



# 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:** DECEMBER 21, 2022

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

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

### CALL TO ORDER

**A. Public Comment**

*Persons who wish to address the District Board may make a statement 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. High School Data and Dual Credit Pathways Update (*Information – Tony Landowski and Katie Lange*)

### INFORMATION/DISCUSSION

- A. Financial Statement (*Information – Renea Ranguette*)
- 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 Barrington-Tillman*)
  - a. No meeting is scheduled for December
  - b. November 16, 2022, Finance Committee Minutes (*Attached*)
- D. Personnel Committee Report Out and Recommendations (*Information – Chairperson Deprez*)
  - a. No meeting is scheduled for December
- E. Staff Changes (*For Information Only. Not for District Board Action*)
  - a. New Hires
    - I. Jon Mladic, Director – Teaching & Learning Resources – December 12, 2022
  - b. New Positions – None
  - c. Resignations – None
  - d. Retirements
    - I. Megan Ostrowsky, Manager – WCD Operations – June 30, 2023
    - II. Sheldon Newkirk, Automotive Instructor – May 26, 2023
    - III. Mickey Salamone, Diesel Instructor – May 20, 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 November 16, 2022, District Board Regular Meeting Minutes (*Action*)
- B. Approval of Current Bills (*Action – Renea Ranguette*)
- C. Approval of Training Contracts (*Action – Dr. Karen Schmitt*)
- D. Confirmation of Annual Contract issued to Nader Mahdi, LTE Biological Science Instructor – January 9, 2023 (*Action- Karen Schmitt*)

## POLICY REVIEW

- A. No Policies to Review for December

## ACTION ITEMS

- A. Approval of the IT Technical Support Specialist New Program Proposal (*Action – Dr. Karen Schmitt and Greg Phillips, Dean of MATT*)
- B. Approval of Contract for Courtyard Improvements (*Action – Renea Ranguette*)

### *Finance Committee Action Items*

- A. No Action Items

### *Personnel Committee Action Items*

- B. No Action Items

## PROFESSIONAL DEVELOPMENT

- A. No Professional Development for December

## 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. Discussion on District Boards Association (DBA) Dues (*Information – Rick Richard, DBA Voting Delegate*)

## 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.



DECEMBER 21, 2022

# SPECIAL REPORTS

- High School Data and Dual Credit Pathways Update



## SPECIAL REPORTS ITEM B.

Breakdown by HS	Blackhawk Technical College Data Reflects degree seeking students who enrolled for the fall semester of that year			WTCS Data Reflects students who enrolled in a class for fall or spring semester direct/1 year out, 2 years out, and 3 years out					
	19 Grads	19-Reg	% of Grads	WTCS 1 Yr Out (Direct)	% of Grads	2 Yr Out	% of Grads	3 Yr Out	% of Grads
Albany HS	24	2	8.33%	3	12.50%	4	16.67%	4	16.67%
Beloit: F J Turner	107	4	3.74%	6	5.61%	9	8.41%	13	12.15%
Beloit: Memorial HS	380	55	14.47%	62	16.32%	75	19.74%	85	22.37%
Beloit: Rock County Christian		1		0			#DIV/0!		#DIV/0!
Brodhead HS	77	5	6.49%	8	10.39%	12	15.58%	12	15.58%
Clinton HS	91	10	10.99%	17	18.68%	22	24.18%	22	24.18%
Edgerton HS	129	4	3.10%	5	3.88%	9	6.98%	10	7.75%
Evansville HS	126	8	6.35%	9	7.14%	12	9.52%	14	11.11%
Janesville: Rock University HS	12	3	25.00%	4	33.33%	5	41.67%	5	41.67%
Janesville: Craig Senior HS	447	36	8.05%	49	10.96%	58	12.98%	69	15.44%
Janesville: Parker Senior HS	287	18	6.27%	25	8.71%	34	11.85%	40	13.94%
Janesville: Rock River Charter	138	5		6		6	4.35%	7	5.07%
Janesville: TAGOS	11	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Janesville: Virtual Academy	22	2		3		3	13.64%	3	13.64%
Juda HS	19	2	10.53%	1	5.26%	1	5.26%	1	5.26%
Milton HS	284	21	7.39%	29	10.21%	37	13.03%	42	14.79%
Monroe HS	177	10	5.65%	16	9.04%	20	11.30%	21	11.86%
Monticello HS	27	4	14.81%	4	14.81%	4	14.81%	4	14.81%
Orfordville: Parkview HS	71	6	8.45%	10	14.08%	14	19.72%	14	19.72%
Out of District HS		70							
<b>Total- Includes Out of District</b>		<b>266</b>	<b>11.05%</b>						
<b>Total- Only in district</b>	<b>2407</b>	<b>196</b>	<b>8.14%</b>	<b>257</b>	<b>10.68%</b>	<b>325</b>	<b>13.50%</b>	<b>366</b>	<b>15.21%</b>
JNSV School District	895	64	7.15%	87	9.72%	106	11.84%	124	13.85%
Top 5 Highest converting Schools	<i>All high school grad numbers based off of estimated DPI data</i>								
	2019								
	RUHS 25.00%								
	Monticello 14.81%								
	Beloit Memorial 14.47%								
	Clinton 10.99%								
Juda 10.53%									

