from the earnest money any costs and reasonable attorneys fees, not to exceed \$250, prior to disbursement.~~

~~**■ LEGAL RIGHTS/ACTION:** Broker's disbursement of earnest money does not determine the legal rights of the Parties in relation to this Offer. Buyer's or Seller's legal right to earnest money cannot be determined by broker. At least 30 days prior to disbursement per (1) or (4) above, broker shall send Buyer and Seller notice of the disbursement by certified mail. If Buyer or Seller disagree with broker's proposed disbursement, a lawsuit may be filed to obtain a court order regarding disbursement. Small Claims Court has jurisdiction over all earnest money disputes arising out of the sale of residential property with 1-4 dwelling units and certain other earnest money disputes. Buyer and Seller should consider consulting attorneys regarding their legal rights under this Offer in case of a dispute. Both Parties agree to hold the broker harmless from any liability for good faith disbursement of earnest money in accordance with this Offer or applicable Department of Regulation and Licensing regulations concerning earnest money. See Wis. Admin. Code Ch. RL 18.~~

**DISTRIBUTION OF INFORMATION** Buyer and Seller authorize the agents of Buyer and Seller to: (i) distribute copies of the Offer to Buyer's lender, appraisers, title insurance companies and any other settlement service providers for the transaction as defined by the Real Estate Settlement Procedures Act (RESPA); (ii) report sales and financing concession data to multiple listing service sold databases; and (iii) provide active listing, pending sale, closed sale and financing concession information and data, and related information regarding seller contributions, incentives or assistance, and third party gifts, to appraisers researching comparable sales, market conditions and listings, upon inquiry.

**NOTICE ABOUT SEX OFFENDER REGISTRY** You may obtain information about the sex offender registry and persons registered with the registry by contacting the Wisconsin Department of Corrections on the Internet at <http://www.widocoffenders.org> or by telephone at (608) 240-5830.



~~SECONDARY OFFER: This Offer is secondary to a prior accepted offer. This Offer shall become primary upon delivery of written notice to Buyer that this Offer is primary. Unless otherwise provided, Seller is not obligated to give Buyer notice prior to any deadline, nor is any particular secondary buyer given the right to be made primary ahead of other secondary buyers. Buyer may declare this Offer null and void by delivering written notice of withdrawal to Seller prior to delivery of Seller's notice that this Offer is primary. Buyer may not deliver notice of withdrawal earlier than \_\_\_\_\_ days after acceptance of this Offer. All other Offer deadlines which are run from acceptance shall run from the time this Offer becomes primary.~~

**TIME IS OF THE ESSENCE** "Time is of the Essence" as to: ~~(1) earnest money payment(s);~~ (2) binding acceptance; (3) occupancy; (4) date of closing; (5) contingency Deadlines **STRIKE AS APPLICABLE** and all other dates and Deadlines in this Offer except: **None**.

If "Time is of the Essence" applies to a date or Deadline, failure to perform by the exact date or Deadline is a breach of contract. If "Time is of the Essence" does not apply to a date or Deadline, then performance within a reasonable time of the date or Deadline is allowed before a breach occurs.

**TITLE EVIDENCE**

■ **CONVEYANCE OF TITLE:** ~~Upon payment of the purchase price, Seller shall convey the Property by warranty deed (or trustee's deed if Seller is a trust, personal representative's deed if Seller is an estate or other conveyance as provided herein),~~ free and clear of all liens and encumbrances, except: municipal and zoning ordinances and agreements entered under them, recorded easements for the distribution of utility and municipal services, recorded building and use restrictions and covenants, ~~present uses of the Property in violation of the foregoing disclosed in Seller's disclosure report and in this Offer,~~ general taxes levied in the year of closing and **provided none of the foregoing prohibit Buyer's intended use of the Property**

which constitutes merchantable title for purposes of this transaction. Seller shall complete and execute the documents necessary to record the conveyance at Seller's cost and pay the Wisconsin Real Estate Transfer Fee.

■ **TITLE EVIDENCE:** Seller shall give evidence of title in the form of an owner's policy of title insurance in the amount of the purchase price on a current ALTA form issued by an insurer licensed to write title insurance in Wisconsin. Seller shall pay all costs of providing title evidence to Buyer. Buyer shall pay all costs of providing title evidence required by Buyer's lender.

■ **GAP ENDORSEMENT:** Seller shall provide a "gap" endorsement or equivalent gap coverage at (Seller's) ~~(Buyer's)~~ **STRIKE ONE** ("Seller's" if neither stricken) cost to provide coverage for any liens or encumbrances first filed or recorded after the effective date of the title insurance commitment and before the deed is recorded, subject to the title insurance policy exclusions and exceptions, provided the title company will issue the endorsement. If a gap endorsement or equivalent gap coverage is not available, Buyer may give written notice that title is not acceptable for closing (see lines 442-449).

■ **PROVISION OF MERCHANTABLE TITLE:** For purposes of closing, title evidence shall be acceptable if the required title insurance commitment is delivered to Buyer's attorney or Buyer not more than **15** days after acceptance ("15" if left blank), showing title to the Property as of a date no more than 15 days before delivery of such title evidence to be merchantable per lines 418-427, subject only to liens which will be paid out of the proceeds of closing and standard title insurance requirements and exceptions, as appropriate.

■ **TITLE NOT ACCEPTABLE FOR CLOSING:** If title is not acceptable for closing, Buyer shall notify Seller in writing of objections to title within **15** days ("15" if left blank) after delivery of the title commitment to Buyer or Buyer's attorney. In such event, Seller shall have a reasonable time, but not exceeding **10** days ("5" if left blank) from Buyer's delivery of the notice stating title objections, to deliver notice to Buyer stating Seller's election to remove the objections by the time set for closing. In the event that Seller is unable to remove said objections, Buyer may deliver to Seller written notice waiving the objections, and the time for closing shall be extended accordingly. If Buyer does not waive the objections, Buyer shall deliver written notice of termination and this Offer shall be null and void. Providing title evidence acceptable for closing does not extinguish Seller's obligations to give merchantable title to Buyer.

■ **SPECIAL ASSESSMENTS:** Special assessments, if any, levied or for work actually commenced prior to the date of this Offer shall be paid by Seller no later than closing. All other special assessments shall be paid by Buyer.

**CAUTION: Consider a special agreement if area assessments, property owners association assessments, special charges for current services under Wis. Stat. § 66.0627 or other expenses are contemplated. "Other expenses" are one-time charges or ongoing use fees for public improvements (other than those resulting in special assessments) relating to curb, gutter, street, sidewalk, municipal water, sanitary and storm water and storm sewer (including all sewer mains and hook-up/connection and interceptor charges), parks, street lighting and street trees, and impact fees for other public facilities, as defined in Wis. Stat. § 66.0617(1)(f).**

**ADDITIONAL PROVISIONS/CONTINGENCIES**

See Addendum A attached hereto and incorporated herein as though fully set forth for additional provisions/contingencies of this Offer.



