



District Board Meeting

3rd Wednesday of the Month
5:00 pm
Administration Building

Blackhawk Technical College

DISTRICT BOARD MEETING

AGENDA

DATE: MARCH 20, 2024
TIME: 5:00 P.M.
LOCATION: CENTRAL CAMPUS – ROOM 2601
6004 S COUNTY ROAD G, JANESVILLE WI 53546-9458

CALL TO ORDER

A. Public Comment

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

SPECIAL REPORTS

- A. Student Representative to the District Board Report (*Information – Rebecca Barnett*)
- B. PACE Survey Executive Summary (*Information – Dr. Jon Tysse*)
- C. Program Review Executive Summary (*Information – Dr. Karen Schmitt*)
- D. Annual Report of Tax Incremental Districts Located within the Blackhawk Technical College District (*Information – Jim Nemeth*)
- E. Athletics (*Information – Tony Landowski and Todd Voss*)
- F. Mascot Survey Results (*Information – Liz Paulsen*)

INFORMATION/DISCUSSION

- A. Financial Statement (*Information – Jim Nemeth*)
- B. President's Update (*Information – Dr. Tracy Pierner*)
 - a. Community Engagement
 - b. Internal Engagement
 - c. College Events
 - d. Upcoming Events
 - e. Other Communications
 - f. Construction Projects
- C. Finance Committee Report Out and Recommendations (*Information – Chairperson Thornton*)
 - a. No meeting scheduled for March 20, 2024
- D. Personnel Committee Report Out and Recommendations (*Information – Chairperson Deprez*)
 - a. No meeting is scheduled for March 20, 2024
- E. Staff Changes (*For Information Only. Not for District Board Action*)
 - a. New Hires
 - I. Rachel Gomez, PT Welcome Center Assistant – February 27, 2024
 - II. Deanna Lette, Administrative Assistant - Finance and College Operations – March 18, 2024

- b. New Positions
 - I. None
- c. Resignations
 - I. Lynzie Schindler, Part-time Shuttle Bus Coordinator – March 22, 2024
 - II. Theresa Schiller, Part-time Accommodations and Support Specialist – April 30, 2024
- d. Retirements
 - I. Cynthia Delcourt, Teaching and Learning Specialist – June 28, 2024 (updated)
 - II. Tony Landowski, Executive Director - Student Services – June 30, 2026 (updated)

CONSENT AGENDA

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

- A. Approval of the Draft February 21, 2024, District Board Regular Meeting Minutes (*Action*)
- B. Approval of Current Bills (*Action – Jim Nemeth*)
- C. Approval of Training Contracts (*Action – Dr. Karen Schmitt*)

POLICY REVIEW

- A. B-300 – District Board Meetings (Reviewed) (*Action – Dr. Tracy Pierner*)
- B. J- 975 – Student and Community Appeals and Complaints (Revised) (*Action – Dr. Tracy Pierner*)

ACTION ITEMS

- A. Modifications to the Fiscal Year 2023-24 Budget (*Action – Jim Nemeth*)
- B. Selection of Nominee for 2024 Technical Education Champion (TECh) Award (*Action – Dr. Tracy Pierner*)

Finance Committee Action Items

- A. No Action Items

Personnel Committee Action Items

- A. No Action Items

WTCS CONSORTIUM UPDATES

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

FUTURE AGENDA ITEMS

- A. Suggestions for Future Agenda Items

ADJOURNMENT



MARCH 20, 2024

SPECIAL REPORTS

- PACE Survey Executive Summary
- Program Review Executive Summary
- Annual Report of Tax Incremental Districts Located within the Blackhawk Technical College District
- Athletics Presentation

SPECIAL REPORTS ITEM B.

