



# District Board Meeting

3rd Wednesday of the Month  
5:00 pm

Blackhawk Technical College

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## DISTRICT BOARD MEETING

### AGENDA

**DATE:** AUGUST 18, 2021

**TIME:** 3:00 P.M.

**LOCATION:** JANESVILLE COUNTRY CLUB ~ GALBRAITH/TERRACE ROOM  
2615 WEST MEMORIAL DRIVE ~ JANESVILLE WI 53548

### OATH OF OFFICE

- A. Oath of Office for New District Board Member

### CALL TO ORDER

- A. Roll Call

- B. Public Comment

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

### DISTRICT BOARD PROFESSIONAL DEVELOPMENT AND SPECIAL REPORTS

- A. District Board Professional Development will be held during the District Board Retreat.

### INFORMATION/DISCUSSION

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

### CONSENT AGENDA

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

- A. Approval of July 12, 2021, District Board Annual and Regular Meeting Minutes (*Action*)
- B. Approval of Current Bills (*Action – Renea Ranguette*)
- C. Approval of Training Contracts (*Action – Dr. Karen Schmitt*)

- D. Approval of Alcoholic Beverages at the October 14, 2021, Business After 5 Event Held at the Advanced Manufacturing and Transportation Center (*Action – Dr. Tracy Pierner*)
- E. Confirmation of Instructional Employment Contract Issued to Michael Amidzich, Accounting & Business Management Instructor – August 11, 2021 (*Action – Kathy Broske*)
- F. Confirmation of Instructional Employment Contract Issued to Heather Gray, Surgical Technology Instructor – August 11, 2021 (*Action – Kathy Broske*)
- G. Confirmation of Instructional Employment Contract Issued to Brian Hauri, LTE Electrical Apprenticeship & Construction Instructor – August 11, 2021 (*Action – Kathy Broske*)
- H. Confirmation of Instructional Employment Contract Issued to Hakim Salaam, Culinary Arts & Hospitality Instructor – August 11, 2021 (*Action – Kathy Broske*)
- I. Confirmation of Instructional Employment Contract Issued to Elliott Schultz, Basic Skills Instructor I – August 11, 2021 (*Action – Kathy Broske*)
- J. Confirmation of Instructional Employment Contract Issued to Mark Stone, Basic Skills Instructor I – August 11, 2021 (*Action – Kathy Broske*)

## ACTION ITEMS

- A. Approval of Resolution Awarding the Sale of \$5,000,000 General Obligation School Building Bonds, Series 2021C (*Action – Renea Ranguette and Robert W. Baird Representative*)
- B. Approval of Resolution Authorizing the Issuance of \$1,500,000 General Obligation Promissory Notes, Series 2021D, of Blackhawk Technical College District, Wisconsin (*Action – Renea Ranguette*)
- C. Approval of Associate of Arts Concept Review (*Action – Dr. Karen Schmitt*)
- D. Approval of Associate of Science Concept Review (*Action – Dr. Karen Schmitt*)

## COMMITTEES

### FINANCE

- A. Finance Committee Meeting – No August Meeting Scheduled

#### *Committee Related Items:*

- B. Approval of Modifications to the Fiscal Year 2020-21 Budget (*Action – Renea Ranguette*)
- C. Approval of Modifications to the Fiscal Year 2021-22 Budget (*Action – Renea Ranguette*)

### PERSONNEL

- A. Personnel Committee Meeting – No August Meeting Scheduled

**NEW BUSINESS**

- A. Summer Enrollment Report (*Information – Dr. Jon Tysse*)
- B. First Reading of Revised and New District Board Policies (*Discussion – Chairperson Thornton*)
  - 1. New Policy C-300 Compensation
  - 2. Revised Policy C-370 Employee Code of Ethics
  - 3. Revised Policy J-625 Student Financial Aid

**OTHER BUSINESS**

- A. Staff Changes (*For Information Only, Not for District Board Action*).
  - a. New Hires
    - i. Soledad Gonzalez, Academic Advisor – August 16, 2021
  - b. New Positions
    - i. None at this time
  - c. Resignations
    - i. Jaye Jackson, Electromechanical Technology Instructor – July 16, 2021
    - ii. Jennifer Thompson, Executive Director, Marketing & Communication – August 20, 201
  - d. Retirements
    - i. None at this time
- B. Report on District Boards Association Summer Meeting, July 15-17, 2021

**FUTURE AGENDA ITEMS****ADJOURNMENT**





AUGUST 18, 2021

# OATH OF OFFICE

➤ Oath of Office





# **OATH OF OFFICE ITEM A.**

## **Oath of Office for Appointed District Board Member**

1. Mr. Robert Hendrickson (Employee Member) was appointed for a three (3) year term, July 13, 2021, through June 30, 2024.

The District Board Member will be required to sign the attached written oath prior to conducting business, which Wisconsin Statutes requires.

## OATH OF OFFICE

STATE OF WISCONSIN

COUNTY OF ROCK

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

\_\_\_\_\_

Subscribed and sworn to  
before me this \_\_\_\_\_ day  
of \_\_\_\_\_, 20\_\_\_\_\_

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



AUGUST 18, 2021

# INFORMATION/DISCUSSION

- Financial Statement and Quarterly Report



# INFORMATION/DISCUSSION ITEM A.

Blackhawk Technical College  
**General Fund**  
 Comparative Statement of Revenues and Expenditures  
 For The Months Ended June 30, 2021 and 2020

	2020-2021				2019-2020						
	Original Budget	Adjusted Budget	YTD Actual	Percent of Budget	Original Budget	Adjusted Budget	YTD Actual	Percent of Budget	Audited Year End	Percent of Budget	Dollar Variance
<b>Revenues</b>											
Property Tax	6,871,195	7,070,070	7,080,404	100.15%	6,531,213	6,673,488	6,672,094	99.98%	6,679,094	99.98%	(1,594)
Other Local Government	(10,606)	(10,606)	7,398	-69.75%	(12,000)	138,000	143,383	103.90%	143,384	100.97%	1,384
State Aid	13,153,731	13,053,858	13,190,322	101.05%	12,755,337	13,211,831	13,180,071	99.76%	13,194,031	99.87%	(17,800)
Program Fees	5,503,459	5,329,333	5,316,634	99.76%	5,712,200	5,362,200	5,448,323	101.61%	5,448,323	99.98%	(877)
Material Fees	274,600	324,894	314,202	96.71%	390,884	370,884	382,490	103.13%	381,853	99.73%	(1,031)
Other Student Fees	490,859	555,570	530,711	95.53%	545,025	545,925	556,683	101.97%	544,140	97.70%	(12,785)
Institutional Revenue	2,011,532	2,011,532	2,142,932	106.53%	2,032,341	2,132,341	3,335,669	156.43%	3,374,725	99.33%	(22,616)
Federal Revenue	11,000	11,000	2,902	26.38%	11,000	11,000	11,628	105.71%	12,870	110.47%	1,220
<b>Total Revenue</b>	<b>28,305,770</b>	<b>28,345,651</b>	<b>28,585,505</b>	<b>100.85%</b>	<b>27,966,000</b>	<b>28,445,669</b>	<b>29,730,341</b>	<b>104.52%</b>	<b>29,778,420</b>	<b>99.82%</b>	<b>(54,099)</b>
<b>Other Resources</b>											
Trsf fr Res & Des Fund Bal	-	-	-	0.00%	-	-	-	0.00%	-	0.00%	-
Other Funding Sources	42,000	42,000	670,274	1595.89%	42,000	42,000	-	0.00%	42,000	100.00%	-
<b>Total Other Resources</b>	<b>42,000</b>	<b>42,000</b>	<b>670,274</b>	<b>1595.89%</b>	<b>42,000</b>	<b>42,000</b>	<b>-</b>	<b>0.00%</b>	<b>42,000</b>	<b>100.00%</b>	<b>-</b>
<b>Total Resources</b>	<b>28,347,770</b>	<b>28,387,651</b>	<b>29,255,779</b>	<b>103.06%</b>	<b>28,008,000</b>	<b>28,487,669</b>	<b>29,730,341</b>	<b>104.36%</b>	<b>29,820,420</b>	<b>99.82%</b>	<b>(54,099)</b>
<b>Expenditures</b>											
Instruction	16,434,190	16,321,388	15,770,546	96.63%	16,267,170	16,230,767	17,254,283	106.31%	17,269,598	99.99%	1,169
Instructional Resources	1,241,776	1,170,574	1,037,218	88.61%	1,218,274	1,155,274	1,127,411	97.59%	1,127,411	99.97%	363
Student Services	2,008,479	2,146,252	2,034,261	94.78%	2,256,638	2,104,059	2,067,944	98.28%	2,063,013	99.95%	1,046
General Institutional	6,102,234	6,100,259	5,849,922	95.90%	5,293,039	5,288,378	5,120,296	96.82%	5,212,211	99.88%	6,167
Physical Plant	2,493,346	2,379,351	2,327,322	97.81%	2,558,902	2,664,818	2,456,750	92.19%	2,510,934	99.35%	16,384
Auxiliary Services	-	-	-	0.00%	-	-	-	0.00%	-	0.00%	-
<b>Total Expenditures</b>	<b>28,280,025</b>	<b>28,117,824</b>	<b>27,019,269</b>	<b>96.09%</b>	<b>27,594,023</b>	<b>27,443,296</b>	<b>28,026,684</b>	<b>102.13%</b>	<b>28,183,167</b>	<b>99.91%</b>	<b>25,129</b>
<b>Other Uses</b>											
Trsf fr Res & Des Fund Bal	37,120	225,202	-	0.00%	373,977	4,373	-	0.00%	-	0.00%	26,223
Other Uses	30,625	44,625	19,576	43.87%	40,000	1,040,000	-	0.00%	1,624,507	99.06%	15,493
<b>Total Other Uses</b>	<b>67,745</b>	<b>269,827</b>	<b>19,576</b>	<b>7.26%</b>	<b>413,977</b>	<b>1,044,373</b>	<b>-</b>	<b>0.00%</b>	<b>1,624,507</b>	<b>97.50%</b>	<b>41,716</b>
<b>Total Uses</b>	<b>28,347,770</b>	<b>28,387,651</b>	<b>27,038,845</b>	<b>95.25%</b>	<b>28,008,000</b>	<b>28,487,669</b>	<b>28,026,684</b>	<b>98.38%</b>	<b>29,807,674</b>	<b>99.78%</b>	<b>66,845</b>
<b>Budgeted Resources Over (Under) Expenditures</b>	<b>-</b>	<b>-</b>	<b>2,216,934</b>		<b>-</b>	<b>-</b>	<b>1,703,657</b>		<b>12,746</b>		
Beginning Fund Balance	11,148,543	11,148,543	11,148,543		11,135,797	11,135,797	11,135,797		11,135,797		
Change in Fund Balance	37,120	225,202	-		373,977	4,373	1,703,657		12,746		
Ending Fund Balance	11,185,663	11,373,745	13,365,477		11,509,774	11,140,170	12,839,454		11,148,543		
Reserved for Prepaid Items	75,000	75,000	75,000		250,000	250,000	75,000		75,000		
Designated for Operations	6,775,000	6,775,000	6,775,000		6,400,000	6,400,000	6,836,000		6,836,000		
Designated for State Aid Fluc	315,000	315,000	315,000		290,000	290,000	284,000		284,000		
Designated for Sub Years	475,000	475,000	475,000		435,000	435,000	425,000		425,000		
Designated for Sub Year	3,545,663	3,733,745	5,725,477		4,134,774	3,765,170	5,219,454		3,528,543		

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

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

Blackhawk Technical College  
**Special Revenue Fund**  
Comparative Statement of Revenues and Expenditures  
For The Months Ended June 30, 2021 and 2020

	2020-2021				2019-2020						
	Original Budget	Adjusted Budget	YTD Actual	Percent of Budget	Original Budget	Adjusted Budget	YTD Actual	Percent of Budget	Audited		
									Year End	Percent of Budget	Dollar Variance
Revenues											
Property Tax	674,686	601,250	590,916	98.28%	693,787	693,787	693,787	100.00%	686,787	100.03%	200
Other Local Government	-	-	-	0.00%	-	-	-	0.00%	-	0.00%	-
State Aid	731,191	1,139,400	705,181	61.89%	1,782,290	1,753,810	1,143,683	65.21%	1,318,772	75.79%	(421,325)
Program Fees	-	-	-	0.00%	-	-	-	0.00%	-	0.00%	-
Material Fees	-	-	1,383	No Budget	1,946	1,695	-	0.00%	637	37.58%	(1,058)
Other Student Fees	-	-	27,842	No Budget	36,980	32,211	-	0.00%	12,543	38.94%	(19,668)
Institutional Revenue	-	53,775	53,775	100.00%	30,000	80,000	30,000	37.50%	30,000	32.69%	(61,775)
Federal Revenue	539,733	3,033,266	1,412,213	46.56%	674,906	1,908,609	633,106	33.17%	683,937	30.38%	(1,567,473)
Total Revenue	1,945,610	4,827,691	2,791,310	57.82%	3,219,909	4,470,112	2,500,576	55.94%	2,732,676	56.89%	(2,071,099)
Other Resources											
Trsf fr Res & Des Fund Bal	-	-	-	0.00%	36,000	36,974	-	0.00%	7,588	20.52%	(29,386)
Other Funding Sources	-	-	-	0.00%	-	-	-	0.00%	-	0.00%	-
Total Other Resources	-	-	-	0.00%	36,000	36,974	-	0.00%	7,588	20.52%	(29,386)
Total Resources	1,945,610	4,827,691	2,791,310	57.82%	3,255,909	4,507,086	2,500,576	55.48%	2,740,264	56.61%	(2,100,485)
Expenditures											
Instruction	885,381	2,036,189	936,425	45.99%	2,109,067	2,713,992	1,574,643	58.02%	1,580,989	55.38%	1,273,683
Instructional Resources	77,112	1,121,489	171,361	15.28%	105,090	606,589	102,100	16.83%	102,100	13.09%	678,016
Student Services	983,117	940,839	1,228,293	130.55%	1,041,752	1,111,505	975,805	87.79%	977,996	89.45%	115,369
General Institutional	-	560,118	310,879	55.50%	-	62,180	20,072	32.28%	20,072	21.91%	71,556
Physical Plant	-	169,056	95,110	56.26%	-	12,820	8,147	63.55%	8,147	38.85%	12,821
Total Expenditures	1,945,610	4,827,691	2,742,068	56.80%	3,255,909	4,507,086	2,680,767	59.48%	2,689,304	55.56%	2,151,445
Other Uses											
Trsf fr Res & Des Fund Bal	-	-	-	0.00%	-	-	-	0.00%	-	0.00%	-
Other Uses	-	-	628,274	No Budget	-	-	-	0.00%	-	0.00%	-
Total Other Uses	-	-	628,274	No Budget	-	-	-	0.00%	-	0.00%	-
Total Uses	1,945,610	4,827,691	3,370,342	69.81%	3,255,909	4,507,086	2,680,767	59.48%	2,689,304	59.67%	(2,151,445)
Budgeted Resources											
Over (Under) Expenditures	-	-	(579,032)		-	-	(180,191)		50,960		
Beginning Fund Balance	828,491	828,491	828,491		777,531	777,531	777,531		777,531		
Change in Fund Balance	-	-	-		(36,000)	(36,974)	(180,191)		50,960		
Ending Fund Balance	828,491	828,491	249,459		741,531	740,557	597,340		828,491		

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

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

Blackhawk Technical College  
**Operating Budget**  
**General Fund & Special Revenue Funds Combined**  
For The Months Ended June 30, 2021 and 2020

	2020-2021				2019-2020						
	Original Budget	Adjusted Budget	YTD Actual	Percent of Budget	Original Budget	Adjusted Budget	YTD Actual	Percent of Budget	Audited Year End	Percent of Budget	Dollar Variance
Revenues											
Property Tax	7,545,881	7,671,320	7,671,320	100.00%	7,225,000	7,367,275	7,365,881	99.98%	7,365,881	99.98%	(1,394)
Other Local Government	(10,606)	(10,606)	7,398	-69.75%	(12,000)	138,000	143,383	103.90%	143,384	100.97%	1,384
State Aid	13,884,922	14,193,258	13,895,503	97.90%	14,537,627	14,965,641	14,323,754	95.71%	14,512,803	97.06%	(439,125)
Program Fees	5,503,459	5,329,333	5,316,634	99.76%	5,712,200	5,362,200	5,448,323	101.61%	5,448,323	99.98%	(877)
Material Fees	274,600	324,894	315,585	97.13%	392,830	372,579	382,490	102.66%	382,490	99.46%	(2,089)
Other Student Fees	490,859	555,570	558,553	100.54%	582,005	578,136	556,683	96.29%	556,683	94.49%	(32,453)
Institutional Revenue	2,011,532	2,065,307	2,196,707	106.36%	2,062,341	2,212,341	3,365,669	152.13%	3,404,725	97.58%	(84,391)
Federal Revenue	550,733	3,044,266	1,415,115	46.48%	685,906	1,919,609	644,734	33.59%	696,807	30.79%	(1,566,253)
Total Revenue	30,251,380	33,173,342	31,376,815	94.58%	31,185,909	32,915,781	32,230,917	97.92%	32,511,096	93.86%	(2,125,198)
Other Resources											
Trsf fr Res & Des Fund Bal	-	-	-	0.00%	36,000	36,974	-	0.00%	7,588	20.52%	(29,386)
Other Funding Sources	42,000	42,000	670,274	1595.89%	42,000	42,000	-	0.00%	42,000	100.00%	-
Total Other Resources	42,000	42,000	670,274	1595.89%	78,000	78,974	-	0.00%	49,588	62.79%	29,386
Total Resources	30,293,380	33,215,342	32,047,089	96.48%	31,263,909	32,994,755	32,230,917	97.68%	32,560,684	93.79%	(2,154,584)
Expenditures											
Instruction	17,319,571	18,357,577	16,706,971	91.01%	18,376,237	18,944,759	18,828,926	99.39%	18,850,587	93.67%	1,274,852
Instructional Resources	1,318,888	2,292,063	1,208,579	52.73%	1,323,364	1,761,863	1,229,511	69.78%	1,229,511	64.44%	678,379
Student Services	2,991,596	3,087,091	3,262,554	105.68%	3,298,390	3,215,564	3,043,749	94.66%	3,041,009	96.31%	116,415
General Institutional	6,102,234	6,660,377	6,160,801	92.50%	5,293,039	5,350,558	5,140,368	96.07%	5,232,283	98.54%	77,723
Physical Plant	2,493,346	2,548,407	2,422,432	95.06%	2,558,902	2,677,638	2,464,897	92.05%	2,519,081	98.85%	29,205
Auxiliary Services	-	-	-	0.00%	-	-	-	0.00%	-	0.00%	-
Total Expenditures	30,225,635	32,945,515	29,761,337	90.34%	30,849,932	31,950,382	30,707,451	96.11%	30,872,471	93.41%	2,176,574
Other Uses											
Trsf fr Res & Des Fund Bal	37,120	225,202	-	0.00%	373,977	4,373	-	0.00%	-	0.00%	26,223
Other Uses	30,625	44,625	647,850	1451.76%	40,000	1,040,000	-	0.00%	1,624,507	99.06%	15,493
Total Other Uses	67,745	269,827	647,850	240.10%	413,977	1,044,373	-	0.00%	1,624,507	97.50%	41,716
Total Uses	30,293,380	33,215,342	30,409,187	91.55%	31,263,909	32,994,755	30,707,451	93.07%	32,496,978	93.61%	2,218,290
Budgeted Resources											
Over (Under) Expenditures	-	-	1,637,902		-	-	1,523,466		63,706		
Beginning Fund Balance	11,977,034	11,977,034	11,977,034		11,913,328	11,913,328	11,913,328		11,913,328		
Change in Fund Balance	37,120	225,202	-		337,977	(32,601)	1,523,466		63,706		
Ending Fund Balance	12,014,154	12,202,236	13,614,936		12,251,305	11,880,727	13,436,794		11,977,034		
Reserved for Prepaid Items	75,000	75,000	75,000		250,000	250,000	75,000		75,000		
Designated for Operations	7,603,491	7,603,491	7,024,459		7,141,531	7,140,557	7,433,340		7,664,491		
Designated for State Aid Fluc	315,000	315,000	315,000		290,000	290,000	284,000		284,000		
Designated for Sub Years	475,000	475,000	475,000		435,000	435,000	425,000		425,000		
Designated for Sub Year	3,545,663	3,733,745	5,725,477		4,134,774	3,765,170	5,219,454		3,528,543		

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

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

Blackhawk Technical College  
**Capital Projects Fund**  
Comparative Statement of Revenues and Expenditures  
For The Months Ended June 30, 2021 and 2020