465 **DEFAULT** Seller and Buyer each have the legal duty to use good faith and due diligence in completing the terms and  
466 conditions of this Offer. A material failure to perform any obligation under this Offer is a default which may subject the  
467 defaulting party to liability for damages or other legal remedies.

468 If Buyer defaults, Seller may:

- 469 (1) sue for specific performance ~~and request the earnest money as partial payment of the purchase price~~; or  
470 (2) terminate the Offer and have the option to: ~~(a) request the earnest money as liquidated damages; or (b) sue for~~  
471 actual damages.

472 If Seller defaults, Buyer may:

- 473 (1) sue for specific performance; or  
474 (2) terminate the Offer ~~and request the return of the earnest money~~, sue for actual damages, or both.

475 In addition, the Parties may seek any other remedies available in law or equity.

476 The Parties understand that the availability of any judicial remedy will depend upon the circumstances of the situation and the  
477 discretion of the courts. If either Party defaults, the Parties may renegotiate the Offer or seek nonjudicial dispute resolution  
478 instead of the remedies outlined above. By agreeing to binding arbitration, the Parties may lose the right to litigate in a court of  
479 law those disputes covered by the arbitration agreement.

480 **NOTE: IF ACCEPTED, THIS OFFER CAN CREATE A LEGALLY ENFORCEABLE CONTRACT. BOTH PARTIES SHOULD**  
481 **READ THIS DOCUMENT CAREFULLY. BROKERS MAY PROVIDE A GENERAL EXPLANATION OF THE PROVISIONS**  
482 **OF THE OFFER BUT ARE PROHIBITED BY LAW FROM GIVING ADVICE OR OPINIONS CONCERNING YOUR LEGAL**  
483 **RIGHTS UNDER THIS OFFER OR HOW TITLE SHOULD BE TAKEN AT CLOSING. AN ATTORNEY SHOULD BE**  
484 **CONSULTED IF LEGAL ADVICE IS NEEDED.**

485 **ENTIRE CONTRACT** This Offer, including any amendments to it, contains the entire agreement of the Buyer and Seller  
486 regarding the transaction. All prior negotiations and discussions have been merged into this Offer. This agreement binds and  
487 inures to the benefit of the Parties to this Offer and their successors in interest.

488 **INSPECTIONS AND TESTING** Buyer may only conduct inspections or tests if specific contingencies are included as a part of  
489 this Offer. An "inspection" is defined as an observation of the Property which does not include an appraisal or testing of the  
490 Property, other than testing for leaking carbon monoxide, or testing for leaking LP gas or natural gas used as a fuel source,  
491 which are hereby authorized. A "test" is defined as the taking of samples of materials such as soils, water, air or building  
492 materials from the Property and the laboratory or other analysis of these materials. Seller agrees to allow Buyer's inspectors,  
493 testers and appraisers reasonable access to the Property upon advance notice, if necessary to satisfy the contingencies in  
494 this Offer. Buyer and licensees may be present at all inspections and testing. Except as otherwise provided, Seller's  
495 authorization for inspections does not authorize Buyer to conduct testing of the Property.

496 **NOTE: Any contingency authorizing testing should specify the areas of the Property to be tested, the purpose of the**  
497 **test, (e.g., to determine if environmental contamination is present), any limitations on Buyer's testing and any other**  
498 **material terms of the contingency.**

499 Buyer agrees to promptly restore the Property to its original condition after Buyer's inspections and testing are completed  
500 unless otherwise agreed to with Seller. Buyer agrees to promptly provide copies of all inspection and testing reports to Seller.  
501 Seller acknowledges that certain inspections or tests may detect environmental pollution which may be required to be reported  
502 to the Wisconsin Department of Natural Resources.

~~503 ☐ **INSPECTION CONTINGENCY:** This contingency only authorizes inspections, not testing (see lines 488-502). This Offer~~  
~~504 ~~is contingent upon a qualified independent inspector(s) conducting an inspection(s), of the Property which discloses no~~~~  
~~505 ~~Defects. This Offer is further contingent upon a qualified independent inspector or independent qualified third party performing~~~~  
~~506 ~~an inspection of~~~~

~~507 ~~(list any Property feature(s) to be separately inspected, e.g., dumpsite, etc.) which discloses no Defects. Buyer shall order the~~~~  
~~508 ~~inspection(s) and be responsible for all costs of inspection(s). Buyer may have follow up inspections recommended in a~~~~  
~~509 ~~written report resulting from an authorized inspection performed provided they occur prior to the deadline specified at line 513.~~~~  
~~510 ~~Inspection(s) shall be performed by a qualified independent inspector or independent qualified third party.~~~~

~~511 **CAUTION:** Buyer should provide sufficient time for the primary inspection and/or any specialized inspection(s), as~~  
~~512 ~~well as any follow up inspection(s).~~~~

~~513 This contingency shall be deemed satisfied unless Buyer, within \_\_\_\_\_ days of acceptance, delivers to Seller a copy of the written~~  
~~514 ~~inspection report(s) and a written notice listing the Defect(s) identified in those report(s) to which Buyer objects (Notice of Defects).~~~~

~~515 **CAUTION:** A proposed amendment is not a Notice of Defects and will not satisfy this notice requirement.~~

~~516 For the purposes of this contingency, Defects (see lines 287-289) do not include conditions the nature and extent of which the~~  
~~517 ~~Buyer had actual knowledge or written notice before signing this Offer.~~~~

~~518 ☒ **RIGHT TO CURE:** Seller (shall)(shall not) **STRIKE ONE** ("shall" if neither is stricken) have a right to cure the Defects. If~~  
~~519 ~~Seller has the right to cure, Seller may satisfy this contingency by: (1) delivering written notice to Buyer within 10 days of~~~~  
~~520 ~~Buyer's delivery of the Notice of Defects stating Seller's election to cure Defects; (2) curing the Defects in a good and~~~~  
~~521 ~~workmanlike manner; and (3) delivering to Buyer a written report detailing the work done within 3 days prior to closing. This~~~~  
~~522 ~~Offer shall be null and void if Buyer makes timely delivery of the Notice of Defects and written inspection report(s) and: (1)~~~~  
~~523 ~~Seller does not have a right to cure or (2) Seller has a right to cure but: (a) Seller delivers written notice that Seller will not cure~~~~  
~~524 ~~or (b) Seller does not timely deliver the written notice of election to cure.~~~~

525 ☒ **ADDENDA:** The attached Addendum A and Addendum B is/are made part of this Offer.

526 **ADDITIONAL PROVISIONS/CONTINGENCIES**

527 See Addendum A attached hereto and incorporated herein as though fully set forth for additional provisions and  
 528 contingencies of this Offer.