2024 PACE Campus Climate Survey Summary



BLACKHAWK
TECHNICAL COLLEGE

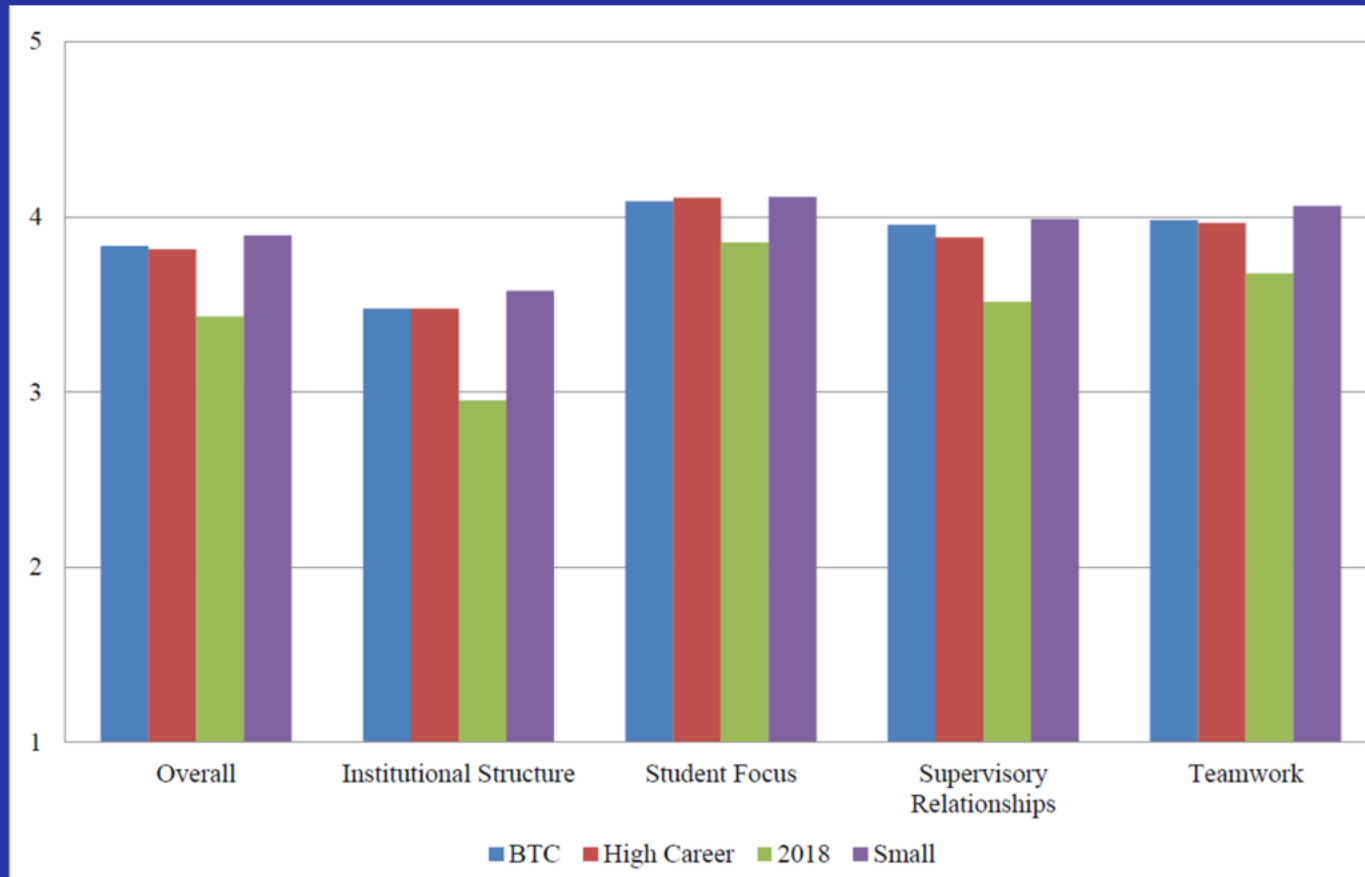
2024 PACE Campus Climate Survey



BLACKHAWK
TECHNICAL COLLEGE

Pace Survey

BTC Main Survey Overall Results

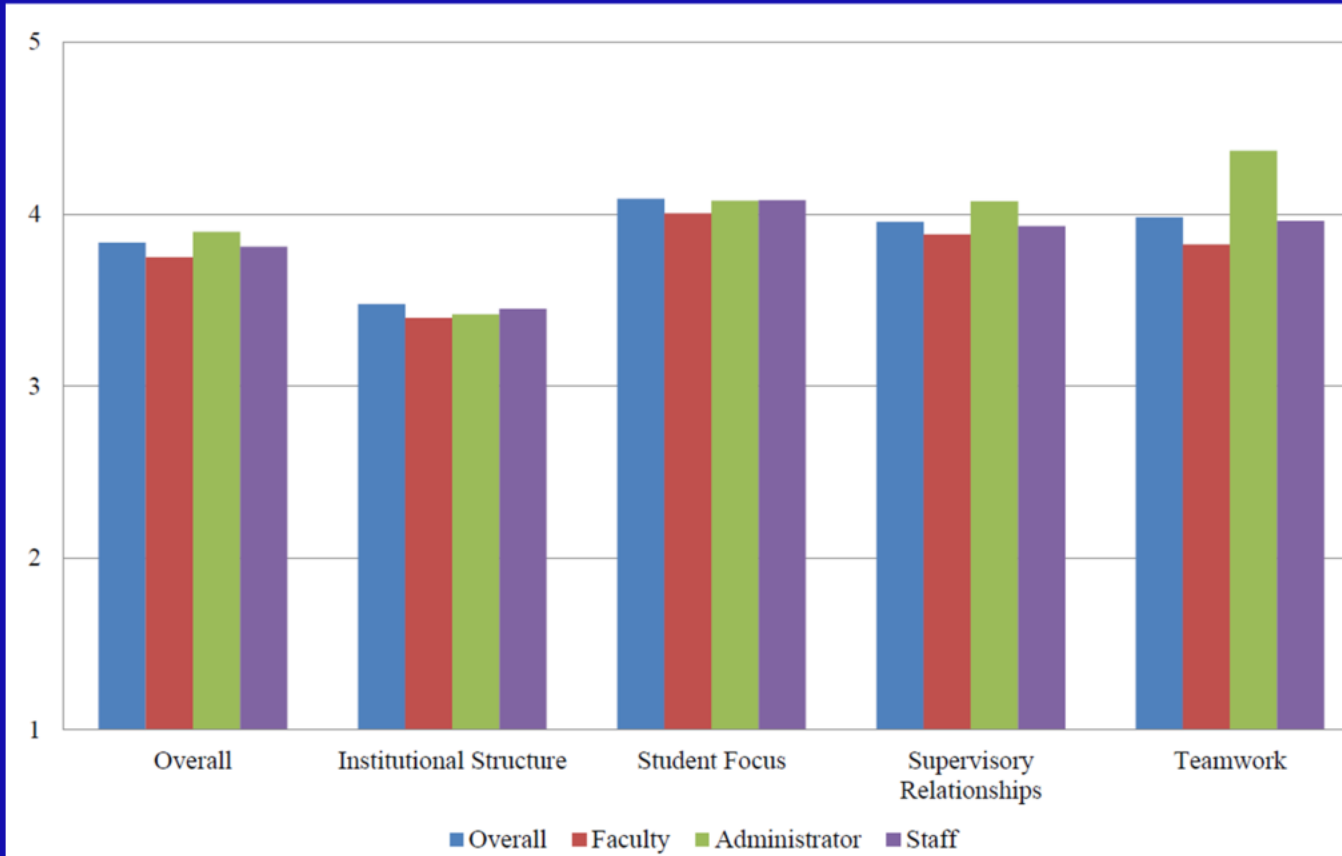


Respondents N=197
10 Administrators
78 Faculty
88 Staff

**Personnel
Classification**

**Qualitative
Analysis**

Responses by Personnel Classification



Climate Factor	Overall		Faculty		Administrator		Staff	
	Mean	N	Mean	N	Mean	N	Mean	
Overall	3.832	78	3.748	10	3.896	88	3.809	
Institutional Structure	3.475	78	3.396	10	3.417	88	3.448	
Student Focus	4.088	78	4.004	10	4.076	88	4.081	
Supervisory Relationships	3.953	78	3.880	10	4.073	88	3.929	
Teamwork	3.981	78	3.823	10	4.367	88	3.958	

BTC Qualitative Question Analysis

Major Themes

Favorable

- BTC Supports Students
- Faculty and Staff enjoy working together
- Faculty and Staff feel supported

Less Favorable

- Dissatisfaction with co-workers
- Need for more staff
- Leadership not aligned with College
- Lack of acknowledgement or advancement

Minor Themes

Favorable

- BTC Lives the Mission
- Communications are improving
- Great faculty

Less Favorable

- Supporting staff more
- Communications need improvement

2024 PACE Campus Climate Survey Summary



BLACKHAWK
TECHNICAL COLLEGE



SPECIAL REPORTS ITEM C.

Office of Academic Affairs

Report to Executive Council on Academic Program Review 2023-2024 March 7, 2024

Program Review at BTC¹

Program Review at BTC meets the Higher Learning Commission (HLC) Core Component 4.A requirement for maintaining a practice of regular program review and acting on the findings. Blackhawk Technical College (BTC) program reviews are aligned with the HLC's overall accreditation framework, which emphasizes continuous evaluation of effectiveness and planning for improvements to the institution's programs and services. The BTC process includes analysis and review at the levels of the program faculty, chair, dean/director and vice president.

The review criteria address program mission and alignment with workplace needs; student demand, efficiency and productivity; and overall quality and opportunities for improvement. As part of the BTC process, programs develop an action plan for implementing the recommendations based on their review's findings. Programs with specialized accreditation may incorporate related documentation from the most recent accreditation review cycle to satisfy portions of the BTC requirements for program review.

Five-Year Cycle for Academic Program Family Reviews

The number of program families (i.e., groups of related programs) undergoing review each year is balanced across a five-year cycle. New academic programs undergo their first regular review no later than the five years after students are first admitted/enrolled in the program. Details of the scheduled academic program family reviews by year are included in Table B (see pages 8-10).

Academic Year	2023-2024	2024-2025	2025-2026	2026-2027	2027-2028	Total
Number of Program Family Reviews	6	13	10	8	11	48
Percent of Total Reviews	12%	27%	21%	17%	23%	100%

BTC Program Review Dashboard Data

The standard program data that program review teams start with is accessible from the BTC Pyramid Dashboards in the folder: Public Content/BTC Dashboards/Academic Affairs/Program Review.

Program Review Teams are not limited to this data set and are encouraged to utilize other available BTC and WTCS dashboards. The Office of Institutional Research & Effectiveness works with the teams to locate relevant sources of data from other reliable county, state and third-party sources.

Summary Report on Outcomes of Academic Program Reviews Completed in 2023-2024

In Fall 2023, BTC conducted Program Reviews for six program families, resulting in findings and recommendations summarized in Table A (page 3):

- Business Department
 - Accounting
 - Digital Marketing

¹ <https://blackhawk0.sharepoint.com/sites/Academic-Affairs/SitePages/Academic-Program-Review.aspx>

- General Education & Transfer Pathways Division and Learning Support Department
 - Mathematics: General Education and Pre-College
- Health Science & Public Safety Division
 - Nursing
- Manufacturing, Apprenticeship, Technology and Transportation Division
 - Automation Systems Technology
 - Electric Power Distribution

Program Review reports were prepared by the Program Review Team working in consultation with the administrative chair and/or dean. The reports were reviewed by the dean and vice president in consultation with the Academic Affairs Leadership Team. Results of the Program Reviews are categorized based on the recommendations and action plans developed for the 2023-2024 academic year. Categories include:

Continuation: Program is successfully serving its students and meeting its mission and goals. No immediate changes necessary, other than regular, ongoing program improvements based on the results of student assessment.

Enhancement: Program will be enhanced with additional College resources requested in the FY24 budget planning process. Areas for enhancements might include, for example, added faculty or staff, support for new curriculum development, program-specific marketing campaigns, new capital equipment or facilities remodel.

Revision: Program will be substantially revised using existing department and/or division resources which might entail a reallocation of resources within the program, or between related programs. Progress reporting on planned revisions may be scheduled by the Dean or Vice President. Curriculum revision of 50% or more will require approval by WTCS. Areas for revision might include, for example, faculty or staff workloads and assignments, curriculum revision, modality changes, student success initiatives, outreach and/or new partnerships with the community or industry.

Continued Review: Program is required to undergo continued, more in-depth review to address specific issues or show cause for continuation of College resources for the program. The program will be scheduled to provide a full report to the Dean and Vice President addressing the specific issues under review.

Suspension: Programs that require significant decisions relative to the future of the program must suspend admissions to the program until these issues are resolved. There are a variety of reasons for suspension which may include temporary circumstances (e.g., insufficient faculty to meet substantial enrollment increases), major revisions to the program (e.g., deleting a track or changing the degree level), or program elimination. Program suspension requires notification to WTCS and HLC.

Deletion: Program is scheduled for discontinuation of courses and deletion of the program. The division must develop a teach-out plan and communicate this to all active majors. The program will remain in the catalog until the teach-out process is complete. Program deletion requires approval by WTCS and notification of HLC.

Table A: Executive Summary Listing of 2023-2024 BTC Academic Program Review Results

Division/ Department	Academic Program and Related Codes Reviewed (Program Family)	Program Review Outcome Category	Academic Affairs Summary and Date of Next Review
Business	<p>Accounting</p> <ul style="list-style-type: none"> • 10-101-1 Accounting Associate Degree • 31-101-1 Accounting One-Year Technical Diploma 	<p>Outcome = Enhancement</p> <p>Business Department Resource Request:</p> <ul style="list-style-type: none"> • FY25 Curriculum development funding: <ul style="list-style-type: none"> ▪ QuickBooks certification ▪ New capstone course <p>Student Services Resource Request:</p> <ul style="list-style-type: none"> • University Center support to develop transfer agreements with additional WAICU and UW System universities 	<p>Priority Recommendations:</p> <ol style="list-style-type: none"> 1. Develop a Capstone course to offer as an alternative to the Accounting Internship to increase program completion. 2. Embed QuickBooks Certification in the Computerized Accounting course to add value to the students by increasing their marketability (employability) and earnings potential. 3. Pursue additional transfer agreements to increase program enrollment by promoting BTC's Accounting program as an affordable and practical pathway to a four-year Accounting degree. <hr/> <p>Next Review: The next regular program review is scheduled for AY2028-2029.</p>

Division/ Department	Academic Program and Related Codes Reviewed (Program Family)	Program Review Outcome Category	Academic Affairs Summary and Date of Next Review
Business	Digital Marketing <ul style="list-style-type: none"> • 10-104-8 Digital Marketing Associate Degree 	Outcome = Enhancement Business Department Resource Request: <ul style="list-style-type: none"> • Curriculum development funding: <ul style="list-style-type: none"> ▪ OER development and integration. ▪ Workload support for a digital badge market research and project plan. Teaching & Learning Resources Request: <ul style="list-style-type: none"> • Library OER development support. Student Services Resource Request: <ul style="list-style-type: none"> ▪ University Center support to develop transfer agreements with additional WAICU and UW System universities. 	Priority Recommendations: <ol style="list-style-type: none"> 1. Eliminate the Accounting 1 course from the program course requirements to improve program completion. 2. Review all course textbooks and convert to Open Educational Resources (OER) online textbooks that have frequent updates. 3. Explore and adopt 'digital badging' to provide micro-credentials for students in the program. 4. Pursue additional transfer agreements to increase program enrollment by promoting BTC's Digital Marketing program as an affordable and practical pathway to a four-year BAAS degree. Build relationships with our current university partners to explore options for a four-year degree in marketing. <hr/> Next Review: The next regular program review is scheduled for AY2028-2029.

