



# District Board Meeting

3rd Wednesday of the Month

5:00 pm

Administration Building

**Blackhawk Technical College**

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## DISTRICT BOARD MEETING

### AGENDA

**DATE:** MARCH 15, 2023

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

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

#### CALL TO ORDER

**A. Public Comment**

*Persons who wish to address the District Board may make a statement 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 – Hope Hopper*)

B. BTC Student Profile (*Information – Dr. Jon Tysse*)

C. Program Review Executive Summary (*Information – Dr. Karen Schmitt*)

#### INFORMATION/DISCUSSION

A. Financial Statement (*Information – Renea Ranguette*)

B. Bookstore Management Services Agreement with Follett Higher Education Group (*Information – Renea Ranguette*)

C. 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

D. Finance Committee Report Out and Recommendations (*Information – Chairperson Barrington-Tillman*)

- a. No meeting is scheduled for March

E. Personnel Committee Report Out and Recommendations (*Information – Chairperson Deprez*)

- a. Meeting scheduled for March 15, 2023

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

- a. New Hires – None
- b. New Positions – None
- c. Resignations – None
- d. Retirements
  - i. Sue Griffin – Physical Therapy Assistant Program Instructor, May 19, 2023

## 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 15, 2023, District Board Regular Meeting Minutes (*Action*)
- B. Approval of Current Bills (*Action – Renea Ranguette*)
- C. Approval of Training Contracts (*Action – Dr. Karen Schmitt*)

## POLICY REVIEW

- A. No Policy Review

## ACTION ITEMS

- A. Resolution Awarding the Sale of \$1,500,000 General Obligation Promissory Notes, Series 2023A (*Action – Renea Ranguette*)
- B. Selection of Nominee for 2023 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

## PROFESSIONAL DEVELOPMENT

- A. No Professional Development

## 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*)
  - a. Spring Meeting held on April 20-22, 2023, at Gateway Technical College

## FUTURE AGENDA ITEMS

- A. Suggestions for Future Agenda Items

## ADJOURNMENT

*Blackhawk Technical College does not discriminate on the basis of race, color, national origin, sex, gender identity, disability, or age in its programs and activities. The following person has been designated to manage inquiries regarding the nondiscrimination policies: Title IX Coordinator/Equal Opportunity Officer, 6004 S County Road G, P.O. Box 5009, Janesville, WI 53547-5009, (608) 757-7796 or (608) 757-7773, WI Relay: 711.*

BTC is committed to providing universal access to events. If you are an individual with a disability and would like to request an accommodation, please contact the Assistant to the President and District Board at 608-757-7772 at least 72 hours before the District Board meeting.



MARCH 15, 2023

# SPECIAL REPORTS

- Program Review Executive Summary





*Office of Academic Affairs*

**Report to Executive Council on Academic Program Review 2022-2023  
February 29, 2023**

**Program Review at BTC**

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

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 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. 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 6-10).

Academic Year	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027	Total
Number of Program Family Reviews	8	11	12	12	8	51
Percent of Total Reviews	16%	22%	23%	23%	16%	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 2021-2022**

In Fall 2022, BTC conducted Program Reviews for eight program families, resulting in findings and recommendations summarized in Table A (page 3). 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 2022-2023 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><b>Foundations of Teacher Education</b></p> <ul style="list-style-type: none"> <li>10-522-1 Associate Degree</li> </ul>	<p><b>Enhancement</b></p> <p><b>Business Department Resource Request:</b></p> <ul style="list-style-type: none"> <li>Workload for articulation and K-12 outreach</li> </ul> <p><b>Student Services Resource Request:</b></p> <ul style="list-style-type: none"> <li>Transfer Coordinator support for WTCS statewide articulation</li> <li>Dual credit and career pathway support</li> </ul> <p><b>Marketing &amp; Communications Resource Request</b></p> <ul style="list-style-type: none"> <li>Support for marketing of the transfer pathways and articulations</li> </ul>	<p><b>Priority Recommendations:</b></p> <ol style="list-style-type: none"> <li>Collaborate with the WTCS statewide committee to finalize an articulation agreement with the UW System by Fall 2024.</li> <li>Outreach to key Human Resource contacts in K-12 school districts to communicate career pathway opportunities for district employees within the Foundations of Teacher Education program at BTC.</li> <li>Partner with K-12 districts to offer credit for prior learning to district employees based on paraprofessional work experience as an incentive to enroll in the Foundations of Teacher Education Program.</li> <li>Continue dual credit career pathway development with K-12 districts to assist in recruiting high school graduates to attend BTC.</li> <li>Collaborate with Marketing &amp; Communications to integrate the Foundations of Teacher Education program within the college’s marketing strategy for University Transfer Center and transfer programs.</li> <li>Explore apprenticeships for K-12 teacher licensure.</li> </ol> <hr/> <p><b>Next Review:</b> The next regular program review is scheduled for AY2027-2028.</p>

Division/ Department	Academic Program and Related Codes Reviewed (Program Family)	Program Review Outcome Category	Academic Affairs Summary and Date of Next Review
MATT	<b>Electro-Mechanical Technology</b> <ul style="list-style-type: none"> <li>• 10-620-1 Associate Degree</li> <li>• 31-462-2 Industrial Maintenance Mechanic Technical Diploma</li> <li>• 30-620-4 Entry Maintenance Technician Technical Diploma</li> <li>• 996201 Accelerated Industrial Maintenance certificate</li> </ul>	<b>Enhancement</b>  <b>MATT Resource Requests:</b> <ul style="list-style-type: none"> <li>• Lab Lecture cart equipment</li> <li>• Manufacturing cell equipment and space</li> </ul> <b>OIRE Resource Request:</b> <ul style="list-style-type: none"> <li>• Support to explore options for a student progress dashboard</li> </ul>	<b>Priority Recommendations:</b> <ol style="list-style-type: none"> <li>1. Add three instructional Lab Lecture carts to improve instructional capacity for capturing videos of lab lectures.</li> <li>2. Develop a manufacturing cell to industry standards for providing an integrated learning environment and capstone experience for program students.</li> <li>3. Develop embedded certificates within the programs to monitor student progression and improve completion of the programs.</li> <li>4. Explore options with the Office of Institutional Research &amp; Effectiveness (OIRE) to develop a dashboard for monitoring student progress through courses in the programs. If feasible, develop a proposal for resources to implement.</li> </ol> <hr/> <b>Next Review:</b> The next regular program review is scheduled for AY2026-2027.
MATT	<b>Heating, Ventilation &amp; Air Conditioning/Refrigeration</b> <ul style="list-style-type: none"> <li>• 32-601-1 Heating, Ventilation &amp; Air Conditioning/Refrigeration</li> <li>• 31-601-1 Residential HVAC Technical Diploma</li> </ul>	<b>Continuation</b>	<b>Priority Recommendations:</b> <ol style="list-style-type: none"> <li>1. Pause program and course curriculum changes to stabilize programs.</li> <li>2. Collaborate with Advisory Committee to determine future program equipment needs for replacing existing lab equipment to respond to the industry discontinuation of equipment using R404a and R410a. "Bank" capital equipment requests for this future replacement.</li> <li>3. Recruit and hire an adjust instructor to cover evening courses and labs.</li> </ol> <hr/> <b>Next Review:</b> The next regular program review is scheduled for AY2027-2028.