	2020-2021				2019-2020						
	Original Budget	Adjusted Budget	YTD Actual	Percent of Budget	Original Budget	Adjusted Budget	YTD Actual	Percent of Budget	Audited		
									Year End	Percent of Budget	Dollar Variance
<b>Revenues</b>											
Property Tax	-	-	-	0.00%	-	-	-	0.00%	-	0.00%	-
State Aid	10,000	10,000	-	0.00%	9,000	54,845	7,667	13.98%	7,667	13.98%	(47,178)
Institutional Revenue	40,000	98,000	153,022	156.14%	50,000	219,031	214,221	97.80%	214,221	97.80%	(4,810)
Federal Revenue	-	2,512,366	1,561,454	62.15%	-	-	195,530	No Budget	125,759	147.77%	40,655
<b>Total Revenue</b>	<b>50,000</b>	<b>2,620,366</b>	<b>1,714,476</b>	<b>65.43%</b>	<b>59,000</b>	<b>273,876</b>	<b>417,418</b>	<b>152.41%</b>	<b>347,647</b>	<b>96.84%</b>	<b>(11,333)</b>
<b>Other Resources</b>											
Trsf fr Res & Des Fund Bal	-	836,499	-	0.00%	132,644	1,076,587	-	0.00%	-	0.00%	(1,076,587)
Other Funding Sources	5,000,000	11,000,000	11,000,000	100.00%	4,700,000	5,700,000	4,700,000	82.46%	6,300,000	100.00%	-
<b>Total Other Resources</b>	<b>5,000,000</b>	<b>11,836,499</b>	<b>11,000,000</b>	<b>92.93%</b>	<b>4,832,644</b>	<b>6,776,587</b>	<b>4,700,000</b>	<b>69.36%</b>	<b>6,300,000</b>	<b>85.41%</b>	<b>(1,076,587)</b>
<b>Total Resources</b>	<b>5,050,000</b>	<b>14,456,865</b>	<b>12,714,476</b>	<b>87.95%</b>	<b>4,891,644</b>	<b>7,050,463</b>	<b>5,117,418</b>	<b>72.58%</b>	<b>6,647,647</b>	<b>85.94%</b>	<b>(1,087,920)</b>
<b>Expenditures</b>											
Instruction	615,294	1,364,136	990,558	72.61%	869,697	932,309	656,326	70.40%	706,997	75.83%	225,312
Instructional Resources	866,000	2,329,634	1,854,753	79.62%	802,010	959,325	820,259	85.50%	823,139	79.59%	211,147
Student Services	-	188,910	170,672	90.35%	146,902	204,902	189,034	92.26%	189,034	87.90%	26,011
General Institutional	947,506	1,587,158	1,237,796	77.99%	629,084	936,306	786,347	83.98%	671,099	71.68%	265,207
Physical Plant	2,553,200	8,903,027	4,357,809	48.95%	2,375,951	2,949,621	2,229,448	75.58%	2,706,825	91.97%	236,181
Auxiliary Services	-	-	-	0.00%	-	-	-	0.00%	-	0.00%	-
<b>Total Expenditures</b>	<b>4,982,000</b>	<b>14,372,865</b>	<b>8,611,588</b>	<b>59.92%</b>	<b>4,823,644</b>	<b>5,982,463</b>	<b>4,681,414</b>	<b>78.25%</b>	<b>5,097,094</b>	<b>84.10%</b>	<b>963,858</b>
<b>Other Uses</b>											
Trsf fr Res & Des Fund Bal	-	-	-	0.00%	-	1,000,000	-	0.00%	-	0.00%	1,606,615
Other Uses	68,000	84,000	84,000	100.00%	68,000	68,000	-	0.00%	75,588	111.16%	(7,588)
<b>Total Other Uses</b>	<b>68,000</b>	<b>84,000</b>	<b>84,000</b>	<b>100.00%</b>	<b>68,000</b>	<b>1,068,000</b>	<b>-</b>	<b>0.00%</b>	<b>75,588</b>	<b>4.51%</b>	<b>1,599,027</b>
<b>Total Uses</b>	<b>5,050,000</b>	<b>14,456,865</b>	<b>8,695,588</b>	<b>60.15%</b>	<b>4,891,644</b>	<b>7,050,463</b>	<b>4,681,414</b>	<b>66.40%</b>	<b>5,172,682</b>	<b>66.87%</b>	<b>2,562,885</b>
<b>Budgeted Resources Over (Under) Expenditures</b>	<b>-</b>	<b>-</b>	<b>4,018,888</b>		<b>-</b>	<b>-</b>	<b>436,004</b>		<b>1,474,965</b>		
Beginning Fund Balance	3,829,285	3,829,285	3,829,285		2,354,320	2,354,320	2,354,320		2,354,320		
Change in Fund Balance	-	(836,499)	-		(132,644)	(76,587)	436,004		1,474,965		
<b>Ending Fund Balance</b>	<b>3,829,285</b>	<b>2,992,786</b>	<b>7,848,173</b>		<b>2,221,676</b>	<b>2,277,733</b>	<b>2,790,324</b>		<b>3,829,285</b>		

**Capital Projects Fund** is used to account for all resources and expenditures related to capital projects. Capital projects include the acquisition of sites/buildings, purchase or construction of buildings (including equipping), remodeling and improvement of buildings and purchase of movable and fixed equipment with a per unit value of \$2,000 and a life expectancy of at least two years.

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



Blackhawk Technical College  
**Debt Service**  
 Comparative Statement of Revenues and Expenditures  
 For The Months Ended June 30, 2021 and 2020

	2020-2021				2019-2020						
	Original Budget	Adjusted Budget	YTD Actual	Percent of Budget	Original Budget	Adjusted Budget	YTD Actual	Percent of Budget	Year End	Percent of Budget	Dollar Variance
Revenues											
Property Tax	8,400,000	8,400,000	8,400,000	100.00%	8,241,000	8,241,000	8,241,000	100.00%	8,241,000	100.00%	-
Institutional Revenue	12,000	12,000	566	4.72%	30,000	30,000	10,099	33.66%	10,099	33.66%	(19,901)
Total Revenue	8,412,000	8,412,000	8,400,566	99.86%	8,271,000	8,271,000	8,251,099	99.76%	8,251,099	99.76%	(19,901)
Other Resources											
Trsf fr Res & Des Fund Bal	-	149,644	-	0.00%	-	-	-	0.00%	68,000	100.00%	-
Other Funding Sources	68,000	84,000	119,061	141.74%	68,000	289,594	73,193	25.27%	221,593	100.00%	(1)
Total Other Resources	68,000	233,644	119,061	50.96%	68,000	289,594	73,193	25.27%	289,593	100.00%	(1)
Total Resources	8,480,000	8,645,644	8,519,627	98.54%	8,339,000	8,560,594	8,324,292	97.24%	8,540,692	99.77%	(19,902)
Expenditures											
Physical Plant	8,480,000	8,645,644	8,525,932	98.62%	8,309,274	8,461,511	8,299,658	98.09%	8,452,219	99.89%	9,292
Total Expenditures	8,480,000	8,645,644	8,525,932	98.62%	8,309,274	8,461,511	8,299,658	98.09%	8,452,219	99.89%	9,292
Other Uses											
Trsf fr Res & Des Fund Bal	-	-	-	0.00%	29,726	99,083	-	0.00%	-	0.00%	99,083
Other Uses	-	-	-	0.00%	-	-	-	0.00%	-	0.00%	-
Total Other Uses	-	-	-	0.00%	29,726	99,083	-	0.00%	-	0.00%	99,083
Total Uses	8,480,000	8,645,644	8,525,932	98.62%	8,339,000	8,560,594	8,299,658	96.95%	8,452,219	98.73%	108,375
Budgeted Resources											
Over (Under) Expenditures	-	-	(6,305)		-	-	24,634		88,473		
Beginning Fund Balance	1,067,042	1,067,042	1,067,042		978,569	978,569	978,569		978,569		
Change in Fund Balance	-	(149,644)	-		29,726	99,083	24,634		88,473		
Ending Fund Balance	1,067,042	917,398	1,060,737		1,008,295	1,077,652	1,003,203		1,067,042		

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

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

Blackhawk Technical College  
**Enterprise Fund**  
Comparative Statement of Revenues and Expenditures  
For The Months Ended June 30, 2021 and 2020

	2020-2021				2019-2020						
	Original Budget	Adjusted Budget	YTD Actual	Percent of Budget	Original Budget	Adjusted Budget	YTD Actual	Percent of Budget	Audited Year End	Percent of Budget	Dollar Variance
Revenues											
Other Student Fees	-	-	-	0.00%	-	-	-	0.00%	-	0.00%	-
Institutional Revenue	121,000	121,000	115,987	95.86%	144,000	144,000	119,431	82.94%	122,432	85.02%	(21,568)
Federal Revenue	-	-	-	0.00%	-	-	-	0.00%	-	0.00%	-
Total Revenue	121,000	121,000	115,987	95.86%	144,000	144,000	119,431	82.94%	122,432	85.02%	(21,568)
Other Resources											
Trsf fr Res & Des Fund Bal	10,000	10,000	-	0.00%	43,000	43,000	-	0.00%	-	0.00%	(43,000)
Other Funding Sources	-	-	-	0.00%	-	-	-	0.00%	-	0.00%	-
Total Other Resources	10,000	10,000	-	0.00%	43,000	43,000	-	0.00%	-	0.00%	(43,000)
Total Resources	131,000	131,000	115,987	88.54%	187,000	187,000	119,431	63.87%	122,432	65.47%	(64,568)
Expenditures											
Student Services	-	-	-	0.00%	-	-	-	0.00%	-	0.00%	-
Auxiliary Services	82,965	82,965	72,502	87.39%	125,050	125,050	87,704	70.14%	92,633	74.08%	32,417
Total Expenditures	82,965	82,965	72,502	87.39%	125,050	125,050	87,704	70.14%	92,633	74.08%	32,417
Other Uses											
Trsf fr Res & Des Fund Bal	6,035	6,035	-	0.00%	19,950	19,950	-	0.00%	-	0.00%	19,950
Other Uses	42,000	42,000	42,000	100.00%	42,000	42,000	-	0.00%	42,000	100.00%	-
Total Other Uses	48,035	48,035	42,000	87.44%	61,950	61,950	-	0.00%	42,000	67.80%	19,950
Total Uses	131,000	131,000	114,502	87.41%	187,000	187,000	87,704	46.90%	134,633	72.00%	52,367
Budgeted Resources Over (Under) Expenditures	-	-	1,485		-	-	31,727		(12,201)		
Beginning Fund Balance	553,701	553,701	553,701		565,902	565,902	565,902		565,902		
Change in Fund Balance	(3,965)	(3,965)	-		(23,050)	(23,050)	31,727		(12,201)		
Ending Fund Balance	549,736	549,736	555,186		542,852	542,852	597,629		553,701		

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

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

Blackhawk Technical College  
**Internal Service Fund**  
Comparative Statement of Revenues and Expenditures  
For The Months Ended June 30, 2021 and 2020

	2020-2021				2019-2020						
	Original Budget	Adjusted Budget	YTD Actual	Percent of Budget	Original Budget	Adjusted Budget	YTD Actual	Percent of Budget	Year End	Percent of Budget	Dollar Variance
Revenues											
Institutional Revenue	227,000	227,000	227,000	100.00%	210,000	210,000	210,000	100.00%	210,000	100.00%	-
Total Revenue	227,000	227,000	227,000	100.00%	210,000	210,000	210,000	100.00%	210,000	100.00%	-
Other Resources											
Trsf fr Res & Des Fund Bal	-	-	-	0.00%	-	-	-	0.00%	-	0.00%	-
Other Funding Sources	-	-	-	0.00%	-	-	-	0.00%	-	0.00%	-
Total Other Resources	-	-	-	0.00%	-	-	-	0.00%	-	0.00%	-
Total Resources	227,000	227,000	227,000	100.00%	210,000	210,000	210,000	100.00%	210,000	100.00%	-
Expenditures											
Instruction	-	-	-	0.00%	-	-	-	0.00%	-	0.00%	-
Student Services	-	-	-	0.00%	-	-	-	0.00%	-	0.00%	-
Auxiliary Services	227,000	227,000	213,194	93.92%	210,000	210,000	207,869	98.99%	207,869	98.99%	2,131
Total Expenditures	227,000	227,000	213,194	93.92%	210,000	210,000	207,869	98.99%	207,869	98.99%	2,131
Other Uses											
Trsf fr Res & Des Fund Bal	-	-	-	0.00%	-	-	-	0.00%	-	0.00%	-
Other Uses	-	-	-	0.00%	-	-	-	0.00%	-	0.00%	-
Total Other Uses	-	-	-	0.00%	-	-	-	0.00%	-	0.00%	-
Total Uses	227,000	227,000	213,194	93.92%	210,000	210,000	207,869	98.99%	207,869	98.99%	2,131
Budgeted Resources											
Over (Under) Expenditures	-	-	13,806		-	-	2,131		2,131		
Beginning Fund Balance	218,130	218,130	218,130		215,999	215,999	215,999		215,999		
Change in Fund Balance	-	-	-		-	-	2,131		2,131		
Ending Fund Balance	218,130	218,130	231,936		215,999	215,999	218,130		218,130		

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

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

Blackhawk Technical College  
**Trust and Agency Fund**  
Comparative Statement of Revenues and Expenditures  
For The Months Ended June 30, 2021 and 2020

	2020-2021				2019-2020						
	Original Budget	Adjusted Budget	YTD Actual	Percent of Budget	Original Budget	Adjusted Budget	YTD Actual	Percent of Budget	Year End	Percent of Budget	Dollar Variance
Revenues											
Property Tax	-	-	-	0.00%	-	-	-	0.00%	-	0.00%	-
State Aid	839,350	839,350	835,589	99.55%	953,930	953,930	801,171	83.99%	801,171	83.99%	(152,759)
Other Student Fees	360,000	360,000	356,982	99.16%	360,000	360,000	368,256	102.29%	368,256	100.00%	(4)
Institutional Revenue	280,399	283,249	303,548	107.17%	259,129	288,879	316,440	109.54%	316,440	96.20%	(12,496)
Federal Revenue	7,700,465	8,837,519	8,351,140	94.50%	7,826,000	8,926,944	8,074,135	90.45%	8,201,285	91.87%	(725,659)
Total Revenue	9,180,214	10,320,118	9,847,259	95.42%	9,399,059	10,529,753	9,560,002	90.79%	9,687,152	91.58%	(890,918)
Other Resources											
Trsf fr Res & Des Fund Bal	132,605	154,802	-	0.00%	2,250	86,020	-	0.00%	-	0.00%	(86,020)
Other Funding Sources	30,625	44,625	19,576	43.87%	40,000	40,000	-	0.00%	24,507	61.27%	(15,493)
Total Other Resources	163,230	199,427	19,576	9.82%	42,250	126,020	-	0.00%	24,507	19.45%	(101,513)
Total Resources	9,343,444	10,519,545	9,866,835	93.80%	9,441,309	10,655,773	9,560,002	89.72%	9,711,659	90.73%	(992,431)
Expenditures											
Instruction	-	-	-	0.00%	-	-	-	0.00%	-	0.00%	-
Student Services	9,099,315	10,265,416	9,591,614	93.44%	9,166,050	10,380,514	9,283,721	89.43%	9,370,688	90.27%	1,009,826
General Institutional	244,129	254,129	248,204	97.67%	239,129	239,129	242,543	101.43%	242,543	97.39%	6,511
Physical Plant	-	-	-	0.00%	-	-	-	0.00%	-	0.00%	-
Total Expenditures	9,343,444	10,519,545	9,839,818	93.54%	9,405,179	10,619,643	9,526,264	89.70%	9,613,231	90.44%	1,016,337
Other Uses											
Trsf fr Res & Des Fund Bal	-	-	-	0.00%	36,130	36,130	-	0.00%	-	0.00%	74,522
Other Uses	-	-	-	0.00%	-	-	-	0.00%	-	0.00%	-
Total Other Uses	-	-	-	0.00%	36,130	36,130	-	0.00%	-	0.00%	74,522
Total Uses	9,343,444	10,519,545	9,839,818	93.54%	9,441,309	10,655,773	9,526,264	89.40%	9,613,231	89.81%	1,090,859
Budgeted Resources											
Over (Under) Expenditures	-	-	27,017		-	-	33,738		98,428		
Beginning Fund Balance	712,370	712,370	712,370		872,411	872,411	872,411		613,942		
Change in Fund Balance	(132,605)	(154,802)	-		33,880	(49,890)	33,738		98,428		
Ending Fund Balance	579,765	557,568	739,387		906,291	822,521	906,149		712,370		

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

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

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

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

Blackhawk Technical College  
All Funds  
Comparative Statement of Revenues and Expenditures

	2020-2021				2019-2020						
	Original Budget	Adjusted Budget	YTD Actual	Percent of Budget	Original Budget	Adjusted Budget	YTD Actual	Percent of Budget	Year End	Percent of Budget	Dollar Variance
<b>Revenues</b>											
Property Tax	15,945,881	16,071,320	16,071,320	100.00%	15,466,000	15,608,275	15,606,881	99.99%	15,606,881	99.99%	(1,394)
Other Local Government	(10,606)	(10,606)	7,398	-69.75%	(12,000)	138,000	143,383	103.90%	143,384	100.97%	1,384
State Aid	14,734,272	15,042,608	14,731,092	97.93%	15,500,557	15,974,416	15,132,592	94.73%	15,321,641	96.00%	(639,062)
Program Fees	5,503,459	5,329,333	5,316,634	99.76%	5,712,200	5,362,200	5,448,323	101.61%	5,448,323	99.98%	(877)
Material Fees	274,600	324,894	315,585	97.13%	392,830	372,579	382,490	102.66%	382,490	99.46%	(2,089)
Other Student Fees	850,859	915,570	915,535	100.00%	942,005	938,136	924,939	98.59%	924,939	96.61%	(32,457)
Institutional Revenue	2,691,931	2,806,556	2,996,830	106.78%	2,755,470	3,104,251	4,235,860	136.45%	4,277,917	96.76%	(143,166)
Federal Revenue	8,251,198	14,394,151	11,327,709	78.70%	8,511,906	10,846,553	8,914,399	82.19%	9,023,851	80.03%	(2,251,257)
<b>Total Revenue</b>	<b>48,241,594</b>	<b>54,873,826</b>	<b>51,682,103</b>	<b>94.18%</b>	<b>49,268,968</b>	<b>52,344,410</b>	<b>50,788,867</b>	<b>97.03%</b>	<b>51,129,426</b>	<b>94.34%</b>	<b>(3,068,918)</b>
<b>Other Resources</b>											
Trsf fr Res & Des Fund Bal	142,605	1,150,945	-	0.00%	213,894	1,242,581	-	0.00%	75,588	5.77%	(945,706)
Other Funding Sources	5,140,625	11,170,625	11,808,911	105.71%	4,850,000	6,071,594	4,773,193	78.62%	6,588,100	99.77%	80,982
<b>Total Other Resources</b>	<b>5,283,230</b>	<b>12,321,570</b>	<b>11,808,911</b>	<b>95.84%</b>	<b>5,063,894</b>	<b>7,314,175</b>	<b>4,773,193</b>	<b>65.26%</b>	<b>6,663,688</b>	<b>84.20%</b>	<b>(864,724)</b>
<b>Total Resources</b>	<b>53,524,824</b>	<b>67,195,396</b>	<b>63,491,014</b>	<b>94.49%</b>	<b>54,332,862</b>	<b>59,658,585</b>	<b>55,562,060</b>	<b>93.13%</b>	<b>57,793,114</b>	<b>93.05%</b>	<b>(4,609,897)</b>
<b>Expenditures</b>											
Instruction	17,934,865	19,721,713	17,697,529	89.74%	19,245,934	19,877,068	19,485,252	98.03%	19,557,584	92.88%	1,500,164
Instructional Resources	2,184,888	4,621,697	3,063,332	66.28%	2,125,374	2,721,188	2,049,770	75.33%	2,052,650	69.77%	889,526
Student Services	12,090,911	13,541,417	13,024,840	96.19%	12,611,342	13,800,980	12,516,504	90.69%	12,600,731	91.62%	1,152,252
General Institutional	7,293,869	8,501,664	7,646,801	89.94%	6,161,252	6,525,993	6,169,258	94.53%	6,145,925	94.62%	349,441
Physical Plant	13,526,546	20,097,078	15,306,173	76.16%	13,244,127	14,088,770	12,994,003	92.23%	13,678,125	98.03%	274,678
Auxiliary Services	309,965	309,965	285,696	92.17%	335,050	335,050	295,573	88.22%	300,502	89.69%	34,548
<b>Total Expenditures</b>	<b>53,341,044</b>	<b>66,793,534</b>	<b>57,024,371</b>	<b>85.37%</b>	<b>53,723,079</b>	<b>57,349,049</b>	<b>53,510,360</b>	<b>93.31%</b>	<b>54,335,517</b>	<b>92.82%</b>	<b>4,200,609</b>
<b>Other Uses</b>											
Trsf fr Res & Des Fund Bal	43,155	231,237	-	0.00%	459,783	1,159,536	-	0.00%	-	0.00%	1,826,393
Other Uses	140,625	170,625	773,850	453.54%	150,000	1,150,000	-	0.00%	1,742,095	99.55%	7,905
<b>Total Other Uses</b>	<b>183,780</b>	<b>401,862</b>	<b>773,850</b>	<b>192.57%</b>	<b>609,783</b>	<b>2,309,536</b>	<b>-</b>	<b>0.00%</b>	<b>1,742,095</b>	<b>48.71%</b>	<b>1,834,298</b>
<b>Total Uses</b>	<b>53,524,824</b>	<b>67,195,396</b>	<b>57,798,221</b>	<b>86.02%</b>	<b>54,332,862</b>	<b>59,658,585</b>	<b>53,510,360</b>	<b>89.69%</b>	<b>56,077,612</b>	<b>90.28%</b>	<b>6,034,907</b>
<b>Budgeted Resources</b>											
Over (Under) Expenditures	-	-	5,692,793		-	-	2,051,700		1,715,502		
Beginning Fund Balance	18,357,562	18,357,562	18,357,562		16,900,529	16,900,529	16,900,529		16,642,060		
Change in Fund Balance	(99,450)	(919,708)	-		245,889	(83,045)	2,051,700		1,715,502		
Ending Fund Balance	18,258,112	17,437,854	24,050,355		17,146,418	16,817,484	18,952,229		18,357,562		
Reserved for Prepaid Items	75,000	75,000	75,000		250,000	250,000	75,000		75,000		
Designated for Operations	7,603,491	7,603,491	7,024,459		7,141,531	7,140,557	7,433,340		7,664,491		
Designated for State Aid Fluc	315,000	315,000	315,000		290,000	290,000	284,000		284,000		
Designated for Sub Years	475,000	475,000	475,000		435,000	435,000	425,000		425,000		
Designated for Sub Year	3,545,663	3,733,745	5,725,477		4,134,774	3,765,170	5,219,454		3,528,543		