Division/ Department	Academic Program and Related Codes Reviewed (Program Family)	Program Review Outcome Category	Academic Affairs Summary and Date of Next Review
Gen Ed & TLR	Mathematics <ul style="list-style-type: none"> • 804 Mathematics • 834 General College; Mathematics 	<p>Outcome = Enhancement</p> <p>GE/TLR Resource Requests:</p> <ul style="list-style-type: none"> • FY25 curriculum development funding for: <ul style="list-style-type: none"> • New curriculum • New template courses • Mentor adjuncts • OER development and integration • Monitor effectiveness of multiple measures • Purchase of writing tablets and implementation of a writing tablet loan program. <p>IT Resource Requests:</p> <ul style="list-style-type: none"> • IT resources to create and administer MyEdChoice adjunct training covering network login, BTC Portal, Webmail and Classroom Instructional Technology. • IT resources to code Banner correctly for the implementation of multiple measures. <p>CITL Resource Requests:</p> <ul style="list-style-type: none"> • Resources to create and administer MyEdChoice training for new adjuncts on Blackboard, WIDS, Zoom, Yuja, Assessment Planning, Quality Matters, and quality instructional practices • Resources to create and administer training for faculty on quality mentoring practices. <p>HR Resource Requests:</p> <ul style="list-style-type: none"> • Evaluate strategies for a tiered compensation plan to incentivize adjunct training and professional development. <p>Student Services Resource Requests:</p> <ul style="list-style-type: none"> • Pilot the admissions, advising and registration changes that come with the implementation of multiple measures. <p>OIRE Resource Requests:</p> <ul style="list-style-type: none"> • Pilot accessible and usable data dashboards monitoring success of students placed via multiple measures. • Pilot accessible and usable data dashboards for Math Pathway review that can be used in other General Education and General College pathway subject areas. 	<p>Priority Recommendations:</p> <ol style="list-style-type: none"> 1. Expansion of our transferable course offerings, an increase in STEM pathway coursework and course support and the addition of a Non-STEM to STEM Bridge course. 2. Conversion of costly textbooks and LTI's (third-party homework software) to free OER resources and the implementation of a Writing Tablet Loan Program. 3. Develop and improve the training and mentoring program for adjuncts. 4. Implement the Multiple Measures placement process. 5. The creation of an effective process for conducting a "pathways" program review. <p>Next Review: The next regular program review is scheduled for AY2028-2029.</p>

Division/ Department	Academic Program and Related Codes Reviewed (Program Family)	Program Review Outcome Category	Academic Affairs Summary and Date of Next Review
MATT	Electric Power Distribution <ul style="list-style-type: none"> 31-413-2 Electric Power Distribution Technical Diploma 	Outcome = Continuation Facilities Services Resource Request: <ul style="list-style-type: none"> Project management of the Summer 2024 relocation of the EPD lab and equipment. Student Services Resource Request: <ul style="list-style-type: none"> Support for NTO student recruitment. 	Priority Recommendations: <ol style="list-style-type: none"> Successfully recruit and on-board a new EPD instructor for Fall 2024. Successfully relocate the EPD program on Central Campus, Complete a review of program lab equipment as part of the move. Develop program outreach and recruiting activities to increase enrollment of non-traditional students into the program. Develop a replacement schedule for the aging bucket/digger derrick trucks for capital budget planning. Next Review: The next regular program review is scheduled for AY2028-2029.
MATT	Automation Systems Technology <ul style="list-style-type: none"> 10-664-1 Automation System Technology Associate Degree 	Outcome = Enhancement OIRE/TLR/NGL Resource Request: <ul style="list-style-type: none"> Support for developing analytics tools to track student progress in FlexLab courses 	Priority Recommendations: <ol style="list-style-type: none"> Develop a dashboard to track student progress through a FlexLab course. Develop industrial apprenticeships in FlexLab to align with existing BTC courses. Next Review: The next regular program review is scheduled for AY2028-2029.

Division/ Department	Academic Program and Related Codes Reviewed (Program Family)	Program Review Outcome Category	Academic Affairs Summary and Date of Next Review
HSPS	Nursing <ul style="list-style-type: none"> 10-543-1 Nursing Associate Degree 	Outcome = Enhancement HSPS Resource Request: <ul style="list-style-type: none"> Workload for Faculty Professional Development in Ultra and Course Design. Workload and travel support for participation in WTCS petition process review. TLR Resource Requests: <ul style="list-style-type: none"> CITL support for integration of modules into Nursing Skills course. LSD support resources to improve early alert responses and integrate learning support for the needs of the first-semester nursing courses. OIRE Resource Requests: <ul style="list-style-type: none"> Support for review of petition criteria to evaluate preparedness for success in the Nursing Program. 	Priority Recommendations: <ol style="list-style-type: none"> Integrate math modules in the Nursing Skills course, and provide students' access to these modules as they progress through the curriculum. Collaborate with Teaching & Learning Resources Division to improve early alert and response plans for students that are struggling in the first semester nursing courses: Nursing Fundamentals, Nursing Skills, Nursing Pharmacology and Intro to Clinical Practice. OIRE to collaborate with Nursing Program to review petitioning application criteria to evaluate the criteria used in the process as relevant indicators of academic preparedness. Participate with Student Services in the WTCS statewide review of the petitioning process to develop a waitlist option for the petitioning process so that a student who does not get into a term's cohort may be given a seat in the following term's cohort. <hr/> Next Review: The next regular program review is scheduled for AY2028-2029.

Table B. Five-Year Cycle for Academic Program Family Reviews

The number of program families (related programs) undergoing review each year is balanced as BTC moves through the five-year cycle.

	Fall	Updated 03/06/2024					
Review Year	2024						
Type	Division	Program Review Family	Program	Code	Credential	Last Review	
Academic Program	HSPS	Emergency Services	Advanced Emergency Medical Technician	30-531-6	Less Than One-Year Technical Diploma (30)	2019	
			Emergency Medical Technician – Basic	30-531-3	Less Than One-Year Technical Diploma (30)	2019	
			Fire Protection Technician	10-503-2	Associate Degree (10)	2019	
		Funeral Service	Funeral Service (shared with MATC Milwaukee)	10-528-1	Associate Degree (10)	(blank)	
		Radiography	Radiography	10-526-1	Associate Degree (10)	2018	
	MATT	Welding	Welding	31-442-1	One-Year Technical Diploma (31)	2019	
			Shielded Metal Arc Welding (SMAW)	30-442-4	Less Than One-Year Technical Diploma (30)	2019	
			Gas Metal Arc Welding (GMAW)	30-442-5	Less Than One-Year Technical Diploma (30)	2019	
			Flux Cored Arc Welding (FCAW)	30-442-6	Less Than One-Year Technical Diploma (30)	2019	
			Gas Tungsten Arc Welding (GTAW)	30-442-7	Less Than One-Year Technical Diploma (30)	2019	
			Automotive	Automotive Technician	32-404-2	Two-Year Technical Diploma (32)	2018
			TLR	Developmental Studies	ASE Developmental	77-850-0	Non-Postsecondary (73-78)
	ASE Remedial	78-850-0			Non-Postsecondary (73-78)	2019	
	Beginning ABE	73-850-0			Non-Postsecondary (73-78)	2019	
	English as a Second Language	75-850-0			Non-Postsecondary (73-78)	2019	
	High School Diploma, GED, HSED	76-850-0			Non-Postsecondary (73-78)	2019	
	Intermediate ABE	74-850-0			Non-Postsecondary (73-78)	2019	
	General College	General College: Communication Skills		831	General College	2019	
		General College: Reading		838	General College	2019	
	BUS	Culinary Arts	Culinary Arts	10-316-1	Associate Degree (10)	2019	
			Culinary Production Specialist	31-316-2	One-Year Technical Diploma (31)	2019	
		Human Resources	Human Resource Generalist	999203	Local Certificate	2019	
			Human Resources	10-116-1	Associate Degree (10)	2019	
		Medical Administration	Medical Administrative Coder	10-160-5	Associate Degree (10)	2019	
			Medical Administrative Specialist	10-106-4	Associate Degree (10)	2019	
		Sales Management	Sales Fundamentals	30-104-1	Less Than One-Year Technical Diploma (30)	(blank)	
			Sales Management	10-104-2	Associate Degree (10)	New Fall 2019	
			Sales Representative	31-104-1	One-Year Technical Diploma (31)	(blank)	
		Software Development	Java Developer	999128	Local Certificate	(blank)	
			Web Programming	999127	Local Certificate	(blank)	
			IT-Web Software Developer	10-152-4	Associate Degree (10)	(blank)	
		Teacher Education	Behavior Technician	10-522-3	Associate Degree (10)	New Fall 2020	