	Blackhawk Technical College Data Reflects degree seeking students who enrolled for the fall semester of that year			WTCS Data Reflects students who enrolled in a class for fall or spring semester direct/1 year out, 2 years out, and 3 years out					
<b>Breakdown by HS</b>	<b>20 Grads</b>	<b>20-Reg</b>	<b>% of Grads</b>	<b>WTCS 1 Yr Out (Direct)</b>	<b>% of Grads</b>	<b>2 Yr Out</b>	<b>% of Grads</b>	<b>3 Yr Out</b>	<b>% of Grads</b>
<i>Albany HS</i>	18	1	5.56%	1	5.56%	1	5.56%	1	5.56%
<i>Beloit: F J Turner</i>	106	6	5.66%	11	10.38%	17	16.04%	19	17.92%
<i>Beloit: Memorial HS</i>	349	32	9.17%	42	12.03%	57	16.33%	59	16.91%
<i>Beloit: Rock County Christian</i>		0					#DIV/0!		#DIV/0!
<i>Brodhead HS</i>	86	15	17.44%	18	20.93%	21	24.42%	22	25.58%
<i>Clinton HS</i>	85	8	9.41%	11	12.94%	15	17.65%	19	22.35%
<i>Edgerton HS</i>	123	7	5.69%	6	4.88%	11	8.94%	12	9.76%
<i>Evansville HS</i>	143	14	9.79%	17	11.89%	21	14.69%	25	17.48%
<i>Janesville: Rock University HS</i>	11	3	27.27%	1	9.09%	4	36.36%	4	36.36%
<i>Janesville: Craig Senior HS</i>	381	34	8.92%	47	12.34%	61	16.01%	67	17.59%
<i>Janesville: Parker Senior HS</i>	300	24	8.00%	38	12.67%	50	16.67%	51	17.00%
<i>Janesville: Rock River Charter</i>	123	0	0.00%	1	0.81%	1	0.81%	3	2.44%
<i>Janesville: TAGOS</i>	10	0	0.00%	1	10.00%	1	10.00%	1	10.00%
<i>Janesville: Virtual Academy</i>	32	2	6.25%	1	3.13%	2	6.25%	3	9.38%
<i>Juda HS</i>	37	1	2.70%	2	5.41%	3	8.11%	4	10.81%
<i>Milton HS</i>	267	21	7.87%	25	9.36%	35	13.11%	38	14.23%
<i>Monroe HS</i>	189	13	6.88%	14	7.41%	21	11.11%	23	12.17%
<i>Monticello HS</i>	28	3	10.71%	3	10.71%	4	14.29%	4	14.29%
<i>Orfordville: Parkview HS</i>	51	6	11.76%	5	9.80%	6	11.76%	6	11.76%
<i>Out of District HS</i>		66							
<b>Total- Includes Out of District</b>		<b>256</b>	<b>11.10%</b>						
<b>Total- Only in district</b>	<b>2307</b>	<b>190</b>	<b>8.24%</b>	<b>244</b>	<b>10.58%</b>	<b>331</b>	<b>14.35%</b>	<b>361</b>	<b>15.65%</b>
<i>JNSV School District</i>	<b>857</b>	<b>63</b>	<b>7.35%</b>	<b>89</b>	<b>10.39%</b>	<b>119</b>	<b>13.89%</b>	<b>129</b>	<b>15.05%</b>
<b>Top 5 Highest converting Schools</b>	<i>All high school grad numbers based off of estimated DPI data</i>								
					<b>2020</b>				
					<b>RUHS</b>				<b>27.27%</b>
					<b>Brodhead</b>				<b>17.44%</b>
					<b>Parkview</b>				<b>11.76%</b>
					<b>Monticello</b>				<b>10.71%</b>
					<b>Evansville</b>				<b>9.79%</b>



	Blackhawk Technical College Data Reflects students for the fall or spring semester directly after their graduation			WTCS Data Reflects students who enrolled in a class for fall or spring semester direct/1 year out, 2 years out, and 3 years out					
<b>Breakdown by HS</b>	<b>21 Grads</b>	<b>21-Reg</b>	<b>% of Grads</b>	<b>WTCS 1 Yr Out (Direct)</b>	<b>% of Grads</b>	<b>2 Yr Out</b>	<b>% of Grads</b>	<b>3 Yr Out</b>	<b>% of Grads</b>
<i>Albany HS</i>	24	3	12.50%	2	8.33%	3	12.50%		
<i>Beloit: F J Turner</i>	96	7	7.29%	10	10.42%	16	16.67%		
<i>Beloit: Memorial HS</i>	393	53	13.49%	49	12.47%	59	15.01%		
<i>Beloit: Rock County Christian</i>		1		0	#DIV/0!	0	#DIV/0!		
<i>Brodhead HS</i>	76	10	13.16%	9	11.84%	11	14.47%		
<i>Clinton HS</i>	88	9	10.23%	9	10.23%	17	19.32%		
<i>Edgerton HS</i>	159	9	5.66%	9	5.66%	14	8.81%		
<i>Evansville HS</i>	146	10	6.85%	11	7.53%	16	10.96%		
<i>Janesville: Rock University HS</i>	10	2	20.00%	2	20.00%	3	30.00%		
<i>Janesville: Craig Senior HS</i>	324	35	10.80%	35	10.80%	58	17.90%		
<i>Janesville: Parker Senior HS</i>	239	32	13.39%	26	10.88%	38	15.90%		
<i>Janesville: Rock River Charter</i>	137	7	5.11%	8	5.84%	9	6.57%		
<i>Janesville: TAGOS</i>	5	2	40.00%	1	20.00%	1	20.00%		
<i>Janesville: Virtual Academy</i>	165	3	1.82%	3	1.82%	4	2.42%		
<i>Juda HS</i>	18	3	16.67%	3	16.67%	4	22.22%		
<i>Milton HS</i>	292	20	6.85%	27	9.25%	33	11.30%		
<i>Monroe HS</i>	162	18	11.11%	16	9.88%	21	12.96%		
<i>Monticello HS</i>	31	6	19.35%	5	16.13%	6	19.35%		
<i>Orfordville: Parkview HS</i>	60	4	6.67%	2	3.33%	4	6.67%		
<i>Out of District HS</i>		106							
<b>Total- Includes Out of District</b>		<b>340</b>	<b>14.02%</b>						
<b>Total- Only in district</b>	<b>2425</b>	<b>234</b>	<b>9.65%</b>	<b>227</b>	<b>9.36%</b>	<b>317</b>	<b>13.07%</b>		
<i>JNSV School District</i>	<b>880</b>	<b>81</b>	<b>9.20%</b>	<b>75</b>	<b>8.52%</b>	<b>113</b>	<b>12.84%</b>		
<b>Top 5 Highest converting Schools</b>	<b>All high school grad numbers based off of estimated DPI data</b>								
	<b>2021</b>								
	<b>Tagos 40.00%</b>								
	<b>RUHS 20.00%</b>								
	<b>Monticello 19.35%</b>								
	<b>Juda 16.67%</b>								
	<b>Beloit Memorial 13.49%</b>								