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

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

<b><u>COMBINED FUNDS</u></b>	<b>2020-21 CURRENT BUDGET</b>	<b>2020-21 ACTUAL TO DATE</b>	<b>2020-21 PERCENT INCURRED</b>	<b>2019-20 ACTUAL TO DATE</b>	<b>2019-20 PERCENT INCURRED</b>
<b>REVENUE &amp; OTHER RESOURCES:</b>					
Local Government	\$ 16,060,714	\$ 16,078,718	100.1%	\$ 15,750,264	100.0%
State Aids	15,042,608	14,731,092	97.9%	15,132,592	94.7%
Statutory Program Fees	5,329,333	5,316,634	99.8%	5,448,323	101.6%
Material Fees	324,894	315,585	97.1%	382,490	102.7%
Other Student Fees	915,570	915,535	100.0%	924,939	98.6%
Institutional	2,806,556	2,996,830	106.8%	4,235,860	136.5%
Federal	14,394,151	11,327,709	78.7%	8,914,399	82.2%
Other Sources (Bond/Transfer from Other Fund)	<u>11,170,625</u>	<u>11,808,911</u>	105.7%	<u>4,773,193</u>	78.6%
Total Revenue & Other Resources	<u>\$ 66,044,451</u>	<u>\$ 63,491,014</u>	94.5%	<u>\$ 55,562,060</u>	93.1%
<b>EXPENDITURES BY FUNCTION:</b>					
Instruction	\$ 19,721,713	\$ 17,697,529	89.7%	\$ 19,485,252	98.0%
Instructional Resources	4,621,697	3,063,332	66.3%	2,049,770	75.3%
Student Services	13,541,417	13,024,840	96.2%	12,516,504	90.7%
General Institutional	8,501,664	7,646,801	89.9%	6,169,258	94.5%
Physical Plant	20,097,078	15,306,173	76.2%	12,994,003	92.2%
Auxiliary Services	309,965	285,696	92.2%	295,573	88.2%
Other Uses (Transfer to Other Fund)	<u>170,625</u>	<u>773,850</u>	453.5%	<u>-</u>	0.0%
Total Expenditures & Other Uses	<u>\$ 66,964,159</u>	<u>\$ 57,798,221</u>	85.4%	<u>\$ 53,510,360</u>	93.3%
<b>EXPENDITURES BY FUNDS:</b>					
General	\$ 28,117,824	\$ 27,019,269	96.1%	\$ 28,026,684	102.1%
Special Revenue	4,827,691	2,742,068	56.8%	2,680,767	59.5%
Capital Projects	14,372,865	8,611,588	59.9%	4,681,414	78.3%
Debt Service	8,645,644	8,525,932	98.6%	8,299,658	98.1%
Enterprise	82,965	72,502	87.4%	87,704	70.1%
Internal Service	227,000	213,194	93.9%	207,869	99.0%
Trust & Agency	10,519,545	9,839,818	93.5%	9,526,264	89.7%
Other Uses (Transfer to Other Fund)	<u>170,625</u>	<u>773,850</u>	453.5%	<u>-</u>	0.0%
Total Expenditures	<u>\$ 66,964,159</u>	<u>\$ 57,798,221</u>	85.4%	<u>\$ 53,510,360</u>	93.3%
Fund Balances, Beginning	\$ 18,357,562	\$ 18,357,562		\$ 16,900,529	
Change in Fund Balance	<u>(919,708)</u>	<u>5,692,793</u>		<u>2,051,700</u>	
Fund Balances, Ending	<u>\$ 17,437,854</u>	<u>\$ 24,050,355</u>		<u>\$ 18,952,229</u>	

<b>Debt Service Detail</b>					
Principal Payments	7,425,000	7,425,000	100.0%	7,285,000	100.0%
Interest Payments	1,136,644	1,024,082	90.1%	947,208	85.4%
Other Debt Service Expenses	<u>84,000</u>	<u>76,850</u>	90.9%	<u>67,450</u>	99.2%
Total Debt Service Payments	<u>\$ 8,645,644</u>	<u>\$ 8,525,932</u>		<u>\$ 8,299,658</u>	

**BLACKHAWK TECHNICAL COLLEGE**  
**Summary of Revenue and Expenditures as of July 31, 2021**

<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	\$ 16,920,108	\$ -	0.0%	\$ -	0.0%
State Aids	14,902,787	503,306	3.4%	521,381	3.5%
Statutory Program Fees	5,388,810	2,707,544	50.2%	2,335,875	42.4%
Material Fees	387,644	138,847	35.8%	128,476	46.8%
Other Student Fees	739,250	368,037	49.8%	387,690	45.6%
Institutional	2,533,695	46,953	1.9%	123,612	4.6%
Federal	8,334,749	-	0.0%	-	0.0%
Other Sources (Bond/Transfer from Other Fund)	10,474,625	76,000	0.7%	70,000	1.4%
<b>Total Revenue &amp; Other Resources</b>	<b>\$ 59,681,668</b>	<b>\$ 3,840,687</b>	<b>6.2%</b>	<b>\$ 3,567,034</b>	<b>6.7%</b>
<b>EXPENDITURES BY FUNCTION:</b>					
Instruction	\$ 17,761,476	\$ 491,449	2.8%	\$ 382,298	2.1%
Instructional Resources	2,035,897	128,734	6.3%	377,837	17.3%
Student Services	12,258,482	248,528	2.0%	239,841	2.0%
General Institutional	7,411,306	693,019	9.4%	817,542	11.2%
Physical Plant	22,059,049	237,626	1.1%	164,776	1.2%
Auxiliary Services	373,394	224,910	60.2%	213,315	68.8%
Other Uses (Transfer to Other Fund)	174,625	-	0.0%	-	0.0%
<b>Total Expenditures &amp; Other Uses</b>	<b>\$ 62,074,229</b>	<b>\$ 2,024,266</b>	<b>3.3%</b>	<b>\$ 2,195,609</b>	<b>4.1%</b>
<b>EXPENDITURES BY FUNDS:</b>					
General	\$ 28,340,289	\$ 1,507,819	5.3%	\$ 1,318,044	4.7%
Special Revenue	2,138,188	117,171	5.5%	97,038	5.0%
Capital Projects	12,562,547	94,990	0.8%	446,794	9.0%
Debt Service	9,243,788	23,300	0.3%	23,000	0.3%
Enterprise	146,394	1,715	1.2%	2,117	2.6%
Internal Service	227,000	223,195	98.3%	211,198	93.0%
Trust & Agency	9,241,398	56,076	0.6%	97,418	1.0%
Other Uses (Transfer to Other Fund)	174,625	-	0.0%	-	0.0%
<b>Total Expenditures</b>	<b>\$ 62,074,229</b>	<b>\$ 2,024,266</b>	<b>3.3%</b>	<b>\$ 2,195,609</b>	<b>4.1%</b>
Fund Balances, Beginning	\$ 24,050,355	\$ 24,050,355		\$ 18,357,562	
Change in Fund Balance	(2,392,561)	1,816,421		1,371,425	
<b>Fund Balances, Ending</b>	<b>\$ 21,657,794</b>	<b>\$ 25,866,776</b>		<b>\$ 19,728,987</b>	

<b>Debt Service Detail</b>					
Principal Payments	7,495,000	-	0.0%	-	0.0%
Interest Payments	1,646,788	-	0.0%	-	0.0%
Other Debt Service Expenses	102,000	23,300	22.8%	23,000	27.4%
<b>Total Debt Service Payments</b>	<b>\$ 9,243,788</b>	<b>\$ 23,300</b>		<b>\$ 23,000</b>	

# Quarterly Financial Statement Review

## June 30, 2021: Pre-Audit

### General Fund

#### Revenue

Total revenues and other resources are down approximately \$474,600 (1.6%) from the prior year. This is mainly due to decreases of approximately \$1,192,700 (35.8%) in Institutional Revenue, \$131,700 (2.4%) in Program Fees, and \$68,300 (17.9%) in Material Fees, offset by an increase of approximately \$670,300 (100%) in Other Funding Sources and \$272,300 (4.0%) in Property Taxes.

The decrease in Institutional Revenue is mainly due to decreases in transcribed credits (\$1,112,786) and investment income (\$148,005). The decrease in Program Fees is mainly due to a decrease in associate degree and vocational tuition (\$75,962 and \$6,373, respectively) and an increase in discounts to veterans (\$74,559). The decrease in Material Fee revenue is also attributed to an enrollment decline and increase in veteran discounts from the prior year.

The increase in Other Funding sources is mainly due to the reimbursement of lost revenue from the Higher Education Emergency Relief Fund (HEERF) due to the COVID-19 pandemic (\$628,275). The increase in Property Taxes is due to an increase in the current year tax levy (\$408,310), offset by the prior year closure of a TID (Tax Increment District) which resulted in a \$152,503 distribution to the College.

#### Uses

Total uses are down by approximately \$987,800 (3.5%) from the prior year. This is due to decreases in Instructional expenditures of approximately \$1,483,700 (8.6%) and Physical Plant expenditures of \$129,400 (5.3%), which are offset by an increase in General Institutional expenditures of approximately \$729,600 (14.2%).

The decrease in Instructional expenditures is mainly due to; salaries and benefits (\$320,896), contract services/transcribed credit (\$1,088,251) and software (\$27,143). The decrease in Physical Plant expenditures is mainly due to decreases in salaries and benefits (\$116,399) and professional services (\$45,771), offset by increases in facilities rental (\$21,283) and disposal expense (\$20,972). The decrease in salaries is due to the reclassification of security to general institutional (\$161,373) offset by other salary and benefit increases.

The increase in General Institutional expenses is mainly due to increases in salaries and benefits (\$541,022), professional services (\$84,118), unemployment (\$54,405), commercial printing (\$42,308) and telephone expense (\$21,618). These increases are offset by decreases in legal (\$85,589) and advertising (\$19,800) expenses. Salaries and benefits are increased in part due to the reclassification of security personnel to this function.

### Special Revenue Fund

Revenues are up approximately \$290,700 (11.6%) overall compared to the prior year. An increase of approximately \$779,100 (123.1%) in Federal Revenue is offset by decreases of approximately \$438,500 (38.3%) in State Aid and \$102,900 (14.8%) in Property Taxes. The increase in Federal Revenue is mainly due to the receipt of the Higher Education Emergency Relief Fund grants, and the decreases in State Aids and Property Taxes are due to the reduction in grant awards and the College matching portion of these awards.



Total expenditures and other uses increased by approximately \$689,600 (25.7%) from the prior year. Other Uses increased by \$628,275 (100%), due to the transfer of funds to the General Fund for the reimbursement of lost revenue. General Institutional and Student Services expenditures increased by approximately \$290,800 (+100%) and \$252,500 (25.9%), respectively. These increases are offset by a decrease of approximately \$638,200 (40.5%) in Instructional expenditures.

The increase in General Institutional expenditures is mainly due to increases in salaries and benefits (\$79,715), tele-communication expense (\$84,930), contract services (\$60,481), and supplies (\$57,186). The increase in Student Services expenditures is mainly due to discharging eligible outstanding student accounts (\$352,173) as allowed by the HEERF grant. This expense was offset by revenue received from the HEERF grant as mentioned in the increase in Federal Revenue above. These increases are offset by decreases in salaries and benefits (\$87,760), professional and contract services (\$20,338), and participant support/emergency funding (\$14,842).

The decrease in Instructional expenditures is mainly due to decreases in salaries and benefits (\$424,122), participant support/emergency funding (\$115,142), professional and contract services (\$45,196).

### **Capital Projects Fund**

Revenue and Other Resources is up by approximately \$7,597,000 (148.5%) in the current year compared to the prior year, due to an increase in bond proceeds (\$6,300,000) and the HEERF grant funding (\$1,365,900). Debt issuances increased in the current year due to the capital referenda. These increases were offset by a decrease in Institutional Revenue of approximately \$61,200 (28.6%), due to a decrease in investment income (\$39,692) and a prior year receipt of a DMI grant (\$28,754) for a digital surveillance system.

Expenditures increased by approximately \$3,930,200 (84.0%), mainly due to increases in Physical Plant (\$2,128,361), Instructional Resources (\$1,034,494) and General Institutional (\$451,449) expenses. These increases are primarily due to the number and size of planned and grant-funded projects and by the timing of annual capital purchases this year compared to last year in each functional area.

### **Other Funds**

Debt Service Fund revenue is up approximately \$195,300 (2.3%). This fund is used to account for the accumulation of resources and the payment of principal and interest for general long-term debt and long-term lease purchase debt. The majority of revenue is derived from property taxes, of which an allocation places amounts in this fund. In the current year, more property tax funds were allocated compared to the prior year, which was planned. Expenditures are up by approximately \$226,300 (2.7%). This increase is related to increases in principal (\$140,000), interest expense (\$76,874), and other debt service expense (\$9,400). These changes in debt service payments for principal and interest were expected based on the debt maturities schedules.

Enterprise Fund revenue decreased by approximately \$3,500 (2.9%) compared to the prior year. The decrease is in Institutional Revenue and relates to lower sales compared to the prior year. Expenditures and Other Uses increased by approximately \$26,800 (30.6%), due mainly to the timing of the annual transfer (\$42,000) to the General Fund to support the law enforcement academy. This increase is offset by a decrease in Auxiliary Services expenses due to decreases in contracted services (\$22,270), consumable supplies (\$11,784), and minor equipment (\$5,768), offset by increases in salaries and benefits (\$15,868) and facilities rental (\$5,020).

Internal Service Fund revenue increased by \$17,000 (8.1%) over the prior year. This fund is used to account for district operations where the cost of providing goods or services by one department or unit to other departments or units is recorded on a cost-reimbursement basis. Expenses are up approximately \$5,300 (2.6%) due mainly due to an increase in general liability and property insurance (\$5,305).

Agency Fund revenue decreased by approximately \$3,300 (0.6%) from the prior year due primarily to decreases in Other Student Fees (\$11,274) as a result of a decline in enrollment, and is offset by an increase in Institutional Revenue (\$7,989). The increase in Institutional Revenue is due to reimbursement of lost revenue from the HEERF grant (\$36,060) and is offset by a decrease in gifts received from the prior year (\$22,754). Expenses increased approximately \$47,700 (11.3%) due to an increase in Student Services expenditures (\$42,814), which is primarily due to an increase in student club activity.

Trust Fund revenue increased by approximately \$310,100 (3.4%) in the current year compared to the prior year. This is primarily attributed to increases of approximately \$277,000 (3.4%) in Federal Revenue and \$34,400 (4.3%) in State Aid. The increase in Federal Revenue is due largely to the Higher Education Emergency Relief Fund grants for student emergency aid reimbursed, which corresponds to the increase in expenditures of approximately \$265,800 (2.9%), due to an increase in student financial aid disbursed which also includes the HEERF emergency grant aid



AUGUST 18, 2021

## CONSENT AGENDA

- July 12, 2021, District Board and Annual Regular Meeting Minutes
- Current Bills
- Training Contracts





# CONSENT AGENDA ITEM A.

## ANNUAL AND REGULAR DISTRICT BOARD MEETING MONDAY, JULY 12, 2021 5:00 P.M.

### MINUTES

#### CALL TO ORDER

The Blackhawk Technical College District Board Annual and Regular meeting were held on Monday, July 12, 2021, at the Central Campus, 6004 S County Road G, Janesville, in Room 1230.

**Board Members Present:** Eric Thornton, Chairperson; Barbara Barrington-Tillman, Vice-Chairperson; Laverne Hays; Secretary; Rick Richard, Treasurer; Suzann Holland; Kathy Sukus; and Steve Pophal.

**Board Members Absent:** Rich Deprez.

**Staff Present:** Dr. Tracy Pierner; Kathy Broske; Tony Landowski; Renea Ranguette; Dr. Karen Schmitt; Lisa Hurda; Dr. Helen Proeber; and Julie Barreau.

**Student Representative:** None.

**Guests:** John Mehan.

#### OATH OF OFFICE

Reappointed District Board member Steve Pophal and newly appointed members Suzann Holland and Kathy Sukus signed their oaths of office.

#### ELECTION OF OFFICERS OF THE DISTRICT BOARD

President Dr. Tracy Pierner temporarily chaired the meeting and called for nominations for the office of Chairperson of the District Board for FY 2021-22.

Ms. Barrington-Tillman and Mr. Richard nominated Eric Thornton for the office of Chairperson of the District Board for FY 2021-22.

Following three calls for nominations, it was moved by Mr. Hays and seconded by Mr. Pophal to close nominations for the office of Chairperson of the District Board for FY 2021-22 and to cast one unanimous ballot for Eric Thornton for the office of Chairperson of the District Board for FY 2021-22.

**All in favor. Motion carried.**

Chairperson Thornton called for nominations for the office of Vice-Chairperson of the District Board for FY 2021-22. Mr. Richard and Mr. Pophal nominated Barbara Barrington-Tillman for the office of Vice-Chairperson of the District Board for FY 2021-22.

Following three calls for nominations, it was moved by Mr. Pophal and seconded by Ms. Sukus to close nominations and to cast one unanimous ballot for Barbara Barrington-Tillman for the office of Vice-Chairperson of the District Board for FY 2021-22.

**All in favor. Motion carried.**

Chairperson Thornton called for nominations for the office of Secretary of the District Board for FY

2021-22. Ms. Barrington-Tillman and Mr. Pophal nominated Rich Deprez for the office of Secretary of the District Board for FY 2021-22.

Following three calls for nominations, it was moved by Mr. Pophal and seconded by Mr. Richard to close nominations and to cast one unanimous ballot for Rich Deprez for the office of Secretary of the District Board for FY 2021-22.

**All in favor. Motion carried.**

Chairperson Thornton called for nominations for the office of Treasurer of the District Board for FY 2021-22. Mr. Pophal and Ms. Holland nominated Rick Richard for the office of Treasurer of the District Board for FY 2021-22.

Following three calls for nominations, it was moved by Ms. Barrington-Tillman and seconded by Mr. Pophal to close nominations and to cast one unanimous ballot for Rick Richard for the office of Treasurer of the District Board for FY 2021-22.

**All in favor. Motion carried.**

Chairperson Thornton called for Public Comment.

- Mr. Hays would like to forward a message from Tim McKearn; Tim sends a hello and best wishes to BTC.
- Ms. Hurda stated that Shelly Birkelo, a retired Janesville Gazette Reporter, commented that the Buzz Magazine is an incredible piece and well put together.

## **DISTRICT BOARD PROFESSIONAL DEVELOPMENT AND SPECIAL REPORTS**

Chairperson Thornton called for District Board Professional Development. Dr. Tracy Pierner reviewed the 2021-2022 State of the College report.

## **INFORMATION/DISCUSSION**

Chairperson Thornton called for Information/Discussion items.

A. The June Financial Statement was reviewed.

B. Dr. Tracy Pierner presented his monthly report.

- Community Engagement Update: Janesville Rotary Luncheon; Green County Economic Development Meeting; Rotary Social Hour; Pie Ride; Business After 5; follow-up meeting with Aliant Energy; video shoot at Beloit Health System; conversation with Dr. Spearman from Rock Valley College; Charter Next Generation visit; Mark Pocan Higher Education Committee Meeting; Nature Pack visit; lunch with Kathy Hanson from KANDU.
- Internal Meetings: Outbuilding design team meetings; PSTC design meetings; a new Registrar will be joining the team in August; Diversity Policy and Procedure Training; and Emergency Preparedness Meetings.
- College Events: Shared Leadership Team met to discuss and update the Strategic Plan; two projects are complete and added project, Beautification; and we hosted a Community Partners Awards Luncheon.
- Communication: WTCS Board Meeting Tuesday and Wednesday, DBA Spring Meeting the end of this week; hosting a potential manufacturing firm with James Otterstein; presenting to Forward Janesville and Lions; and completed an HLC peer review.
- Other: Received a thank you card from Ms. Hurda and a thank you card from Margo Murray commending the vaccination clinic and staff and congratulating us on our magnificent campus.

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

The College will be awarding contracts for the Outbuildings at the end of July. Design Meetings are going forward.

D. WTCS Consortium Update. There were no updates.

## ANNUAL MEETING BUSINESS

- A. It was moved by Mr. Pophal and seconded by Ms. Sukus to hold regular monthly meetings of the Board on the third Wednesday of each month at the Administrative Center of Blackhawk Technical College at 5:00 p.m. with the following exceptions: the October 20, 2021 meeting held at AMTC in Milton; the April 20, 2022 meeting held at Monroe Campus; and the Annual Organizational and Regular meeting will be held on July 11, 2022, at 5:00 p.m. at the Administrative Center of Blackhawk Technical College.

**All in favor. Motion carried.**

- B. The *Janesville Gazette* has been designated the official newspaper of the District for FY 2020-21 and FY 2021-22. Therefore, no action is necessary this year as the *Janesville Gazette* will continue for another year as the District's official newspaper.

- C. The Naming of Wisconsin Technical College District Boards Association Delegate and Community Representatives:

- a. It was moved by Mr. Pophal and seconded by Mr. Richard to nominate Mr. Hays as the Blackhawk Technical College voting delegate to the Wisconsin Technical College District Boards Association for two (2) years.