		Fall	Updated 03/06/2024				
Review Year		2025					
Type	Division	Program Review Family	Program	Code	Credential	Last Review	
Academic Program	HSPS	Criminal Justice Studies	Criminal Justice Studies	10-504-5	Associate Degree (10)	2020	
		Physical Therapist Assistant	Physical Therapist Assistant	10-524-1	Associate Degree (10)	2020	
		Nursing Assistant	Nursing Assistant	30-543-1	Less Than One-Year Technical Diploma (30)	2020	
		Surgical Technology	Central Service Technician	30-534-1	Less Than One-Year Technical Diploma (30)	New Fall 2020	
			Surgical Technology	10-512-1	Associate Degree (10)	New Fall 2019	
	MATT	Computer Numeric Controls	CNC Technician	32-444-1	Two-Year Technical Diploma (32)	2020	
		Diesel & Heavy Equip Technician	Diesel & Heavy Equip Technician	32-412-1	Two-Year Technical Diploma (32)	2020	
	GE	General Education	Communication Skills	801	AA/AS	2020	
	BUS	Business	Business Management	999110	Local Certificate	2020	
				10-102-3	Associate Degree (10)	2020	
				31-102-3	One-Year Technical Diploma (31)	2020	
		Administrative Support	Administrative Professional	10-106-6	Associate Degree (10)	2019	
			Administrative Support Professional	31-106-3	One-Year Technical Diploma (31)	2019	
			Receptionist (redesign of 31-106-3 Administrative Support)	30-106-1	Less Than One-Year Technical Diploma (30)	2019	
			Agribusiness	Agribusiness/Science and Technology	10-006-2	Associate Degree (10)	2020
			Farm Business & Production Management	30-090-1	Less Than One-Year Technical Diploma (30)	2020	
		Agribusiness Specialist	31-006-1	One-Year Technical Diploma (31)	2020		

		Fall	Updated 03/06/2024				
Review Year		2026					
Type	Division	Program Review Family	Program	Code	Credential	Last Review	
Academic Program	HSPS	Medical Assistant	Medical Assistant	31-509-1	One-Year Technical Diploma (31)	2021	
			Patient Service Specialist	61-509-2	Embedded Technical Diploma	2021	
		Medical Laboratory	Medical Laboratory Technician	10-513-1	Associate Degree (10)	2021	
			Phlebotomy Technician	30-513-1	Less Than One-Year Technical Diploma (30)	2021	
			Laboratory Science Technician Assistant	31-506-4	One-Year Technical Diploma (31)	2021	
	MATT	Apprenticeship	ABC Electrical Apprentice	50-413-9	Apprentice (50)	2021	
			Industrial Electrician Apprentice	50-413-1	Apprentice (50)	2021	
			JAC Electrical Apprentice	50-413-2	Apprentice (50)	2021	
			Machinist Apprentice	50-420-2	Apprentice (50)	2021	
			Maintenance Technician Apprentice	50-464-1	Apprentice (50)	2021	
			Mechatronics Technician Apprenticeship	50-620-1	Apprentice (50)	2021	
			Technical Studies - Journeyworker	10-499-5	Associate Degree (10)	2021	
			Information Technology	.NET Developer	999126	Local Certificate	2021
		Computer Hardware Support		999313	Local Certificate	2021	
		IT-Desktop Support		999131	Local Certificate	2021	
	Manufacturing Information Technology Specialist	32-631-1		Two-Year Technical Diploma (32)	2021		
		Network Support	999315	Local Certificate	2021		
		Computer Service Technician	31-450-1	One-Year Technical Diploma (31)	2021		
		IT-Network Specialist	10-150-2	Associate Degree (10)	2021		
	Manufacturing Engineering	Manufacturing Engineering Technology	10-623-3	Associate Degree (10)	New Fall 2021		
	BUS	Leadership	Leadership Development	10-196-1	Associate Degree (10)	2021	
		Supply Chain	Project Management	999133	Local Certificate	2018	
			Supply Chain Management	10-182-1	Associate Degree (10)	2021	
	Early Childhood Education	Early Childhood Education	10-307-1	Associate Degree (10)	2021		

	Fall	Updated 03/06/2024					
Review Year	2027						
Type	Division	Program Review Family	Program	Code	Credential	Last Review	
Academic Program	HSPS	Food Science	Laboratory Food Science Technician	10-506-6	Associate Degree (10)	2022	
		Medical Imaging	Diagnostic Medical Sonography/Vascular Technology	10-526-5	Associate Degree (10)	2022	
		Law Enforcement	Criminal Justice – Law Enforcement 720 Academy	30-504-2	Less Than One-Year Technical Diploma (30)	2022	
		Human Services	Human Services	10-550-3	Associate Degree (10)	2022	
		Dental Programs	Dental Assistant	31-508-1	One-Year Technical Diploma (31)	2018	
		Substance Abuse Disorder	Substance Abuse Disorder Counseling	10-550-2	Associate Degree (10)	2022	
			Substance Abuse Education	30-550-1	Less Than One-Year Technical Diploma (30)	2022	
	MATT	Electro-Mechanical Technology	Accelerated Industrial Maintenance	996201	Local Certificate	2022	
			Electro-Mechanical Technology	10-620-1	Associate Degree (10)	2022	
			Entry Maintenance Technician	30-620-4	Less Than One-Year Technical Diploma (30)	2022	
			Industrial Maintenance Mechanic	31-462-2	One-Year Technical Diploma (31)	2022	
		HVAC	Heating, Ventilation & Air Conditioning/Refrigeration	32-601-1	Two-Year Technical Diploma (32)	2022	
	Residential HVAC		31-601-1	One-Year Technical Diploma (31)	2022		
	GE	General Education	Social Sciences	809	AA/AS	2018	
			Natural Science	806	AA/AS	2019	
	BUS	Teacher Education	Foundations of Teacher Education	10-522-2	Associate Degree (10)	2022	
			Hospitality Management	Hospitality Management	10-109-2	Associate Degree (10)	New Fall 2022

SPECIAL REPORTS ITEM D.

Annual Report of Tax Incremental Districts Located Within the Blackhawk Technical College District

Tax Incremental Districts (TIDs) are a financing mechanism by which municipalities may make improvements in their community. Wisconsin Statutes 66.1105 outlines the process and regulations for the creation, reporting, and discontinuance of TIDs.

Generally, the purpose of creating a TID is to incentivize development or improve a blighted area within the community. The underlying premise is 'but for' the creation of the TID, the development would not occur. The municipality has the power to issue bonds and levy a tax on the incremental value to pay for the improvements. The incremental value is defined as the current property value less the base value of the property at the time the TID was created. The benefit of a TID to the municipality is that it allows the tax on the incremental value to be retained by the municipality rather than collected by the other taxing entities (i.e., school district, technical college, etc.). This benefit continues for the life of the TID, which can be up to 27 years depending on when the TID was created. The taxing entities capture the incremental value created by the TID at the time of TID closure. Historically, the TID closure increased the operational tax levy revenue for the taxing entities.

The 2011 WI Act 32 capped Wisconsin Technical Colleges' operational levy at the prior year (2010) amount. WI Act 20 (adopted in 2013) increases the annual operational levy for net new construction within the District. As a result, BTC now captures the value of TID developments at the time of improvement (net new construction) rather than at TID closure when the value increment is returned to the tax base.

A summary showing the status of each TID located in the BTC District is attached. For 2023, the base value of TIDs decreased by 8.24% (0.81% increase in 2022), while the current value increased by 3.00% (21.51% decrease in 2022).

Six TIDs closed in 2023 with \$132,459,600 current value, \$44,569,900 base value, and \$87,889,700 increment value released to the local tax base. Two new TIDs were created in 2023. One TID experienced boundary adjustments in 2023 resulting in a base value increase. There were no TIDs with an increment deficit.

The 2023 incremental value of \$801,266,300 multiplied by the District's operational mill rate of 0.35005 resulted in \$280,483 tax revenue captured by the TIDs. The Wisconsin Department of Revenue reports information through December 2022 in the 2023 report. Activity during 2023 will be reflected in future reports.

TID VALUES - 2023

	2023 Current Value	2023 Base Value	Increment Value	TID Revenue Capture
Total District	1,279,581,900	478,334,600	801,247,300	279,832

2021 Values	1,242,351,300	521,278,500	721,072,800
% Change	3.00%	-8.24%	11.12%

Operational Mill Rate **0.00035005**

TID Equalized Value Changes	Current Value	Base Value	Increment Value	TID Revenue Capture
Green County				
C. Brodhead	23,977,900	10,523,000	13,454,900	4,710
C. Monroe	143,622,800	97,680,600	45,942,200	16,082
Total Green County	167,600,700	108,203,600	59,397,100	20,792

Rock County				
C. Beloit	19,393,300	10,510,700	8,882,600	3,109
C. Brodhead	4,913,900	102,100	4,811,800	1,684
C. Edgerton	68,208,500	22,411,900	45,796,600	16,031
C. Evansville	47,037,500	15,922,700	31,114,800	10,892
C. Janesville	790,219,900	283,091,700	507,128,200	176,876
C. Milton	150,072,800	36,343,900	113,728,900	39,811
V. Footville	20,187,400	1,235,300	18,952,100	6,634
V. Orfordville	11,947,900	512,700	11,435,200	4,003
Total Rock County	1,111,981,200	370,131,000	741,850,200	259,041

Total District	1,279,581,900	478,334,600	801,247,300	279,832
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District Total	22,606,037,953	21,804,771,653	801,266,300
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TID District #	Current Value (2023)	Base Value (2023)	Increment Value	TID Revenue Capture	
Green County					
C. Brodhead	4	338,200	108,400	229,800	80
C. Brodhead	5	3,233,400	1,529,000	1,704,400	597
C. Brodhead	6	4,982,600	1,170,300	3,812,300	1,334
C. Brodhead	7	9,437,100	4,118,800	5,318,300	1,862
C. Brodhead	8	5,986,600	3,596,500	2,390,100	837
C. Monroe	7	57,361,300	32,349,800	25,011,500	8,755
C. Monroe	8	5,572,400	2,332,700	3,239,700	1,134
C. Monroe	9	30,460,400	21,014,500	9,445,900	3,307
C. Monroe	10	19,564,900	17,449,200	2,115,700	741
C. Monroe	11	30,663,800	24,534,400	6,129,400	2,146
Total Green County		167,600,700	108,203,600	59,397,100	20,792