Blackhawk Technical College Data Reflects students who enrolled for the fall or spring semester directly after their graduation (spring registration is still open so number is not final)	WTCS Data Reflects students who enrolled in a class for fall or spring semester direct/1 year out, 2 years out, and 3 years out
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Breakdown by HS	22 Grads	22-Reg	% of Grads	WTCS 1 Yr Out (Direct)	% of Grads	2 Yr Out	% of Grads	3 Yr Out	% of Grads
<i>Albany HS</i>	25		0.00%						
<i>Beloit: F J Turner</i>	115	6	5.22%						
<i>Beloit: Memorial HS</i>	381	49	12.86%						
<i>Beloit: Rock County Christian</i>		2							
<i>Brodhead HS</i>	94	9	9.57%						
<i>Clinton HS</i>	103	12	11.65%						
<i>Edgerton HS</i>	125	9	7.20%						
<i>Evansville HS</i>	153	16	10.46%						
<i>Janesville: Rock University HS</i>	13	5	38.46%						
<i>Janesville: Craig Senior HS</i>	333	46	13.81%						
<i>Janesville: Parker Senior HS</i>	262	19	7.25%						
<i>Janesville: Rock River Charter</i>	151	7	4.64%						
<i>Janesville: TAGOS</i>	10	0	0.00%						
<i>Janesville: Virtual Academy</i>	67	3	4.48%						
<i>Juda HS</i>	18	2	11.11%						
<i>Milton HS</i>	295	26	8.81%						
<i>Monroe HS</i>	197	20	10.15%						
<i>Monticello HS</i>	28	3	10.71%						
<i>Orfordville: Parkview HS</i>	56	6	10.71%						
<i>Out of District HS</i>		95							
<b>Total- Includes Out of District</b>		<b>335</b>	<b>14.20%</b>						
<b>Total- Only in district</b>	<b>2359</b>	<b>240</b>	<b>10.17%</b>						
<i>JNSV School District</i>	<b>769</b>	<b>80</b>	<b>10.40%</b>						

*All high school grad numbers based off of estimated DPI data*

**Top 5 Highest converting Schools**

	<b>2022</b>
<b>RUHS</b>	<b>38.46%</b>
<b>Craig</b>	<b>13.81%</b>
<b>Beloit Memorial</b>	<b>12.86%</b>
<b>Clinton</b>	<b>11.65%</b>
<b>Juda</b>	<b>11.11%</b>



## Dual Credit Pathways Update December 21, 2022

### Definition of Terms

- ◇ Transcribed Credit: High School teacher teaching exact Blackhawk course as an adjunct; meets all required credentials to be Blackhawk Adjunct
- ◇ Advanced Standing: High School teacher teaching course with aligned course outcomes; does not meet all required credentials to be Blackhawk Adjunct
- ◇ Start College Now: Students come to Blackhawk for course taught by Blackhawk Instructor
- ◇ 38.14 Contract: Cohort of students take a closed section course at the high school or at Blackhawk

### AY22 Outcomes

- ◇ Transcribed Credit (Total savings to students = \$1.6 million)
  - 188 = Total Courses (+2% compared to AY21)
  - 2,264 = Total Students (+14% compared to AY21)
  - 10,286 = Total Credits (+8% compared to AY21)
  - 342.9 = Total FTEs (+8% compared to AY21)
  - 7.61% = Students who took Transcribed Credit in high school and directly enrolled at Blackhawk after graduating from high school.
- ◇ Advanced Standing
  - 150 = Total Courses (+10% compared to AY21)
- ◇ Start College Now
  - 244 = Total Courses (+19% compared to AY21)
  - 71 = Total Students (-4% compared to AY21)
  - 36.96% = Students who took Start College Now courses and directly enrolled at Blackhawk after graduating from high school.
- ◇ 38.14 Contract
  - 12 = Total Contracts (-20% compared to AY21)
  - 103 = Total Students (-14% compared to AY21)
  - \$82,899 = Total Contract Revenue (-20% compared to AY21)
  - 22.81% = Students who took 38.14 Contract courses and directly enrolled at Blackhawk after graduating from high school.
- ◇ Of the high school students who directly enrolled at BTC this fall 2022, 49% had taken one or more kinds of dual enrollment courses.

### Partnership Updates

- ◇ South Beloit High School
  - 32 = Total Students (+66% compared to AY21)
  - 145 = MATT Division and General Education Courses (+25%)
- ◇ RUHS Middle College
  - 1<sup>st</sup> Cohort enrolled 2021-2022
  - 5 students on track to graduate with Associate of Applied Science Degrees Spring 2023
  - 35 = Total Students
  - 124 Courses in all divisions
- ◇ Monroe High School – Partnership with the LAUNCH Program

Katie Lange  
Student Enrollment Manager  
klange5@blackhawk.edu  
608.743.4463

Alissa Grenawalt  
Early College Specialist  
agrenawalt4@blackhawk.edu  
608.757.6983