**All in favor. Motion carried.**

The following designations were made for the District Boards Association committees:

- b. It was moved by Ms. Barrington-Tillman and seconded by Ms. Sukus to nominate Mr. Richard and Ms. Sukus to be External Partnership committee representatives.

**All in favor. Motion carried.**

- c. It was moved by Ms. Holland and seconded by Mr. Richard to nominate Ms. Barrington-Tillman, Mr. Hays, and Mr. Pophal to be Internal Best Practices Committee Representatives.

**All in favor. Motion carried.**

- d. It was moved by Mr. Richard and seconded by Mr. Pophal to nominate Mr. Hays to be a Bylaws, Policies & Procedures Committee Representative.

**All in favor. Motion carried.**

- e. It was moved by Ms. Barrington-Tillman and seconded by Ms. Sukus to nominate Ms. Holland to be an Awards Committee Representative.

**All in favor. Motion carried.**

- D. It was moved by Mr. Richard and seconded by Mr. Pophal to approve the attached Resolution designating the depositories in which District funds will be deposited and the individuals authorized to make transactions for FY 2021-22.

**All in favor. Motion carried.**

- E. It was moved by Mr. Pophal and seconded by Ms. Sukus to designate Attorney Sean Scullen of Quarles & Brady LLP, Milwaukee, for labor relations and general higher education legal issues, and Attorney David Moore of Nowlan Law LLP, Janesville, for local legal issues regarding general land issues and local disputes and contracts for FY 2021-22.

**All in Favor. Motion carried.**

- F. It was noted that no action would be needed on the designation of an auditor for the Blackhawk Technical College District. Accordingly, in March 2020, the District Board awarded a three-year audit contract to Wipfli of Eau Claire for the fiscal years ending 2020, 2021, and 2022, with two one-year optional renewals for fiscal years ending 2023 and 2024.

## CONSENT AGENDA

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

- A. June 16, 2021, District Board Regular Meeting Minutes.
- B. Current Bills – The June bills include:
- Starting Check Number #000282194 and Ending Check Number #00282658
  - Direct Deposit Expense Reimbursements = \$1,943,813.96 (includes student related payments)
  - Payroll = \$841,769.03
  - Payroll Tax Wire Transfers = \$471,721.64
  - Other Wire Transfers = \$52,538.24
  - WRS Wire Transfers = \$173,531.95
  - P-card Disbursements = \$182,948.36
  - Bond Payment = \$0
  - Health Insurance Wire Transfer = \$301,201.24
  - Grand Total for the Month = 3,967,524.42
- C. Training Contracts – Report Totals:
- Number Served: 119
  - Estimated FTEs: 0.27
  - BTC Cost Formula: \$34,748
  - LAB Cost Formula: \$12,927
  - Actual Contract Cost: \$34,748
- D. Instructional Employment Contract Issued to Roger Kent for the Position of Truck Driving Instructor – July 26, 2021.
- E. Instructional Employment Contract Issued to Charles Quince for the Position of Digital Marketing & Sale Management – August 11, 2021.

**All in favor. Motion Carried.**

## ACTION ITEMS

Chairperson Thornton called for Action Items:

- A. John Mehan of Robert W. Baird reviewed results from the competitive bids received to borrow \$3,800,000 for building improvements and annual capital equipment included within the Fiscal Year 2021-22 budget.

It was moved by Mr. Pophal and seconded by Ms. Barrington-Tillman to adopt the attached Resolution awarding the sale of \$3,800,000 General Obligation Promissory Notes, Series 2021B to Colliers Securities LLC, at an interest rate of 1.0622% and a net interest cost of \$260,074.

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

**All in favor. Motion Carried.**



- B. It was moved by Mr. Richard and seconded by Ms. Sukus to approve the Resolution Providing the Sale of \$5,000,000 General Obligation School Building Bonds, Series 2021C.

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

**All in favor. Motion Carried.**

- C. The Three-year Facilities Plan was reviewed. The Plan is an annual requirement of the WTCS Board. Projects include the acquisition/construction of a Public Safety and Transportation Training Center; remodel of 1500-1514 instructional classrooms and the former library and health training science center. Also, the remodel of the lower level commons and the modernization of the cafeteria; remodel of the Blackhawk Room and shared kitchen; remodel of the 1300 Wing; and several capital improvements.

It was moved by Ms. Barrington-Tillman and seconded by Mr. Richard to approve the Three-Year Facilities Plan for July 1, 2021 – June 30, 2024, and submit the document to the WTCS Board. District Board member Mr. Hays abstains.

**Motion Carried.**

- D. It was moved by Mr. Pophal and seconded by Ms. Sukus to submit the nomination of Brittany Kelly for the District Board Association's 2021 Distinguished Alumni Award.

**All in favor. Motion carried.**

- E. Dr. Helen Proeber presented on the Hospitality Management program. The leisure and hospitality industry, including full-service hotels and resorts, fine-dining restaurants, bed and breakfast inns, casinos, and theme and amusement parks, is growing in the College's District. Entering this industry at mid-management or supervisory levels, you need the required skills and experience employers to seek that this degree provides.

It was moved by Mr. Hays and seconded by Ms. Holland to approve the Concept Review for Hospitality Management Program.

**All in favor. Motion carried.**

## COMMITTEES

Chairperson Thornton called for Committee Reports.

### FINANCE

Finance Committee Meeting – No July Meeting Scheduled.

### PERSONNEL

Personnel Committee Meeting – No July Meeting Scheduled.

## NEW BUSINESS

- A. Lisa Huda, Director of Advancement & Foundation, presented on the PSTC Naming Opportunities.

It was moved by Ms. Barrington-Tillman and seconded by Ms. Holland to delegate authority to Dr. Tracy Pierner to determine whether the name of an individual, business, or organization will be attached to the Public Safety + Transportation Center project.

**All in favor. Motion carried.**

- B. A summary was provided on Philanthropic Gifts greater than \$5,000, which the BTC Foundation received from January 1, 2021, through June 30, 2021. Total cash and in-kind donations were \$246,849.54.

## OTHER BUSINESS

Chairperson Thornton called for Other Business:

- A. Staff changes consisting of new hires, new positions, resignations, and retirements were reviewed.
- B. A reminder was provided regarding the ACCT Leadership Congress held on October 13-16, 2021, in San Diego, California.
- C. It was moved by Mr. Richard and seconded by Mr. Pophal to adjourn to a closed session pursuant to Wis. Statutes 19.85 (1) (c) for the purpose of conducting a private conference regarding an Executive's Compensation.

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

All staff was excused from the closed session, except for Dr. Tracy Pierner. After a short discussion, Dr. Tracy Pierner was dismissed from the closed session.

It was moved by Mr. Richard and seconded by Mr. Pophal to adjourn the closed session at 8:36 p.m.

Chairperson Thornton called the meeting to order in open session at 8:37 p.m.

It was moved by Ms. Barrington-Tillman and seconded by Mr. Richard to approve Dr. Tracy Pierner's Amended Contract FY 2021-22 to an annual salary of \$215,250 (2.5% increase), effective July 1, 2021. Increase the contribution to a tax-sheltered annuity (TSA) of Dr. Pierner's choice from \$36,000 to \$45,000 (25% increase) effective July 1, 2020. Vacation days will increase from 25 days (5 weeks) to 30 days (6 weeks) and extend Dr. Pierner's contract through June 30, 2024.

**All in favor. Motion carried.**

## FUTURE AGENDA ITEMS

Chairperson Thornton called for Future Agenda Items. Dr. Tracy Pierner informed the District Board members that a special meeting would be scheduled in late July to approve contracts for the outbuildings. Ms. Barreau will be in contact with District Board members to schedule the Special meeting.

## ADJOURNMENT

It was moved by Ms. Sukus and seconded by Ms. Holland to adjourn the meeting at 8:45 p.m.

**All in Favor. Motion carried.**

Richard Deprez

Secretary

## CONSENT AGENDA ITEM B.

Blackhawk Technical College

### BILL LIST SUMMARY

Period Ending July, 2021

Starting Check Number	00282659		
Ending Check Number	00282877	Plus Direct Deposits	
PAYROLL TAXES			
Federal	339,643.32		
State	<u>67,862.40</u>		
			407,505.72
PAYROLL BENEFIT DEDUCTIONS & FRINGE PAYMENTS			
Retirement	-		
Health and Dental Insurance	23,344.54		
Miscellaneous	<u>13,935.90</u>		
			37,280.44
STUDENT RELATED PAYMENTS			41,643.09
CURRENT NON CAPITAL EXPENSES			1,003,050.26
CAPITAL			1,932,937.97
DEBT			<u>23,775.00</u>
TOTAL BILL LISTING AND PAYROLL TAXES			3,446,192.48
PAYROLL-NET			<u>1,000,135.37</u>
SUB TOTAL BILL LISTING AND PAYROLL			4,446,327.85
PLUS OTHER WIRE TRANSFERS			50,960.95
PLUS WRS WIRE TRANSFERS			201,256.54
P-CARD DISBURSEMENTS			76,665.39
WIRE FOR LAND PURCHASE			-
PLUS BOND PAYMENT			-
HEALTH INSURANCE WIRES			<u>297,474.34</u>
GRAND TOTAL FOR THE MONTH			<u><u>5,072,685.07</u></u>



# CONSENT AGENDA ITEM C.

## CONTRACT TRAINING REPORT AUGUST 2021

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

Customized Instruction Contract Detail						
Contract #	Business/Industry	# Served	Est. FTEs	BTC Cost Formul	LAB Cost Formula	Actual Contract Amount
2022-1037	Global Mapping Solutions	4	0.05	\$2,686	\$2,385	\$2,686
	<i>Pad Mount Training</i>					
2022-1038	International Flavors & Fr	13	0.09	\$1,796	\$1,193	\$1,796
	<i>Leadership</i>					
2022-1039	Frehner Family Dental	5	0.01	\$441	\$282	\$441
	<i>CPR</i>					
2022-1046	Kandu Industries	20	0.07	\$743	\$596	\$743
	<i>Legal Aspects of HR</i>					
2022-1047	Serta/Simmons	10	0.03	\$623	\$420	\$623
	<i>Employee Engagement</i>					
2022-1048	Serta/Simmons	10	0.08	\$1,688	\$1,260	\$1,688
	<i>Employee Engagement</i>					
2022-1049	Serta/Simmons	10	0.10	\$2,235	\$1,680	\$2,235
	<i>Leadership</i>					
2022-1056	Janesville High School	8	0.80	\$5,253	\$5,201	\$5,253
	<i>C.N.A.</i>					
2022-1060	Rock Cty Public Works	10	0.03	\$1,353	\$1,120	\$1,353
	<i>Bucket Truck Safety</i>					
		90	1.26	\$16,818	\$14,137	\$16,818

Technical Assistance Contract Detail						
Contract #	Business/Industry	# Served	Est. FTEs	BTC Cost Formul	LAB Cost Formula	Actual Contract Amount
2022-1033	Blackhawk Transport	1	na	\$875	\$498	\$875
	<i>CDL 40 Hr Refresh</i>					
2022-1035	Blackhawk Transport		na	\$30,000	\$17,083	\$30,000
	<i>Driver Assessments</i>					
2022-1045	Purpose Technology	1	na	\$500	\$0	\$500
	<i>Welding Assessment</i>					
2022-1055	Frito Lay North America	1	na	\$4,250	\$1,992	\$4,250
	<i>CDL 40 Hr Refresh</i>					
		3		\$35,625	\$19,573	\$35,625

High School Customized Instruction Contract Detail						
Contract #	Business/Industry	# Served	Est. FTEs	BTC Cost Formul	LAB Cost Formula	Actual Contract Amount
		0	0	\$0	\$0	\$0

WAT Grant Customized Instruction Contract Detail						
Contract #	Business/Industry	# Served	Est. FTEs	BTC Cost Formul	LAB Cost Formula	Actual Contract Amount
2022-1040	<b>SSI Technologies</b>	<b>17</b>	<b>0.06</b>	<b>\$660</b>	<b>\$447</b>	<b>\$660</b>
	<i>Beginning Excel</i>					
	SSI Technologies	17				\$205
	--WAT Grant Funding					\$455
2022-1041	<b>SSI Technologies</b>	<b>17</b>	<b>0.06</b>	<b>\$792</b>	<b>\$447</b>	<b>\$792</b>
	<i>Intermediate Excel</i>					
	SSI Technologies	17				\$167
	--WAT Grant Funding					\$625
2022-1042	<b>SSI Technologies</b>	<b>17</b>	<b>0.06</b>	<b>\$660</b>	<b>\$447</b>	<b>\$660</b>
	<i>Advanced Word</i>					
	SSI Technologies	17				\$205
	--WAT Grant Funding					\$455
2022-1043	<b>SSI Technologies</b>	<b>17</b>	<b>0.06</b>	<b>\$792</b>	<b>\$447</b>	<b>\$792</b>
	<i>Advanced Power Point</i>					
	SSI Technologies	17				\$167
	--WAT Grant Funding					\$625
2022-1045	<b>SSI Technologies</b>	<b>6</b>	<b>0.10</b>	<b>\$4,272</b>	<b>\$2,554</b>	<b>\$4,272</b>
	<i>MSSC Safety</i>					
	SSI Technologies	6				\$1,139
	--WAT Grant Funding					\$3,132
2022-1050	<b>SSI Technologies</b>	<b>6</b>	<b>0.10</b>	<b>\$4,272</b>	<b>\$2,554</b>	<b>\$4,272</b>
	<i>MSSC Quality</i>					
	SSI Technologies	6				\$1,139
	--WAT Grant Funding					\$3,132
2022-1053	<b>Beloit Health Systems</b>	<b>60</b>	<b>1.00</b>	<b>\$5,656</b>	<b>\$2,686</b>	<b>\$5,656</b>
	<i>Leadership</i>					
	Beloit Health Systems	60				\$2,114
	--WAT Grant Funding					\$3,542
2022-1054	<b>SSI Technologies</b>	<b>16</b>	<b>0.05</b>	<b>\$525</b>	<b>\$465</b>	<b>\$525</b>
	<i>Measurment Tools</i>					
	SSI Technologies	16				\$163
	--WAT Grant Funding					\$362
2022-1058	<b>IPM Foods</b>	<b>8</b>	<b>0.05</b>	<b>\$987</b>	<b>\$690</b>	<b>\$987</b>
	<i>CPR HeartSaver</i>					
	IPM Foods	8				\$257
	--WAT Grant Funding					\$730
2022-1059	<b>SSI Technologies</b>	<b>6</b>	<b>0.10</b>	<b>\$4,272</b>	<b>\$2,554</b>	<b>\$4,272</b>
	<i>MSSC Manufacturing</i>					
	SSI Technologies	6				\$1,139
	--WAT Grant Funding					\$3,132
2022-1061	<b>SSI Technologies</b>	<b>6</b>	<b>0.10</b>	<b>\$4,272</b>	<b>\$2,554</b>	<b>\$4,272</b>
	<i>MSSC Maintenance</i>					
	SSI Technologies	6				\$1,139
	--WAT Grant Funding					\$3,132
		<b>176</b>	<b>1.74</b>	<b>\$ 27,160</b>	<b>\$ 15,845</b>	<b>\$ 27,160</b>

Combined Contract Totals						
		# Served	Est. FTEs	BTC Cost Formul	LAB Cost Formula	Actual Contract Amount
		269	3	\$79,603	\$49,555	\$79,603

  

High School At Risk Detail						
Contract #	Business/Industry	# Served	Est. FTEs	BTC Cost Formul	LAB Cost Formula	Actual Contract Amount
		0	0	\$0	\$0	\$0

  

Transcripted Credit Contract Detail						
Contract #	Business/Industry	# Served	Est. FTEs	BTC Cost Formul	LAB Cost Formula	Actual Contract Amount
		0	0	0	0	0

  

All Contracts		269	3	\$79,603	\$49,555	\$79,603
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## CONTRACT TRAINING APPROVED BY BTC DISTRICT BOARD

	Month	FY 2017-18		FY 2018-19		FY 2019-20		FY 2020-21		FY 2022-22	
		Month's \$	YTD \$	Month's \$	YTD \$	Month's \$	YTD \$	Month's \$	YTD \$	Month's \$	YTD \$
1st Qtr.	July	\$60,763	\$60,763	\$15,141	\$15,141	\$306,616	\$306,616	\$0	\$0	\$34,748	\$34,748
	August	\$92,778	\$153,541	\$265,212	\$280,353	\$93,966	\$400,582	\$16,389	\$16,389	\$79,603	\$114,351
	September	\$355	\$153,896	\$110,603	\$390,956	\$51,844	\$452,426	\$17,532	\$33,921		
2nd Qtr.	October	\$83,880	\$237,776	\$36,363	\$427,319	\$18,826	\$471,252	\$29,073	\$62,994		
	November	\$53,542	\$291,318	\$48,817	\$476,136	\$75,772	\$547,024	\$59,156	\$122,150		
	December	\$44,997	\$336,315	\$67,999	\$544,135	\$54,312	\$601,336	\$18,026	\$140,176		
3rd Qtr.	January	\$24,683	\$360,998	\$101,678	\$645,813	\$50,873	\$652,209	\$30,791	\$170,967		
	February	\$53,006	\$414,004	\$56,091	\$701,904	\$103,533	\$755,742	\$31,829	\$202,796		
	March	\$45,199	\$459,203	\$47,919	\$749,823	\$75,337	\$831,079	\$48,171	\$250,967		
4th Qtr.	April	\$729,308	\$1,188,511	\$118,534	\$868,357	\$2,663	\$833,742	\$26,869	\$277,836		
	May	\$43,748	\$1,232,259	\$1,105,126	\$1,973,483	\$0	\$833,742	\$1,675,805	\$1,953,641		
	June	\$134,996	\$1,367,255	\$70,739	\$2,044,222	\$70,739	\$904,481	\$27,698	\$1,981,339		
YTD TOTAL \$		\$1,367,255		\$2,044,222		\$904,481		\$1,981,339		\$114,351	

### Historical Reference

1. FY 2017-18 - WAT Grant total: \$300,167; Transcribed Credit contracts with high schools total: \$693,632; HSED contracts with high schools total: \$20,240
2. FY 2018-19 - WAT Grant total: \$273,707; Transcribed Credit contracts with high schools total: \$1,401,292; HSED contracts with high schools total: \$23,572
3. FY 2019-20 - WAT Grant total: \$123,702; Transcribed Credit contracts with high schools total: \$341,239 ; HSED contracts with high schools total: \$15,082
4. FY 2020-21 - WAT Grant total: \$145,703; Transcribed Credit contracts with high schools total: \$1,652,700 ; HSED contracts with high schools total: \$13,788
5. FY 2021-22 - WAT Grant total: \$31,908; Transcribed Credit contracts with high schools total: \$0 ; HSED contracts with high schools total: \$0



AUGUST 18, 2021

## ACTION ITEMS

- Resolution Awarding the Sale of \$5,000,000 General Obligation School Building Bonds, Series 2021C
- Resolution Authorizing the Issuance of \$1,500,000 General Obligation Promissory Notes, Series 2021D, of Blackhawk Technical College District, Wisconsin
- Associate of Arts Concept Review
- Associate of Science Concept Review



## **ACTION ITEMS ITEM A.**

### **Resolution Awarding the Sale of \$5,000,000 General Obligation Promissory School Building Bonds, Series 2021C**

The Board adopted a resolution in July authorizing the borrowing of \$5,000,000 for the Public Safety & Transportation Center referendum project (second borrowing). This amount is included in the FY 2021-22 budget.

Robert W. Baird, Inc. is assisting the College with the sale of these bonds. Bids will be opened on August 18th and a representative from Robert W. Baird, Inc. will be present at the meeting to share the results of this bid opening and recommend award of sale to the lowest true interest cost responsive bidder.

A copy of the blank resolution is attached.

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

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

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

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

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

WHEREAS, on July 12, 2021, the District Board adopted a resolution (the "Set Sale Resolution"), providing that a portion of the general obligation bonds authorized by the Initial Resolution and the Referendum be issued and sold as an issue of bonds designated as "General Obligation School Building Bonds, Series 2021C" (the "Bonds") for the purpose of paying a portion of the costs of the Project;

WHEREAS, pursuant to the Set Sale Resolution, the District directed Robert W. Baird & Co. Incorporated ("Baird") to take the steps necessary to sell the Bonds;

WHEREAS, Baird, in consultation with the officials of the District, prepared an Official Notice of Sale (a copy of which is attached hereto as Exhibit A and incorporated herein by this reference) setting forth the details of and the bid requirements for the Bonds and indicating that the Bonds would be offered for public sale on August 18, 2021;

WHEREAS, the Secretary (in consultation with Baird) caused a form of notice of the sale to be published and/or announced and caused the Official Notice of Sale to be distributed to potential bidders offering the Bonds for public sale on August 18, 2021;

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

WHEREAS, it has been determined that the bid proposal (the "Proposal") submitted by the financial institution listed first on the Bid Tabulation fully complies with the bid requirements set forth in the Official Notice of Sale and is deemed to be the most advantageous

to the District. Baird has recommended that the District accept the Proposal. A copy of said Proposal submitted by such institution (the "Purchaser") is attached hereto as Exhibit C and incorporated herein by this reference.