529 \_\_\_\_\_  
 530 \_\_\_\_\_  
 531 \_\_\_\_\_  
 532 \_\_\_\_\_  
 533 \_\_\_\_\_  
 534 \_\_\_\_\_

535 This Offer was drafted by ~~[Licensee and Firm]~~ Nowlan Law LLP on behalf of Seller

536 \_\_\_\_\_ on May 23, 2022

537 (x) BY: BLACK HAWK TECHNICAL COLLEGE DISTRICT

May 25, 2022

538 Buyer's Signature ▲ Print Name Here ► Tracy P. Pierner, Ph.D., President

Date ▲

539 (x) \_\_\_\_\_  
 540 Buyer's Signature ▲ Print Name Here ►

Date ▲

541 **EARNEST MONEY RECEIPT** Broker acknowledges receipt of earnest money as per line 10 of the above Offer.

542 \_\_\_\_\_ Broker (by) \_\_\_\_\_

543 **SELLER ACCEPTS THIS OFFER. THE WARRANTIES, REPRESENTATIONS AND COVENANTS MADE IN THIS OFFER**  
 544 **SURVIVE CLOSING AND THE CONVEYANCE OF THE PROPERTY. SELLER AGREES TO CONVEY THE PROPERTY ON**  
 545 **THE TERMS AND CONDITIONS AS SET FORTH HEREIN AND ACKNOWLEDGES RECEIPT OF A COPY OF THIS OFFER.**

WIL-HU ACRES LLC

546 (x) BY: Whilden R. Hughes  
 547 Seller's Signature ▲ Print Name Here ► Whilden R. Hughes, Manager

May 26, 2022

Date ▲

548 (x) \_\_\_\_\_  
 549 Seller's Signature ▲ Print Name Here ►

Date ▲

550 This Offer was presented to Seller by ~~[Licensee and Firm]~~ \_\_\_\_\_

551 \_\_\_\_\_ on \_\_\_\_\_ at \_\_\_\_\_ a.m./p.m.

552 This Offer is rejected \_\_\_\_\_ This Offer is countered [See attached counter] \_\_\_\_\_  
 553 Seller Initials ▲ Date ▲ Seller Initials ▲ Date ▲

## **ADDENDUM A**

### **ADDENDUM A TO WB-13 VACANT LAND OFFER TO PURCHASE DATED MAY 23, 2022, BY BLACKHAWK TECHNICAL COLLEGE DISTRICT, AS BUYER, TO WIL-HU ACRES LLC, AS SELLER.**

1. **Property.** The Property consists of approximately 10.00 acres of vacant land and is part of Tax Parcel No. 6-17-330.2 / Tax Identification No. 034 10300102 in the Town of Rock, Rock County, Wisconsin. A map showing the approximate configuration of the Property is attached hereto as Addendum B.

2. **Property Condition Representations.** Seller makes no warranties or representations with respect to the condition of the Property, the exact acreage of the Property, or Conditions Affecting the Property or Transaction. Buyer understands and acknowledges that the Property is being sold and conveyed "AS IS, WHERE IS, WITH ALL FAULTS AND DEFECTS AND WITHOUT ANY REPRESENTATION OR WARRANTY WHATSOEVER, EXPRESS OR IMPLIED" and Buyer agrees to accept the Property in such condition.

3. **Contingency.** Buyer's purchase of the Property pursuant to the terms and conditions of this Offer to Purchase is contingent upon the following:

A. Approval of the purchase of the Property by Buyer pursuant to the terms and conditions of this Offer by the Blackhawk Technical College District Board; and

B. Approval of the purchase of the Property by Buyer pursuant to the terms and conditions of this Offer by the Wisconsin Technical College System Board.

If neither A. nor B. are satisfied by Buyer prior to 5:00 p.m. on September 30, 2022, this Offer shall terminate and be of no further force or effect.

4. **Due Diligence Period.** Buyer shall have from the date of acceptance of this Offer to Purchase until September 1, 2022 (the "Due Diligence Period"), to conduct, at Buyer's sole cost and expense, its due diligence investigations and analyses of the Property in all matters related to the feasibility, acquisition, use, development and operation of the Property for Buyer's intended use. The foregoing shall include, without limitation, the right to conduct any physical inspections and testing as determined by Buyer in its sole discretion, a Phase I Environmental Site Assessment or other Environmental Assessment or Environmental Impact Statement required pursuant to Chapter TCS 12 of the Wisconsin Administrative Code, a soil compaction assessment, and a wetland impact study. Buyer shall have the right, for any or no reason determined by Buyer in its sole discretion, to terminate this Offer by providing written notice to Seller no later than the expiration of the Due Diligence Period and thereupon this Offer shall be deemed terminated and of no further force and effect. In the event that Buyer fails to terminate this Offer prior to the expiration of the Due Diligence Period, then Buyer's right to terminate the Offer pursuant to this Section 4 shall be deemed waived.

5. **Inspections and Testing.** Throughout the Due Diligence Period, Buyer and its agents shall have full and complete access to the Property at reasonable times and upon reasonable notice to Seller for the purpose of making and conducting such inspections,



investigations, studies, environmental assessments, surveys and tests (including subsurface testing of the soil and groundwater of the Property for environmental pollution and to determine subsoil conditions such as weight-bearing capacity) as may be deemed necessary by Buyer, subject to the following terms and conditions: (a) Buyer shall indemnify, defend and hold harmless Seller from and against any and all claims, loss, damage or expense resulting from damage to property or injury or death to persons caused by actions of Buyer or its agents at the Property; (b) Buyer and/or its agents shall not disclose the results of any inspections, investigations, studies, assessments, surveys and/or tests to anyone, including Seller or any governmental agency, without the prior written consent of Seller, unless required by law or court order; (c) Buyer and/or its agents shall promptly restore the Property to its original condition after each of Buyer's inspections, investigations, studies, assessments, surveys and/or tests are completed; (d) Buyer and/or its agents shall clearly mark and delineate any borings, test wells and/or other testing equipment and/or apparatus that will remain in place upon the Property for any period of time so that Seller and its agents and employees are able to visually identify such location(s) and avoid the same when working and/or otherwise accessing the Property; and (e) Buyer and/or its agents shall notify Seller in advance prior to accessing the Property, which notice shall be by telephone to the following telephone number: (608) 751-8888.

6. **Government Programs.** Seller warrants and represents to Buyer that, to the best of Seller's knowledge, the Property is not subject to any federal, state, county, and local conservation, farmland, environmental, or other land use programs, agreements, restrictions, or conservation easements (e.g., farmland preservation agreements, Forest Crop, Managed Forest, Conservation Reserve Program, wetland mitigation, shoreland zoning mitigation plan or comparable programs). In addition, to the best of Seller's knowledge, there are no penalties, fees, withdrawal charges, or payback obligations pending, or currently deferred, against the Property.

7. **No Access Rights.** Buyer acknowledges that US Highway 51 is a limited access highway, that no access rights to and from the Property and US Highway 51 are included in this transaction, and that Buyer's access to and from the Property and US Highway 51 shall be on, over and through Buyer's adjoining property to the south of the Property.