Division	Academic Program and Related Codes Reviewed (Program Family)	Program Review Outcome Category	Academic Affairs Summary and Date of Next Review
HSPS	<p><b>Laboratory Food Science Technician</b></p> <ul style="list-style-type: none"> <li>10-506-6 Laboratory Food Science Technician Associate Degree</li> </ul>	<p><b>Enhancement and Continued Review</b></p> <p><b>Student Services Resource Request:</b></p> <ul style="list-style-type: none"> <li>Student Services recruitment resources</li> </ul> <p><b>WCD Resource Requests:</b></p> <ul style="list-style-type: none"> <li>Support for employer outreach</li> <li>Non-credit course offerings in food safety</li> <li>Lead for non-academic program review of Monroe Campus</li> </ul> <p><b>Marketing &amp; Communications Resource Requests:</b></p> <ul style="list-style-type: none"> <li>Support for outreach and career pathway promotions</li> </ul>	<p><b>Priority Recommendations:</b></p> <ol style="list-style-type: none"> <li>Collaborate to improve recruitment and community awareness of the Laboratory Food Science Technician program and related career pathways with Student Services recruiters (for traditional age students), Workforce &amp; Community Development (for incumbent entry-level employees) and Marketing &amp; Communications (for outreach and career pathway promotion) to increase enrollments with a target graduation rate of at least 7 students per year.</li> <li>Collaborate with BTC Transfer Coordinator to develop 2-3 program-to-program articulations with baccalaureate degree programs to increase Laboratory Food Science Technician transfer options, focusing on the 2+2 category.</li> <li>Develop credit for prior learning assessments to provide new opportunities for students that have completed WCD non-credit courses in Food Safety/Quality to receive academic credit for courses within the LFST program.</li> <li>Continue high level of success in student satisfaction and student employment.</li> </ol> <p><b>Next Review:</b> The next regular academic program review is scheduled for AY2027-2028.</p> <p><b>Monroe Campus Non-Academic Program Review:</b> The Office of Academic Affairs will schedule a non-academic program review for the Monroe Campus for Spring 2023 to develop strategies for increasing enrollments of all academic programs offered on the campus. The report will be due from the Director of Workforce &amp; Community Development to the Vice President of Academic Affairs by August 1, 2023, for incorporation into the College’s 2024-2027 strategic planning process.</p>
HSPS	<p><b>Medical Imaging</b></p> <ul style="list-style-type: none"> <li>10-513-1 Diagnostic Medical Sonography/Vascular Technology Associate Degree</li> </ul>	<p><b>Continuation</b></p>	<p><b>Priority Recommendations:</b></p> <ol style="list-style-type: none"> <li>Build new clinical placement partnerships and maintain existing clinical relationships to increase the size of student cohorts and the number of graduates.</li> <li>Expand scan lab simulation opportunities with donated equipment to offer more scan practice to students in labs without the requirement of having a registered technologist present.</li> </ol> <p><b>Next Review:</b> The next regular program review is scheduled for AY2027-2028.</p>

Division	Academic Program and Related Codes Reviewed (Program Family)	Program Review Outcome Category	Academic Affairs Summary and Date of Next Review
HSPS	<p><b>Law Enforcement</b></p> <ul style="list-style-type: none"> <li>30-504-2 Criminal Justice – Law Enforcement 720 Academy</li> </ul>	<p><b>Enhancement</b></p> <p><b>HSPS Resource Requests:</b></p> <ul style="list-style-type: none"> <li>WTCS grant funding for part-time academy</li> </ul> <p><b>OIRE Resource Requests:</b></p> <ul style="list-style-type: none"> <li>Support for data collection and analysis</li> </ul>	<p><b>Priority Recommendations:</b></p> <ol style="list-style-type: none"> <li>Review and update curriculum and assessment plans to utilize new PSTC facilities in scenarios.</li> <li>Evaluate the need and format of a part-time Law Enforcement Academy with available WTCS grant funding.</li> <li>Collaborate with the Office of Institutional Effectiveness (OIRE) to create relevant metrics and implement efficient data collection methods to support the evaluation needs of the Law Enforcement Academies.</li> </ol> <p><b>Next Review:</b> The next regular program review is scheduled for AY2027-2028.</p>
HSPS	<p><b>Human Services</b></p> <ul style="list-style-type: none"> <li>10-520-3 Human Services Associate</li> </ul>	<p><b>Enhancement</b></p> <p><b>HSPS Resource Requests:</b></p> <ul style="list-style-type: none"> <li>Workload for lead faculty</li> </ul> <p><b>Student Services Resource Requests:</b></p> <ul style="list-style-type: none"> <li>Transfer Coordinator support for articulation agreements</li> </ul>	<p><b>Priority Recommendations:</b></p> <ol style="list-style-type: none"> <li>Develop a “Goodness of Fit” orientation protocol to increase persistence rates by ensuring there is a good program fit between a student and the human services career field.</li> <li>Develop new community partnerships to expand sites available for field placements to increase completion rates in the program.</li> <li>Revise program curricula to sequence math and English program requirements so they are taking within the first year (30 credits) of the program.</li> <li>Develop a part-time student advising plan.</li> <li>Implement program curriculum changes to increase common course sharing between the Human Services, Substance Abuse Disorder Counseling and Criminal Justice programs.</li> <li>Revise course curricula to incorporate trauma-related content.</li> <li>Collaborate with the Transfer Coordinator to develop transfer pathways and establish articulation agreements with social work or human services baccalaureate programs.</li> </ol> <p><b>Next Review:</b> The next regular program review is scheduled for AY2027-2028.</p>

Division	Academic Program and Related Codes Reviewed (Program Family)	Program Review Outcome Category	Academic Affairs Summary and Date of Next Review
HSPS	<p><b>Substance Abuse</b></p> <ul style="list-style-type: none"> <li>• 10-550-1 Substance Abuse Disorder Counseling Associate Degree</li> <li>• 30-550-1 Substance Abuse Education Technical Diploma</li> </ul>	<p><b>Enhancement</b></p> <p><b>HSPS Resource Requests:</b></p> <ul style="list-style-type: none"> <li>• Workload for lead faculty</li> <li>• Adjunct instructor for course release(s)</li> </ul> <p><b>Student Services Resource Request:</b></p> <ul style="list-style-type: none"> <li>• Transfer Coordinator support for articulation agreements</li> </ul>	<p><b>Priority Recommendations:</b></p> <ol style="list-style-type: none"> <li>1. Develop an online mandatory orientation for students enrolled into the program.</li> <li>2. Collaborate with Transfer Coordinator to develop transfer pathways and establish articulation agreements with social work or human services baccalaureate programs.</li> <li>3. Recruit and hire an adjunct instructor to provide a course release for the lead faculty to focus time on recruitment, state licensing, internship sites, trainings, curriculum and program updates.</li> </ol> <hr/> <p><b>Next Review:</b> The next regular program review is scheduled for AY2027-2028.</p>