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

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

Section 1A. Award of the Bonds. For the purpose of paying costs of the Project, there shall be borrowed pursuant to Section 67.04, Wisconsin Statutes, the principal sum of FIVE MILLION DOLLARS (\$5,000,000) from the Purchaser in accordance with the terms and conditions of the Proposal. The Proposal of the Purchaser offering to purchase the Bonds for the sum set forth on the Proposal, plus accrued interest to the date of delivery, resulting in a true interest cost as set forth on the Proposal, is hereby accepted. The Chairperson and Secretary or other appropriate officers of the District are authorized and directed to execute an acceptance of the Proposal on behalf of the District. The good faith deposit of the Purchaser shall be applied in accordance with the Official Notice of Sale, and any good faith deposits submitted by unsuccessful bidders shall be promptly returned. The Bonds shall bear interest at the rates set forth on the Proposal.

Section 2. Terms of the Bonds. The Bonds shall be designated "General Obligation School Building Bonds, Series 2021C"; shall be issued in the aggregate principal amount of \$5,000,000; shall be dated September 9, 2021; shall be in the denomination of \$5,000 or any integral multiple thereof; shall be numbered R-1 and upward; and shall bear interest at the rates per annum and mature on April 1 of each year, in the years and principal amounts as set forth on the Pricing Summary attached hereto as Exhibit D-1 and incorporated herein by this reference. Interest shall be payable semi-annually on April 1 and October 1 of each year commencing on April 1, 2022. Interest shall be computed upon the basis of a 360-day year of twelve 30-day months and will be rounded pursuant to the rules of the Municipal Securities Rulemaking Board. The schedule of principal and interest payments due on the Bonds is set forth on the Debt Service Schedule attached hereto as Exhibit D-2 and incorporated herein by this reference (the "Schedule").

Section 3. Redemption Provisions. The Bonds are subject to redemption prior to maturity, at the option of the District, on April 1, 2028 or on any date thereafter. Said Bonds are redeemable as a whole or in part, and if in part, from maturities selected by the District, and within each maturity by lot, at the principal amount thereof, plus accrued interest to the date of redemption.

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

Section 5. Tax Provisions.

(A) Direct Annual Irrepealable Tax Levy. For the purpose of paying the principal of and interest on the Bonds as the same becomes due, the full faith, credit and resources of the District are hereby irrevocably pledged, and there is hereby levied upon all of the taxable property of the District a direct annual irrepealable tax in the years 2021 through 2039 for the payments due in the years 2022 through 2040 in the amounts set forth on the Schedule.

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

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

Section 6. Segregated Debt Service Fund Account.

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

Within the debt service fund, there hereby is established a separate and distinct account designated as the "Debt Service Fund Account for General Obligation School Building Bonds, Series 2021C" (the "Debt Service Fund Account") and such account shall be maintained until the indebtedness evidenced by the Bonds is fully paid or otherwise extinguished. There shall be deposited into the Debt Service Fund Account (i) all accrued interest received by the District at the time of delivery of and payment for the Bonds; (ii) any premium which may be received by the District above the par value of the Bonds and accrued interest thereon; (iii) all money raised by the taxes herein levied and any amounts appropriated for the specific purpose of meeting principal of and interest on the Bonds when due; (iv) such other sums as may be necessary at any time to pay principal of and interest on the Bonds when due; (v) surplus monies in the Borrowed

Money Fund as specified below; and (vi) such further deposits as may be required by Section 67.11, Wisconsin Statutes.

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

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

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

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

Section 9. Compliance with Federal Tax Laws. (a) The District represents and covenants that the projects financed by the Bonds and the ownership, management and use of the projects will not cause the Bonds to be "private activity bonds" within the meaning of Section

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

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

Section 10. Execution of the Bonds; Closing; Professional Services. The Bonds shall be issued in printed form, executed on behalf of the District by the manual or facsimile signatures of the Chairperson and Secretary, authenticated, if required, by the Fiscal Agent (defined below), sealed with its official or corporate seal, if any, or a facsimile thereof, and delivered to the Purchaser upon payment to the District of the purchase price thereof, plus accrued interest to the date of delivery (the "Closing"). The facsimile signature of either of the officers executing the Bonds may be imprinted on the Bonds in lieu of the manual signature of the officer but, unless the District has contracted with a fiscal agent to authenticate the Bonds, at least one of the signatures appearing on each Bond shall be a manual signature. In the event that either of the officers whose signatures appear on the Bonds shall cease to be such officers before the Closing, such signatures shall, nevertheless, be valid and sufficient for all purposes to the same extent as if they had remained in office until the Closing. The aforesaid officers are hereby authorized and directed to do all acts and execute and deliver the Bonds and all such documents, certificates and acknowledgements as may be necessary and convenient to effectuate the Closing. The District hereby authorizes the officers and agents of the District to enter into, on its behalf, agreements and contracts in conjunction with the Bonds, including but not limited to agreements and contracts for legal, trust, fiscal agency, disclosure and continuing disclosure, and rebate calculation services. Any such contract heretofore entered into in conjunction with the issuance of the Bonds is hereby ratified and approved in all respects.

Section 11. Payment of the Bonds; Fiscal Agent. The principal of and interest on the Bonds shall be paid by the District Secretary or District Treasurer (the "Fiscal Agent").

Section 12. Persons Treated as Owners; Transfer of Bonds. The District shall cause books for the registration and for the transfer of the Bonds to be kept by the Fiscal Agent. The person in whose name any Bond shall be registered shall be deemed and regarded as the absolute owner thereof for all purposes and payment of either principal or interest on any Bond shall be



made only to the registered owner thereof. All such payments shall be valid and effectual to satisfy and discharge the liability upon such Bond to the extent of the sum or sums so paid.

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

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

Section 13. Record Date. The 15th day of the calendar month next preceding each interest payment date shall be the record date for the Bonds (the "Record Date"). Payment of interest on the Bonds on any interest payment date shall be made to the registered owners of the Bonds as they appear on the registration book of the District at the close of business on the Record Date.

Section 14. Utilization of The Depository Trust Company Book-Entry-Only System. In order to make the Bonds eligible for the services provided by The Depository Trust Company, New York, New York ("DTC"), the District agrees to the applicable provisions set forth in the Blanket Issuer Letter of Representations, which the Secretary or other authorized representative of the District is authorized and directed to execute and deliver to DTC on behalf of the District to the extent an effective Blanket Issuer Letter of Representations is not presently on file in the District office.

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

Section 16. Undertaking to Provide Continuing Disclosure. The District hereby covenants and agrees, for the benefit of the owners of the Bonds, to enter into a written undertaking (the "Undertaking") if required by the Rule to provide continuing disclosure of certain financial information and operating data and timely notices of the occurrence of certain events in accordance with the Rule. The Undertaking shall be enforceable by the owners of the Bonds or by the Purchaser on behalf of such owners (provided that the rights of the owners and the Purchaser to enforce the Undertaking shall be limited to a right to obtain specific

performance of the obligations thereunder and any failure by the District to comply with the provisions of the Undertaking shall not be an event of default with respect to the Bonds).

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

Section 17. Record Book. The Secretary shall provide and keep the transcript of proceedings as a separate record book (the "Record Book") and shall record a full and correct statement of every step or proceeding had or taken in the course of authorizing and issuing the Bonds in the Record Book.

Section 18. Bond Insurance. If the Purchaser determines to obtain municipal bond insurance with respect to the Bonds, the officers of the District are authorized to take all actions necessary to obtain such municipal bond insurance. The Chairperson and Secretary are authorized to agree to such additional provisions as the bond insurer may reasonably request and which are acceptable to the Chairperson and Secretary including provisions regarding restrictions on investment of Bond proceeds, the payment procedure under the municipal bond insurance policy, the rights of the bond insurer in the event of default and payment of the Bonds by the bond insurer and notices to be given to the bond insurer. In addition, any reference required by the bond insurer to the municipal bond insurance policy shall be made in the form of Bond provided herein.

Section 19. Conflicting Resolutions; Severability; Effective Date. All prior resolutions, rules or other actions of the District Board or any parts thereof in conflict with the provisions hereof shall be, and the same are, hereby rescinded insofar as the same may so conflict. In the event that any one or more provisions hereof shall for any reason be held to be illegal or invalid, such illegality or invalidity shall not affect any other provisions hereof. The foregoing shall take effect immediately upon adoption and approval in the manner provided by law.

Adopted, approved and recorded August 18, 2021.

---

Eric A. Thornton  
Chairperson

ATTEST:

---

Rich Deprez  
Secretary

(SEAL)

EXHIBIT A

Official Notice of Sale

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

(See Attached)

DRAFT

EXHIBIT B

Bid Tabulation

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

(See Attached)

DRAFT

EXHIBIT C

Winning Bid

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

(See Attached)

DRAFT

EXHIBIT D-1

Pricing Summary

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

(See Attached)

DRAFT

EXHIBIT D-2

Debt Service Schedule and Irrepealable Tax Levies

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

(See Attached)

DRAFT



EXHIBIT E

(Form of Bond)

UNITED STATES OF AMERICA  
REGISTERED STATE OF WISCONSIN DOLLARS  
NO. R-\_\_\_\_ BLACKHAWK TECHNICAL COLLEGE DISTRICT \$\_\_\_\_\_  
GENERAL OBLIGATION SCHOOL BUILDING BOND, SERIES 2021C

MATURITY DATE: ORIGINAL DATE OF ISSUE: INTEREST RATE: CUSIP:  
April 1, \_\_\_\_\_ September 9, 2021 \_\_\_\_\_% \_\_\_\_\_

DEPOSITORY OR ITS NOMINEE NAME: CEDE & CO.

PRINCIPAL AMOUNT: \_\_\_\_\_ THOUSAND DOLLARS  
(\$\_\_\_\_\_)

FOR VALUE RECEIVED, the Blackhawk Technical College District, Rock and Green Counties, Wisconsin (the "District"), hereby acknowledges itself to owe and promises to pay to the Depository or its Nominee Name (the "Depository") identified above (or to registered assigns), on the maturity date identified above, the principal amount identified above, and to pay interest thereon at the rate of interest per annum identified above, all subject to the provisions set forth herein regarding redemption prior to maturity. Interest shall be payable semi-annually on April 1 and October 1 of each year commencing on April 1, 2022 until the aforesaid principal amount is paid in full. Both the principal of and interest on this Bond are payable to the registered owner in lawful money of the United States. Interest payable on any interest payment date shall be paid by wire transfer to the Depository in whose name this Bond is registered on the Bond Register maintained by the District Secretary or District Treasurer (the "Fiscal Agent") or any successor thereto at the close of business on the 15th day of the calendar month next preceding each interest payment date (the "Record Date"). This Bond is payable as to principal upon presentation and surrender hereof at the office of the Fiscal Agent.

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

This Bond is one of an issue of Bonds aggregating the principal amount of \$5,000,000, all of which are of like tenor, except as to denomination, interest rate and maturity date, issued by the District pursuant to the provisions of Section 67.04, Wisconsin Statutes, for the public purpose of paying the cost of capital expenditures for the purchase or construction of buildings, building additions, remodeling and improvements, the acquisition of sites, and the purchase of fixed and other equipment at District locations, including, but not limited to development of the Public Safety & Transportation Training Center on the Central Campus in Janesville, Wisconsin, as authorized by resolutions adopted on August 19, 2020 and August 18, 2021 and approved by

the electors of the District at a referendum election held on November 3, 2020. Said resolutions are recorded in the official minutes of the District Board for said dates.

The Bonds are subject to redemption prior to maturity, at the option of the District, on April 1, 2028 or on any date thereafter. Said Bonds are redeemable as a whole or in part, and if in part, from maturities selected by the District, and within each maturity by lot (as selected by the Depository), at the principal amount thereof, plus accrued interest to the date of redemption.

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

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

This Bond is transferable only upon the books of the District kept for that purpose at the office of the Fiscal Agent, only in the event that the Depository does not continue to act as depository for the Bonds, and the District appoints another depository, upon surrender of the Bond to the Fiscal Agent, by the registered owner in person or his duly authorized attorney, together with a written instrument of transfer (which may be endorsed hereon) satisfactory to the Fiscal Agent duly executed by the registered owner or his duly authorized attorney. Thereupon a new fully registered Bond in the same aggregate principal amount shall be issued to the new depository in exchange therefor and upon the payment of a charge sufficient to reimburse the District for any tax, fee or other governmental charge required to be paid with respect to such registration. The Fiscal Agent shall not be obliged to make any transfer of the Bonds (i) after the Record Date, (ii) during the fifteen (15) calendar days preceding the date of any publication of notice of any proposed redemption of the Bonds, or (iii) with respect to any particular Bond, after such Bond has been called for redemption. The Fiscal Agent and District may treat and consider the Depository in whose name this Bond is registered as the absolute owner hereof for the purpose of receiving payment of, or on account of, the principal or redemption price hereof and interest due hereon and for all other purposes whatsoever. The Bonds are issuable solely as

negotiable, fully-registered Bonds without coupons in the denomination of \$5,000 or any integral multiple thereof.

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

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

BLACKHAWK TECHNICAL COLLEGE  
DISTRICT, WISCONSIN

By: \_\_\_\_\_  
Eric A. Thornton  
Chairperson

(SEAL)

By: \_\_\_\_\_  
Rich Deprez  
Secretary

ASSIGNMENT

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

\_\_\_\_\_  
(Name and Address of Assignee)

\_\_\_\_\_  
(Social Security or other Identifying Number of Assignee)

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

Dated: \_\_\_\_\_

Signature Guaranteed:

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

\_\_\_\_\_  
(Depository or Nominee Name)

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

\_\_\_\_\_  
(Authorized Officer)

## **ACTION ITEMS ITEM B.**

### **Resolution Authorizing the Issuance of \$1,500,000 General Obligation Promissory Notes, Series 2021D, of Blackhawk Technical College District, Wisconsin**

The Fiscal Year 2021-22 budget includes \$1,500,000 for remodel of the Student Commons which was approved by the District and WTCS Boards in June and July, respectively.

The authorizing resolution for the borrowing of \$1,500,000 for building & grounds improvements is attached. If approved, the actual borrowing will occur in September 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 September meeting.

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

RESOLUTION AUTHORIZING THE ISSUANCE OF  
\$1,500,000 GENERAL OBLIGATION PROMISSORY NOTES, SERIES 2021D,  
OF BLACKHAWK TECHNICAL COLLEGE DISTRICT, WISCONSIN

WHEREAS, Blackhawk Technical College District, Rock and Green Counties, Wisconsin (the “District”) is presently in need of \$1,500,000 for the public purpose of financing building remodeling and improvement projects; and

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

NOW, THEREFORE, BE IT:

RESOLVED, that the District shall issue general obligation promissory notes in the amount of \$1,500,000 for the public purpose of financing building remodeling and improvement projects; 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 \$1,500,000 and designated “General Obligation Promissory Notes, Series 2021D” (the “Notes”), the proceeds of which shall be used for the purpose specified above.

Section 2. Notice to Electors. The District Secretary shall, within ten (10) days hereafter, cause public notice of the adoption of this resolution to be given to the electors of the District by publishing a notice 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 notice to be in substantially the form set forth on Exhibit A 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 18th day of August, 2021.

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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 August 18, 2021, adopted pursuant to the provisions of Section 67.12(12) of the Wisconsin Statutes, a resolution providing that the sum of \$1,500,000 be borrowed through the issuance of general obligation promissory notes of the District for the public purpose of financing building remodeling and improvement projects.

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

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

Dated August 18, 2021.

BY ORDER OF THE DISTRICT BOARD

District Secretary





## ACTION ITEMS ITEM C.

### Blackhawk Technical College New Program Proposal

<b>Date:</b> 7/30/2021			
<b>Proposed Program Title:</b>	Liberal Arts - Associate Of Arts		
<b>College Contact:</b>	Helen Proeber	<b>Division:</b>	Business & General Education
<b>Email:</b>	hproeber@blackhawk.edu	<b>Phone:</b>	608-757-7723
<b>Education Director Consulted:</b>	Valerie Crespin-Trujillo	<b>Date Consulted:</b>	7/29/2021
<b>Proposed WTCS Program Number:</b>	20-800-1	<b>Proposed Degree:</b>	AA
<b>Proposed WTCS Mat Fee Code:</b>		<b>Credit Hours:</b>	60-70
<b>Proposed Implementation Date:</b>	Fall 2022		

<b>Brief Program Description</b>
The Liberal Arts - Associate of Arts degree provides a greater concentration on social sciences and humanities. It also provides a foundation if you intend to continue your education at a baccalaureate degree granting college or university by offering Liberal Arts courses equal to those found in the first two years of a four-year degree.

<b>Proposed Standard Occupational Classification (SOC) Code:</b>	N/A
<b>Proposed Classified Instructional Program (CIP) Code:</b>	24.010
<b>Mean Starting Hourly Salary:</b>	N/A

<b>Concept Review and Approval</b>	<a href="#"><i>reference WTCS Educational Services Manual (ESM)</i></a>
<b>Advisory Committee Concept Approval (15 letters of support)</b>	Date: March 2021
<b>Academic Affairs Concept Approval</b>	Date: August 5, 2021
<b>Executive Council Concept Approval</b>	Date:
<b>District Board Concept Approval</b>	Date:
<b>WTCS State Board Concept Approval</b>	Date:

<b>Program Review and Approval</b>	
<b>Curriculum Committee Program Approval</b>	Date:
<b>District Board Program Approval</b>	Date:
<b>WTCS State Board Program Approval</b>	Date:

## Table of Contents

New Program Concept Proposal Liberal Arts - Associate of Arts .....	3
Program Purpose .....	3
Demonstration of New Program Need .....	3
Curriculum and Program Quality .....	6
Program Structure .....	10
Draft - Sample Program Structure .....	10
Faculty Requirements .....	13
Administration and Support Personnel Requirements.....	14
Fiscal Support.....	15

## New Program Concept Proposal

### Liberal Arts - Associate of Arts

#### Program Purpose

1. **Mission.** *Briefly describe the mission of the program and the goals for completing this program(s) in terms of gaining employment and continuing their education.*

The Associate of Arts degree provides a greater concentration on social sciences and humanities. It also provides a foundation for students that plan to continue their education at a baccalaureate degree granting college or university.

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

The target population is broad, as the focus of this degree is for students seeking to transfer to the four-year college after completing all General Education requirements

3. **Strategic Alignment.** *Describe how the proposed program aligns within Blackhawk's overall strategic priorities and goals to meet career and technical education/workforce preparation needs within the district/region.*

The Associate of Arts program will prepare students for transferring to the four-year college which is essential for BTC to do as Wisconsin has relatively low % completion rate of the 2014 cohort of students (N=9,610) that started in two-year public colleges (WTCS) and went on to complete a bachelor's degree within 6 years. Wisconsin's relative performance (#41 of 42 states reporting) is notable in comparison to Illinois (#1), Iowa (#10), Michigan (#14) and Minnesota (#19). Bachelor degree completion is a workforce/economic development gap caused in large part by a lack of transferrable degrees (and courses) available to students who enter in the WTCS.

#### Demonstration of New Program Need

1. **Labor Market Data.** *Summarize the Regional Employment Outlook Report provided by the Office of Institutional Effectiveness and Research to estimate the projected demand/job openings versus existing supply/completers in related programs in the district and region to support the need for the proposed program. The total number of job openings must be at least the number of projected graduates from the program.*

<b>Occupational Chart.</b> <i>List occupational titles related to the proposed program(s) and corresponding employment projections and completer data.</i>		
<b>Standard Occupational Classification (SOC)*</b> <b>Job Titles &amp; Code Number</b> <a href="https://www.bls.gov/soc/major_groups.htm">https://www.bls.gov/soc/major_groups.htm</a>	<b>Annual Regional Openings**</b>	<b>Starting and Median Hourly Wage</b>

N/A – Transfer Students		
Combined Openings =		

**2. Educational & Workforce Partnerships.** *Describe steps taken to plan and partner to deliver the curriculum in collaboration with others, such as: secondary institutions, local workforce boards, labor councils and other appropriate partners.*

Faculty and administrators from BTC are collaborating on a partnership to deliver the curriculum with UW-Whitewater College of Integrated Studies located on the Rock County Campus. BTC is also planning to partner with local school districts to integrate the program within existing dual credit programs.

**3. Employer Input and Advisory Committee Membership.** *Summarize employer information and other private sector input obtained in the development of the proposed curriculum. Include the list of employers who will serve on the Program Advisory Committee.*

A team of people from BTC, local high schools, and UW-Whitewater Rock County Campus will work together to develop and then to make improvements as needed. To date, fifteen (15) schools/business have formally expressed support for this program and are willing to participate, as needed, in any improvement processes.

- Beloit School District
- Beloit Turner School District
- Janesville School District
- Juda School District
- Monroe School District
- Monroe School Board
- Goex
- Kerry Inc
- Prent
- Prosperity Southwest
- Rock County Economic Development
- Green County Development Corporation
- Southwest Workforce Development Board
- SSI Technologies
- Unites Alloy Inc

**4. Related BTC Offerings:** *Describe similar programs that are currently being offered by BTC. Provide information on how program courses may be shared and recruiting activities will be coordinated.*

BTC already offers a wide array of General Education courses, but does not offer this degree. The neighboring WTCS schools either do offer or are working to offer this same degree. This proposed program would be successful at BTC just like it is successful at the other schools.

- 5. Other Workforce Development and Training Providers.** Summarize contacts with workforce development and training providers that operate within the district, such as proprietary schools or private industry programs. Please provide evidence and explain why the market is underserved and will not become saturated with program graduates if BTC adds this program.

Not Applicable for Transfer Degree

- 6. Related WTCS Offerings:** List WTCS colleges that offer similar programs. Provide an analysis of the strengths and weaknesses of these WTCS programs relative to the proposed BTC program.