8. **Brokers.** Seller represents and warrants that it has not dealt with any real estate broker or finder in connection with this Offer. Buyer represents and warrants that it has not dealt with any real estate broker or finder in connection with this Offer. Buyer and Seller shall each indemnify, defend and hold the other party, each affiliate of such party, and their respective members, partners, venturers, directors, officers, stockholders, agents, employees, spouses, trustees, legal representatives, successors and assigns, harmless from and against any and all claims, judgments, damages, penalties, fines, costs, liabilities, or losses (including, without limitation, reasonable attorneys' fees) resulting from the breach by the indemnifying party of its representations and warranties set forth in this Section.

9. **Cash Offer.** This is a cash offer and is not subject to financing.

10. **Waiver of Condition Report.** Buyer hereby waives the right to receive the Real Estate Condition Report required to be furnished by Seller to Buyer pursuant to Section 709.02 of the Wisconsin Statutes (2019-20). This waiver is given pursuant to Section 709.08 of the Wisconsin Statutes (2019-20).

11. **Authority to Sign.** Any person signing this Offer to Purchase on behalf of Seller or Buyer represents that such person or persons is/are authorized to do so.

12. **Enforcement.** In the event of any action between the parties seeking enforcement of any of the terms and conditions of this Offer to Purchase, or in connection with the Property, the prevailing party in such action shall be awarded, in addition to damages, injunctive or other relief, its reasonable costs and expenses, including but not limited to, costs and reasonable attorney's fees.

13. **Addendum Controls.** This Addendum is intended to supplement and set forth additional terms which are incorporated into the Offer to Purchase. Except as expressly modified by this Addendum, the terms of the Offer to Purchase shall remain unchanged and given full force and effect. In the event of a conflict between this Addendum and the Offer to Purchase, the provisions of this Addendum shall control.

**END OF ADDENDUM A**

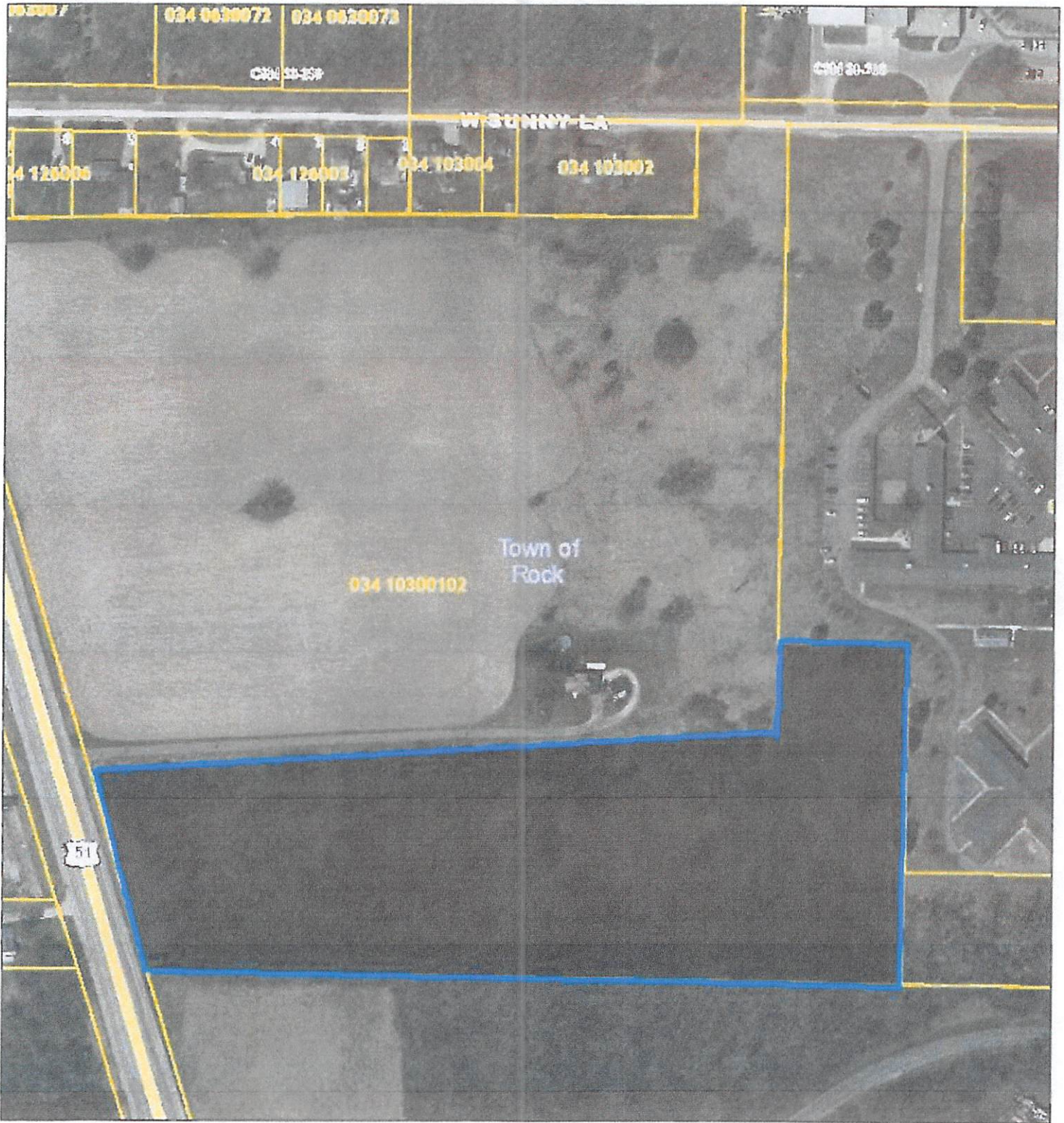
## **ADDENDUM B**

**ADDENDUM B TO WB-13 VACANT LAND OFFER TO PURCHASE DATED MAY 23, 2022, BY BLACKHAWK TECHNICAL COLLEGE DISTRICT, AS BUYER, TO WILHU ACRES LLC, AS SELLER.**

**[SEE ATTACHED MAP]**



# ArcGIS Web Map



2/9/2021, 3:17:53 PM

## Measurement

Override 1

## Parcels

Override 1

## Parcel Annotation Points

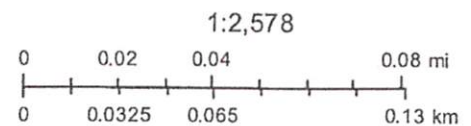
<all other values>

Cemetery

CSM Text

Other Roads

Subdivision Text



Rock County Land Information Office



## **ACTION ITEMS ITEM B.**

### **Resolution Authorizing the Issuance of \$3,800,000 General Obligation Promissory Notes, Series 2022B, of Blackhawk Technical College District**

The Fiscal Year 2022-23 budget includes \$3,800,000 for annual building improvements and capital equipment.