TID VALUES - 2023

		Current Value	Base Value	Increment	TID Revenue
TID District #		(2023)	(2023)	Value	Capture
Rock County					
C. Beloit	14	19,393,300	10,510,700	8,882,600	3,109
C. Brodhead	6	4,913,900	102,100	4,811,800	1,684
C. Edgerton	6	44,421,400	11,017,800	33,403,600	11,693
C. Edgerton	7	2,838,800	650,100	2,188,700	766
C. Edgerton	9	20,948,300	10,744,000	10,204,300	3,572
C. Evansville	5	30,297,200	11,299,100	18,998,100	6,650
C. Evansville	6	9,191,000	1,927,800	7,263,200	2,542
C. Evansville	8	5,844,200	2,695,300	3,148,900	1,102
C. Evansville	9	1,705,100	500	1,704,600	597
C. Janesville	17	3,043,700	1,407,500	1,636,200	573
C. Janesville	23	7,650,700	4,973,700	2,677,000	937
C. Janesville	25	18,616,800	12,900	18,603,900	6,512
C. Janesville	26	68,054,700	33,643,100	34,411,600	12,046
C. Janesville	27	4,395,300	4,064,800	330,500	116
C. Janesville	28	3,079,300	2,471,400	607,900	213
C. Janesville	32	234,323,500	81,272,100	153,051,400	53,576
C. Janesville	33	27,482,800	7,048,500	20,434,300	7,153
C. Janesville	35	215,061,800	28,377,800	186,684,000	65,349
C. Janesville	36	138,394,100	89,009,600	49,384,500	17,287
C. Janesville	37	25,403,100	7,260,400	18,142,700	6,351
C. Janesville	38	37,749,800	18,425,800	19,324,000	6,764
C. Janesville	39	6,131,000	4,271,800	1,859,200	651
C. Milton	6	42,713,500	1,968,700	40,744,800	14,263
C. Milton	7	20,033,400	8,567,500	11,465,900	4,014
C. Milton	9	14,142,400	174,700	13,967,700	4,889
C. Milton	10	30,155,100	20,754,200	9,400,900	3,291
C. Milton	11	43,028,400	4,878,800	38,149,600	13,354
V. Footville	1	20,187,400	1,235,300	18,952,100	6,634
V. Orfordville	3	11,947,900	512,700	11,435,200	4,003
Total Rock County		1,111,981,200	370,131,000	741,869,200	259,691
Total College District		1,279,581,900	478,334,600	801,266,300	280,483

SPECIAL REPORTS ITEM E.

Athletics Health & Wellness

Tony Landowski, Executive Director of Student Services

Todd Voss, Athletic Director



National Junior College Athletic Association (NJCAA)

Region 4

Division 2

BTC Athletic Teams

Co-Ed Bowling:

Current -Great Lakes Bowling Conference

Co-Ed Clay Target Shooting:

Spring and Fall 2024- Club

Spring 2025- NJCAA

Men's Golf:

Spring and Fall 2024- Club

Spring 2025- NJCAA

Women's Volleyball:

Fall 2024- Club

Fall 2025- NJCAA

Men's and Women's Basketball:

Winter 2024 and 2025- NJCAA

Athletic Costs by Sport and Scholarship

Clay Sports (FY 25)				
Item	Calculation	Cost	Total for SAFAC to Pay	Total for College to Pay
Membership		\$350.00	\$350.00	
Uniforms		\$1,200.00	\$1,200.00	
Equipment	clay targets 1 box=90 targets/ 100 boxes x \$10=\$1000/ shot gun shells 250 rounds \$110.00/\$3960 for 9000 rounds/ total equipment=\$4960.00			
Equipment		\$4,960.00	\$4,960.00	
Travel	This includes food of \$160 and travel of \$910	\$1,070.00	\$1,070.00	
Coach Pay		\$4,000.00		\$4,000.00
Rental Fees- Practice				
Rental Fees- Game				
Tournament Fees				
Athletic Trainier				
Official Score Keeper	score sheets	\$150.00		\$150.00
Scoreboard Manager				
Spectactor check in				
Security??				
Total		\$11,730.00	\$7,580.00	\$4,150.00
Golf- Mens (FY 25)				
Item	Calculation	Cost	Total for SAFAC to Pay	Total for College to Pay
Membership				
Uniforms		\$720.00	\$720.00	
Equipment	6 hitting nets \$109 ea=\$654/6mats 69ea=\$414/ 2putting gr-45ea=\$90/plastic golf balls \$28	\$1,186.00	\$1,186.00	
Officials				
Travel	This includes food of \$480 and travel of \$1917	\$2,397.00	\$2,397.00	
Coach Pay		\$3,500.00		\$3,500.00
Rental Fees- Practice		\$1,000.00	\$1,000.00	
Rental Fees- Game		\$1,500.00	\$1,500.00	
Tournament Fees		\$1,200.00	\$1,200.00	
Athletic Trainier				
Official Score Keeper				
Scoreboard Manager				
Spectactor check in				
Security??				
Total		\$11,503.00	\$8,003.00	\$3,500.00
Basketball- Mens (FY25)				
Item	Calculation	Cost	Total for SAFAC to Pay	Total for College to Pay
Practice jerseys	15x\$30=\$450	\$450.00	\$450.00	
Uniforms	15 home/away/shorts/warm jersey	\$4,455.00	\$4,455.00	
Equipment	20BB X75=\$1500/BALL RACK\$349/2SCORE B \$15	\$1,864.00	\$1,864.00	
Officials	11 home games and 3 Refs needed each game \$160.00= Ref Pay (160*33 (3refsx11 home games= 33)	\$5,280.00		\$5,280.00
Travel	This includes food of \$1320 and travel of \$3514	\$4,834.00	\$4,834.00	
Coach Pay		\$8,200.00		\$8,200.00
Rental Fees- Practice				
Rental Fees- Game				
Tournament Fees				
Athletic Trainier				
Official Score Keeper	11gmx50=\$550	\$550.00		\$550.00
Scoreboard Manager	11gmx50=\$550	\$550.00		\$550.00
Spectactor check in				
Security??				
Total		\$26,183.00	\$11,603.00	\$14,580.00
Basketball- Womens (FY25)				
Item	Calculation	Cost	Total for SAFAC to Pay	Total for College to Pay
Practice jerseys	15x\$30=\$450	\$450.00	\$450.00	
Uniforms	15 home away jerseys shorts warmup tops	\$4,695.00	\$4,695.00	
Equipment	20bbx75=1500/ball rack349/2score books\$15	\$1,864.00	\$1,864.00	
Officials	11 home games and 3 Refs needed each game \$160.00= Ref Pay (160*33 (3refsx11 home games= 33)	\$5,280.00		\$5,280.00
Travel	This includes food of \$1320 and travel of \$3514	\$4,834.00	\$4,834.00	
Coach Pay		\$8,200.00		\$8,200.00
Rental Fees- Practice				
Rental Fees- Game				
Tournament Fees				
Athletic Trainier				
Official Score Keeper	11gmsx50= \$550	\$550.00		\$550.00
Scoreboard Manager	11gmsx50=\$550	\$550.00		\$550.00
Spectactor check in				
Security??				
Total		\$26,423.00	\$11,843.00	\$14,580.00

Volleyball-Womens (FY25)				
Item	Calculation	Cost		
Membership				
Uniforms	12 home/away and warm ups	\$2,900.00	\$2,900.00	
Equipment	25 volleyballs x \$50 = \$1250.00 practice jerseys 15 x\$40.00=600 2 v-carts\$195 x2=\$390/1 ball pump=\$89	\$2,329.00	\$2,329.00	
Officials	8 home games and 2 Refs needed each game \$150.00= Ref Pay (150*16 (2 refs X 8 home games=16) 2 linesman per match needed (2 student workers at \$15/hour and 2 hour average) (\$60 a a game X 8=480)	\$2,800.00		\$2,800.00
Travel	This includes food of \$1120 and travel of \$2315	\$3,435.00	\$3,435.00	
Coach Pay		\$7,400.00		\$7,400.00
Rental Fees- Practice				
Rental Fees- Game				
Tournament Fees		\$1,000.00	\$1,000.00	
Athletic Trainier				\$400.00
Official Score Keeper	8 eventsx \$50=\$400.	\$400.00		\$400.00
Scoreboard Manager	8 matchesx\$50= \$400	\$400.00		
Spectactor check in				
Security??				
Total		\$20,664.00	\$9,664.00	\$11,000.00

Bowling (FY25)				
Item	Calculation	Cost		
Membership	GLBC men=500/women=500/BCY=350	\$1,350.00	\$1,350.00	
Uniforms				
Equipment				
Travel	This includes food of \$480 and travel of \$4797	5,277.00	5,277.00	
Coach Pay		\$2,400.00		\$2,400.00
Rental Fees- Practice		\$400.00	\$400.00	
Rental Fees- Game				
Tournament Fees				
Athletic Trainier				
Official Score Keeper	NCBCA=\$175	\$175.00		\$175.00
Scoreboard Manager				
Spectactor check in				
Security??				
Total		\$9,602.00	\$7,027.00	\$2,575.00

E-Sports (FY25)				
Item	Calculation	Cost		
Membership				
Uniforms				
Equipment				
Officials				
Travel				
Coach Pay		\$900.00	\$900.00	
Rental Fees- Practice				
Rental Fees- Game				
Tournament Fees				
Athletic Trainier				
Official Score Keeper				
Scoreboard Manager				
Spectactor check in				
Security??				
Total		\$900.00	\$900.00	

NJCAA Account				
Item	Calculation	Cost		
Membership dues		\$3,200.00	\$3,200.00	
Sports dues	\$50.00 per sport=50x5=\$250.00	\$250.00	\$250.00	
Total		\$3,450.00	\$3,450.00	
Grand Totals		\$110,455.00	\$60,070.00	\$50,385.00

Proposed BTC Scholarship Distribution				
Mens Basketball	5 @ \$1500 for fall = \$7500 5 @ \$1500 for spring= \$7500		Womens Volleyball	5 @ \$1500 for fall = \$7500
Womens Basketball	5 @ \$1500 for fall = \$7500 5 @ \$1500 for spring= \$7500		Mens Golf	5 @ \$1500 for fall = \$7500
Co Ed Clay Sports	2 @ \$1500 for fall = \$3000		Co Ed Bowling	2 @ \$1500 for fall = \$3000
			Scholarship proposed Total	\$51,000

Each sport will also be required to fundraise to offset costs and provide travel dollars for post season tournaments, etc...