**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 1/31/2023					
Review Year	2022	Type	Division	Program Review Family	Program	Code	Credential
Academic Program	HSPS		Food Science	Laboratory Food Science Technician	10-506-6	Associate Degree (10)	
			Medical Imaging	Diagnostic Medical Sonography/Vascular Technology	10-526-5	Associate Degree (10)	
			Law Enforcement	Criminal Justice – Law Enforcement 720 Academy	30-504-2	Less Than One-Year Technical Diploma (30)	
			Human Services	Human Services Associate	10-520-3	Associate Degree (10)	
				(blank)	10-550-3	Associate Degree (10)	
			Substance Abuse Disorder	Substance Abuse Disorder Counseling	10-550-2	Associate Degree (10)	
				Substance Abuse Education	30-550-1	Less Than One-Year Technical Diploma (30)	
			MATT	Electro-Mechanical Technology	Accelerated Industrial Maintenance	996201	Local Certificate
					Electro-Mechanical Technology	10-620-1	Associate Degree (10)
					Entry Maintenance Technician	30-620-4	Less Than One-Year Technical Diploma (30)
	Industrial Maintenance Mechanic	31-462-2			One-Year Technical Diploma (31)		
	HVAC	Heating, Ventilation & Air Conditioning/Refrigeration		32-601-1	Two-Year Technical Diploma (32)		
		Residential HVAC	31-601-1	One-Year Technical Diploma (31)			
	BUS	Teacher Education	Foundations of Teacher Education	10-522-2	Associate Degree (10)		

	<b>Fall</b>	Updated 8/1/2022				
Review Year	2023					
<b>Type</b>	<b>Division</b>	<b>Program Review Family</b>	<b>Program</b>	<b>Code</b>	<b>Credential</b>	
Academic Program	HSPS	Nursing	Nursing	10-543-1	Associate Degree (10)	
		Radiography	Radiography	10-526-1	Associate Degree (10)	
	MATT	Electric Power Distribution	Electric Power Distribution	31-413-2	One-Year Technical Diploma (31)	
		Automotive	Automation Systems Technology	10-664-1	Associate Degree (10)	
			Automotive Technician	32-404-2	Two-Year Technical Diploma (32)	
	TLR	General College	General College: Mathematics	834	General College	
	GE	General Education	Social Sciences		809	AA/AS
			Mathematics		804	AA/AS
	BUS	Accounting	Accounting	10-101-1	Associate Degree (10)	
			Accounting Assistant	31-101-1	One-Year Technical Diploma (31)	
		Digital Marketing	Digital Marketing	10-104-8	Associate Degree (10)	
			Graphic Design	30-106-1	Less Than One-Year Technical Diploma (30)	
Teacher Education		Behavior Technician	10-522-3	Associate Degree (10)		
Academic Support	TLR	Teaching and Learning Resources	Unit Review	NA	(blank)	
	Admin	Purchasing	Unit Review	NA	(blank)	

	Fall	Updated 8/1/2022					
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)	
	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	
	Individualized Technical Studies	Individualized Technical Studies	10-825-1	Associate Degree (10)	(blank)		
	TLR	Developmental Studies	ASE Developmental	77-850-0	Non-Postsecondary (73-78)	2019	
			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		
	GE	General Education	Natural Science	806	AA/AS	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	Information Technology - Web Software Developer	10-152-4	Associate Degree (10)	(blank)	
			Java Developer	999128	Local Certificate	(blank)	
Web Programming			999127	Local Certificate	(blank)		



<b>Fall</b>	Updated 8/1/2022				
2025					
<b>Division</b>	<b>Program Review Family</b>	<b>Program</b>	<b>Code</b>	<b>Credential</b>	<b>Last Review</b>
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
WCD	Truck Driving	Truck Driving	30-458-1	Less Than One-Year Technical Diploma (30)	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
		Business Management Specialist	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 Sup	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	
WCD	Workforce and Community Development	Unit Review	NA	(blank)	2020

	Fall	Updated 1/31/2023					
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	
			Information Technology – Network Specialist	10-150-2	Associate Degree (10)	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	
	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	



MARCH 15, 2023

# INFORMATION/DISCUSSION

- Financial Statement
- Bookstore Management Services Agreement with Follett Higher Education Group



# INFORMATION/DISCUSSION ITEM A.

## BLACKHAWK TECHNICAL COLLEGE Summary of Revenue and Expenditures as of February 28, 2023

<u>COMBINED FUNDS</u>	2022-23 CURRENT BUDGET	2022-23 ACTUAL TO DATE	2022-23 PERCENT INCURRED	2021-22 ACTUAL TO DATE	2021-22 PERCENT INCURRED
<b>REVENUE &amp; OTHER RESOURCES:</b>					
Local Government	\$ 16,288,435	\$ 16,279,740	99.9%	\$ 16,171,936	100.0%
State Aids	16,753,907	15,400,005	91.9%	14,372,732	90.3%
Statutory Program Fees	5,668,024	5,949,932	105.0%	5,426,034	100.7%
Material Fees	311,403	322,308	103.5%	307,978	79.4%
Other Student Fees	806,200	836,600	103.8%	778,004	106.0%
Institutional	3,162,543	1,716,645	54.3%	1,967,614	72.0%
Federal	8,441,725	7,649,442	90.6%	9,014,748	51.4%
Other Sources (Bond/Transfer from Other Fund)	<u>5,540,500</u>	<u>3,909,801</u>	70.6%	<u>10,510,714</u>	99.4%
Total Revenue & Other Resources	<u>\$ 56,972,737</u>	<u>\$ 52,064,473</u>	65.3%	<u>\$ 58,549,760</u>	76.3%
<b>EXPENDITURES BY FUNCTION:</b>					
Instruction	\$ 20,148,956	\$ 11,016,500	54.7%	\$ 11,038,021	57.4%
Instructional Resources	1,709,383	1,315,159	76.9%	1,615,580	41.9%
Student Services	11,920,585	10,289,363	86.3%	10,875,669	63.9%
General Institutional	9,239,938	5,521,505	59.8%	4,974,553	55.1%
Physical Plant	35,342,481	5,671,857	16.0%	10,305,914	39.2%
Auxiliary Services	362,657	269,727	74.4%	249,004	64.6%
Other Uses (Transfer to Other Fund)	<u>420,500</u>	<u>-</u>	0.0%	<u>-</u>	0.0%
Total Expenditures & Other Uses	<u>\$ 79,144,500</u>	<u>\$ 34,084,111</u>	43.3%	<u>\$ 39,058,741</u>	51.5%
<b>EXPENDITURES BY FUNDS:</b>					
General	\$ 30,014,832	\$ 17,851,907	59.5%	\$ 17,220,739	60.1%
Special Revenue	3,235,705	1,568,415	48.5%	1,831,114	32.3%
Capital Projects	27,307,696	5,015,744	18.4%	10,556,308	54.6%
Debt Service	9,191,834	846,418	9.2%	599,554	6.9%
Enterprise	102,657	28,001	27.3%	21,274	44.7%
Internal Service	260,000	241,726	93.0%	225,935	94.5%
Trust & Agency	8,611,276	8,531,900	99.1%	8,603,817	65.5%
Other Uses (Transfer to Other Fund)	<u>420,500</u>	<u>-</u>	0.0%	<u>-</u>	0.0%
Total Expenditures	<u>\$ 79,144,500</u>	<u>\$ 34,084,111</u>	43.3%	<u>\$ 39,058,741</u>	51.5%
Fund Balances, Beginning	\$ 37,937,869	\$ 37,937,869		\$ 18,357,562	
Change in Fund Balance	<u>(22,171,763)</u>	<u>17,980,362</u>		<u>19,491,019</u>	
Fund Balances, Ending	<u>\$ 15,766,106</u>	<u>\$ 55,918,231</u>		<u>\$ 37,848,581</u>	