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

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

RESOLUTION AUTHORIZING THE ISSUANCE OF  
\$3,800,000 GENERAL OBLIGATION PROMISSORY NOTES, SERIES 2022B,  
OF BLACKHAWK TECHNICAL COLLEGE DISTRICT, WISCONSIN

WHEREAS, Blackhawk Technical College District, Rock and Green Counties, Wisconsin (the “District”) is presently in need of \$850,000 for the public purpose of financing building remodeling and improvement projects and \$2,950,000 for the public purpose of financing the acquisition of movable equipment; and

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

NOW, THEREFORE, BE IT:

RESOLVED, that the District shall issue general obligation promissory notes in the amount of \$850,000 for the public purpose of financing building remodeling and improvement projects; and be it further

RESOLVED, that the District shall issue general obligation promissory notes in the amount of \$2,950,000 for the public purpose of financing the acquisition of movable equipment; and be it further

RESOLVED, THAT:

Section 1. Note Authorization. The District shall issue the general obligation promissory notes authorized above in the aggregate principal amount of \$3,800,000 and designated “General Obligation Promissory Notes, Series 2022B” (the “Notes”), the proceeds of which shall be used for the purposes specified above in the amounts authorized for those purposes.

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

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

Adopted this 15th day of June, 2022.

---

Chairperson

Attest:

---

Secretary

## EXHIBIT A

### NOTICE

TO THE ELECTORS OF:

Blackhawk Technical College  
District, Wisconsin

NOTICE IS HEREBY GIVEN that the District Board of the above-named District, at a meeting duly called and held on June 15, 2022, adopted pursuant to the provisions of Section 67.12(12) of the Wisconsin Statutes, a resolution providing that the sum of \$850,000 be borrowed through the issuance of general obligation promissory notes of the District for the public purpose of financing building remodeling and improvement projects.

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

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

Dated June 15, 2022.

BY ORDER OF THE DISTRICT BOARD

District Secretary



## EXHIBIT B

### NOTICE

TO THE ELECTORS OF:

Blackhawk Technical College  
District, Wisconsin

NOTICE IS HEREBY GIVEN that the District Board of the above-named District, at a meeting duly called and held on June 15, 2022, adopted pursuant to the provisions of Section 67.12(12) of the Wisconsin Statutes, a resolution providing that the sum of \$2,950,000 be borrowed through the issuance of general obligation promissory notes of the District for the public purpose of financing the acquisition of movable equipment.

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

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

Dated June 15, 2022.

BY ORDER OF THE DISTRICT BOARD

District Secretary





# **ACTION ITEMS ITEM C**

## **Award of Contract for Parking Lot Improvements**

The College's multi-year facilities maintenance plan includes the replacement of parking lots in Fiscal Year 2022-23. The Central Campus Lots H, M and a portion of the Highway G exit drive are scheduled for replacement (areas are marked on the attached drawing). The Monroe Campus 2nd Street entrance drive, the first two parking lots and adjoining walkways are scheduled for replacement as outlined in the attached drawing.

Batterman Engineering is assisting the College with the engineering design, bid process, and construction management.

The proposed schedule is:

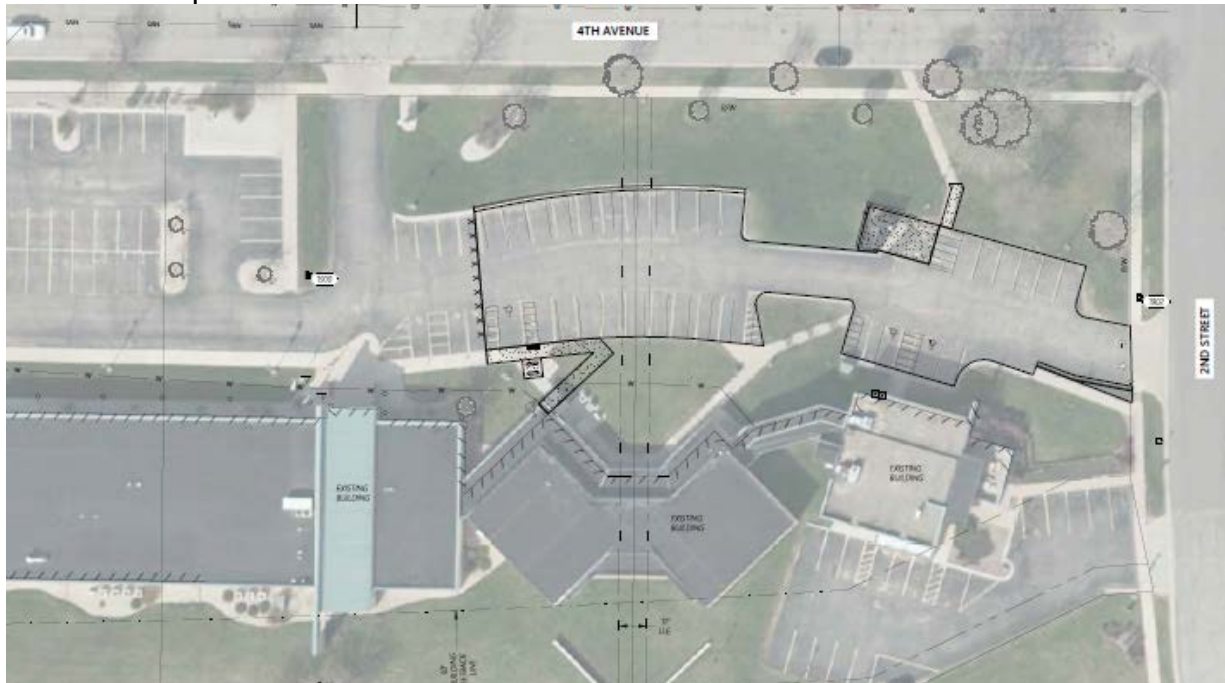
- Release request for bid on May 19, 2022
- Bids due and opened on June 3, 2022
- Award of contract June 15, 2022
- Monroe Campus Construction completed by August 17, 2022
- Central Campus Construction completed by September 30, 2022

A summary of bid results and a recommendation for award of contract will be presented to the District Board at the June meeting. Administration will be present to answer any questions.

## Central Campus



## Monroe Campus



## ACTION ITEMS ITEM D.

### Request for Additional Funding for the Central Campus Remodel Projects

Capital planning provided for the renovation of the Central Campus Conference Center and Student Commons in Fiscal Year 2022. Initial planning for the Café remodel involved designing and bidding as an 'add alternate' in the Student Commons remodel project; however, neither project is dependent upon the other (i.e. each are independent projects) and combining the two limited the opportunity to update this café. As such, the café remodel was presented and approved as a separate project. The FY22 Capital Budget included funding the Conference Center and Student Commons Remodel. The Café Remodel was approved with the intent to draw on capital reserves from previously transferred general fund surplus to support the estimated cost of this remodel.