DECEMBER 21, 2022

# INFORMATION/DISCUSSION

- Financial Statement
- November 16, 2022, Finance Committee Minutes



# INFORMATION/DISCUSSION ITEM A.

## BLACKHAWK TECHNICAL COLLEGE Summary of Revenue and Expenditures as of November 30, 2022

<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	\$ 16,233,933	\$ 161,363	1.0%	\$ 49	0.0%
State Aids	16,407,745	3,473,451	21.2%	3,007,333	18.9%
Statutory Program Fees	5,668,024	4,928,966	87.0%	4,662,175	86.5%
Material Fees	311,403	258,965	83.2%	259,307	66.8%
Other Student Fees	806,200	661,482	82.0%	642,486	87.5%
Institutional	2,856,070	1,049,673	36.8%	458,368	16.8%
Federal	8,536,148	3,960,690	46.4%	4,480,810	25.5%
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>\$ 56,360,023</u>	<u>\$ 18,404,391</u>	23.3%	<u>\$ 24,021,242</u>	31.3%
<b>EXPENDITURES BY FUNCTION:</b>					
Instruction	\$ 20,045,098	\$ 6,476,800	32.3%	\$ 6,583,012	34.2%
Instructional Resources	1,738,989	655,461	37.7%	955,808	24.8%
Student Services	11,530,223	5,541,874	48.1%	5,465,051	32.1%
General Institutional	9,056,103	3,486,783	38.5%	3,111,464	34.5%
Physical Plant	35,476,347	3,275,613	9.2%	6,763,738	25.7%
Auxiliary Services	362,657	257,972	71.1%	234,639	60.9%
Other Uses (Transfer to Other Fund)	<u>420,500</u>	<u>-</u>	0.0%	<u>-</u>	0.0%
Total Expenditures & Other Uses	<u>\$ 78,629,917</u>	<u>\$ 19,694,503</u>	25.2%	<u>\$ 23,113,712</u>	30.5%
<b>EXPENDITURES BY FUNDS:</b>					
General	\$ 29,645,725	\$ 10,512,269	35.5%	\$ 10,322,398	36.0%
Special Revenue	2,983,089	900,132	30.2%	1,252,684	22.1%
Capital Projects	27,310,943	2,661,719	9.7%	6,701,947	34.7%
Debt Service	9,305,700	846,418	9.1%	589,554	6.8%
Enterprise	102,657	11,493	11.2%	8,354	17.5%
Internal Service	260,000	246,479	94.8%	225,935	94.5%
Trust & Agency	8,601,303	4,515,993	52.5%	4,012,840	30.5%
Other Uses (Transfer to Other Fund)	<u>420,500</u>	<u>-</u>	0.0%	<u>-</u>	0.0%
Total Expenditures	<u>\$ 78,629,917</u>	<u>\$ 19,694,503</u>	25.2%	<u>\$ 23,113,712</u>	30.5%
Fund Balances, Beginning	\$ 37,937,869	\$ 37,937,869		\$ 18,357,562	
Change in Fund Balance	<u>(22,269,894)</u>	<u>(1,290,112)</u>		<u>907,530</u>	
Fund Balances, Ending	<u>\$ 15,667,975</u>	<u>\$ 36,647,757</u>		<u>\$ 19,265,092</u>	

<b>Debt Service Detail</b>					
Principal Payments	7,395,000	-	0.0%	-	0.0%
Interest Payments	1,840,700	810,518	44.0%	496,304	30.1%
Other Debt Service Expenses	<u>70,000</u>	<u>35,900</u>	51.3%	<u>93,250</u>	91.4%
Total Debt Service Payments	<u>\$ 9,305,700</u>	<u>\$ 846,418</u>		<u>\$ 589,554</u>	





# INFORMATION/DISCUSSION ITEM C. b.



**BLACKHAWK** Technical College

## FINANCE COMMITTEE MEETING

### MINUTES

**DATE:** NOVEMBER 16, 2022

**TIME:** 4:00 P.M. – 4:50 P.M.

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

### CALL TO ORDER

The Finance Committee meeting was held in the Administration Building on Wednesday, November 16, 2022, at the Central Campus, 6004 S County Road G, Janesville.

**Board Members Present:** Eric Thornton, Chairperson, Barbara Barrington-Tillman, and Rob Hendrickson.

**Board Members Absent:** None.

**Other Board Members Present:** Kathy Sukus.

**Staff Present:** Julie Barreau, Kathy Broske, Gerri Downing, Dr. Tracy Pierner, and Renea Ranguette.

**Guests Present:** Kyle Gruber.

Chairperson Barrington-Tillman called the Blackhawk Technical College Finance Committee meeting to order at 4:04 p.m.

### INFORMATION/DISCUSSION/ACTION

#### A. Acceptance of the Fiscal Year 2020-21 Audit Report

Kyle Gruber of Wipfli LLP was present to review the fiscal year 2021-22 audit activities.

The firm issued three (3) opinions as a result of their audits:

1. Opinion on the financial statements
  - Unmodified (clean = no findings)
2. Internal Control over Financial Reporting
  - No reportable issues
3. Opinion on Uniform Guidance Compliance Audit
  - Unmodified opinion on major federal and state grant programs (no findings or control deficiencies noted)

Changes/Updates from Last Year:

- The audit process was again a hybrid of remote and on-site procedures
- GASB 87 – Leases

- Adjusted the reporting of what used to be "operating leases."
- Note 18 provides a summary of the change to the 2021 net position

Overall Results:

- \$6.9 million increase in net position
  - \$1.6 million positive change related to OPEB and Pension benefits
  - \$4.7 million increase in net investment capital assets (net of related debt)

COVID-19 Related Funding

- Increased by about \$2.0 million
  - \$2.5 million for emergency student grants
  - \$4.0 million for other institutional uses, including lost revenue, due to pandemic

Grant Programs Test for Compliance:

- No findings

It was moved by Ms. Barrington-Tillman and seconded by Ms. Sukus to recommend to the District Board that it accepts the Fiscal Year 2021-22 Audit Report, as presented. **All in Favor. Motion carried.**

B. Modification to the Fiscal Year 2020-21 Budget

Renea Ranguette reviewed the modification to the Fiscal Year 2021-22 Budget.

Amendment 1 – Increase in employee flexible benefit revenue and expenses.

It was moved by Ms. Barrington-Tillman and seconded by Ms. Sukus to recommend to the District Board that it approves the attached modification to the Fiscal Year 2021-22 Budget, as presented. **All in Favor. Motion carried.**

C. The Fiscal Year 2023-24 Budget Assumptions and Calendar

Renea Ranguette reviewed the Fiscal Year 2023-24 Budget Assumptions and Calendar.

*Property Tax Levy:*

The property tax levy represents 23% of the adjusted budget of the operating fund (general & special revenue). Property tax revenues are projected to increase by \$225,000 due to net new construction in the District this year.

*Tuition and Fees:*

Tuition and fees represent 20% of the operating fund revenue. The WTCS Board sets tuition and material fees. A 1% increase in tuition will generate \$62,000 in additional revenue. For planning purposes, a 1.0% change is projected.

*State Aids:*

State aid presents 48% of operating fund revenue, with 67% of that funding attributed to the property tax relief state aid. Property tax relief aid is projected to remain flat in FY24. General state aid represents 12% of the operating fund revenues. General state aid is projected to remain flat in FY24.

State grants represent 4% of the operating fund revenues. Wisconsin General Purpose Revenue (GPR) grants are competitively awarded. Grant aid funding is projected to remain level into FY24.

*Federal Grants:*

Federal grants, excluding the higher education emergency relief funding, comprise 2% of the operating fund revenues. Overall, federal grant funding, excluding HEERF, is expected to remain flat in FY24.