Health and Wellness

Fitness Center

Walk/Run Track

Outside Walking Trail

MARCH 20, 2024

INFORMATION/DISCUSSION

➤ Financial Statement

INFORMATION/DISCUSSION ITEM A.

BLACKHAWK TECHNICAL COLLEGE Summary of Revenue and Expenditures as of February 29, 2024

<u>COMBINED FUNDS</u>	2023-24 CURRENT BUDGET	2023-24 ACTUAL TO DATE	2023-24 PERCENT INCURRED	2022-23 ACTUAL TO DATE	2022-23 PERCENT INCURRED
REVENUE & OTHER RESOURCES:					
Local Government	\$ 17,123,043	\$ 17,095,807	99.8%	\$ 16,279,740	99.9%
State Aids	16,499,975	15,489,359	93.9%	15,400,005	91.9%
Statutory Program Fees	6,265,379	6,307,140	100.7%	5,949,932	105.0%
Material Fees	343,972	350,958	102.0%	322,308	103.5%
Other Student Fees	860,750	908,152	105.5%	836,600	103.8%
Institutional	3,377,047	2,585,101	76.5%	1,716,645	54.3%
Federal	7,807,850	7,182,758	92.0%	7,649,442	90.6%
Other Sources (Bond/Transfer from Other Fund)	<u>7,031,250</u>	<u>7,032,948</u>	100.0%	<u>3,909,801</u>	70.6%
Total Revenue & Other Resources	<u>\$ 59,309,266</u>	<u>\$ 56,952,224</u>	67.4%	<u>\$ 52,064,473</u>	65.3%
EXPENDITURES BY FUNCTION:					
Instruction	\$ 19,547,548	\$ 11,741,075	60.1%	\$ 11,016,500	54.7%
Instructional Resources	1,788,978	982,723	54.9%	1,315,159	76.9%
Student Services	12,065,097	10,111,818	83.8%	10,289,363	86.3%
General Institutional	9,297,995	5,312,716	57.1%	5,521,505	59.8%
Physical Plant	40,779,002	18,629,456	45.7%	5,671,857	16.0%
Auxiliary Services	422,865	307,352	72.7%	269,727	74.4%
Other Uses (Transfer to Other Fund)	<u>231,250</u>	<u>-</u>	0.0%	<u>-</u>	0.0%
Total Expenditures & Other Uses	<u>\$ 84,132,735</u>	<u>\$ 47,085,141</u>	56.1%	<u>\$ 34,084,111</u>	43.3%
EXPENDITURES BY FUNDS:					
General	\$ 30,784,785	\$ 18,693,041	60.7%	\$ 17,851,907	59.5%
Special Revenue	2,698,558	1,354,998	50.2%	1,568,415	48.5%
Capital Projects	31,425,506	17,565,668	55.9%	5,015,744	18.4%
Debt Service	10,033,553	920,007	9.2%	846,418	9.2%
Enterprise	154,865	52,911	34.2%	28,001	27.3%
Internal Service	280,000	256,945	91.8%	241,726	93.0%
Trust & Agency	8,524,218	8,241,571	96.7%	8,531,900	99.1%
Other Uses (Transfer to Other Fund)	<u>231,250</u>	<u>-</u>	0.0%	<u>-</u>	0.0%
Total Expenditures	<u>\$ 84,132,735</u>	<u>\$ 47,085,141</u>	56.1%	<u>\$ 34,084,111</u>	43.3%
Fund Balances, Beginning	\$ 44,286,478	\$ 44,286,478		\$ 41,529,290	
Change in Fund Balance	<u>(24,823,469)</u>	<u>9,867,083</u>		<u>17,980,362</u>	
Fund Balances, Ending	<u>\$ 19,463,009</u>	<u>\$ 54,153,561</u>		<u>\$ 59,509,652</u>	

Debt Service Detail					
Principal Payments	8,025,000	-	0.0%	-	0.0%
Interest Payments	1,903,553	839,707	44.1%	810,518	44.0%
Other Debt Service Expenses	<u>105,000</u>	<u>69,550</u>	66.2%	<u>35,900</u>	51.3%
Total Debt Service Payments	<u>\$ 10,033,553</u>	<u>\$ 909,257</u>		<u>\$ 846,418</u>	



MARCH 20, 2024

CONSENT AGENDA

- Draft February 21, 2024, District Board Regular Meeting Minutes
- Current Bills
- Training Contracts

**REGULAR DISTRICT BOARD MEETING
WEDNESDAY, FEBRUARY 21, 2024
5:00 P.M.**

MINUTES

CALL TO ORDER

The Blackhawk Technical College District Board regular meeting was held on Wednesday, February 21, 2024, at the Central Campus, 6004 S County Road G, Janesville, in the Student Success Center, Room 2201.

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

Board Members Absent: None.

Staff Present: Julie Barreau; Tony Landowski; Jim Nemeth; Liz Paulsen; Dr. Tracy Pierner; Dr. Karen Schmitt; and Dr. Jon Tysse.

Student Representatives: Rebecca Barnett.

Guests: Joe Stadelman and Katie Udell.

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

OATH OF OFFICE

Appointed District Board member Dave Marshick signed their oath of office.

SPECIAL REPORTS

Chairperson Barrington-Tillman called for Special Reports.

- A. The Student Representative to the District Board, Rebecca Barnett, provided a report on student activities.
- A. Joe Stadelman, and Katie Udell, Angus-Young Architects/Engineers gave a Campus Appeal – Exterior presentation to the District Board members.
- B. Dr. Jon Tysse reviewed the Spring 2024 Enrollment and Fall 2023 Student Success Report.

INFORMATION/DISCUSSION

Chairperson Barrington-Tillman called for Information/Discussion items.

- A. Jim Nemeth reviewed the January Financial Statement with the District Board members.
- B. Dr. Tracy Pierner presented his monthly report to the District Board members.
- C. The Finance Committee did not meet in February.
- D. The Personnel Committee did not meet in February.
- E. Staff changes consisting of new hires, new positions, resignations, and retirements were reviewed.

CONSENT AGENDA

Chairperson Barrington-Tillman called for the Consent Agenda. It was moved by Mr. Deprez and seconded by Mr. Thornton to approve the consent agenda, which includes the following:

- A. Draft January 17, 2023, District Board Regular Meeting Minutes.
- B. Current Bills – The January bills include (Starting Check: #00299877 and Ending Check: #00300063):

Direct Deposit Expense Reimbursements	\$ 1,454,383.41
Payroll	\$ 942,463.57
Payroll Tax Wire Transfers	\$ 513,842.47
Other Wire Transfers	\$ 77,627.09
WRS Wire Transfers	\$ 198,119.32
P-Card Disbursements	\$ 162,707.57
Bond Payment	\$ 0.00
Health Insurance Wire Transfer	\$ 343,523.88
Grand Total for the Month	\$ 3,692,667.31

- C. Training Contracts – Report Totals:

Number Served	Estimated FTEs	BTC Cost Formula	LAB Cost Formula	Actual Contract Cost
157	1.31	\$52,717	\$51,693	\$52,717

All in favor. Motion carried.

POLICY REVIEW

- A. Dr. Tracy Pierner reviewed the Standard Definitions for Policies and Procedures with the District Board Members.
It was moved by Mr. Thornton and seconded by Mr. Hendrickson to approve the Standard Definitions for Policies and Procedures. **All in favor. Motion carried.**
- B. Dr. Tracy Pierner reviewed Policy H-275 – Public Assembly with the District Board members.
- C. Dr. Tracy Pierner reviewed Policy J-650 – Student Financial Obligation with the District Board members.
It was moved by Mr. Thornton and seconded by Mr. Hendrickson to approve Policy Review Agenda Items B – C: Policies H-275 and J-650. **All in favor. Motion carried.**

ACTION ITEMS

Chairperson Barrington-Tillman called for Action Items.

- A. The College plans to expand its existing Dental Suite. The planned renovation would remodel a classroom to add five (5) operatories to the Dental Suite. In addition, the sterile processing area would be expanded to increase sterilization capacity to meet the needs of the Dental Hygienist Program. Lastly, to improve patient access to the Dental Suite, an existing fire road onto the back of campus would be replaced with a 2-lane drive to the rear of the building with parking along the side of the drive. A vestibule would be constructed to enter the building adjacent to an existing stairwell, which leads to the Dental Suite. The project will be funded through a debt issue of \$1,500,000. The College is also applying for a State of Wisconsin grant of \$1,430,000. If awarded, the project will be funded with the grant and capital reserve funds.
It was moved by Ms. Sukus and seconded by Mr. Thornton to approve the Adoption of the Resolution to Approve the Remodeling of the Dental Suite Upon Wisconsin Technical College System Board (WTCSB) Approval and to Request WTCSB Approval of the Project. **All in favor. Motion Carried.**
- B. The Three-year Facilities Plan was reviewed. The Plan is an annual requirement of the WTCS Board. The plan is being updated to include the Dental Suite expansion.