<b>Debt Service Detail</b>					
Principal Payments	7,395,000	-	0.0%	-	0.0%
Interest Payments	1,726,834	810,518	46.9%	496,304	44.0%
Other Debt Service Expenses	<u>70,000</u>	<u>35,900</u>	51.3%	<u>103,250</u>	100.0%
Total Debt Service Payments	<u>\$ 9,191,834</u>	<u>\$ 846,418</u>		<u>\$ 599,554</u>	



## **INFORMATION/DISCUSSION ITEM B.**

### **Bookstore Management Services Agreement with Follett Higher Education Group**

The college contract for bookstore management services expires on June 30, 2023. A request for proposal [RFP] for bookstore management services was released in early January with the intent of awarding a five-year contract for these services for the period beginning July 1, 2023.

While there are several companies who offer online collegiate bookstore services, most will not provide the on-site bookstore service. More than half of all bookstore sales activity occurs in the on-campus store. For this reason, BTC requires all proposers to provide both on-campus and online bookstore services.

The request for proposal for bookstore management services was published via Demand Star, a government to business bidding procurement platform. In addition, the College contacted the two primary campus bookstore vendors regarding this opportunity: Follett Higher Education Group and Barnes & Noble Collegiate Bookstores. Proposals were due February 1st.

Follett Higher Education Group [Follett] holds the current contract and was the only proposer for bookstore management services. The College's experience with Follett has been outstanding. Follett is a leader in collegiate bookstore operations which continues to be a rapidly changing and challenging industry. Follett provides BTC with integrated solutions including:

- Faculty electronic access to course materials research for course adoptions,
- Publication of required course material information in the student registration system (ISBD), new, used, digital, and rental purchase price options within the student course registration system,
- Digital resource purchase and electronic access from within the Blackboard Learning Management Solution, and
- Student financial aid funding for purchase of required course materials ensuring students have the required materials when the semester starts.

A bookstore advisory committee comprised of faculty and staff representatives from across the college annually review operational performance, learn about new and emerging trends in collegiate bookstore services, and provide feedback on opportunities to further enhance services for students and faculty.

Administration recommends awarding the five-year contract to Follett Higher Education Group for Bookstore Management Services with an option for two 12-month renewal [extension] terms.







MARCH 15, 2023

# CONSENT AGENDA

- Draft February 15, 2023, District Board Regular Meeting Minutes
- Current Bills
- Training Contracts



**REGULAR DISTRICT BOARD MEETING  
WEDNESDAY, FEBRUARY 15, 2023  
5:00 P.M.**

**MINUTES**

**CALL TO ORDER**

The Blackhawk Technical College District Board Regular meeting was held on Wednesday, February 15, 2023, at the Central Campus, 6004 S County Road G, Janesville, in the Administration Building.

**Board Members Present:** Barbara Barrington-Tillman, Chairperson; Eric Thornton, Vice-Chairperson; Rick Richard, Treasurer; Rachel Andres; Rob Hendrickson; Suzann Holland; and Mark Holzman.

**Board Members Absent:** Rich Deprez, Secretary, and Kathy Sucus.

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

**Student Representative:** Hope Hopper.

**Guests:** None.

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.

**SPECIAL REPORTS**

Chairperson Barrington-Tillman called for Special Reports.

- A. The Student Representative to the District Board, Hope Hooper, provided a report on student activities.
- B. Renea Ranguette reviewed the Annual Report of Tax Incremental Districts Located within the Blackhawk Technical College District.
- C. Dr. Tracy Pierner presented on the Spring 2023 Enrollment and Fall 2022 Student Success Report.

**INFORMATION/DISCUSSION**

Chairperson Barrington-Tillman called for Information/Discussion items.

- A. Renea Ranguette reviewed the January Financial Statement with the District Board members.
- B. Dr. Tracy Pierner presented his monthly report to the District Board members.
- C. There was no Finance Committee meeting scheduled in February. Therefore, no report or recommendation(s).
- D. There was no Personnel Committee meeting scheduled in February. Therefore, no report or recommendation(s).
- 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. Richard and seconded by Ms. Andres to approve the consent agenda, which includes the following:

- A. Draft January 18, 2022, District Board Regular Meeting Minutes.
- B. Current Bills – The January bills include (Starting Check #00294181 and Ending Check #00294404):

Direct Deposit Expense Reimbursements	\$ 1,618,660.41
Payroll	\$ 914,815.21
Payroll Tax Wire Transfers	\$ 490,684.85
Other Wire Transfers	\$ 77,593.88
WRS Wire Transfers	\$ 206,176.26
P-card Disbursements	\$ 174,829.78
Bond Payment	\$ 0.00
Health Insurance Wire Transfer	\$ 312,855.52
<i>Grand Total for the Month</i>	<i>\$ 3,795,615.91</i>

- C. Training Contracts – Report Totals:

Number Served	Estimated FTEs	BTC Cost Formula	LAB Cost Formula	Actual Contract Cost
345	3.22	\$62,112	\$53,153	\$62,112

**All in favor. Motion carried.**

**POLICY REVIEW**

- A. A-240 Delegation of Authority to the President/District Director

It was moved by Mr. Thornton and seconded by Ms. Andres to approve the revised District Board Policy A-240 Delegation of Authority to the President/District Director. **All in favor. Motion carried.**

- B. B-330 District Board Agenda

It was moved by Mr. Thornton and seconded by Ms. Andres to approve the revised District Board Policy B-330 District Board Agenda with a minor change in the fourth bullet delete shall and replace with may: *Standing agenda items shall may include.* **All in favor. Motion carried.**

- C. B-400 College Policy Adoption, Amendment & Suspension

It was moved by Mr. Richard and seconded by Mr. Hendrickson to approve the revised District Board Policy B-400 College Policy Adoption, Amendment & Suspension. **All in favor. Motion carried.**

- D. Proposed Policy Authority Review

It was moved by Mr. Thornton and seconded by Mr. Hendrickson to approve the revised authority changes in the Policy Authority Review document. **All in favor. Motion carried.**

**ACTION ITEMS**

Chairperson Barrington-Tillman called for Action Items.