*Institutional Revenue:*

Institutional contracts and other revenue account for 7% of operating fund revenues. Transcript credit of high school educational activities receiving college credit accounts for 5% of operating revenue. Contract training and other institutional revenues are expected to increase due to high school and workforce development activities.

*Personnel:*

Salaries and benefits comprise 76% of the operating expense budget as adjusted to exclude the HEERF grant, which skews the data (wages are 57% of the total, while benefits represent 19% of operating expenses). A 1% increase in salaries and wages requires \$186,000 to fund payroll and related required benefits (FICA & WRS). Wage and/or benefit adjustments are projected for the next fiscal year. Recommendations will be brought to the Personnel Committee in spring 2023.

*Non-Personnel:*

These items represent 24% of the operating budget as adjusted to eliminate the skew impact of the HEERF grant, which expires in June 2023. Funding allocations for operational activities will be completed within available resources to ensure operational needs are met within resource capacity.

*Operating Budget Summary:*

The fiscal year 2022-23 general fund budget contributes \$216,448 to the fund balance due to increased state aid and other revenue sources. The FY24 operating budget will be prepared with a focus on resources supporting operational expenses, with at least 2% of general fund revenue earmarked to support new and emerging initiatives.

*Capital Planning:*

The facilities master plan, adopted by the Board in June 2018, and refreshed annually in the three-year facilities plan, prioritizes facility improvements over the next several years.

Construction of a \$32 Million Public Safety & Transportation Center [PSTC] is underway, with the Transportation Studies Building, Vehicle Operations track, and Out-Buildings completed. Construction of the Education Building will begin in December 2022, with completion projected for summer 2024.

Remodeling of the Courtyard is funded in FY23. Remodeling of Central Campus 1300 Wing (Culinary Kitchen with Blackhawk Room, Office Suite, and Restroom/Support updates) is planned in the FY24 budget. In addition, architectural planning to create a Center for Science Excellence in the 2300 Wing will commence in FY24.

Administration continues to focus on maintaining quality educational training, support facilities & appropriate equipment to meet our District's education and workforce training

needs within the resources outlined in the long-range debt service plan and accumulated surplus funds transferred to the capital project fund.

Excluding the referendum, the FY23-24 capital investment is projected at \$7.8 million, comprised of \$3.8 million for annual capital and \$4.4 million for facility improvements. In addition, capital borrowing of \$5.3 million is projected to fund annual capital and one remodel project totaling \$1.5 million. The remaining remodel projects totaling \$2.9 million will be funded from a draw on capital fund reserves accumulated from general fund surplus transfers in recent years.

Finance Committee members raised no questions or concerns.

## ADJOURNMENT

It was moved by Ms. Barrington-Tillman and seconded by Ms. Sucus to adjourn the meeting at 4:48 p.m. **All in Favor. Motion carried.**



DECEMBER 21, 2022

## CONSENT AGENDA

- Draft November 16, 2022, District Board Regular Meeting Minutes
- Current Bills
- Training Contracts



**REGULAR DISTRICT BOARD MEETING  
WEDNESDAY, NOVEMBER 16, 2022  
5:00 P.M.**

**MINUTES**

**CALL TO ORDER**

The Blackhawk Technical College District Board Regular meeting was held on Wednesday, November 16, 2022, 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; Rob Hendrickson; Suzann Holland; Mark Holzman (arrived 5:42 pm); and Kathy Sukus.

**Board Members Absent:** Rachel Andres and Rich Deprez, Secretary.

**Staff Present:** Julie Barreau; Kathy Broske; Tony Landowski (arrived 5:13 pm); Liz Paulsen; Dr. Tracy Pierner; Renea Ranguette; Dr. Karen Schmitt; and Megan Wisnowski.

**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. BTC Retiree Dr. Cindy Leverenz was recognized for their retirement on December 22, 2022, after 18 years of service.

**INFORMATION/DISCUSSION**

Chairperson Barrington-Tillman called for Information/Discussion items.

- A. Renea Ranguette reviewed the October Financial Statement with the District Board members.
- B. Dr. Tracy Pierner presented his monthly report to the District Board members.
- C. Dr. Tracy Pierner provided an update on the Public Safety + Transportation Complex (PS+TC) Project. We broke ground on the PS+TC. Footings have been put in, and walls will go up around March.
- D. The Finance Committee met before the regular District Board meeting.
- E. There was no Personnel Committee meeting scheduled in November. Therefore, no report or recommendation(s).
- F. 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 Ms. Holland and seconded by Mr. Thornton to approve the consent agenda, which includes the following:

- A. Draft October 19, 2022, District Board Regular Meeting Minutes.
- B. Current Bills – The October bills include (Starting Check #00291794 and Ending Check #00292193):

Direct Deposit Expense Reimbursements	\$ 1,765,882.73
Payroll	\$ 1,024,155.18
Payroll Tax Wire Transfers	\$ 526,604.86
Other Wire Transfers	\$ 77,256.09
WRS Wire Transfers	\$ 157,764.38
P-card Disbursements	\$ 191,573.78
Bond Payment	\$ 0.00
Health Insurance Wire Transfer	\$ 309,014.78
<i>Grand Total for the Month</i>	<i>\$ 4,052,251.80</i>

- C. Training Contracts – Report Totals:

Number Served	Estimated FTEs	BTC Cost Formula	LAB Cost Formula	Actual Contract Cost
164	0.88	\$47,449	\$35,858	\$47,449

**All in favor. Motion carried.**

**ACTION ITEMS**

Chairperson Barrington-Tillman called for Action Items.