AA & AS Program Student Headcount by District (Tableau Data retrieved 8/4/2021)

	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	Over last five years- # students going out of district – Average 122/year
Midstate	0	0	0	0	0	0	11	28	58	122	N/A
Northwood	0	0	0	0	5	27	50	50	57	70	N/A
Southwest	0	0	11	32	26	32	44	37	36	46	*1 student BTC County of Residence
Milwaukee	2,435	2,460	2,285	3,835	3,529	3,557	3,630	3,669	3,319	2,634	*48 students BTC County of Residence
Madison	7,984	8,203	8,143	7,658	7,529	6,721	6,403	6,100	5,865	5,337	*538 students BTC County of Residence
Western	1,013	1,181	885	910	862	884	799	835	756	677	*18 students BTC County of Residence
Chippewa	710	671	655	624	651	734	730	746	758	666	*2 students BTC County of Residence
NorthCentral	541	497	655	374	312	334	379	396	389	492	*3 students BTC County of Residence

<https://tableau.wtcsystem.edu/#/views/ProgramPerformanceDashboard/ProgramPerformanceDashboard?iid=1>

#### Feedback from several of the above colleges and review of enrollment data

Enrollments are strong and relatively stable at the colleges that have the transfer degrees. Feedback received from the colleges is noted below:

- The HLC approval process can take several months
- Use existing faculty, but may need to hire additional as enrollment grows
- Partnership with local UW school is essential and have articulation agreements in place
- Capital expense minimal to none as using existing facilities for courses unless planning to offer science type courses the college has not offered in the past
- Keep in mind that a shared program in Liberal Arts is one that requires a lot of forethought, intention, and collaboration
- On average around 25% of the enrolled students attend fulltime

- 7. Need Summary.** Provide a brief summary of findings to support the need for BTC to develop and offer the proposed program. Describe how the proposed BTC program stands apart from similar programs. Include Information on instructional delivery method(s). (i.e., classroom only, online only, hybrid, distance learning, flex lab, etc.).

The low bachelor degree completion rate in Wisconsin causes a workforce/economic development gap due in large part by a lack of transferrable degrees (and courses) available to students who enter in the WTCS. In addition, the above data [see (6) Related WTCS Offerings] shows that on average 122 people leave BTC's district in pursuit of the AA/AS degrees every year with the majority attending classes in Madison.

8. **Enrollment Projection.** *Provide an estimate of enrollments and completions over the first three years of the program.*

Enrollment Chart.						
	First Year		Second Year		Third Year	
Full-Time Enrollments (Headcount/FTE):	2	4	6	8	10	12
Part-Time Enrollments: (Headcount/FTE)	8	16	24	32	40	48
Retention Rate:	85%		85%		85%	
Completions:	0		2		10	

### **Curriculum and Program Quality**

1. **Internal Oversight.** *Indicate which division and instructors are responsible for maintaining the curriculum and the academic integrity of the program.*

Faculty and staff in the Business & General Education Division

2. **Catalog description.** *Provide a description of the program as it will appear in the college's catalog.*

The Associate of Arts degree provides a greater concentration on social sciences and humanities. It also provides a foundation if you intend to continue your education at a baccalaureate degree granting college or university by offering Liberal Arts courses equal to those found in the first two years of a four-year degree.

3. **Assessment of Student Learning:** *Describe how students will meet the learning outcomes for this program at the program and course levels.*

- a) **Program Learning Outcomes.** *List the program learning outcomes. Describe the assessment methods used to ensure that students demonstrate these outcomes prior to program completion. (i.e., assessment through portfolio review, cumulative course completion, team project, comprehensive written/performance test, or industry/state pre-certification/licensure examination).*

This program would use the following program/general education outcomes

- 1) Demonstrate Critical Thinking:
  - Define problems clearly and precisely
  - Utilize relevant information gathered from diverse perspectives
  - Evaluate potential solutions using relevant criteria and standards
- 2) Demonstrate Effective Communication:
  - Employ effective communication practices

- Adapt communication to engage diverse audiences
- Use technology to effectively communicate
- 3) Demonstrate Professional Work Behaviors:
  - Manage time effectively
  - Adhere to policies, procedures, and safety protocols
  - Demonstrate accountability
- 4) Demonstrate Diverse and Inclusive Practices:
  - Respond appropriately to diverse situations
  - Model respectful and inclusive interactions
  - Acknowledge the contributions of a diverse society
- 5) Demonstrate Professional use of Relevant Technology:
  - Demonstrate proper selection of equipment, tools, and resources to produce desired results
  - Demonstrate safe and secure use of technology
  - Use occupational specific technology in appropriate ways

- b) **Course Learning Outcomes and Competencies.** *Describe the course-level assessment methods used in the program.*

All courses at BTC use a variety of formative and summative assessments

- c) **Institutional Learning Outcomes – BTC Core Abilities.** *Describe how the BTC Core Abilities are integrated and assessed within the program.*

The program/general education outcomes for this degree are also the BTC Core Abilities and as such are already introduced, practiced, and assessed throughout the college. As this new program continues in the development stage, the Core Abilities will be mapped throughout all General Education course to ensure graduates of this degree have met all learning outcomes.

4. **WTCS Career Cluster and Pathways.** *Describe the types of jobs the program will train graduates for, include specific occupational titles and/ or jobs within a WTCS Career Cluster/Pathway.*

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

General Education

- b) **Laddering Opportunities:** *Indicate how this program may provide educational laddering opportunities between technical diploma, certificates and AAS degrees.*

This degree uses existing general education courses that will be adjusted as needed to meet a higher level of course outcomes that 200 level courses require these changes would not have a negative impact on any existing programs.

- c) **K-12 Alignment.** *Describe the alignment between high school and college coursework and*

*curricula. Include plans for dual credit or articulated credit.*

BTC will continue to offer all its Universally Transferable Courses (UTC) General Education courses as Transcribed credit courses with its high school partners and will look to expand the Transcribed credits courses in the future.

- d) **Baccalaureate Transfer and Articulation.** *Indicate whether or not the program is designed to provide transfer opportunities for students to complete a bachelor's degree. Include information on the specific 4-year programs and institutions with which the college has been working towards articulation.*

This program will definitely increase opportunities for our students to continue to a four-year school, as this is a Liberal Arts transfer degree.

**5. Academic Requirements.** *Describe the design and content of the program curricula.*

- a) **Academic Entry Skills:** *Describe the reading, writing and math requirements for students to enter and be successful in the program.*

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

- b) **General Education:** *Describe how the general education courses support the development of the technical skill required to complete the program and obtain employment.*

Not Applicable for Transfer Degree

- c) **Technical Skills:** *Describe industry skill standards that have been set for related occupations. What professional credentialing, licensure or certification is required for job entry?*

Not Applicable for Transfer Degree

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

Not Applicable for Transfer Degree

- e) **Work-Based Learning.** *Describe how work-based learning is incorporated into the curricula. List work-based learning sites to be used for internship, career exploration, job shadowing, clinical practicum, or apprenticeship coursework.*

Not Applicable for Transfer Degree

**6. Program Accreditation.** *Describe what external approval or accreditation is required or optional for*



*this program. Is program accreditation required prior to enrolling students or graduates earning their licensure/certification? If so, what steps have been taken to obtain accreditation? What are the initial and ongoing costs of accreditation?*

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

- 7. Program Delivery Agreements.** *If applicable, provide a list of partners or other outside entity directly involved in the delivery of the program. This includes contractual or cooperative agreements with another college, university, regional consortia, labor organization, business or government agency. Provide a copy of the agreement with the proposal.*

Cooperative agreements and MOU are just starting the development stage

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## Program Structure

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

### Draft - Sample Program Structure

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

Communications: 6 credits of writing and 3 credits of speech (minimum)							Which
Communications: 6 credits of writing							UW
Blackhawk Options				UW Whitewater-Rock Options			School?
Cur - 10	New -20	Title	Credits	Course No.	Title	Credits	
801-136	20801219	English Composition 1 (UTA)	3	English101	INTRODUCTION TO COLLEGE WRITING AND READING	3	R
801-197	20801260	Technical Reporting (Technical Communications)	3				
	20801204	INTRODUCTION TO LITERATURE	3				
				BUS/ENG210	Business Communication	3	R
Communications: 3 credits of speech							
Blackhawk Options				UW Whitewater-Rock Options			
Cur - 10	New -20	Title	Credits	Course No.	Title	Credits	
801-198	20810201	Speech (UTA) (Fundamentals of Speech)	3	Comm110	Intro to Public Speaking	3	
	20810205	INTERPERSONAL/SMALL GROUP COMM	3				

Social Science: 12 credits (minimum)							
Blackhawk Options				UW Whitewater-Rock Options			
Cur - 10	New -20	Title	Credits	Course No.	Title	Credits	
809-198	20809231	Introduction to Psychology (UTA)	3	PSY202	INTRODUCTORY PSYCHOLOGY	3	R
809-196	20809203	Introduction to Sociology (UTA)	3	SOC101	Introduction to SOCIOLOGY	3	R
809-195	20809222	Economics (UTA)	3	ECON101	Intro to Econ	3	R
809-122	20809221	Introduction to American Government (American National Government)	3	POLISCI141	AMERICAN GOVERNMENT AND POLITICS	3	-
809-188	20809233	Developmental Psychology	3	PSYCH9999S			
809-159	20809237	Abnormal Psychology (Prereq: Intro to Psy)	3	PSYCH9999S			
809-143	20809291	Microeconomics (Principles of Microeconomics)	3	ECON201	Principles of Microeconomics	3	R
	20809292	Macroeconomics (Principles of Macroeconomics)	3	ECO203	Principles of Macroeconomics	3	R

Electives: 10 credits (minimum) Any 200-level course may be taken as an elective. Selective 100-level courses may be taken; consult your Blackhawk academic advisor							
Blackhawk Options				UW Whitewater-Rock Options			
Cur - 10	New -20	Title	Credits	Course No.	Title	Credits	

102-148		Introduction to Business	3	BEINDP101	Business & Society	3	UWW
102-109		Business Careers and Communication	3	BEINDP290	Business Writing	3	UWW
102-150		Global Business Fundamentals	3	BEINDP200	Intro to International Business	3	UWW
101-111		Accounting 1	4	BUSADMN201	Introduction to accounting and financial accounting	4	UWW

Math 3-4 credits at a level of Intermediate Algebra or above							Which
Blackhawk Options				UW Whitewater-Rock Options			UW
Cur - 10	New -20	Title	Credits	Course No.	Title	Credits	School?
804-189	20804230	Introductory Statistics (UTA) (Statistics)	3	STAT101	ELEMENTARY STATISTICS - TRANSFER	3	
804-197		College Algebra and Trigonometry with Applications (UTA)	5				
804-118	20804201	Intermediate Algebra W/Aps	4	MATH141	Fundamentals of College Algebra		
<b>804-198</b>		<b>Calculus 1</b>		MATH250	APPLIED CALCULUS SURVEY FOR BUSINESS AND SOCIAL SCIENCES	5	
804-113		College Technical Math1A	3				
804-114		College Technical Math1B	2				
804-134		Mathematical Reasoning	3				

Natural Science: 7-8 credits of Natural Science (Must include one lab course)							
Blackhawk Options				UW Whitewater-Rock Options			
Cur - 10	New -20	Title	Credits	Course No.	Title	Credits	
806-114	20806201	General Biology (W/Lab) (UTA) (Principles of Biology)	4				
	20806209	College Chemistry 1 (W/Lab)	5				
	20806212	College Chemistry 2 (W/Lab)	5				
806-134	20806207	General Chemistry (W/lab) (UTA)	4	CHEM9999L			
806-154	20806276	General Physics 1 (W/Lab) (UTA)	4 / 5	PHYSCS140	PRINCIPLES OF PHYSICS I	5	
	20806280	General Physics 2 (W/Lab)					
806-177	20806207	General Anatomy and Physiology (W/Lab)	4	BIOLOGY9999L			
806-179	20806208	Advanced Anatomy and Physiology (W/Lab)	4	BIOLOGY9999L			
806-186	20806208	Introduction to Biochemistry (W/Lab)	4	CHEM9999L			
806-197	20806208	Microbiology (W/Lab)	4	BIOLOGY9999L			
806-172	20806220	Basic Nutritional Science(Introduction to Nutritional Science)	3				
806-175	20806241	General Pathophysiology (Pathophysiology)	3				
806-139		Survey of Physics	3				
	20806286	ENVIRONMENTAL SCIENCE	4				

World Languages: 4 credits (minimum)				(Or one year of World Languages in high school with a "C" or better)			Which
Blackhawk Options				UW Whitewater-Rock Options			UW
Cur - 10	New -20	Title	Credits	Course No.	Title	Credits	School?
				SPA101	Beginning Spanish 1	4	R
				Chinese 141	Beginning Chinese 1	4	
				German 141	Beginning German 1	4	

				French 141	Beginning French 1	4	
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Additional Requirements: 3 credits (minimum) Diversity/Ethnic Studies (may also count towards social science and/or humanities requirements)							
Blackhawk Options				UW Whitewater-Rock Options			
Cur - 10	New -20	Title	Credits	Course No.	Title	Credits	
809-172	20809272	Introduction to Diversity Studies (UTA) (Diversity Studies)	3	RACEETH9999ED			
				EDU220	EDU IN A PLURALISTIC SOCIETY	3	R
				HIS278	HIST OF MINORITIES IN AMERICA Lecture	3	R
				RACEETH 265	MULTICULTURAL LITERATURE OF THE UNITED STATES	3	
				RACEETH 280	POLITICS OF URBAN INEQUALITY IN THE U.S	3	
				RACEETH 217	AMERICAN MINORITY POLITICS	3	

Humanities: 12 credits (minimum)							
Blackhawk Options				UW Whitewater-Rock Options			
Cur - 10	New -20	Title	Credits	Course No.	Title	Credits	
809-166	20809225	Introduction to Ethics: Theory and Application (UTA) (Ethics)	3	PHILSPHY261	INTRODUCTION TO ETHICS	3	
				ART175	WRLD OF ART IMAGES/OBJ/IDEAS	3	R
				SOC220	SOC. Of Marriage and Family	3	R
				CTA130	Intro to Theatre	3	R
				CTA210	INTRO TO INTERCULTURAL COMM	3	R
				PHI101	INTRO TO PHIL	3	R

Health/Wellness/Physical Education: 1 credit (minimum)							
Blackhawk Options				UW Whitewater-Rock Options			
Cur - 10	New -20	Title	Credits	Course No.	Title	Credits	
806-172	20806220	Basic Nutritional Science	3				
				HES046	YOGA-RELAXATION	1	R
				HES127	Fitness for Life	2	R
				HES209	Nutrition & Weight Management	3	R

## **Faculty Requirements**

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

<b>Faculty Qualifications.</b> <i>Cite the minimum qualifications for new and existing faculty. Include general minimum qualifications and those credentials that are specific to instructors in the proposed field of study.</i>				
Degree	Field	Credential	Years of Related Occupational Experience	Years of Teaching Experience
MS	Subject area	N/A	N/A	N/A

<b>Faculty Resources.</b> <i>Cite the number of faculty, including new and existing faculty that the program will need for each of the first three years noting if they will serve as full-time faculty or part-time. If existing faculty will be reassigned, indicate whether the former position will need to be filled.</i>						
	First Year		Second Year		Third Year	
	Full-Time	Part-time	Full-Time	Part-time	Full-Time	Part-time
# of New Faculty	N/A		N/A		N/A	
# of Existing Faculty	10	30	10	30	10	30
# Existing to be replaced	N/A		N/A		N/A	

<b>Faculty Release.</b> <i>List the purpose and hours for release time for the proposed program. TBD as 100 level courses will need to be revised to meet additional course outcomes at the 200 level</i>						
	First Year		Second Year		Third Year	
	Full-Time	Part-time	Full-Time	Part-time	Full-Time	Part-time
New Faculty	0	0	0	0	0	0
Existing Faculty						

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## **Administration and Support Personnel Requirements**

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

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

<b>Administrative/Support Needs.</b> <i>Specify the number of full- and part-time administrative and support personnel the program will need for each of the first three years, including new and existing personnel. If existing personnel will be reassigned, indicate whether the former position will need to be filled.</i>						
	<b>First Year</b>		<b>Second Year</b>		<b>Third Year</b>	
	<b>Full-Time</b>	<b>Part-time</b>	<b>Full-Time</b>	<b>Part-time</b>	<b>Full-Time</b>	<b>Part-time</b>
# New Administrative	0	0	0	0	0	0
# Existing Administrative	0	0	0	0	0	0
# of Existing Admin to be replaced	0	0	0	0	0	0
# New Support	0	0	0	0	0	0
# Existing Support	0	1	0	1	0	1
# Existing Support to be replaced	0	0	0	0	0	0

## **Fiscal Support**

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

- 1. Source of Funds.** *Specify the source of funds to support the proposed program and note what portion of funds will come from reallocation of existing resources as compared to new resources. Indicate how this program(s) will share resources (i.e. faculty, facilities, etc...) with existing programs. Include grant resources and amounts.*

Students enrolled in the courses in this program would mix with other students from programs all over the college.

- 2. Equipment.** *List new equipment (new to the institution or program) to be purchased, shared, or leased to implement the curriculum. Include donations of equipment.*

No special equipment needed unless offering science type courses that would require different equipment

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

No special needs outside of what the college already provides unless offering science type courses that would require different lab space(s).

#### 4. Finance Chart

No new equipment needed at this time

No new Admin Staff needed at this time

No new Support Personnel needed at this time

No new fulltime faculty needed at this time

<i>Complete the table to identify new direct costs and revenues associated with establishing the program over the next three years.</i>			
<b>New Costs</b>	<b>First Year AY:</b>	<b>Second Year AY:</b>	<b>Third Year AY:</b>
Faculty Costs			
Administrative Personnel Costs			
Support Personnel costs			
Consumable Materials and Supplies			
Equipment Costs (minor and capital)			
Library/LRC Costs			
Facility Costs			
Other (specify)			
<b>Total New Costs</b>			
<b>New Revenue</b>	<b>First Year AY:</b>	<b>Second Year AY:</b>	<b>Third Year AY:</b>
Tuition			
Material Fees			
Grant Funding			
Other (Identify)			
<b>Total New Revenues</b>			
<b>Net Position (Revenue minus Cost)</b>			





## ACTION ITEMS ITEM D.

### Blackhawk Technical College New Program Proposal

<b>Date:</b> 7/30/2021			
<b>Proposed Program Title:</b>	Liberal Arts - Associate Of Science		
<b>College Contact:</b>	Helen Proeber	<b>Division:</b>	Business & General Education
<b>Email:</b>	hproeber@blackhawk.edu	<b>Phone:</b>	608-757-7723
<b>Education Director Consulted:</b>	Valerie Crespin-Trujillo	<b>Date Consulted:</b>	7/29/2021
<b>Proposed WTCS Program Number:</b>	20-800-2	<b>Proposed Degree:</b>	AA
<b>Proposed WTCS Mat Fee Code:</b>		<b>Credit Hours:</b>	60-70
<b>Proposed Implementation Date:</b>	Fall 2022		

#### Brief Program Description

The Liberal Arts - Associate Of Science degree provides a greater concentration on natural sciences and mathematics. It also provides a foundation if you intend to continue your education at a baccalaureate degree granting college or university by offering Liberal Arts courses equal to those found in the first two years of a four-year degree.

<b>Proposed Standard Occupational Classification (SOC) Code:</b>	N/A
<b>Proposed Classified Instructional Program (CIP) Code:</b>	24.010
<b>Mean Starting Hourly Salary:</b>	N/A

#### Concept Review and Approval

[reference WTCS Educational Services Manual \(ESM\)](#)

<b>Advisory Committee Concept Approval (15 letters of support)</b>	Date: March 2021
<b>Academic Affairs Concept Approval</b>	Date: August 5, 2021
<b>Executive Council Concept Approval</b>	Date:
<b>District Board Concept Approval</b>	Date:
<b>WTCS State Board Concept Approval</b>	Date:

#### Program Review and Approval

<b>Curriculum Committee Program Approval</b>	Date:
<b>District Board Program Approval</b>	Date:
<b>WTCS State Board Program Approval</b>	Date:

## Table of Contents

New Program Concept Proposal Liberal Arts - Associate Of Science .....	3
Program Purpose .....	3
Demonstration of New Program Need .....	3
Curriculum and Program Quality .....	6
Program Structure .....	10
Draft - Sample Program Structure .....	10
Faculty Requirements .....	13
Administration and Support Personnel Requirements.....	14
Fiscal Support.....	15

# New Program Concept Proposal

## Liberal Arts - Associate Of Science

### Program Purpose

1. **Mission.** *Briefly describe the mission of the program and the goals for completing this program(s) in terms of gaining employment and continuing their education.*

The Associate of Science degree provides a greater concentration on natural science and mathematics. It also provides a foundation for students that plan to continue their education at a baccalaureate degree granting college or university.

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

The target population is broad, as the focus of this degree is for students seeking to transfer to the four-year college after completing all General Education requirements

3. **Strategic Alignment.** *Describe how the proposed program aligns within Blackhawk's overall strategic priorities and goals to meet career and technical education/workforce preparation needs within the district/region.*

Prepare students for transferring to the four-year college through the completion of this Transfer Degree which is essential for BTC to do as Wisconsin has relatively low % completion rate of the 2014 cohort of students (N=9,610) that started in two-year public colleges (WTCS) and went on to complete a bachelor's degree within 6 years. Wisconsin's relative performance (#41 of 42 states reporting) is notable in comparison to Illinois (#1), Iowa (#10), Michigan (#14) and Minnesota (#19). Bachelor degree completion is a workforce/economic development gap caused in large part by a lack of transferrable degrees (and courses) available to students who enter in the WTCS.