- A. It was moved by Ms. Andres and seconded by Mr. Thornton to approve the Resolution Authorizing the Issuance of \$1,500,000 General Obligation Promissory Notes, Series 2023A, of Blackhawk Technical College District, Wisconsin

The roll was called. The following members voted affirmatively: Ms. Andres, Ms. Barrington-

Tillman, Mr. Hendrickson, Ms. Holland, Mr. Holzman, Mr. Richard, and Mr. Thornton. **All in favor. Motion Carried.**

#### *Finance Committee Action Items*

A. No Action Items.

#### *Personnel Committee Action Items*

A. No Action Items

### PROFESSIONAL DEVELOPMENT

No Professional Development for February.

### WTCS CONSORTIUM UPDATES

Chairperson Barrington-Tillman called for WTCS Consortium updates.

- A. Insurance Trust (WTC) – No update.
- B. Marketing Consortium – No update.
- C. Purchasing Consortium – No update.
- D. Districts Mutual Insurance (DMI) – No update.
- E. District Boards Association (DBA) – The DBA's Executive Director's evaluation was completed.

### FUTURE AGENDA ITEMS

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

### CLOSED SESSION

Chairperson Barrington-Tillman adjourned to a closed session pursuant to Wis. Statutes 19.85 (1)(c) to conduct a private conference regarding a litigation matter and pursuant to Wis. Statutes 19.85 (1)(e) to deliberate or negotiate the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.

The roll was called. The following members voted affirmatively: Ms. Andres, Ms. Barrington-Tillman, Mr. Hendrickson, Ms. Holland, Mr. Holzman, Mr. Richard, and Mr. Thornton. **All in favor. Motion Carried.**

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

It was moved by Ms. Andres and seconded by Mr. Hendrickson to adjourn the closed session at 7:14 p.m.

The roll was called. The following members voted affirmatively: Ms. Andres, Ms. Barrington-Tillman, Mr. Hendrickson, Ms. Holland, Mr. Holzman, Mr. Richard, and Mr. Thornton. **All in favor. Motion Carried.**

Chairperson Barrington-Tillman called the meeting to order in open session at 7:14 p.m.

### ADJOURNMENT

It was moved by Mr. Richard and seconded by Mr. Thornton to adjourn the meeting at 7:15 p.m. **All in Favor. Motion carried.**

Richard Deprez

Secretary



# CONSENT AGENDA ITEM B.

Blackhawk Technical College

## BILL LIST SUMMARY

Period Ending February, 2023

Starting Check Number           00294405  
Ending Check Number           00295288     Plus Direct Deposits

### PAYROLL TAXES

Federal	206,744.63	
State	<u>34,213.98</u>	240,958.61

### PAYROLL BENEFIT DEDUCTIONS & FRINGE PAYMENTS

Retirement	-	
Health and Dental Insurance	22,125.87	
Miscellaneous	<u>13,620.42</u>	35,746.29

### STUDENT RELATED PAYMENTS

601,086.23

### CURRENT NON CAPITAL EXPENSES

860,259.72

### CAPITAL

1,996,243.17

### DEBT

-

### TOTAL BILL LISTING AND PAYROLL TAXES

3,734,294.02

### PAYROLL-NET

990,633.38

### SUB TOTAL BILL LISTING AND PAYROLL

4,724,927.40

### PLUS OTHER WIRE TRANSFERS

40,314.83

### PLUS WRS WIRE TRANSFERS

165,876.07

### P-CARD DISBURSEMENTS

120,823.44

### WIRE FOR LAND PURCHASE

-

### PLUS BOND PAYMENT

-

### HEALTH INSURANCE WIRES

319,679.24

### GRAND TOTAL FOR THE MONTH

5,371,620.98





# CONSENT AGENDA ITEM C.

## CONTRACT TRAINING REPORT MARCH 2023

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

Customized Instruction Contract Detail						
Contract #	Business/Industry	# Served	Est. FTEs	BTC Cost Formul	LAB Cost Formula	Actual Contract Amount
2023-1149	Rock Co Comm Center	6	0.02	\$815	\$572	\$815
	<i>Real Colors</i>					
2023-1155	Jones Dairy Farm	8	0.16	\$8,819	\$8,445	\$8,819
	<i>Time Study/Lean</i>					
2023-1156	Kerry Ingredients	68	0.34	\$6,551	\$3,814	\$6,551
	<i>Excel</i>					
2023-1157	Kerry Ingredients	26	0.13	\$3,019	\$2,027	\$3,019
	<i>Excel</i>					
		108	0.65	\$ 19,204	\$ 14,858	\$ 19,204
Technical Assistance Contract Detail						
Contract #	Business/Industry	# Served	Est. FTEs	BTC Cost Formul	LAB Cost Formula	Actual Contract Amount
2023-1123	Alliant Energy	1	NA	\$6,059	\$5,710	\$6,059
	<i>120 hour CDL</i>					
2023-1139	Comply365	57	NA	\$350	\$126	\$350
	<i>Leadership</i>					
2023-1147	Rock Co Public Works	1	NA	\$2,079	\$2,023	\$2,079
	<i>Collaborative CDL 40hr</i>					
2023-1148	Rock Co Public Works	1	NA	\$3,999	\$3,807	\$3,999
	<i>Collaborative CDL 80hr</i>					
		60	0	\$12,487	\$11,666	\$12,487
High School Customized Instruction Contract Detail						
Contract #	Business/Industry	# Served	Est. FTEs	BTC Cost Formul	LAB Cost Formula	Actual Contract Amount
		0	0	\$ -	\$ -	\$ -