- A. Administration presented the 2022-23 Distinguished Alumni Award Nominee to the District Board members.  
It was moved by Mr. Richard and seconded by Ms. Sukus to submit the nomination of Kristine Corwin for the District Board Association’s 2022-23 Distinguished Alumni Award. **All in favor. Motion carried.**
- B. The 2022-23 Rising Star Alumni Award Nominee was presented to the District Board members.  
It was moved by Mr. Thornton and seconded by Ms. Sukus to submit the nomination of Emily Hopper for the Rising Star Alumni Award. **All in favor. Motion carried.**
- C. The administration presented proposed revisions to Policy C-250, Reimbursement of Relocation Expenses.  
It was moved by Ms. Sukus and seconded by Mr. Thornton to approve the revised District Board Policy C-250, Reimbursement of Relocation Expenses. **All in favor. Motion carried.**
- D. The administration presented proposed revisions to the District Board H-110, Campus Security.  
It was moved by Mr. Richard and seconded by Ms. Sukus to approve the revised District Board Policy H-110, Campus Security. **All in favor. Motion carried.**
- E. The administration recommends approval of the resolution to remodel the Central Campus Culinary Arts Kitchen and Blackhawk Room.  
It was moved by Mr. Thornton and seconded by Mr. Richard to approve the resolution for the Central Campus Culinary Kitchen and Blackhawk Room Remodel Contingent Upon Wisconsin Technical College System Board (WTCSB) Approval and to Request WTCSB Approval of Remodel. **All in favor. Motion carried.**



- F. Administration recommends District Board approval of the resolution to remodel the Central Campus 1300 Office Suite.

It was moved by Ms. Sukus and seconded by Mr. Holzman to approve the resolution for the Central Campus 1300 Office Suite Remodel Contingent Upon Wisconsin Technical College System Board (WTCSB) Approval and to Request WTCSB Approval of Remodel. **All in favor. Motion carried.**

- G. Administration recommends District Board approval of the resolution to remodel the Central Campus Administrative Support and Restrooms.

It was moved by Ms. Sukus and seconded by Mr. Hendrickson to approve the resolution for the Central Campus Administrative Support and Restrooms Remodel Contingent Upon Wisconsin Technical College System Board (WTCSB) Approval and to Request WTCSB Approval of Remodel. **All in favor. Motion carried.**

- H. Administration recommends District Board approval of the resolution to execute the first lease extension available under the AMTC lease.

It was moved by Mr. Thornton and seconded by Ms. Holland to approve the Advanced Manufacturing Training Center Lease Extension Contingent Upon Wisconsin Technical College System Board (WTCSB) Approval and to Request WTCSB Approval of the Lease Extension. **All in favor. Motion carried.**

- I. Administration recommends District Board approval of the Discontinuance of the Retiree Health Insurance Benefit for New Hires.

It was moved by Mr. Richard and seconded by Mr. Thornton to approve the Discontinuance of the Retiree Health Insurance Benefit for New Hires.

*Finance Committee Action Item:*

The Finance Committee met before the regular District Board meeting; Chairperson Thornton provided a brief overview of the Finance Committee meeting. The Finance Committee recommended approval of the following two (2) action items. In addition, information on the Fiscal Year 2023-24 Budget Assumptions and Calendar was reviewed.

- A. The auditors presented the Fiscal Year 2021-22 audit report. The Committee submitted its recommendation to the District Board. Upon acceptance by the District Board, the report will be finalized and forwarded to the Wisconsin Technical College System Office by the December 31, 2022, deadline.

It was moved by Mr. Thornton and seconded by Ms. Sukus to approve the Fiscal Year 2021-22 Audit Report as amended by Wipfli, LLC Eau Claire and forward the report to the Wisconsin Technical College System Office no later than December 31, 2022. **All in favor. Motion carried.**

- B. Modification to the Fiscal Year 2021-22 was reviewed.

It was moved by Mr. Holzman and seconded by Mr. Richard to approve the Modifications to the Fiscal Year 2021-22 Budget. **All in favor. Motion carried.**

## PROFESSIONAL DEVELOPMENT

Chairperson Barrington-Tillman called for Professional Development. There were none.

## WTCS CONSORTIUM UPDATES

Chairperson Barrington-Tillman called for WTCS Consortium updates. The College will begin providing pet insurance for employees.

**FUTURE AGENDA ITEMS**

Chairperson Barrington-Tillman called for Future Agenda Items.

- A. Discussion and vote on District Board Association (DBA) dues.

**ADJOURNMENT**

It was moved by Mr. Richard and seconded by Ms. Sukus to adjourn the meeting at 6:29 p.m. **All in Favor. Motion carried.**

Richard Deprez

Secretary



# CONSENT AGENDA ITEM B.

Blackhawk Technical College

## BILL LIST SUMMARY

Period Ending November, 2022

Starting Check Number	00292194		
Ending Check Number	00292408	Plus Direct Deposits	
PAYROLL TAXES			
Federal	279,020.13		
State	44,314.67		
			323,334.80
PAYROLL BENEFIT DEDUCTIONS & FRINGE PAYMENTS			
Retirement	-		
Health and Dental Insurance	21,496.25		
Miscellaneous	18,432.53		
			39,928.78
STUDENT RELATED PAYMENTS			
			35,717.44
CURRENT NON CAPITAL EXPENSES			
			675,726.36
CAPITAL			
			840,432.80
DEBT			
			-
TOTAL BILL LISTING AND PAYROLL TAXES			1,915,140.18
PAYROLL-NET			1,025,669.12
SUB TOTAL BILL LISTING AND PAYROLL			2,940,809.30
PLUS OTHER WIRE TRANSFERS			39,984.01
PLUS WRS WIRE TRANSFERS			165,378.67
P-CARD DISBURSEMENTS			171,631.50
WIRE FOR LAND PURCHASE			-
PLUS BOND PAYMENT			-
HEALTH INSURANCE WIRES			302,165.14
GRAND TOTAL FOR THE MONTH			3,619,968.62



## CONSENT AGENDA ITEM C.

### CONTRACT TRAINING REPORT OCTOBER 2022

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

#### Customized Instruction Contract Detail

Contract #	Business/Industry	# Served	Est. FTEs	BTC Cost Formula	LAB Cost Formula	Actual Contract Amount
2023-1099	<b>IKI Mfg</b> <i>Leadership</i>	10	0.05	\$1,556	\$858	\$1,556
2023-1104	<b>NorthStar</b> <i>Electrical Safety</i>	8	0.01	\$438	\$286	\$438
2023-1108	<b>Blain's Supply</b> <i>Leadership</i>	18	0.27	\$4,247	\$3,146	\$4,247
		<b>36</b>	<b>0.33</b>	<b>\$ 6,241</b>	<b>\$ 4,290</b>	<b>\$ 6,241</b>