### Demonstration of New Program Need

1. **Labor Market Data.** *Summarize the Regional Employment Outlook Report provided by the Office of Institutional Effectiveness and Research to estimate the projected demand/job openings versus existing supply/completers in related programs in the district and region to support the need for the proposed program. The total number of job openings must be at least the number of projected graduates from the program.*

<b>Occupational Chart.</b> <i>List occupational titles related to the proposed program(s) and corresponding employment projections and completer data.</i>		
<b>Standard Occupational Classification (SOC)*</b> <b>Job Titles &amp; Code Number</b> <a href="https://www.bls.gov/soc/major_groups.htm">https://www.bls.gov/soc/major_groups.htm</a>	<b>Annual Regional Openings**</b>	<b>Starting and Median Hourly Wage</b>

N/A – Transfer Students		
Combined Openings =		

**2. Educational & Workforce Partnerships.** *Describe steps taken to plan and partner to deliver the curriculum in collaboration with others, such as: secondary institutions, local workforce boards, labor councils and other appropriate partners.*

Faculty and administrators from BTC are collaborating on a partnership to deliver the curriculum with UW-Whitewater College of Integrated Studies located on the Rock County Campus. BTC is also planning to partner with local school districts to integrate the program within existing dual credit programs.

**3. Employer Input and Advisory Committee Membership.** *Summarize employer information and other private sector input obtained in the development of the proposed curriculum. Include the list of employers who will serve on the Program Advisory Committee.*

A team of people from BTC, local high schools, and UW Whitewater-Rock will work together to develop and then to make improvements as needed. To date, fifteen (15) schools/business have formally expressed support for this program and are willing to participate, as needed, in any improvement processes.

- Beloit School District
- Beloit Turner School District
- Janesville School District
- Juda School District
- Monroe School District
- Monroe School Board
- Goex
- Kerry Inc
- Prent
- Prosperity Southwest
- Rock County Economic Development
- Green County Development Corporation
- Southwest Workforce Development Board
- SSI Technologies
- Unites Alloy Inc

**4. Related BTC Offerings:** *Describe similar programs that are currently being offered by BTC. Provide information on how program courses may be shared and recruiting activities will be coordinated.*

BTC already offers a wide array of General Education courses, but does not offer this degree. The neighboring WTCS schools either do offer or are working to offer this same degree. This proposed program would be successful at BTC just like it is successful at the other schools.

- 5. Other Workforce Development and Training Providers.** Summarize contacts with workforce development and training providers that operate within the district, such as proprietary schools or private industry programs. Please provide evidence and explain why the market is underserved and will not become saturated with program graduates if BTC adds this program.

Not Applicable for Transfer Degree

- 6. Related WTCS Offerings:** List WTCS colleges that offer similar programs. Provide an analysis of the strengths and weaknesses of these WTCS programs relative to the proposed BTC program.

AA & AS Program Student Headcount by District (Tableau Data retrieved 8/4/2021)

	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	Over last five years- # students going out of district – Average 122/year
Midstate	0	0	0	0	0	0	11	28	58	122	N/A
Northwood	0	0	0	0	5	27	50	50	57	70	N/A
Southwest	0	0	11	32	26	32	44	37	36	46	*1 student BTC County of Residence
Milwaukee	2,435	2,460	2,285	3,835	3,529	3,557	3,630	3,669	3,319	2,634	*48 students BTC County of Residence
Madison	7,984	8,203	8,143	7,658	7,529	6,721	6,403	6,100	5,865	5,337	*538 students BTC County of Residence
Western	1,013	1,181	885	910	862	884	799	835	756	677	*18 students BTC County of Residence
Chippewa	710	671	655	624	651	734	730	746	758	666	*2 students BTC County of Residence
NorthCentral	541	497	655	374	312	334	379	396	389	492	*3 students BTC County of Residence

<https://tableau.wtcsystem.edu/#/views/ProgramPerformanceDashboard/ProgramPerformanceDashboard?iid=1>

#### Feedback from several of the above colleges and review of enrollment data

Enrollments are strong and relatively stable at the colleges that have the transfer degrees. Feedback received from the colleges is noted below:

- The HLC approval process can take several months
- Use existing faculty, but may need to hire additional as enrollment grows
- Partnership with local UW school is essential and have articulation agreements in place
- Capital expense minimal to none as using existing facilities for courses unless planning to offer science type courses the college has not offered in the past
- Keep in mind that a shared program in Liberal Arts is one that requires a lot of forethought, intention, and collaboration
- On average around 25% of the enrolled students attend fulltime

- 7. Need Summary.** Provide a brief summary of findings to support the need for BTC to develop and offer the proposed program. Describe how the proposed BTC program stands apart from similar programs. Include information on instructional delivery method(s). (i.e., classroom only, online only, hybrid, distance learning, flex lab, etc.).

The low Bachelor degree completion in Wisconsin causes a workforce/economic development gap due in large part by a lack of transferrable degrees (and courses) available to students who enter in the WTCS. In addition, the above data in 6) Related WTCS Offerings shows that on average 122 people leave BTC's district in pursuit of the AA / AS degrees every year with the majority attending classes in Madison.

8. **Enrollment Projection.** *Provide an estimate of enrollments and completions over the first three years of the program.*

Enrollment Chart.						
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Full-Time Enrollments (Headcount/FTE):	2	4	6	8	10	12
Part-Time Enrollments: (Headcount/FTE)	8	16	24	32	40	48
Retention Rate:	85%		85%		85%	
Completions:	0		2		10	

### **Curriculum and Program Quality**

1. **Internal Oversight.** *Indicate which division and instructors are responsible for maintaining the curriculum and the academic integrity of the program.*

Faculty and staff in the Business & General Education Division

2. **Catalog description.** *Provide a description of the program as it will appear in the college's catalog.*

The Liberal Arts - Associate Of Science degree provides a greater concentration on natural sciences and mathematics. It also provides a foundation if you intend to continue your education at a baccalaureate degree granting college or university by offering Liberal Arts courses equal to those found in the first two years of a four-year degree.

3. **Assessment of Student Learning:** *Describe how students will meet the learning outcomes for this program at the program and course levels.*

- a) **Program Learning Outcomes.** *List the program learning outcomes. Describe the assessment methods used to ensure that students demonstrate these outcomes prior to program completion. (i.e., assessment through portfolio review, cumulative course completion, team project, comprehensive written/performance test, or industry/state pre-certification/licensure examination).*

This program would use the following program/general education outcomes

- 1) Demonstrate Critical Thinking:
  - Define problems clearly and precisely
  - Utilize relevant information gathered from diverse perspectives
  - Evaluate potential solutions using relevant criteria and standards
- 2) Demonstrate Effective Communication:
  - Employ effective communication practices

- Adapt communication to engage diverse audiences
- Use technology to effectively communicate

**3) Demonstrate Professional Work Behaviors:**

- Manage time effectively
- Adhere to policies, procedures, and safety protocols
- Demonstrate accountability

**4) Demonstrate Diverse and Inclusive Practices:**

- Respond appropriately to diverse situations
- Model respectful and inclusive interactions
- Acknowledge the contributions of a diverse society

**5) Demonstrate Professional use of Relevant Technology:**

- Demonstrate proper selection of equipment, tools, and resources to produce desired results
- Demonstrate safe and secure use of technology
- Use occupational specific technology in appropriate ways

**b) Course Learning Outcomes and Competencies.** *Describe the course-level assessment methods used in the program.*

All courses at BTC use a variety of formative and summative assessments

**c) Institutional Learning Outcomes – BTC Core Abilities.** *Describe how the BTC Core Abilities are integrated and assessed within the program.*

The program/general education outcomes for this degree are also the BTC Core Abilities and as such are already introduced, practiced, and assessed throughout the college. As this new program continues in the development stage, the Core Abilities will be mapped throughout all General Education course to ensure graduates of this degree have met all learning outcomes.

**4. WTCS Career Cluster and Pathways.** *Describe the types of jobs the program will train graduates for, include specific occupational titles and/ or jobs within a WTCS Career Cluster/Pathway.*

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

General Education

**b) Laddering Opportunities:** *Indicate how this program may provide educational laddering opportunities between technical diploma, certificates and AAS degrees.*

This degree uses existing general education courses that will be adjusted as needed to meet a higher level of course outcomes that 200 level courses require these changes would not have a negative impact on any existing programs.

**c) K-12 Alignment.** *Describe the alignment between high school and college coursework and*

*curricula. Include plans for dual credit or articulated credit.*

BTC will continue to offer all its Universally Transferable Courses (UTC) General Education courses as Transcribed credit courses with its high school partners and will look to expand the Transcribed credits courses in the future.

- d) **Baccalaureate Transfer and Articulation.** *Indicate whether or not the program is designed to provide transfer opportunities for students to complete a bachelor's degree. Include information on the specific 4-year programs and institutions with which the college has been working towards articulation.*

This program will definitely increase opportunities for our students to continue to a four-year school, as this is a Liberal Arts transfer degree.

**5. Academic Requirements.** *Describe the design and content of the program curricula.*

- e) **Academic Entry Skills:** *Describe the reading, writing and math requirements for students to enter and be successful in the program.*

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

- f) **General Education:** *Describe how the general education courses support the development of the technical skill required to complete the program and obtain employment.*

Not Applicable for Transfer Degree

- g) **Technical Skills:** *Describe industry skill standards that have been set for related occupations. What professional credentialing, licensure or certification is required for job entry?*

Not Applicable for Transfer Degree

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

Not Applicable for Transfer Degree

- i) **Work-Based Learning.** *Describe how work-based learning is incorporated into the curricula. List work-based learning sites to be used for internship, career exploration, job shadowing, clinical practicum, or apprenticeship coursework.*

Not Applicable for Transfer Degree

**6. Program Accreditation.** *Describe what external approval or accreditation is required or optional for*



*this program. Is program accreditation required prior to enrolling students or graduates earning their licensure/certification? If so, what steps have been taken to obtain accreditation? What are the initial and ongoing costs of accreditation?*

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

- 7. Program Delivery Agreements.** *If applicable, provide a list of partners or other outside entity directly involved in the delivery of the program. This includes contractual or cooperative agreements with another college, university, regional consortia, labor organization, business or government agency. Provide a copy of the agreement with the proposal.*

Cooperative agreements and MOU are just starting the development stage

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## Program Structure

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

### Draft - Sample Program Structure

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

Communications: 6 credits of writing and 3 credits of speech (minimum)							Which
Communications: 6 credits of writing							UW
Blackhawk Options				UW Whitewater-Rock Options			School?
Cur - 10	New -20	Title	Credits	Course No.	Title	Credits	
801-136	20801219	English Composition 1 (UTA)	3	English101	INTRODUCTION TO COLLEGE WRITING AND READING	3	R
801-197	20801260	Technical Reporting (Technical Communications)	3				
	20801204	INTRODUCTION TO LITERATURE	3				
				BUS/ENG210	Business Communication	3	R
Communications: 3 credits of speech							
Blackhawk Options				UW Whitewater-Rock Options			
Cur - 10	New -20	Title	Credits	Course No.	Title	Credits	
801-198	20810201	Speech (UTA) (Fundamentals of Speech)	3	Comm110	Intro to Public Speaking	3	
	20810205	INTERPERSONAL/SMALL GROUP COMM	3				

Social Science: 6 credits (minimum)							
Blackhawk Options				UW Whitewater-Rock Options			
Cur - 10	New -20	Title	Credits	Course No.	Title	Credits	
809-198	20809231	Introduction to Psychology (UTA)	3	PSY202	INTRODUCTORY PSYCHOLOGY	3	R
809-196	20809203	Introduction to Sociology (UTA)	3	SOC101	Introduction to SOCIOLOGY	3	R
809-195	20809222	Economics (UTA)	3	ECON101	Intro to Econ	3	R
809-122	20809221	Introduction to American Government (American National Government)	3	POLISCI141	AMERICAN GOVERNMENT AND POLITICS	3	-
809-188	20809233	Developmental Psychology	3	PSYCH9999S			
809-159	20809237	Abnormal Psychology (Prereq: Intro to Psy)	3	PSYCH9999S			
809-143	20809291	Microeconomics (Principles of Microeconomics)	3	ECON201	Principles of Microeconomics	3	R
	20809292	Macroeconomics (Principles of Macroeconomics)	3	ECO203	Principles of Macroeconomics	3	R

Electives: 12 credits (minimum) Any 200-level course may be taken as an elective. Selective 100-level courses may be taken; consult your Blackhawk academic advisor							
Blackhawk Options				UW Whitewater-Rock Options			
Cur - 10	New -20	Title	Credits	Course No.	Title	Credits	
102-148		Introduction to Business	3	BEINDP101	Business & Society	3	UWW
102-109		Business Careers and Communication	3	BEINDP290	Business Writing	3	UWW

102-150		Global Business Fundamentals	3	BEINDP200	Intro to International Business	3	UWW
101-111		Accounting 1	4	BUSADMN201	Introduction to accounting and financial accounting	4	UWW

Mathematics and Sciences (Minimum 20 credits in Mathematics and Natural Science to include the Following)							
Mathematics at the level of College Algebra, Statistics, Quantitative Reasoning or higher							Which
Blackhawk Options				UW Whitewater-Rock Options			UW
Cur - 10	New -20	Title	Credits	Course No.	Title	Credits	School?
804-189	20804230	Introductory Statistics (UTA) (Statistics)	3	STAT101	ELEMENTARY STATISTICS - TRANSFER	3	
804-197		College Algebra and Trigonometry with Applications (UTA)	5				
804-118	20804201	Intermediate Algebra W/Aps	4	MATH141	Fundamentals of College Algebra		
<b>804-198</b>		<b>Calculus 1</b>		MATH250	APPLIED CALCULUS SURVEY FOR BUSINESS AND SOCIAL SCIENCES	5	
804-113		College Technical Math1A	3				
804-114		College Technical Math1B	2				
804-134		Mathematical Reasoning	3				

Natural Science (includes two lab courses, one from each of 2 different science disciplines)							
Blackhawk Options				UW Whitewater-Rock Options			
Cur - 10	New -20	Title	Credits	Course No.	Title	Credits	
806-114	20806201	General Biology (W/Lab) (UTA) (Principles of Biology)	4				
	20806209	College Chemistry 1 (W/Lab)	5				
	20806212	College Chemistry 2 (W/Lab)	5				
806-134	20806207	General Chemistry (W/lab) (UTA)	4	CHEM9999L			
806-154	20806276	General Physics 1 (W/Lab) (UTA)	4 / 5	PHYSICS140	PRINCIPLES OF PHYSICS I	5	
	20806280	General Physics 2 (W/Lab)					
806-177	20806207	General Anatomy and Physiology (W/Lab)	4	BIOLOGY9999L			
806-179	20806208	Advanced Anatomy and Physiology (W/Lab)	4	BIOLOGY9999L			
806-186	20806208	Introduction to Biochemistry (W/Lab)	4	CHEM9999L			
806-197	20806208	Microbiology (W/Lab)	4	BIOLOGY9999L			
806-172	20806220	Basic Nutritional Science(Introduction to Nutritional Science)	3				
806-175	20806241	General Pathophysiology (Pathophysiology)	3				
806-139		Survey of Physics	3				
	20806286	ENVIRONMENTAL SCIENCE	4				

World Languages: 4 credits (minimum)				(Or one year of World Languages in high school with a "C" or better)			Which
Blackhawk Options				UW Whitewater-Rock Options			UW
Cur - 10	New -20	Title	Credits	Course No.	Title	Credits	School?
				SPA101	Beginning Spanish 1	4	R
				Chinese 141	Beginning Chinese 1	4	
				German 141	Beginning German 1	4	
				French 141	Beginning French 1	4	

Additional Requirements: 3 credits (minimum) Diversity/Ethnic Studies (may also count towards social science and/or humanities requirements)							
Blackhawk Options				UW Whitewater-Rock Options			
Cur - 10	New -20	Title	Credits	Course No.	Title	Credits	
809-172	20809272	Introduction to Diversity Studies (UTA) (Diversity Studies)	3	RACEETH9999ED			
				EDU220	EDU IN A PLURALISTIC SOCIETY	3	R
				HIS278	HIST OF MINORITIES IN AMERICA Lecture	3	R
				RACEETH 265	MULTICULTURAL LITERATURE OF THE UNITED STATES	3	
				RACEETH 280	POLITICS OF URBAN INEQUALITY IN THE U.S	3	
				RACEETH 217	AMERICAN MINORITY POLITICS	3	

Humanities: 6 credits (minimum)							
Blackhawk Options				UW Whitewater-Rock Options			
Cur - 10	New -20	Title	Credits	Course No.	Title	Credits	
809-166	20809225	Introduction to Ethics: Theory and Application (UTA) (Ethics)	3	PHILSPHY261	INTRODUCTION TO ETHICS	3	
				ART175	WRLD OF ART IMAGES/OBJ/IDEAS	3	R
				SOC220	SOC. Of Marriage and Family	3	R
				CTA130	Intro to Theatre	3	R
				CTA210	INTRO TO INTERCULTURAL COMM	3	R
				PHI101	INTRO TO PHIL	3	R

Health/Wellness/Physical Education: 1 credit (minimum)							
Blackhawk Options				UW Whitewater-Rock Options			
Cur - 10	New -20	Title	Credits	Course No.	Title	Credits	
806-172	20806220	Basic Nutritional Science	3				
				HES046	YOGA-RELAXATION	1	R
				HES127	Fitness for Life	2	R
				HES209	Nutrition & Weight Management	3	R

## **Faculty Requirements**

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

<b>Faculty Qualifications.</b> <i>Cite the minimum qualifications for new and existing faculty. Include general minimum qualifications and those credentials that are specific to instructors in the proposed field of study.</i>				
<b>Degree</b>	<b>Field</b>	<b>Credential</b>	<b>Years of Related Occupational Experience</b>	<b>Years of Teaching Experience</b>
MS	Subject area	N/A	N/A	N/A

<b>Faculty Resources.</b> <i>Cite the number of faculty, including new and existing faculty that the program will need for each of the first three years noting if they will serve as full-time faculty or part-time. If existing faculty will be reassigned, indicate whether the former position will need to be filled.</i>						
	<b>First Year</b>		<b>Second Year</b>		<b>Third Year</b>	
	<b>Full-Time</b>	<b>Part-time</b>	<b>Full-Time</b>	<b>Part-time</b>	<b>Full-Time</b>	<b>Part-time</b>
# of New Faculty	N/A		N/A		N/A	
# of Existing Faculty	10	30	10	30	10	30
# Existing to be replaced	N/A		N/A		N/A	

<b>Faculty Release.</b> <i>List the purpose and hours for release time for the proposed program. TBD as 100 level courses will need to be revised to meet additional course outcomes at the 200 level</i>						
	<b>First Year</b>		<b>Second Year</b>		<b>Third Year</b>	
	<b>Full-Time</b>	<b>Part-time</b>	<b>Full-Time</b>	<b>Part-time</b>	<b>Full-Time</b>	<b>Part-time</b>
New Faculty	0	0	0	0	0	0
Existing Faculty						

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## **Administration and Support Personnel Requirements**

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

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

<b>Administrative/Support Needs.</b> <i>Specify the number of full- and part-time administrative and support personnel the program will need for each of the first three years, including new and existing personnel. If existing personnel will be reassigned, indicate whether the former position will need to be filled.</i>						
	<b>First Year</b>		<b>Second Year</b>		<b>Third Year</b>	
	<b>Full-Time</b>	<b>Part-time</b>	<b>Full-Time</b>	<b>Part-time</b>	<b>Full-Time</b>	<b>Part-time</b>
# New Administrative	0	0	0	0	0	0
# Existing Administrative	0	0	0	0	0	0
# of Existing Admin to be replaced	0	0	0	0	0	0
# New Support	0	0	0	0	0	0
# Existing Support	0	1	0	1	0	1
# Existing Support to be replaced	0	0	0	0	0	0

## **Fiscal Support**

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

- 1. Source of Funds.** *Specify the source of funds to support the proposed program and note what portion of funds will come from reallocation of existing resources as compared to new resources. Indicate how this program(s) will share resources (i.e. faculty, facilities, etc...) with existing programs. Include grant resources and amounts.*

Students enrolled in the courses in this program would mix with other students from programs all over the college.

- 2. Equipment.** *List new equipment (new to the institution or program) to be purchased, shared, or leased to implement the curriculum. Include donations of equipment.*

No special equipment needed unless offering science type courses that would require different equipment

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

No special needs outside of what the college already provides unless offering science type courses that would require different lab space(s).