<b>WAT Grant Customized Instruction Contract Detail</b>						
<b>Contract #</b>	<b>Business/Industry</b>	<b># Served</b>	<b>Est. FTEs</b>	<b>BTC Cost Formul</b>	<b>LAB Cost Formula</b>	<b>Actual Contract Amount</b>
2023-1151	IPM	10	0.08	\$1,657	\$1,214	\$1,657
	<i>OSHA 10</i>					
2023-1152	KANDU	20	0.17	\$2,023	\$1,214	\$2,023
	<i>OSHA 10</i>					
2023-1153	IPM	16	0.11	\$2,415	\$1,407	\$2,415
	<i>CPR/AED/FA/BBP</i>					
		46	0.36	\$ 6,095	\$ 3,835	\$ 6,095
<b>Combined Contract Totals</b>						
		<b># Served</b>	<b>Est. FTEs</b>	<b>BTC Cost Formul</b>	<b>LAB Cost Formula</b>	<b>Actual Contract Amount</b>
		214	1.01	\$ 37,786	\$ 30,359	\$ 37,786
<b>High School At Risk Detail</b>						
<b>Contract #</b>	<b>Business/Industry</b>	<b># Served</b>	<b>Est. FTEs</b>	<b>BTC Cost Formul</b>	<b>LAB Cost Formula</b>	<b>Actual Contract Amount</b>
		0	0	\$0	\$0	\$0
<b>Transcribed Credit Contract Detail</b>						
<b>Contract #</b>	<b>Business/Industry</b>	<b># Served</b>	<b>Est. FTEs</b>	<b>BTC Cost Formul</b>	<b>LAB Cost Formula</b>	<b>Actual Contract Amount</b>
		0	0	\$0	0	\$0
	<b>All Contracts</b>	214	1.01	\$37,786	\$30,359	\$37,786

### Contract Training Approved By The District Board

	FY 2018-19		FY 2019-20		FY 2020-21		FY 2021-22		FY 2022-23		
	Month	Month's \$	YTD \$	Month's \$	YTD \$	Month's \$	YTD \$	Month's \$	YTD \$	Month's \$	YTD \$
<b>1st Quarter</b>	July	\$15,141	\$15,141	\$306,616	\$306,616	\$0	\$0	\$34,748	\$34,748	\$54,931	\$54,931
	August	\$265,212	\$280,353	\$93,966	\$400,582	\$16,389	\$16,389	\$79,603	\$114,351	\$41,084	\$96,015
	September	\$110,603	\$390,956	\$51,844	\$452,426	\$17,532	\$33,921	\$63,394	\$177,745	\$96,205	\$192,220
<b>2nd Quarter</b>	October	\$36,363	\$427,319	\$18,826	\$471,252	\$29,073	\$62,994	\$22,313	\$200,058	\$69,654	\$261,874
	November	\$48,817	\$476,136	\$75,772	\$547,024	\$59,156	\$122,150	\$52,930	\$252,988	\$47,449	\$309,323
	December	\$67,999	\$544,135	\$54,312	\$601,336	\$18,026	\$140,176	\$54,656	\$307,644	\$34,393	\$343,716
<b>3rd Quarter</b>	January	\$101,678	\$645,813	\$50,873	\$652,209	\$30,791	\$170,967	\$12,501	\$320,145	\$34,793	\$378,509
	February	\$56,091	\$701,904	\$103,533	\$755,742	\$31,829	\$202,796	\$48,571	\$368,716	\$63,011	\$441,520
	March	\$47,919	\$749,823	\$75,337	\$831,079	\$48,171	\$250,967	\$60,958	\$429,674	\$37,786	\$479,306
<b>4th Quarter</b>	April	\$118,534	\$868,357	\$2,663	\$833,742	\$26,869	\$277,836	\$26,321	\$455,995		
	May	\$1,105,126	\$1,973,483	\$2,464,616	\$3,298,358	\$1,675,805	\$1,953,641	\$1,637,142	\$2,093,137		
	June	\$70,739	\$2,044,222	\$70,739	\$3,369,097	\$27,698	\$1,981,339	\$29,771	\$2,122,908		
<b>YTD TOTAL \$</b>		<b>\$2,044,222</b>		<b>\$3,369,097</b>		<b>\$1,981,339</b>		<b>\$2,122,908</b>		<b>\$479,306</b>	

#### Historical Reference

FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23
WAT Grants: \$273,707	WAT Grants: \$123,702	WAT Grants: \$145,703	Customized Instruction: \$234,389	Customized Instruction: \$196,080
Transcripted Credit w/HS: \$1,401,292	Transcripted Credit w/HS: \$2,464,616*	Transcripted Credit w/HS: \$1,652,700	Technical Assistance: \$221,718	Technical Assistance: \$153,683
HSED w/HS: \$23,572	HSED w/HS: \$15,082	HSED w/HS: \$13,788	High School Customized Instruction: \$62,817	High School Customized Instruction: \$75,806
			WAT Grants: \$39,864	WAT Grants: \$48,004
			High School At Risk: \$8,752	High School At Risk: \$17,981
			Transcripted Credit: \$1,637,142	Transcripted Credit: \$0

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



MARCH 15, 2023

## ACTION ITEMS

- Resolution Awarding the Sale of \$1,500,000 General Obligation Promissory Notes, Series 2023A
- Nominee for the 2023 Technical Education Champion (TECh) Award

### *Finance Committee Action Items*

- None

### *Personnel Committee Action Items*

- None



## **ACTION ITEMS ITEM A.**

### **Resolution Awarding the Sale of \$1,500,000 General Obligation Promissory Notes, Series 2023A**

The Board adopted a resolution in February authorizing the borrowing of \$1,500,000 for building improvements. This amount is in the FY 2022-23 budget to support remodel of the Central Campus Courtyard.

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

A copy of the blank resolution is attached.

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





RESOLUTION AWARDING THE SALE OF \$1,500,000  
GENERAL OBLIGATION PROMISSORY NOTES, SERIES 2023A

WHEREAS, on February 15, 2023, the District Board of the Blackhawk Technical College District, Rock and Green Counties, Wisconsin (the "District") adopted a resolution entitled "Resolution Authorizing the Issuance of \$1,500,000 General Obligation Promissory Notes, Series 2023A, of Blackhawk Technical College District, Wisconsin" (the "Authorizing Resolution") which authorized the issuance of General Obligation Promissory Notes, Series 2023A (the "Notes") in the amount of \$1,500,000 for the public purpose of financing building remodeling and improvement projects (the "Project");

WHEREAS, the District caused a Notice to Electors to be published in the Beloit Daily News on February 21, 2023 giving notice of adoption of the Authorizing Resolution, identifying where and when the Authorizing Resolution could be inspected, and advising electors of their right to petition for a referendum on the question of the issuance of the Notes;

WHEREAS, no petition for referendum has been filed with the District and the time to file such a petition expires on March 23, 2023;

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

WHEREAS, Baird, in consultation with the officials of the District, prepared an Official Notice of Sale (a copy of which is attached hereto as Exhibit A and incorporated herein by this reference) setting forth the details of and the bid requirements for the Notes and indicating that the Notes would be offered for public sale on March 15, 2023;

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

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

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

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

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

Section 1A. Award of the Notes. For the purpose of paying the cost of the Project, there shall be borrowed pursuant to Section 67.12(12), Wisconsin Statutes, the principal sum of ONE MILLION FIVE HUNDRED THOUSAND DOLLARS (\$1,500,000) from the Purchaser in accordance with the terms and conditions of the Proposal. The Proposal of the Purchaser offering to purchase the Notes for the sum set forth on the Proposal, plus accrued interest to the date of delivery, is hereby accepted (subject to the condition that no valid petition for referendum is filed by March 23, 2023 with respect to the Notes). The Chairperson and Secretary or other appropriate officers of the District are authorized and directed to execute an acceptance of the Proposal on behalf of the District. The good faith deposit of the Purchaser shall be applied in accordance with the Official Notice of Sale, and any good faith deposits submitted by unsuccessful bidders shall be promptly returned. The Notes shall bear interest at the rates set forth on the Proposal.