#### Technical Assistance Contract Detail

Contract #	Business/Industry	# Served	Est. FTEs	BTC Cost Formula	LAB Cost Formula	Actual Contract Amount
2023-1094	<b>Rock Co Public Works</b> <i>Secondary Trainer</i>	4	NA	\$5,760	\$4,855	\$5,760
2023-1101	<b>Monroe Chamber</b> <i>Leadership</i>	25	NA	\$700	\$239	\$700
		<b>29</b>	<b>0</b>	<b>\$6,460</b>	<b>\$5,094</b>	<b>\$6,460</b>

#### High School Customized Instruction Contract Detail

2023-1103	<b>Brodhead HS</b> CNA 90 hours	8	0.53	\$7,059	\$7,056	\$7,059
2023-1105	<b>CareerTek</b> CNA 90 hours	16	1.07	\$9,123	\$9,051	\$9,123
		<b>24</b>	<b>1.6</b>	<b>\$ 16,182</b>	<b>\$ 16,107</b>	<b>\$ 16,182</b>

#### WAT Grant Customized Instruction Contract Detail

Contract #	Business/Industry	# Served	Est. FTEs	BTC Cost Formula	LAB Cost Formula	Actual Contract Amount
2023-1106	<b>IM Foods</b> <i>Translate Documents</i>	0	NA	\$873	\$1,193	\$1,264
2023-1107	<b>KANDU</b> <i>Intermediate Excel</i>	20	0.07	\$1,179	\$1,000	\$1,179
		<b>20</b>	<b>0.07</b>	<b>\$ 2,052</b>	<b>\$ 2,193</b>	<b>\$ 2,443</b>

<b>Combined Contract Totals</b>						
		<b># Served</b>	<b>Est. FTEs</b>	<b>BTC Cost Formula</b>	<b>LAB Cost Formula</b>	<b>Actual Contract Amount</b>
		109	2	\$ 30,935	\$ 27,684	\$ 31,326
<b>High School At Risk Detail</b>						
<b>Contract #</b>	<b>Business/Industry</b>	<b># Served</b>	<b>Est. FTEs</b>	<b>BTC Cost Formula</b>	<b>LAB Cost Formula</b>	<b>Actual Contract Amount</b>
	Albany High School	1				\$3,067
		1	0	\$0	\$0	\$3,067
<b>Transcribed Credit Contract Detail</b>						
<b>Contract #</b>	<b>Business/Industry</b>	<b># Served</b>	<b>Est. FTEs</b>	<b>BTC Cost Formula</b>	<b>LAB Cost Formula</b>	<b>Actual Contract Amount</b>
		0	0	\$0	0	\$0
	<b>All Contracts</b>	<b>110</b>	<b>2</b>	<b>\$30,935</b>	<b>\$27,684</b>	<b>\$34,393</b>

### 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 \$
1st Quarter	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
2nd Quarter	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
3rd Quarter	January	\$101,678	\$645,813	\$50,873	\$652,209	\$30,791	\$170,967	\$12,501	\$320,145		
	February	\$56,091	\$701,904	\$103,533	\$755,742	\$31,829	\$202,796	\$48,571	\$368,716		
	March	\$47,919	\$749,823	\$75,337	\$831,079	\$48,171	\$250,967	\$60,958	\$429,674		
4th Quarter	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>\$343,716</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: \$121,080
Transcribed Credit w/HS: \$1,401,292	Transcribed Credit w/HS: \$2,464,616*	Transcribed Credit w/HS: \$1,652,700	Technical Assistance: \$221,718	Technical Assistance: \$123,830
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: \$57,706
			WAT Grants: \$39,864	WAT Grants: \$22,939
			High School At Risk: \$8,752	High School At Risk: \$17,981
			Transcribed Credit: \$1,637,142	Transcribed Credit: \$0

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







DECEMBER 21, 2022

## ACTION ITEMS

- IT Technical Support Specialist New Program Proposal
- Contract for Courtyard Improvements





# ACTION ITEMS ITEM A.

## Blackhawk Technical College New Program Proposal

<b>Date:</b> 10/28/2022			
<b>Proposed Program Title:</b>	IT Technical Support Specialist		
<b>College Contact:</b>	Greg Phillips	<b>Division:</b>	MATT
<b>Email:</b>	<a href="mailto:gphillips4@blackhawk.edu">gphillips4@blackhawk.edu</a>	<b>Phone:</b>	608-743-4473
<b>Education Director Consulted:</b>	Sarah Kavanaugh/Chris Martin	<b>Date Consulted:</b>	09/19/2022
<b>Proposed WTCS Program Number:</b>	10-154-4	<b>Proposed Degree:</b>	Associates
<b>Proposed WTCS Mat Fee Code:</b>	01	<b>Credit Hours:</b>	63
<b>Proposed Implementation Date:</b>	Fall 2023		

<b>Brief Program Description</b>
<p>Graduates of the Technical Support Specialist program support systems and their users in both stand-alone and LAN/WAN environments. People working successfully in this field are highly adaptive and able to work on multiple tasks simultaneously. They manage their time well and are highly organized. Major skill areas in the program include end-user support and training; installing, configuring, upgrading hardware and software; and network implementation and maintenance. This program will prepare students for the MCSA, A+, and ITF+ certifications.</p>

<b>Proposed Standard Occupational Classification (SOC) Code:</b>	15-1231/15-1232
<b>Proposed Classified Instructional Program (CIP) Code:</b>	11.1006
<b>Mean Starting Hourly Salary:</b>	\$30.17

<b>Concept Review and Approval</b>	<i><a href="#">reference WTCS Educational Services Manual (ESM)</a></i>
<b>Advisory Committee Concept Approval</b>	Date: 10/27/2022
<b>Academic Affairs Concept Approval</b>	Date: 12/1/2022
<b>Executive Council Concept Approval</b>	Date: 11/30/2022
<b>District Board Concept Approval</b>	Date: 12/21/2022
<b>WTCS State Board Concept Approval</b>	Date: 1/17/2023

<b>Program Review and Approval</b>	
<b>Curriculum Committee Program Approval</b>	Date: 12/9/2022
<b>WTCS State Board Program Approval</b>	Date: Expected 3/15/2023

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# New Program Concept Proposal – IT Technical Support Specialist

## Program Purpose

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

Graduates of the IT Technical Support Specialist program support systems and their users in both stand-alone and LAN/WAN environments. Major skill areas in the program include end-user support and training; installing, configuring, upgrading hardware and software; and network implementation and maintenance. This program will prepare students for the MCSP, A+, and ITF+ certifications.