#### 4. Finance Chart

No new equipment needed at this time

No new Admin Staff needed at this time

No new Support Personnel needed at this time

No new fulltime faculty needed at this time

<i>Complete the table to identify new direct costs and revenues associated with establishing the program over the next three years.</i>			
<b>New Costs</b>	<b>First Year AY:</b>	<b>Second Year AY:</b>	<b>Third Year AY:</b>
Faculty Costs			
Administrative Personnel Costs			
Support Personnel costs			
Consumable Materials and Supplies			
Equipment Costs (minor and capital)			
Library/LRC Costs			
Facility Costs			
Other (specify)			
<b>Total New Costs</b>			
<b>New Revenue</b>	<b>First Year AY:</b>	<b>Second Year AY:</b>	<b>Third Year AY:</b>
Tuition			
Material Fees			
Grant Funding			
Other (Identify)			
<b>Total New Revenues</b>			
<b>Net Position (Revenue minus Cost)</b>			





AUGUST 18, 2021

## FINANCE COMMITTEE

- Modifications to the Fiscal Year 2020-21 Budget
- Modifications to the Fiscal Year 2021-22 Budget



# FINANCE COMMITTEE ITEM B.

<b><u>Proposed Modifications to the FY 2020-21 Budget</u></b>			
		<b>Expenditures &amp; Other Uses</b>	<b>Revenues &amp; Other Sources</b>
<b>General Fund</b>			
<b>1</b>	Allocate Contingency between Functions		
	Increase Function 7 Physical Plant Expenditures	15,000	
	Decrease Function 6 General Institutional Expenditures	(15,000)	
	<b>Total - Amendment 1</b>	<b>-</b>	<b>-</b>
<b>2</b>	Record Increases in Revenue		
	Increase Property Tax Revenue		5,000
	Increase State Aid Revenue		135,000
	Increase Institutional Revenue		95,000
	Increase Transfers to Reserves and Designated Fund Balances	235,000	
	<b>Total - Amendment 2</b>	<b>235,000</b>	<b>235,000</b>
<b>3</b>	Record HEERF Lost Revenue Aid		
	Increase Transfers In		628,275
	Increase Transfers to Reserves and Designated Fund Balances	628,275	
	<b>Total - Amendment 3</b>	<b>628,275</b>	<b>628,275</b>
<b>4</b>	Record Reduction in General Fund Expenses		
	Decrease Function 1 Instructional Expenditures	(530,000)	
	Decrease Function 2 Instructional Resources Expenditures	(121,000)	
	Decrease Function 3 Student Services Expenditures	(96,000)	
	Decrease Function 6 General Institutional Expenditures	(215,000)	
	Decrease Function 7 Physical Plant Expenditures	(38,000)	
	Increase Transfers to Reserves and Designated Fund Balances	1,000,000	
	<b>Total - Amendment 4</b>	<b>-</b>	<b>-</b>
<b>5</b>	Transfer Funds to Capital Projects		
	Increase Transfers Out	2,000,000	
	Decrease Transfers to Reserves and Designated Fund Balances	(2,000,000)	
	<b>Total - Amendment 5</b>	<b>-</b>	<b>-</b>
<b>Special Revenue Fund</b>			
<b>6</b>	Increase in State grant funding		
	Increase State Aid Revenue		159
	Increase Function 1 Instruction Expenditures	159	
	<b>Total - Amendment 6</b>	<b>159</b>	<b>159</b>

<b><u>Proposed Modifications to the FY 2020-21 Budget</u></b>			
		<b>Expenditures &amp; Other Uses</b>	<b>Revenues &amp; Other Sources</b>
<b>7</b>	Record transfer of HEERF award to support Capital Fund purchases		
	Decrease Federal Aid Revenue		(224,658)
	Decrease Function 1 Instruction Expenditures	(77,544)	
	Decrease Function 2 Instructional Resources Expenditures	(120,029)	
	Decrease Function 6 General Institutional Expenditures	(13,125)	
	Decrease Function 7 Physical Plant Expenditures	(13,960)	
	<b>Total - Amendment 7</b>	<b>(224,658)</b>	<b>(224,658)</b>
<b>8</b>	Transfer between Functions for HEERF support of student account balances		
	Decrease Function 1 Instruction Expenditures	(353,700)	
	Increase Function 3 Student Services Expenditures	353,700	
	<b>Total - Amendment 8</b>	<b>-</b>	<b>-</b>
<b>9</b>	Transfer between functions and uses for HEERF Lost Revenue		
	Decrease Function 2 Instructional Resources Expenditures	(664,335)	
	Increase Function 3 Student Services Expenditures	36,060	
	Increase in Transfers Out	628,275	
	<b>Total - Amendment 9</b>	<b>-</b>	<b>-</b>
<b>10</b>	Record Funding increase and reclassification		
	Decrease State Aid Revenue		(17,380)
	Increase Other Student Fees Revenue		27,842
	Increase Material Fees Revenue		1,384
	Increase Function 1 Instructional Expenditures	11,846	
	<b>Total - Amendment 10</b>	<b>11,846</b>	<b>11,846</b>
<b>Capital Projects Fund</b>			
<b>11</b>	Record HEERF transfer for capital purchases		
	Increase Federal Aid Revenue		224,658
	Increase Function 1 Instruction Expenditures	77,544	
	Increase Function 2 Instructional Resources Expenditures	120,029	
	Increase Function 6 General Institutional Expenditures	13,125	
	Increase Function 7 Physical Plant Expenditures	13,960	
	<b>Total - Amendment 11</b>	<b>224,658</b>	<b>224,658</b>
<b>12</b>	Record transfer-in and increase in Reserve for Capital Projects		
	Increase Transfers In		2,000,000
	Increase Transfers to Reserves and Designated Fund Balances	2,000,000	
	<b>Total - Amendment 12</b>	<b>2,000,000</b>	<b>2,000,000</b>
<b>Agency Fund</b>			
<b>13</b>	Record increase in WTC Purchasing Consortium hosted position revenue and expense		
	Increase Institutional Revenue		4,808
	Increase Function 6 General Institutional Expenditures	4,808	
	<b>Total - Amendment 13</b>	<b>4,808</b>	<b>4,808</b>

	<b><u>Proposed Modifications to the FY 2020-21 Budget</u></b>		
		<b><u>Expenditures &amp; Other Uses</u></b>	<b><u>Revenues &amp; Other Sources</u></b>
<b>14</b>	Record HEERF Lost Revenue Funding		
	Increase Institutional Revenue		36,060
	Increase Transfers to Reserves and Designated Fund Balances	36,060	
	<b>Total - Amendment 14</b>	<b><u>36,060</u></b>	<b><u>36,060</u></b>



# FINANCE COMMITTEE ITEM C.

<b>Proposed Modifications to the FY 2021-22 Budget</b>			
		<b>Expenditures &amp; Other Uses</b>	<b>Revenues &amp; Other Sources</b>
<b>General Fund</b>			
<b>1</b>	Net increase in state aids		
	Increase State Aid Revenue		125,029
	Increase Transfers to Reserves and Designated Fund Balances	125,029	
	<b>Total - Amendment 1</b>	<b>125,029</b>	<b>125,029</b>
<b>2</b>	Establish funding for new general math faculty position		
	Increase Function 1 Instructional Expenditures	87,100	
	Decrease Transfers to Reserves and Designated Fund Balances	(87,100)	
	<b>Total - Amendment 2</b>	<b>-</b>	<b>-</b>
<b>3</b>	Reallocation of one-time funding between functions		
	Increase Function 6 General Institutional Expenditures	160,000	
	Decrease Function 1 Instructional Expenditures	(160,000)	
	<b>Total - Amendment 3</b>	<b>-</b>	<b>-</b>
<b>4</b>	Establish Faculty LTE Position funded by Contract Training		
	Increase Function 1 Instructional Expenditures	90,225	
	Increase Institutional Revenue		90,225
	<b>Total - Amendment 4</b>	<b>90,225</b>	<b>90,225</b>
<b>Special Revenue Fund</b>			
<b>5</b>	Record HEERF Strengthening Institutions Supplemental Grant Award		
	Increase Federal Revenue		326,774
	Increase Function 6 General Institutional Expenditures	150,000	
	Increase Function 7 Physical Plant Expenditures	176,774	
	<b>Total - Amendment 5</b>	<b>326,774</b>	<b>326,774</b>
<b>6</b>	Record carryover of HEERF Institutional Grant Funds		
	Increase Federal Aid Revenue		4,456,317
	Increase Function 1 Instruction Expenditures	1,000,000	
	Increase Function 2 Instructional Resources Expenditures	1,481,317	
	Increase Function 3 Student Services Expenditures	725,000	
	Increase Function 6 General Institutional Expenditures	550,000	
	Increase Function 7 Physical Plant Expenditures	700,000	
	<b>Total - Amendment 6</b>	<b>4,456,317</b>	<b>4,456,317</b>
<b>7</b>	Record carryover of HEERF Strengthening Institutional Grant Funds		
	Increase Federal Aid Revenue		110,818
	Increase Function 6 General Institutional Expenditures	110,818	
	<b>Total - Amendment 7</b>	<b>110,818</b>	<b>110,818</b>
<b>8</b>	Increase in State grant funding		
	Increase State Aid Revenue		19,257
	Increase Function 1 Instruction Expenditures	19,257	
	<b>Total - Amendment 8</b>	<b>19,257</b>	<b>19,257</b>
<b>9</b>	Record transfer of HEERF award to support capital purchases		
	Decrease Federal Aid Revenue		(1,511,186)
	Decrease Function 1 Instruction Expenditures	(227,734)	

<b>Proposed Modifications to the FY 2021-22 Budget</b>			
		<b>Expenditures &amp; Other Uses</b>	<b>Revenues &amp; Other Sources</b>
	Decrease Function 2 Instructional Resources Expenditures	(819,492)	
	Decrease Function 7 Physical Plant Expenditures	(463,960)	
	<b>Total - Amendment 9</b>	<b>(1,511,186)</b>	<b>(1,511,186)</b>
<b>Capital Projects Fund</b>			
<b>10</b>	Record State grant funding for capital purchases		
	Increase State Aid Revenue		50,000
	Increase Function 1 Instruction Expenditures	50,000	
	<b>Total - Amendment 10</b>	<b>50,000</b>	<b>50,000</b>
<b>11</b>	Record carryover of capital referendum funds		
	Increase Function 7 Physical Plant Expenditures	3,821,336	
	Increase Transfers from Reserves and Designated Fund Balances		3,821,336
	<b>Total - Amendment 11</b>	<b>3,821,336</b>	<b>3,821,336</b>
<b>12</b>	Record carryover of capital borrowing funds		
	Increase Function 1 Instruction Expenditures	11,045	
	Increase Function 2 Instructional Resources Expenditures	371,612	
	Increase Function 3 Student Services Expenditures	100,000	
	Increase Function 6 General Institutional Expenditures	400,000	
	Increase Function 7 Physical Plant Expenditures	49,354	
	Increase Transfers from Reserves and Designated Fund Balances		932,011
	<b>Total - Amendment 12</b>	<b>932,011</b>	<b>932,011</b>
<b>13</b>	Record HEERF grant funds support for capital purchases		
	Increase Federal Aid Revenue		1,511,186
	Increase Function 1 Instruction Expenditures	227,734	
	Increase Function 2 Instructional Resources Expenditures	819,492	
	Increase Function 7 Physical Plant Expenditures	463,960	
	<b>Total - Amendment 13</b>	<b>1,511,186</b>	<b>1,511,186</b>
<b>Enterprise Fund</b>			
<b>14</b>	Reclassify Revenue		
	Increase Institutional Revenue		15,000
	Decrease Other Student Fees Revenue		(15,000)
	<b>Total - Amendment 14</b>	<b>-</b>	<b>-</b>
<b>Internal Service Fund</b>			
<b>15</b>	Increase for higher premium expense		
	Increase Function 8 Auxiliary Service Expenditures	12,000	
	Increase Transfers from Reserves and Designated Fund Balances		12,000
	<b>Total - Amendment 15</b>	<b>12,000</b>	<b>12,000</b>
<b>Trust Fund</b>			
<b>16</b>	Establish and increase funding for College-sponsored events		
	Increase Institutional (Commissions) Revenue		20,000
	Increase Function 6 General Institutional Expenditures	20,000	
	<b>Total - Amendment 16</b>	<b>20,000</b>	<b>20,000</b>





AUGUST 18, 2021

## NEW BUSINESS

- New Policy C-300 Compensation
- Revised Policy C-370 Employee Code of Ethics
- Revised Policy J-625 Student Financial Aid





# NEW BUSINESS ITEM B.1

**BLACKHAWK** Technical College

## Policy

## Human Resources

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### C-300 – COMPENSATION

<b>Authority</b>	President/District Director
<b>Effective Date</b>	
<b>Revision Date(s)</b>	
<b>Reviewed Date(s)</b>	
<b>Related Policies/ Forms</b>	
<b>In compliance with</b>	2011 Wisconsin Code Chapter 109 Fair Labor Standards Act The Equal Pay Act 34 Code of Federal Regulations Part 668

The College will compensate employees in accordance with all applicable state and federal laws and the College's wage and salary schedules.

The College shall not provide any commission, bonus, or other incentive payment based, directly or indirectly, on the success in securing enrollments or financial aid, to any person or entity engaged in any student recruiting or admission activities or in making decisions regarding the award of student financial assistance.



# NEW BUSINESS ITEM B.2.



## Policy Human Resources

### C-370 – EMPLOYEE CODE OF ETHICS

Authority	President/District Director
Effective Date	October 21, 1981
Revision Date(s)	November 21, 2006; September 15, 2004; November 14, 2001
Reviewed Date(s)	January 18, 2017; December 17, 2008
Related Policies	
In compliance with	Wis. Stats. 19.59 (general) Wis. Stats. 19.41-19.59 (Ethics Code for State Public Officials)

It shall be the duty of all District employees to comply with Wisconsin Statutes with respect to the proper and appropriate conduct of their positions. In keeping with the District's ~~goals to develop quality education programs consistent with its philosophy and objectives which lead to gainful employment of students~~mission, vision, values and strategic plan, District employees:

- Shall perform all mandatory, nondiscretionary, and ministerial duties of their positions within the time and in the manner required by law.
- Shall devote full attention to their duties, uphold the law, and conduct District business with fairness, integrity, and professionalism.
- Shall never act in excess of lawful authority or College policy or commit an act forbidden by law within their official capacity.
- Shall not, by act of commission or omission, in their capacity as an employee ~~of this District~~ exercise a discretionary power in a manner inconsistent with the duties of their position or the rights of others or with the intent to obtain a dishonest advantage for themselves or for another.
- Shall not in their capacity as ~~an employee~~s make an entry in an account or record book or return, certificate, report or statement which in a material respect ~~he/she/they~~ intentionally ~~falsifies~~falsify.
- Shall not ~~under color of their position as District employees~~in their capacity as an employee intentionally solicit or accept for the performance of any service or duty anything of value including but not limited to any gift, loan, favor, or service given for the purpose of influencing ~~him/her/them~~ in the discharge of official duties.
- Shall not use District property, facilities or resources for private or personal gain for themselves, family or others.
- Shall not use their position to obtain personal or family financial gain or to benefit an organization with which they are associated.

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- Shall not use confidential information for personal gain or benefit or that of their family or others.
  - Shall endeavor to meet all the requirements of state and federal laws and regulations pertaining to education including the regulations of the Wisconsin Technical College System District Board.
  - Shall observe pertinent policies of the District Board.
  - Shall act in what is, in their opinion, conceived to be the best interest of the citizens of the entire District. Similarly, shall grant no special considerations, or treatment to any citizens beyond that which is available to every other citizen.
  - Shall utilize all due diligence in carrying out the directives of the District Board.
  - Shall not participate either directly or indirectly in purchases for personal use for less than full value or utilizing discounts allowed to the District for personal gain.

Nothing in this policy shall deny an employee the rights of a citizen under the Constitution of the United States of America, Constitution of the State of Wisconsin, Wisconsin Statutes, or any other bona fide regulations of this State.

In the event an action is brought against any employee for violation of this policy, the District Board may consider any and all appropriate discipline, including discharge.

Annually, upon request of the ~~State Ethics District Board~~ Wisconsin Ethics Commission, the President/District Director shall identify those positions subject to the submission of ~~financial disclosure~~ a statement of economic interests.

#### OUTSIDE EMPLOYMENT

- Employees may have other employment or a financial pursuit provided they do not interfere or conflict with the full and faithful discharge of duties to the College. Employees must notify the President/District Director, or designee, prior to accepting outside employment to ~~insure~~ ensure no conflict of interests exists.
- The College must, by necessity, specifically prohibit those activities that will cause a conflict of interest. Therefore, employees may not accept employment with a business that is subject to direct or indirect control, review, audit, or enforcement by the College unless approved by the President/District Director, or designee.

**POLITICAL ACTIVITIES**

It is College policy to encourage ~~members of the College~~ faculty and staff, who wish to do so as a personal activity, to express their viewpoints on political issues, to participate in political campaigns, to offer themselves as candidates for non-partisan office, and to hold such an office. All College employees should feel free to engage in such political activities so far as they are able to do so consistent with their full obligations to the College and in accordance with applicable laws.

The only limitations the College imposes are those reasonably necessary to protect its independence in academic and business matters, and to ~~insure~~ensure its adherence to its mission and its compliance with the laws under which it operates. More specifically, those limitations are:

- To preserve, in fact and in appearance, the College's non-partisan, independent, tax-exempt status;
- To preserve College resources of all sorts (including among others, faculty and staff time, ~~College space~~facilities, equipment, supplies and services) for the College's educational, research, and related functions; and,
- To protect against any conflicts of interest or time which may infringe on the ability of College personnel to perform their official duties and meet their responsibilities with maximum effectiveness and objectivity.

**Restrictions**

College ~~E~~mployees may engage in lawful political activities. However, such activity, like any other personal, non-official undertaking, must be done on the employee's own time and should not interfere with College duties. Accordingly, employees may not:

- Campaign during work hours.
- Use College supplies or equipment, including ~~telecommunication~~ technology resources, computer equipment and systems, for campaign purposes.
- Represent their political views or the views of any candidate as being those of the College unless there has been specific authorization by the administration to do so.
- Use employee mailing labels (either home or office addresses) produced by the College for distributing campaign materials. A candidate may obtain addresses from the College student, faculty and staff directories, or other published addressed lists.
- Distribute campaign material through campus mail unless it has been received by a federal post office and is properly postmarked.
- Run for partisan political office without first taking a leave of absence from the College.

Questions regarding political activity may be directed to the President/District Director's office.





# NEW BUSINESS ITEM B.3.



**BLACKHAWK** Technical College

## Policy

### Student Services

#### J-625 – STUDENT FINANCIAL AID

Authority	Executive Director of Student Services/CSSO
Effective Date	August 24, 1977
Revision Date(s)	April 23, 2019; January 16, 2008; October 19, 2005; April 17, 2002; June 21, 1989; <b>June 21 2021</b>
Reviewed Date(s)	May 20, 2019; April 21, 2010
Related Policies	J-222 – Tuition and Fee Refunds
In compliance with	<del>Higher Education Amendments of 1965 as amended from time to time</del> <del>Higher Education Amendments of 1998 as amended from time to time</del> <del>Higher Education Reconciliation Act of 2005</del> <del>U. S. Department of Education Financial Aid Handbook (current edition)</del> <del>20 U.S. Code Sections 1070 et seq.</del>  <u>34 Code of Federal Regulations Part 668 (U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended)</u>

The Blackhawk Technical College District Board authorizes the President/District Director or designee to apply for and accept funding from federal, state, and private sources to be used for financial assistance for qualified students. The President/District Director or their designee shall ensure that appropriate policies and procedures are in place to properly administer, award and account for all financial aid funds.

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All financial aid programs will adhere to guidelines, procedures and standards issued by the funding agency, and will incorporate federal, state, and other applicable regulatory requirements. The programs of financial aid to students will include, but is not limited to, scholarships, grants, loans, and work and employment programs.

College financial aid staff will be knowledgeable about the current laws and regulations and ensure that College processes are in compliance with 34 CFR § 668 and applicable guidance. The College shall communicate at least annually by email with students to inform them of financial aid policies and procedures, as well as via various means on an ongoing basis, such as the catalog, individualized counseling, and information sessions.

~~The Blackhawk Technical College District Board authorizes the President/District Director or designee to apply for and accept funding from federal, state, and private sources to be used for financial assistance for qualified students.~~

The President/District Director or their designee shall establish, publicize, and apply satisfactory academic progress standards for participants in Title IV student aid programs. The College shall develop and maintain a procedure that refunds unearned aid in compliance with 34 CFR § 668.22.

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#### **Misrepresentation**

Consistent with the applicable federal regulations for federal financial aid, the College shall not engage in “substantial misrepresentation” of:

1. the nature of its educational program,
2. the nature of its financial charges, or
3. the employability of its graduates.

The President/District Director or their designee shall establish procedures for regularly reviewing the College’s website and other informational materials for accuracy and completeness and for training College employees and vendors providing educational programs, marketing, advertising, recruiting, or admission services concerning the College’s educational programs, financial charges, and employment of graduates to assure compliance with this policy.

The President/District Director or their designee shall establish procedures wherein the College shall periodically monitor employees’ and vendors’ communications with prospective students and members of the public and take corrective action where needed.

This policy does not create a private cause of action against the College or any of its representatives or service providers. The College and its District Board do not waive any defenses or governmental immunities by enacting this policy.

~~The President/District Director is directed to administer financial aid programs in accordance with applicable federal and state laws and regulations and corresponding provisions of any future or amended laws and regulations governing financial aid programs.~~

#### **POLICY**

~~The President/District Director or his/her designee shall ensure that appropriate policies and procedures are in place to properly administer, award and account for all financial aid funds. The College shall establish and maintain minimum academic progress standards, in accordance with the Higher Education Amendments of 1965 as may be amended, necessary for a student to remain eligible for financial aid. The College shall develop and~~

~~maintain a procedure that refunds unearned aid in compliance with the Higher Education Amendments of 1998 as may be amended and the U. S. Department of Education Financial Aid Handbook.~~

~~College financial aid staff will be knowledgeable about the current laws and regulations and ensure that College processes are in compliance. The College shall communicate annually with students informing them of financial aid policies and procedures. Appropriate communications shall include, but are not be limited to, the College Catalog, Student Handbook/Calendar, and various flyers/brochures prepared for individual financial aid counseling, entrance/exit loan counseling, student orientation sessions, etc.~~

~~The Blackhawk Technical College District Board annually approves, through the College budget, the use of matching funds to maximize program access for students and may provide additional resources for students with financial need.~~

**BLACKHAWK TECHNICAL COLLEGE**

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