FY22 Central Remodel Projects	Conference Center	Student Commons	Café	Total
<b>Capital Budget - Adopted</b>	\$1,500,000	\$1,466,000	\$0	\$2,966,000
Architect	\$99,000	\$62,562	\$0	\$161,562
Construction & Contingency	\$1,401,000	\$1,403,438	\$0	\$2,804,438
Funding Source:	Reserves	Borrowing	N/A	

The District Board approved the Conference Center remodel project last May and Student Commons and Café remodel projects last June. The WTCS Board approved all three projects at their July 2021 meeting.

District & WTCS Board Approval				
	Conference Center	Student Commons	Café	Total
<b>Architect's Estimate of Project Cost</b>	\$1,385,000	\$1,500,000	\$275,000	\$3,160,000
A&E Portion	\$99,000	\$62,562	\$15,500	\$177,062
Construction Portion	\$1,286,000	\$1,437,438	\$259,500	\$2,982,938

The Conference Center, Student Commons, and Café projects were released for bid last August and the District Board awarded the contract for construction to the low bidder: JP Cullen. The bid results allowed the Café Remodel construction to be funded within the adopted FY22 Capital Budget for the Central Campus Remodel Projects (i.e. Conference Center and Student Commons).

	Conference Center	Student Commons	Café	Total
<b>Bid Day Award - JP Cullen</b>	\$1,238,356	\$1,054,452	\$249,298	\$2,542,106

The bid results for all three projects were below the FY22 construction budget for the Conference Center and Student Commons; therefore, reserve funding was not sought for the Café Remodel project.

Construction commenced last fall and was scheduled for completion in late April. A variety of factors contributed to several change orders and a delay in project completion. The projects are currently projected for substantial completion by July 6<sup>th</sup>. Angus-Young has submitted a petition for variance to obtain occupancy of the renovated space which is pending DSPS review by June 17<sup>th</sup>.

A summary of construction cost status is provided below:

Construction	Conference Center	Student Commons	Café	Total
Contract - CO#4	\$1,323,870	\$1,109,641	\$272,324	\$2,705,835
Change Orders Proposed	\$99,236	\$82,829	\$6,119	\$188,184
Projected Addtl Change Orders				\$42,000
<b>Projected Totals</b>	<b>\$1,423,106</b>	<b>\$1,192,470</b>	<b>\$278,443</b>	<b>\$2,936,019</b>

The Conference Center and Student Commons construction budgets are no longer sufficient to fund the Café remodel project.

Administration is requesting District Board approval to draw up to \$275,000 from capital fund reserves for the Café remodel project; thereby releasing budget dollars originally earmarked for the Conference Center and Student Commons projects to support these projects to completion. Dr. Pierner and Renea Ranguette will be present to address any questions regarding this request.

## **ACTION ITEMS ITEM E.**

### **Approval of Central Campus Courtyard Remodel Contingent Upon Wisconsin Technical College System Board (WTCSB) Approval and to Request WTCSB Approval of Remodel**

The College's Three-Year Facilities Master plan provides for renovation of the Central Campus courtyard which connects the front of campus (east side) with the rear of campus on the west side of the building. The 2005 Central Campus Addition created a completely enclosed courtyard in the center of the building. The courtyard is an unappealing space that is primarily used as a thoroughfare for students and employees traversing from the front to the rear lower level of the building. The courtyard is highly visible from many points inside the building and sits just outside the new student union/commons and conference center.

Renovation plans include providing canopy-covered space for outdoor seating on the east and west ends of the courtyard. An outdoor grill area will support student and employee engagement events. The quiet area with water feature is just outside the Student Unity Room and supports reflection activities. The outdoor stage area will support student government movie nights, program graduations and pinning ceremonies, student karaoke and band competition events, employee engagement activities, etc. The tiered area will provide additional seating options for outdoor events including those activities occurring on the outdoor stage. The center grassy area will support a tent and inflatables for student festivals.

The design plan includes the addition of two covered balconies on the western end and bump-outs on the north and south walls, which would be accessible from the second-floor interior, and pivoting (garage style) glass doors to provide access to the student union. These items will be bid as an alternate and constructed only if bid results allow acceptance of one or both alternates within the project budget. Schematic design plan and renderings are attached for review.

The estimate of project cost is provided below:

General construction	\$ 947,144
Landscaping & water feature	200,000
Electrical, plumbing, & fire protection	40,585
Heating, ventilating & air conditioning	7,950
Construction Total	\$1,195,679
Contingency – 12%	146,821
Professional & other fees	122,500
TOTAL	\$1,465,000

The FY22-23 budget includes a \$1.5 million borrowing to support this remodel.

With District Board support, the request will be presented to the WTCS Board for consideration at their July 12th meeting. If approved, the project will be released for bid shortly with bids due July 7th and award of contract subject to WTCS Board project approval at the July meeting. Upon contract award, construction will commence in late

July and is scheduled for completion in November with the exception of landscaping and water feature which will be completed in the spring.

Administration recommends District Board approval of the following resolution to remodel the Central Campus Courtyard:

**Resolution:**

Whereas, Blackhawk Technical College is committed to maintaining quality facilities; and

Whereas, the remodel project is necessary to improve existing facilities and support student life and engagement activities; and

Whereas, these improvements are part of the College's facilities plan;

It is therefore Resolved, that the Blackhawk Technical College District Board approve the Central Campus Courtyard Remodel Project, which is contingent upon WTCS Board approval and to request Wisconsin Technical College System Board approval of the improvements.





## COURTYARD RENOVATION

6004 S. COUNTY  
HIGHWAY G  
JANESVILLE, WI

[illegible]

06:58 AM 4/27/2022

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ANGUS - YOUNG ASSOCIATES, INC.  
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PROJECT NUMBER  
01517