It was moved by Mr. Hendrickson and seconded by Ms. Sukus to approve the Three-Year Facilities Plan for July 1, 2023 – June 30, 2026, and submit the document to the WTCS Board. **All in favor. Motion Carried.**

Finance Committee Action Items

A. No Action Items.

Personnel Committee Action Items

A. No Action Items.

WTCS CONSORTIUM UPDATES

Chairperson Barrington Tillman informed the District Board members that she attended the January 26, 2024, DBA Zoom meeting. The DBA will hire a management group (\$58,000) to help them with the day-to-day operations.

FUTURE AGENDA ITEMS

Chairperson Barrington-Tillman called for Future Agenda Items. There were none.

ADJOURNMENT

It was moved by Mr. Deprez and seconded by Mr. Hendrickson to adjourn the meeting at 7:25 p.m. **All in Favor. Motion carried.**

Richard Deprez

Secretary

CONSENT AGENDA ITEM B.

Blackhawk Technical College

BILL LIST SUMMARY

Period Ending February 29, 2024

Starting Check Number 00300064
Ending Check Number 00300907 Plus Direct Deposits

PAYROLL TAXES

Federal	212,471.65	
State	<u>36,234.50</u>	248,706.15

PAYROLL BENEFIT DEDUCTIONS & FRINGE PAYMENTS

Retirement	-	
Health and Dental Insurance	27,040.87	
Miscellaneous	<u>14,723.40</u>	41,764.27

STUDENT RELATED PAYMENTS

656,359.43

CURRENT NON CAPITAL EXPENSES

434,697.25

CAPITAL

3,908,346.25

DEBT

10,750.00

TOTAL BILL LISTING AND PAYROLL TAXES

5,300,623.35

PAYROLL-NET

1,055,042.70

SUB TOTAL BILL LISTING AND PAYROLL

6,355,666.05

PLUS OTHER WIRE/ACH TRANSFERS

50,471.46

PLUS WRS WIRE TRANSFERS

173,907.69

P-CARD DISBURSEMENTS

171,320.13

WIRE FOR LAND PURCHASE

-

PLUS BOND PAYMENT

-

HEALTH INSURANCE WIRES

348,856.50

GRAND TOTAL FOR THE MONTH

7,100,221.83

CONSENT AGENDA ITEM C.

CONTRACT TRAINING REPORT MARCH 2024

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

Customized Instruction Contract Detail

Contract #	Business/Industry	# Served	Est. FTEs	BTC Cost Formula	LAB Cost Formula	Actual Contract Amount
2024-1102	Schenck	11	0.04	\$ 1,200	\$ 575	\$ 1,200
	<i>Real Colors</i>					
2024-1090	Emmi-Roth/Industrial Combustion	13	0.09	\$ 1,550	\$ 1,323	\$ 1,550
	<i>ArcFlash</i>					
		24	0.13	\$ 2,750	\$ 1,898	\$ 2,750

Technical Assistance Contract Detail

Contract #	Business/Industry	# Served	Est. FTEs	BTC Cost Formula	LAB Cost Formula	Actual Contract Amount
2024-1094	Helena Agri Enterprise	1	NA	\$ 4,399	\$ 4,250	\$ 4,399
	<i>Leadership</i>					
2024-1099	United Alloy	1	NA	\$ 249	\$ 244	\$ 249
	<i>Excel</i>					
2024-1100	Baker Manufacturing	1	NA	\$ 665	\$ 553	\$ 665
	<i>GD&T Consulting</i>					
2024-1101	Blackhawk Transport	1	NA	\$ 2,000	\$ 1,062	\$ 2,000
	<i>CDL - 20 hour refresher</i>					
		4	0	\$ 7,313	\$ 6,109	\$ 7,313

High School Customized Instruction Contract Detail

Contract #	Business/Industry	# Served	Est. FTEs	BTC Cost Formula	LAB Cost Formula	Actual Contract Amount
2024-1098	Milton High School	7	0.47	\$ 7,283	\$ 7,301	\$ 7,300
	<i>CNA 90 hours</i>					
		7	0.47	\$ 7,283	\$ 7,301	\$ 7,300

WAT Grant Customized Instruction Contract Detail

Contract #	Business/Industry	# Served	Est. FTEs	BTC Cost Formul	LAB Cost Formula	Actual Contract Amount
2024-1096	Green Co Consortium	16	0.05	\$ 596	\$ 496	\$ 596
	<i>Excel Intermediate</i>					
2024-1097	Green Co Consortium	15	0.05	\$ 596	\$ 496	\$ 596
	<i>Excel Advanced</i>					
2024-1089	Green Co Consortium	25	0.33	\$ 2,635	\$ 2,155	\$ 2,635
	<i>Leadership</i>					
		56	0.43	3827	3147	3827

Combined Contract Totals						
		# Served	Est. FTEs	BTC Cost Formul	LAB Cost Formula	Actual Contract Amount
		91	1.03	\$ 21,173	\$ 18,455	\$ 21,190
High School At Risk Detail						
Contract #	Business/Industry	# Served	Est. FTEs	BTC Cost Formul	LAB Cost Formula	Actual Contract Amount
Transcribed Credit Contract Detail						
Contract #	Business/Industry	# Served	Est. FTEs	BTC Cost Formul	LAB Cost Formula	Actual Contract Amount
		0	0	\$ -		\$ -
	All Contracts	\$ 91	1.03	\$ 21,173	\$ 18,455	\$ 21,190

Contract Training Approved By The District Board

Quarter	Month	FY 2019-20		FY 2020-21		FY 2021-22		FY 2022-23		FY 2022-23	
		Month's \$	YTD \$	Month's \$	YTD \$	Month's \$	YTD \$	Month's \$	YTD \$	Month's \$	YTD \$
1st	July	\$306,616	\$306,616	\$0	\$0	\$34,748	\$34,748	\$54,931	\$54,931	\$28,725	\$28,725
	August	\$93,966	\$400,582	\$16,389	\$16,389	\$79,603	\$114,351	\$41,084	\$96,015	\$69,918	\$98,643
	September	\$51,844	\$452,426	\$17,532	\$33,921	\$63,394	\$177,745	\$96,205	\$192,220	\$80,688	\$179,331
2nd	October	\$18,826	\$471,252	\$29,073	\$62,994	\$22,313	\$200,058	\$69,654	\$261,874	\$29,009	\$208,340
	November	\$75,772	\$547,024	\$59,156	\$122,150	\$52,930	\$252,988	\$47,449	\$309,323	\$27,781	\$236,121
	December	\$54,312	\$601,336	\$18,026	\$140,176	\$54,656	\$307,644	\$34,393	\$343,716	\$33,481	\$269,602
3rd	January	\$50,873	\$652,209	\$30,791	\$170,967	\$12,501	\$320,145	\$34,793	\$378,509	\$79,645	\$349,247
	February	\$103,533	\$755,742	\$31,829	\$202,796	\$48,571	\$368,716	\$63,011	\$441,520	\$52,717	\$401,964
	March	\$75,337	\$831,079	\$48,171	\$250,967	\$60,958	\$429,674	\$37,786	\$479,306	\$21,190	\$423,154
4th	April	\$2,663	\$833,742	\$26,869	\$277,836	\$26,321	\$455,995	\$68,919	\$548,225		
	May	\$2,464,616	\$3,298,358	\$1,675,805	\$1,953,641	\$1,637,142	\$2,093,137	\$57,853	\$606,078		
	June	\$70,739	\$3,369,097	\$27,698	\$1,981,339	\$29,771	\$2,122,908	\$1,451,081	\$2,057,159		
	YTD TOTAL		\$3,369,097		\$1,981,339		\$2,122,908		\$2,057,159		\$423,154

Historical Reference

FY 2019-20	FY 2020-21	FY 2021-22		FY 2022-23		FY 2023-24	
WAT Grants: \$123,702	WAT Grants: \$145,703	Customized Instruction:	\$234,389	Customized Instruction:	\$279,252	Customized Instruction:	\$155,138
TC w/HS: \$2,464,616*	TC w/HS: \$1,652,700	Technical Assistance:	\$221,718	Technical Assistance:	\$226,705	Technical Assistance:	\$160,672
HSED w/HS: \$15,082	HSED w/HS: \$13,788	High School Customized Instruction:	\$62,817	High School Customized Instruction:	\$107,368	High School Customized Instruction:	\$99,374
		WAT Grants:	\$39,864	WAT Grants:	\$52,024	WAT Grants:	\$6,970
		High School At Risk:	\$8,752	High School At Risk:	\$21,595	High School At Risk:	\$6,836
		Transcripted Credit:	\$1,637,142	Transcripted Credit:	\$1,382,463	Transcripted Credit:	\$0

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



MARCH 20, 2024

POLICY REVIEW

- Policy B-300 – District Board Meetings (Reviewed)
- Policy J-975 – Student and Community Appeals and Complaints (Revised)

POLICY REVIEW ITEM A.