Section 2. Terms of the Notes. The Notes shall be designated "General Obligation Promissory Notes, Series 2023A"; shall be issued in the aggregate principal amount of \$1,500,000; shall be dated April 5, 2023; 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 October 1, 2023. Interest shall be computed upon the basis of a 360-day year of twelve 30-day months and will be rounded pursuant to the rules of the Municipal Securities Rulemaking Board. The schedule of principal and interest payments due on the Notes is set forth on the Debt Service Schedule attached hereto as Exhibit D-2 and incorporated herein by this reference (the "Schedule").

Section 3. Redemption Provisions. The Notes maturing on April 1, 2031 and thereafter are subject to redemption prior to maturity, at the option of the District, on April 1, 2030 or on any date thereafter. Said Notes are redeemable as a whole or in part, and if in part, from maturities selected by the District, and within each maturity by lot, at the principal amount thereof, plus accrued interest to the date of redemption.

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

Section 5. Tax Provisions.

(A) Direct Annual Irrepealable Tax Levy. For the purpose of paying the principal of and interest on the Notes as the same becomes due, the full faith, credit and resources of the District are hereby irrevocably pledged, and there is hereby levied upon all of the taxable property of the District a direct annual irrepealable tax in the years 2023 through 2032 for the payments due in the years 2023 through 2033 in the amounts set forth on the Schedule. The amount of tax levied in the year 2023 shall be the total amount of debt service due on the Notes in the years 2023 and 2024; provided that the amount of such tax carried onto the tax rolls shall be abated by any amounts appropriated pursuant to subsection (D) below which are applied to payment of principal of or interest on the Notes in the year 2023.

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

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

(D) Appropriation. The District hereby appropriates from taxes levied in anticipation of the issuance of the Notes, proceeds of the Notes or other funds of the District on hand a sum sufficient to be irrevocably deposited in the segregated Debt Service Fund Account created below and used to pay debt service on the Notes coming due in 2023 as set forth on the Schedule.

Section 6. Segregated Debt Service Fund Account.

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

Within the debt service fund, there hereby is established a separate and distinct account designated as the "Debt Service Fund Account for General Obligation Promissory Notes, Series 2023A" (the "Debt Service Fund Account") and such account shall be maintained until the indebtedness evidenced by the Notes is fully paid or otherwise extinguished. There shall be deposited into the Debt Service Fund Account (i) all accrued interest received by the District at the time of delivery of and payment for the Notes; (ii) any premium which may be received by

the District above the par value of the Notes and accrued interest thereon; (iii) all money raised by the taxes herein levied and any amounts appropriated for the specific purpose of meeting principal of and interest on the Notes when due; (iv) such other sums as may be necessary at any time to pay principal of and interest on the Notes when due; (v) surplus monies in the Borrowed Money Fund as specified below; and (vi) such further deposits as may be required by Section 67.11, Wisconsin Statutes.

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

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

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

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

Section 9. Compliance with Federal Tax Laws. (a) The District represents and covenants that the projects financed by the Notes and the ownership, management and use of the projects will not cause the Notes to be "private activity bonds" within the meaning of Section 141 of the Code. The District further covenants that it shall comply with the provisions of the Code to the extent necessary to maintain the tax-exempt status of the interest on the Notes including, if applicable, the rebate requirements of Section 148(f) of the Code. The District further covenants that it will not take any action, omit to take any action or permit the taking or omission of any action within its control (including, without limitation, making or permitting any use of the proceeds of the Notes) if taking, permitting or omitting to take such action would cause any of the Notes to be an arbitrage bond or a private activity bond within the meaning of the Code or would otherwise cause interest on the Notes to be included in the gross income of the recipients thereof for federal income tax purposes. The Secretary or other officer of the District charged with the responsibility of issuing the Notes shall provide an appropriate certificate of the District certifying that the District can and covenanting that it will comply with the provisions of the Code and Regulations.

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

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

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

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

Section 13. Persons Treated as Owners; Transfer of Notes. The District shall cause books for the registration and for the transfer of the Notes to be kept by the Fiscal Agent. The person in whose name any Note shall be registered shall be deemed and regarded as the absolute owner thereof for all purposes and payment of either principal or interest on any Note shall be made only to the registered owner thereof. All such payments shall be valid and effectual to satisfy and discharge the liability upon such Note to the extent of the sum or sums so paid.

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

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

Section 14. Record Date. The 15th day of the calendar month next preceding each interest payment date shall be the record date for the Notes (the "Record Date"). Payment of interest on the Notes on any interest payment date shall be made to the registered owners of the Notes as they appear on the registration book of the District at the close of business on the Record Date.

Section 15. Utilization of The Depository Trust Company Book-Entry-Only System. In order to make the Notes eligible for the services provided by The Depository Trust Company, New York, New York ("DTC"), the District agrees to the applicable provisions set forth in the Blanket Issuer Letter of Representations, 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 16. Official Statement. The District Board hereby approves the Preliminary Official Statement with respect to the Notes and deems the Preliminary Official Statement as "final" as of its date for purposes of SEC Rule 15c2-12 promulgated by the Securities and Exchange Commission pursuant to the Securities and Exchange Act of 1934 (the "Rule"). All actions taken by officers of the District in connection with the preparation of such Preliminary Official Statement and any addenda to it or final Official Statement are hereby ratified and approved. In connection with the Closing, the appropriate District official shall certify the Preliminary Official Statement and any addenda or final Official Statement. The Secretary shall cause copies of the Preliminary Official Statement and any addenda or final Official Statement to be distributed to the Purchaser.

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

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

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

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

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

Adopted, approved and recorded March 15, 2023.

\_\_\_\_\_  
Barbara J. Barrington-Tillman  
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 Note)

REGISTERED UNITED STATES OF AMERICA DOLLARS  
STATE OF WISCONSIN  
ROCK AND GREEN COUNTIES  
NO. R-\_\_\_ BLACKHAWK TECHNICAL COLLEGE DISTRICT \$\_\_\_\_\_  
GENERAL OBLIGATION PROMISSORY NOTE, SERIES 2023A

MATURITY DATE: ORIGINAL DATE OF ISSUE: INTEREST RATE: CUSIP:  
April 1, \_\_\_\_\_ April 5, 2023 \_\_\_\_\_% \_\_\_\_\_

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 October 1, 2023 until the aforesaid principal amount is paid in full. Both the principal of and interest on this Note are payable to the registered owner in lawful money of the United States. Interest payable on any interest payment date shall be paid by wire transfer to the Depository in whose name this Note is registered on the Bond Register maintained by the Secretary or District Treasurer (the "Fiscal Agent") or any successor thereto at the close of business on the 15th day of the calendar month next preceding each interest payment date (the "Record Date"). This Note is payable as to principal upon presentation and surrender hereof at the office of the Fiscal Agent.