APPROVED BY  
JJS

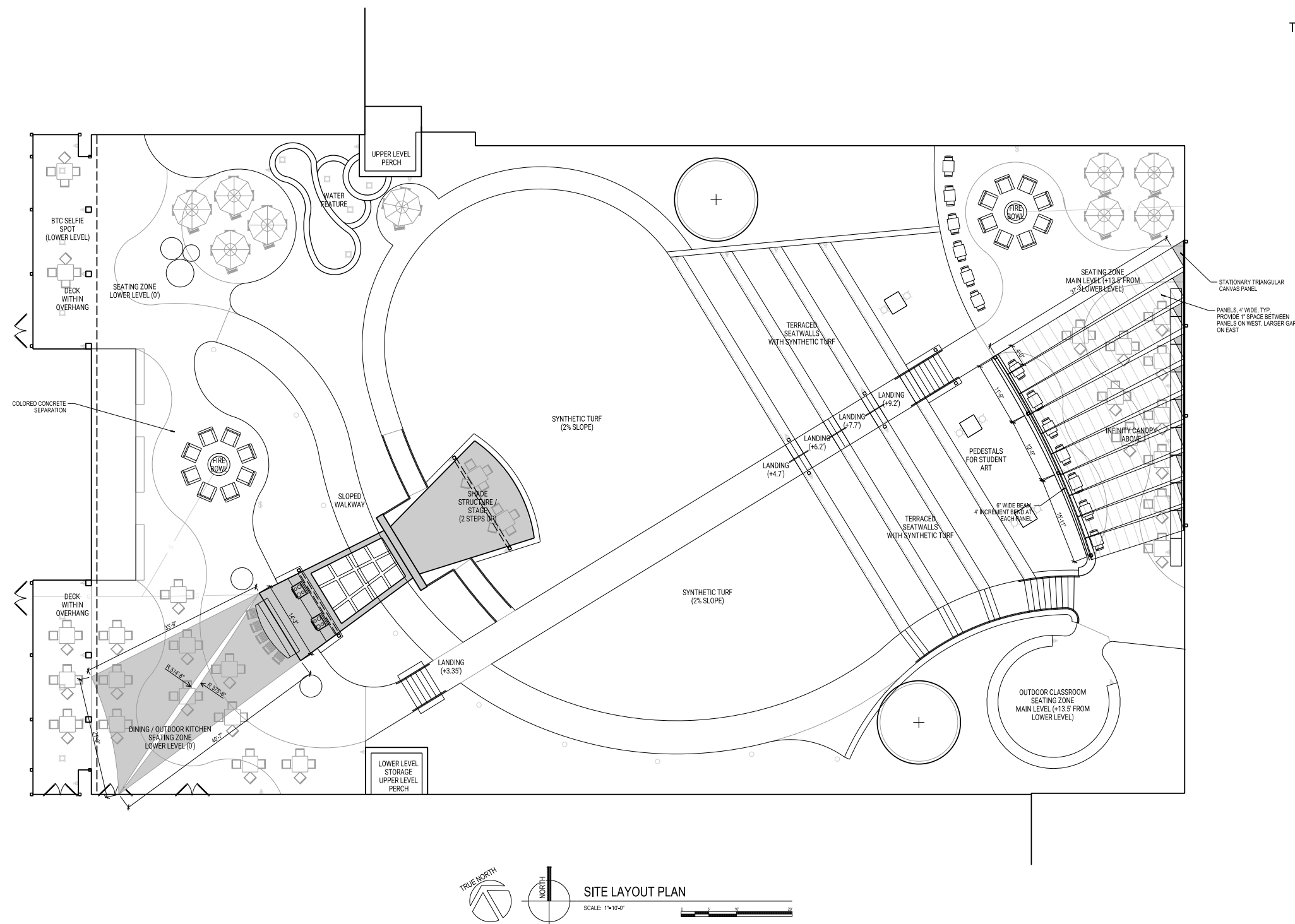
REVIEWED BY  
JJS

RAWN BY  
KAU

### SITE LAYOUT PLAN

# C101

PRELIMINARY - NOT FOR CONSTRUCTION



SCALE: 1"=10'-0"

X:\01517\cad\01517shC101.dgn

PLOTTED BY: katieu

ORIGINAL SIZE: 24" x 36"



BLACKHAWK  
TECHNICAL  
COLLEGE

## COURTYARD RENOVATION

6004 S. COUNTY  
HIGHWAY G  
JANESVILLE, WI

[illegible]

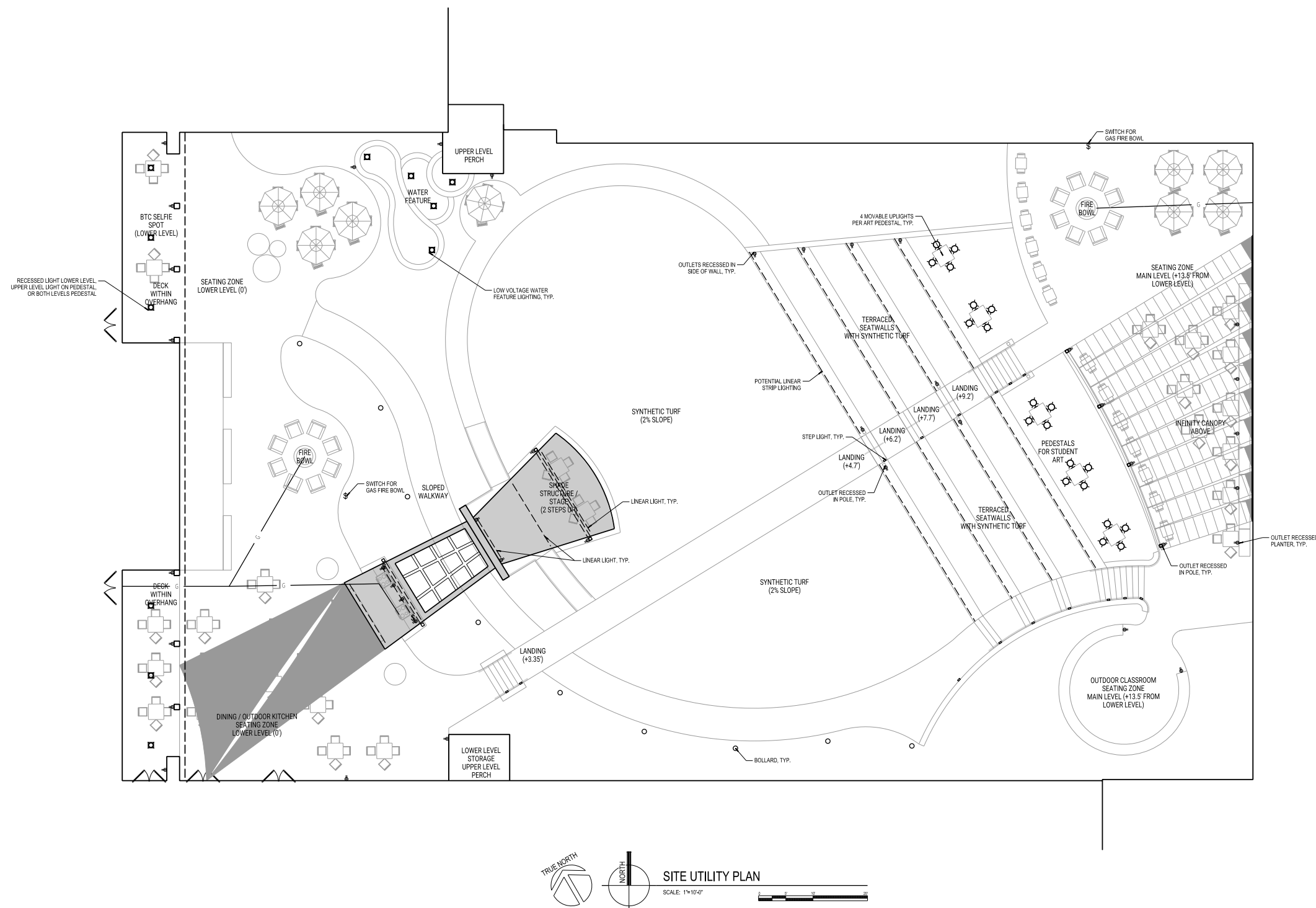
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PROJECT NUMBER	01517
APPROVED BY	JJS
REVIEWED BY	JJS
DRAWN BY	KAU
SITE UTILITY PLAN	

# C401



PRELIMINARY - NOT FOR CONSTRUCTION

SCALE: 1"=10'-0"

X:\01517\cad\01517shC401.dgn

PLOTTED BY: katieu

ORIGINAL SIZE: 24" x 36"



























## **ACTION ITEMS ITEM G.**

### **Adoption of Resolution to Create District Reserves and Establish Reservations of Fund Balances**

Prior to the adoption of the 2022-23 fiscal year budget, the District is required to adopt a resolution creating District reserves and establishing designations of fund balances. The reservations and designations being established by the attached resolution set the anticipated fund balances as of June 30, 2022.