BLACKHAWK TECHNICAL COLLEGE SECTION B – DISTRICT BOARD OPERATIONS POLICY

B-300 – DISTRICT BOARD MEETINGS

Authority	District Board
Effective Date	January 16, 1974
Revision Date(s)	January 20, 2021; August 18, 2004; June 16, 1999
Reviewed Date(s)	March 20, 2024; August 16, 2017; September 17, 2008; June 21, 2006
Related Forms	
Related Policies and/or Procedures	B-305 – Annual Meetings of the District Board B-310 – Regular Meetings of the District Board B-315 – Special Meetings of the District Board-Executive Sessions
In Compliance With	Wisconsin Statutes 19.83 Wisconsin Statutes 19.84 (1) Wisconsin Statutes 19.85 (1)(2)

The District Board shall transact all business at a duly called meeting of the District Board. All meetings of the District Board and its committees shall be publicly held and open to all citizens at all times, except that the District Board may hold closed sessions in accordance with the Wisconsin Open Meeting Law. All meetings of the District Board shall be notified to the media in the District indicating the date, time, place, and subject matter to be considered. It shall be the policy of the District Board to announce in advance through the District's official newspaper, and as a courtesy to the other daily newspapers and other media as appropriate, the date, time, and place of all regular and special meetings of the District Board, and the major topics to be discussed.

Public notice of every meeting shall be given at least 24 hours prior to the commencement of such meeting unless for good cause such notice is impossible or impractical, in which case shorter notice may be given, but in no case may the notice be provided less than two (2) hours in advance of the meeting.

The time, place, and date for regular meetings shall be established according to college Policy B-305 – Annual District Board Meetings. The time, place, and date of District Board meetings, adjourned meetings, and public hearings shall be fixed at the time of the announcement for such meetings. Any changes in meeting place, date, or location, to an original notice, must be re-noticed in the same manner as the original notice.

It is the desire of the District Board that meetings shall be formal enough for orderly procedure, but informal enough to encourage free discussion and to promote group thinking and action.

In order for meetings to progress in an orderly fashion, District Board Members should adhere to the posted meeting agenda; come prepared to meetings having reviewed agenda backup material; have contacted the President/District Director with any agenda-related questions; be aware of the time allotted for the conduct of business; and to minimize side versus group discussion.

B-300 – DISTRICT BOARD MEETINGS

The District Board may adjourn any meeting to a future date by a vote of a majority of the members present. All business may be regularly transacted at an adjourned meeting which would have been proper in the meeting from which the adjournment is taken. The media shall be notified of the date, time, and place of the resumption of the adjourned meeting.

**BLACKHAWK TECHNICAL COLLEGE
SECTION J – STUDENT SERVICES
POLICY**

J-975 – STUDENT AND COMMUNITY **APPEALS AND
COMPLAINTS**

Authority	District Board
Effective Date	March 4, 2020
Revision Date(s)	March 24, 2024
Reviewed Date(s)	December 9, 2020
Related Forms	
Related Policies and/or Procedures	
In Compliance With	Blackhawk Technical College Catalog

The College, being a continuous quality improvement institution, seeks feedback from stakeholders regarding the quality of offerings and services.

In cases where informal channels are not sufficient, a formal process is needed. The College shall provide a mechanism for Students and community members to inform the institution of a formal appeal or complaint. The College shall make students and community members aware of the opportunity on the College website as well as provide information within the College Catalog.

MARCH 20, 2024

ACTION ITEMS

- Modifications to the Fiscal Year 2023-24 Budget
- Selection of Nominee for 2024 Technical Education Champion (TECh) Award

Finance Committee Action Items

- No Action Items

Personnel Committee Action Items

- No Action Items

ACTION ITEMS ITEM A.

<u>Proposed Modifications to the FY 2023-24 Budget</u>			
		Expenditures & Other Uses	Revenues & Other Sources
General Fund			
1	Record Increase in Property Tax Levy		
	Increase Property Tax Revenue		167,237
	Increase Transfers to Reserves and Designated Fund Balances	167,237	
	Total - Amendment 1	<u>167,237</u>	<u>167,237</u>
2	Transfer Property Tax Revenue for Grant Fund Decrease		
	Increase Property Tax Revenue		8,400
	Increase Transfers to Reserves and Designated Fund Balances	8,400	
	Total - Amendment 2	<u>8,400</u>	<u>8,400</u>
Special Revenue Fund			
3	Establish Budgets for State and Federal Grants Awarded, Extended, and Revised in FY24		
	Increase State Aid Revenue		64,095
	Increase Federal Revenue		273,033
	Increase Function 1 Instruction Expenditures	307,279	
	Increase Function 3 Student Services Expenditures	7,754	
	Increase Function 6 General Institutional Expenditures	22,095	
	Total - Amendment 3	<u>337,128</u>	<u>337,128</u>
4	Transfer of Funds between Functions		
	Increase Function 1 Instruction Expenditures	2,459	
	Decrease Function 3 Student Services Expenditures	(2,305)	
	Decrease Function 6 General Institutional Expenditures	(154)	
	Total - Amendment 4	<u>-</u>	<u>-</u>
5	Record Transfer of Grant Aid to Capital		
	Decrease Property Tax Revenue		(8,400)
	Decrease Federal Revenue		(15,600)
	Decrease Function 3 Student Services Expenditures	(24,000)	
	Total - Amendment 5	<u>(24,000)</u>	<u>(24,000)</u>
Capital Projects Fund			
6	Record Transfer of Grant Aid to Capital		
	Increase Investment Income		8,400
	Increase Federal Revenue		15,600
	Increase Function 3 Student Services Expenditures	24,000	
	Total - Amendment 6	<u>24,000</u>	<u>24,000</u>

<u>Proposed Modifications to the FY 2023-24 Budget</u>			
		Expenditures & Other Uses	Revenues & Other Sources
Debt Service Fund			
7	Property Tax Levy to Actual		
	Decrease Property Tax Revenue		(227,460)
	Increase Reserve for Debt Service		227,460
	Total - Amendment 7	-	-
Agency Fund			
8	Increase Budget for Stateline Manufacturing Alliance FY24 Fundraiser		
	Increase Other Service Revenue		555
	Increase Function 1 Instructional Expenditures	555	
	Total - Amendment 8	555	555
9	Increase for Additional Raised Funds for multiple Clubs		
	Increase Institutional Revenue		10,185
	Increase Function 3 Student Services Expenditures	10,185	
	Total - Amendment 9	10,185	10,185

ACTION ITEMS ITEM B.

Wisconsin Technical College District Boards Association 2024 Technical Education Champion (TECH) Award Nominee

Prent Corporation

1. Promotion of WTCS or Individual Technical College. We are honored to nominate Prent Corporation for the Technical Education Champion Award. As a key collaborator in our district, Prent actively contributes to the advocacy and promotion of Blackhawk. Some examples include:

- Rachel Andres-Pregont, Executive Vice President at Prent, is on the BTC District Board, providing critical support and oversight for the entire college.
- Prent has worked in collaboration with BTC and WTCS marketing to create promotional videos regarding the workforce and training partnership with BTC. These videos have been showcased locally and throughout the state, highlighting BTC and the technical colleges and the critical role they play in the workforce.
- Prent employees are advocates of BTC and make many great connections to the college when they are out in the community, providing additional exposure to our community and industry partners.
- Prent has provided excellent exposure for BTC through a \$250,000 pledge towards the naming rights for a future manufacturing lab space within the college's new Innovative Manufacturing Education Center (I-MEC).
- Prent has created a full-ride scholarship titled the Pregont Family Foundation Scholarship in support of BTC's Manufacturing and Information Technology students.
- BTC has been invited to host a table at Prent promoting BTC programs and training opportunities. Prent marketed the visits to its employees.

2. Financial Assistance. Prent is a generous supporter of BTC financially. Some areas of their financial generosity include:

- A \$250,000 pledge towards the naming rights for a future manufacturing lab space within the new I-MEC Building.
- Creation of a full-ride scholarship titled the Pregont Family Foundation Scholarship in support of our Manufacturing and Information Technology students.
- Support of BTC Foundation's annual fundraising event, the Autumn Harvest Dinner, purchasing a table that supports Culinary Program student scholarships.
- Prent has been a generous supporter of a BTC robotic camp for middle schoolers. Their sponsorship of the camp was not only financial but allowed the opportunity for participants to tour Prent where they were able to see, firsthand, automation in action.
- Prent has been a key partner in BTC being awarded several grants, such as the Project Lead The Way (PLTW) Grant, where they provided supporting documentation and letters of support to help secure the grant funding for these major grant awards.

3. Utilization of System/College. Recognizing BTC as a key corporate training provider, Prent supports their employees' education through tuition reimbursement, engaging in training programs such as Computer Software, Diversity, and Leadership.

4. Advocacy on the WTCS's Behalf. Prent actively supports the upskilling of their employees through BTC, utilizing the college as a primary training provider. The company hires numerous BTC graduates, particularly in program areas such as Automation Systems Technology and Information Technology. Prent's engagement extends to active participation in BTC's program advisory committees, offering crucial feedback for program development. Prent also has played a pivotal role in the development of the I-MEC building, collaborating closely with manufacturing faculty and leadership to conceptualize an automation cell incorporated into the facility.

5. Enhancement of the Community as a Whole. Prent is a tireless advocate of BTC out in the community, making industry and community connections for the college. For example, Prent connected the Rock County Historical Society with BTC Culinary Program students to provide a luncheon at the newly renovated RCHS building/kitchen. Key community leaders were invited to this lunch, providing further exposure to BTC and the outstanding Culinary Program. As a result of this partnership, BTC was invited to participate in the Holiday Tree Event (free of charge) where BTC was able to market the College to hundreds of community attendees, furthering BTC's exposure. These community partnerships provide additional partnership opportunities reaching audiences that may have not had exposure to the great training and education opportunities at BTC.

It is with great honor that we nominate Prent for the Technical Education Champion Award, recognizing their multifaceted partnership with BTC that spans across various collaborative initiatives.

BLACKHAWK TECHNICAL COLLEGE

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