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

This Note is one of an issue of Notes aggregating the principal amount of \$1,500,000, all of which are of like tenor, except as to denomination, interest rate, maturity date and redemption provision, issued by the District pursuant to the provisions of Section 67.12(12), Wisconsin Statutes, for the public purpose of financing building remodeling and improvement projects, as authorized by resolutions adopted on February 15, 2023 and March 15, 2023. Said resolutions are recorded in the official minutes of the District Board for said dates.

The Notes maturing on April 1, 2031 and thereafter are subject to redemption prior to maturity, at the option of the District, on April 1, 2030 or on any date thereafter. Said Notes are redeemable as a whole or in part, and if in part, from maturities selected by the District, and within each maturity by lot (as selected by the Depository), at the principal amount thereof, plus accrued interest to the date of redemption.

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

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

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

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

purpose of receiving payment of, or on account of, the principal or redemption price hereof and interest due hereon and for all other purposes whatsoever. The Notes are issuable solely as negotiable, fully-registered Notes without coupons in the denomination of \$5,000 or any integral multiple thereof.

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

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

BLACKHAWK TECHNICAL COLLEGE  
DISTRICT  
ROCK AND GREEN COUNTIES, WISCONSIN

By: \_\_\_\_\_  
Barbara J. Barrington-Tillman  
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 Note and all rights thereunder and hereby irrevocably constitutes and appoints \_\_\_\_\_, Legal Representative, to transfer said Note on the books kept for registration thereof, with full power of substitution in the premises.

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

Signature Guaranteed:

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

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

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

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



# ACTION ITEMS ITEM B.

## Wisconsin Technical College District Boards Association 2023 Technical Education Champion (TECH) Award Nominee

### James Otterstein

**1. Promotion of WTCS or Individual Technical College.** It is with great honor we nominate James Otterstein, Rock County Economic Manager, for the Technical Education Champion Award. Whether James is partnering with the College on talent pipeline workforce initiatives (such as, the Stateline Manufacturing Alliance) or inviting BTC to have a seat at the table when meeting with new industry or existing industry partners, James is always showcasing BTC as a premier workforce and training resource in our community.

**2. Financial Assistance.** James has provided financial support to the college through sponsoring BTC events and initiatives, such as, manufacturing days and the Stateline Manufacturing Alliance (SMA). He has, also, partnered with the college (and supported financially) on talent pipeline initiatives such as the Rock Internship/Externship. Through his support financially, BTC, has increased the awareness and opportunity to market BTC as the premier education and training provider in our community.

**3. Utilization of System/College.** Through James' industry partnerships, he has brought countless industry partners (and businesses) to BTC to utilize the resources the college has to offer. In James' role in economic development, he is meeting with prospective companies "selling" the community. At the center of the conversation is BTC and how the college can support industry's workforce and training goals. As BTC is brought to the table in early discussions with industry, this has enabled the college to establish a relationship from the "get go" with industry and build on this momentum to provide the support and resources needed for our industry partners. For example, prior to a company relocating to Rock County and breaking ground, through James bringing BTC to the conversation with this industry partner, an onboarding program was already established to train employees prior to them starting on the floor (or before the facility is even built) at a manufacturer.

**4. Advocacy on the WTCS's Behalf.** Through James advocacy of BTC, he has further enhanced the image of the college, thus, positively impacting student enrollment (i.e. industry training). Additionally, James is not only an advocate of BTC at a local level, he is an advocate at a State and National level, lobbying for more funding and resources for the Technical Colleges.

**5. Enhancement of the Community as a Whole.** Once again, BTC is at the center of conversation when James is meeting with community and industry partners. James is very well respected in the community and is meeting with community and industry leadership on a daily basis. Through his communication, James opens additional doors (where the door may have been previously shut) for BTC to be brought in to "sell" the college as an education provider of choice.





MARCH 15, 2023

# WTCS CONSORTIUM UPDATES

- Spring Meeting held on April 20-22, 2023, at Gateway Technical College



# WTCS CONSORTIUM UPDATES ITEM E.

## District Boards Association Virtual or In-Person Meeting

# Spring Meeting

## April 20-22, 2023

### Effective Board Governance

*GTC - Kenosha/The Stella Hotel*



#### Inservice Presentation - Effective Board Governance



**Randy Nelson**

*Randy Nelson is a lifelong educator, beginning his career as a high school teacher in Minnesota, he took a strong interest in education leadership. He has provided leadership to the School District of La Crosse as Superintendent of Schools from 2011-2020, after retiring he continues his leadership journey with his own company, Driftless Leadership, which recruits, mentor and coaches leaders in all sectors.*

*His board effectiveness experience comes from serving as Superintendent of La Crosse School District for nine year as well as serving on numerous boards including La Crosse Promise, the La Crosse Public Education Foundation, the La Crosse Public Library, and the La Crosse Health Science Consortium. Currently, he serves on the La Crosse Community Theatre board and he is finishing his tenure as president of the Great Rivers United Way board of directors.*

*Randy will share strategies for transforming your board into an effective and accountable board that produces measurable results by monitoring performance.*

#### Schedule at a Glance

##### Tentative Schedule (Subject to Change) - Spring 2023

#### Thursday, April 20<sup>th</sup>, 2023

5:00-8:00pm  
Lobby

Registration

#### Friday, April 21<sup>st</sup>, 2023

7:30-8:25am

Breakfast (at hotel)

8:30-8:45am

Motorcoach travel to GTC

8:45-11:00am

In-Service Presentation  
*Effective Board Governance*

[View Presentation Slides](#)

11:00 - 11:45am

Tour GTC

11:45 - 1:00pm

Lunch at College/Special Reports  
*Dr. Vicki Martin (MATC) - Presidents Association*  
*Dr. Morna Foy - State Board*

1:00 - 1:45pm

Statewide Marketing Consortium Update  
*Jim Jelak, Marketing Consortium*

1:45 - 2:00pm

Break

2:00 - 3:00pm

Legislative Update  
*Layla Merrifield - Boards Association*

3:00 - 4:00pm

Best Practice Presentation: Cyber Security

4:00-4:15pm

Motorcoach travel to Hotel

6:00-6:45pm

Networking Reception

6:45pm

Banquet, Ambassador, Board Member of the Year Award, Media Awards

#### Saturday, April 22<sup>nd</sup>, 2022

7:30-8:30am

Breakfast (General Networking)

7:30-8:25am

Breakfast (Board Chair/Committee Co-Chair)

8:30-10:00am

Member Meeting

10:15-11:30am

Association Board Meeting

**BLACKHAWK TECHNICAL COLLEGE**

**6004 S COUNTY ROAD G  
JANESVILLE WI 53546-9458  
[WWW.BLACKHAWK.EDU](http://WWW.BLACKHAWK.EDU)**

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