Approval of the resolution is requested.



## RESOLUTION

### To Create District Reserves and Establish Designations of Fund Balances June 30, 2022

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

**WHEREAS**, the Blackhawk Technical College District Board will be approving the District's 2022-23 Annual Budget,

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

#### **General Fund**

- Designated for Operations Balance of \$6,725,000 provides for fluctuations in operating cash balances with a range of 16.7% to 25% of budgeted operational expenditures (General & Special Revenue Fund) established in accordance with District Board Policy.
- Designated for State Aid Fluctuations of \$350,000 provides for fluctuations in general state aid and may not exceed 10% of the budgeted state revenues, excluding property tax relief aid.
- Designated for Subsequent Years Balance of \$500,000 is designated for FY 2023-24 and beyond and may not exceed 15% of budgeted state revenues, excluding property tax relief aid.
- Designated for Subsequent Year Balance is estimated at \$3,930,000 and will be the total of fund balance not reserved or designated in other classifications.
- Reserve for Prepaid Expenses Balance is estimated at \$75,000 and will be equal to the amount of prepaid expenses.

#### **Special Revenue Fund - Operational**

- Designated for Operations Balance is estimated at \$931,500 and will be the actual fund balance at close of fiscal year. This designation provides for fluctuations in operating cash balances with a range of 16.7% to 25% of budgeted operational expenditures (General & Special Revenue Fund) established in accordance with District Board Policy.

#### **Capital Projects Fund**

- Reserve for Capital Projects Balance is estimated at \$3,375,000 which is unexpended general obligation debt funds and general fund transfer to support specified and future capital investments.

#### **Debt Service Fund**

- Reserve for Debt Service Balance is estimated at \$1,290,750 which provides the funds for interest payments prior to the collection of the subsequent year's tax levy.

#### **Enterprise Fund**

- Retained Earnings is estimated at \$534,750 and provides for fluctuations in operating cash balances.

#### **Internal Service Fund**

- Reserve for Self-Insurance is estimated at \$220,000 to provide funds for property and liability losses.

#### **Fiduciary Fund (Trust and Agency)**

- Reserve for Student Financial Assistance estimated at \$134,500 provides District matching funds for the student financial aid program. Student organization funds estimated at \$525,000 are derived from segregated fees and revenue raised by student organizations. These funds are recorded as a liability in the agency fund.



## **ACTION ITEMS ITEM H.**

### **Adoption of Fiscal Year 2022-23 Budget for the Blackhawk Technical College District**

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

WHEREAS, the proposed budget for the 2022-23 fiscal year for the Blackhawk Technical College District was presented to the electors of the District on June 15, 2022 at a Public Hearing, and a full hearing held thereon, and;

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

NOW THEREFORE, BE IT RESOLVED, that the Blackhawk Technical College District Board adopt the Budget and appropriate \$56,352,878 for expenditure and \$239,068 for other uses, which combined total \$56,591,946 in the Budget for the 2022-23 fiscal year as presented at such public hearing with the amount of \$16,226,506 to be generated from local tax sources, and that a full copy of the budget be recorded in the minutes of this meeting as the Budget for the Blackhawk Technical College District for the period July 1, 2022, to June 30, 2023.

The [FY 2022-2023 Proposed Budget Plan](#) is accessible from the About/Governance page on the website.





# **ACTION ITEMS - PERSONNEL COMMITTEE A - E**

## **Personnel Committee Related Action Items**

### **A. Approval of Administrative Salaries for Fiscal Year 2022-23**

The College Executive Team is recommending a 3% base salary increase for Administrative employees and adjustments to the compensation of individuals whose salary is below range midpoint.

This salary adjustment will increase the base salary of employees whose salary is within the salary range for their position. Employees with salaries at or above the top of their salary range will receive two lump sum payments at the end of the fall and spring semesters based on 3% of their 2021-22 salary. These lump sum payments will not adjust the employee's base salary and do not have a recurring cost to the District. The cost for the salary adjustment is \$207,340 in fiscal year 2022-23. The recurring cost impact is \$202,668. This salary adjustment impacts 74 administrative staff members.

### **B. Approval of Part-Time Wages for Fiscal Year 2022-23**

The College Executive Team is recommending approval of a 3% adjustment to the wages paid to part-time staff. This employee group consists of approximately 200 part-time instructional and support staff employees. The projected impact of the wage adjustment is \$39,000 for fiscal year 2022-23.

### **C. Approval of Support Staff Wages for Fiscal Year 2022-23**

The College Executive Team is recommending a 3% base salary increase for Support Staff employees and adjustments to the compensation of individuals whose salary is below range midpoint.

This salary adjustment will increase the base salary of employees whose salary is within the salary range for their position. The cost for the salary adjustment is \$44,845 in fiscal year 2022-23. This salary adjustment impacts 30 support staff members.

### **D. Ratification of 2022-23 Base Wage Agreement with the Blackhawk Technical Faculty Federation, Local 2308**

The College Executive Team is recommending that the Blackhawk Technical College District Board ratify the 2022-23 tentative agreement reached by Blackhawk Technical College and the Blackhawk Technical Faculty Federation (BTFF). We have concluded negotiations and reached a tentative agreement on May 23, 2022.

This 3% salary adjustment will increase the base wages of employees whose salaries are within the salary range for their position. Instructors with salaries at or above the top of their salary range will receive two lump sum payments at the end of the fall and spring semesters based on 3% of their 2021-22 salary. These lump sum payments will not adjust the employee's base salary and do not have a recurring cost to the District. The cost for the base salary adjustment is \$160,257 in fiscal year 2022-23. The recurring cost impact is \$122,144. The BTFF represents 79 employees.

#### **E. Approval of Faculty Salary Adjustments for Fiscal Year 2022-23**

The College Executive Team is recommending market adjustments and adjustments to the compensation of individuals whose salary is below range midpoint.

The cost for these salary adjustments is \$39,293 in fiscal year 2022-23.



**BLACKHAWK TECHNICAL COLLEGE**

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