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

The program is designed for full-time and part-time students. Students may be college entry, transfer, or returning adult students that choose the IT Technical Support Specialist career pathway. Students complete the embedded one-year technical diploma for IT Helpdesk Support Specialist as part of the AAS program.

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

The IT Technical Support Specialist program contributes to the College's strategic goals of Educational Excellence and Flexible Learning. The IT Technical Support Specialist Program goals are to prepare graduates to work in a wide variety of professional IT occupations. The program will develop articulation agreements with Baccalaureate programs in the UW System and other universities to provide seamless transfer for those students seeking career advancement through attainment of a bachelor's degree in IT. Blackhawk Technical College is a collaborative partner with several IT Industries serving communities in Rock and Green County, and neighboring communities in Dane County and northern Illinois.

## Demonstration of New Program Need

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

<b>Occupational Chart.</b> <i>List occupational titles related to the proposed program(s) and corresponding employment projections and completer data.</i>		
<b>Standard Occupational Classification (SOC)* Job Titles &amp; Code Number</b> <a href="https://www.bls.gov/soc/major_groups.htm">https://www.bls.gov/soc/major_groups.htm</a>	<b>Annual Regional Openings**</b>	<b>Starting and Median Hourly Wage</b>
15-1232 (O*Net Online)- Desktop Support Specialist	100	\$ 25.32
15-1231 (O*Net Online) - Technical Support Specialist	30	\$ 32.00
15-1231 (O*Net Online) - Network Support Specialist	25	\$ 33.30
Combined Openings =	155	\$ 30.20

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

Collaboration includes meetings to discuss employment needs and program curriculum with the IT Advisory Team and industry partners such as ABC, Scott Forge, Mercy health, Sub-Zero Wolf, and Hendricks Property Management.

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

Program Advisory Committee members include representatives from these companies.

- Sam Bowers, Broaster Company
- Darrell Cleaver, ABC Supply
- Scott Evans, Sub-Zero Group, Inc.
- Crystal Brown, City of Janesville
- Randy Kersten, Crystal Computer Consulting
- Scott Martin, SC Data Center
- Mike McNett, Mid-State Concrete Industries
- Wes Winn, CDW
- Shawn David, Mercy Health
- Kathleen Holford, County of Rock
- Mike Kalkirtz, MNJ Tech
- Tom Kroening, Kerry Ingredients
- Scott Lewis, JP Cullen
- Juan Winfield, Hendrick’s Commercial Properties
- Dave Wilkie, Palo Alto

The minutes of the Special Called Advisory Committee meeting regarding the design and approval of the proposed program are included in Attachment A (p. 16).

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

This program includes/embeds the Technical Support Specialist (31-154-7) Technical Diploma. Currently, BTC partners with South Beloit High School, and has students enrolled into our current IT programs in a dual credit offering. We will continue this partnership with the new program.

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

According to the Lightcast Q4 2022 Dataset, the Executive Summary forecasts- aggressive hiring competition over a thin supply of regional talent. Past growth from 2016-2021 was -54%, while current forecasting for growth is +2% for 2021-2026. This data doesn't consider retirement risk, which is forecasted as average.

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

The IT Technical Support Specialist program is offered at one other WTCS college - Moraine Park. A similar program, the IT Computer Support Specialist (CSS) program, is offered by 10 other Technical Colleges. There are few differences between the two programs, the CSS is more focused on networking courses.

The Technical Support Specialist program offers a more diverse curriculum, covering many topics that aren't included in the CSS program.

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

There are several obvious advantages BTC has offering this program

1. There are no other technical colleges in this immediate area that offer this program in a high demand job field.
2. The delivery method for course offerings is quite diverse. It is a mixture of in-person, online, and hybrid. This flexibility is very important in keeping students engaged in the program throughout its entirety.
3. Course diversity, the number of different IT topics being covered in this program is quite a bit more diverse than the other technical college offerings.
4. The program offers a ladder/progression of embedded credentials that doesn't currently exist. This provides BTC students greater opportunity for multiple certification paths, and a natural path to a 4-year degree.

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

Enrollment Chart.						
	AY: 2023-24		AY: 2023-24		AY: 2023-24	
Full-Time Enrollments (Headcount):	20	20	Y2=16 Y1=20	Y2=16 Y1=20	Y2=16 Y1=20	Y2=16 Y1=20
Part-Time Enrollments: (Headcount)	6	6	Y2=5 Y1=6	Y2=5 Y1=6	Y2=8 Y1=10	Y2=8 Y1=10
Retention Rate:	80%		80%		80%	
Program Completions:	0		13		13	

### **Curriculum and Program Quality**

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

There are two full-time IT Instructors for this program. There is also a Dean of the division, and a division chair, with all four of these staff residing within the MATT Division. Curriculum maintenance is the primary responsibility of the two IT Instructors.

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

Graduates of the Technical Support Specialist program support systems and their users in both stand-alone and LAN/WAN environments. People working successfully in this field are highly adaptive and able to work on multiple tasks simultaneously. They manage their time well and are highly organized. Major skill areas in the program include end-user support and training; installing, configuring, upgrading hardware and software; and network implementation and maintenance. This program will prepare students for the MCSA, A+, and ITF+ certifications.

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

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

Outcomes are derived from a variety of methods. Some of these methods include (not limited to)



1. Faculty designed comprehensive or capstone examinations and assignments
2. Demonstrations of student capabilities in context
3. Documentation of competencies as students' progress through the program
4. Samples of student work generated from course assignments
5. Scores on programmatic tests accompanied by documentation of competencies being covered
6. In-person instructor evaluations during labs
7. Records of appropriate student behaviors in group learning situations (projects, presentations, etc.)
8. Student self-assessments before and after completing various course competencies.

While there is quite a bit of diversity in the course offerings, there are six main areas for program outcomes. Those six areas are-

1. Manage information technology hardware
2. Manage Software
3. Support Computer Networks
4. Provide End User Support
5. Solve Information Technology Problems
6. Demonstrate Customer Service Skills as an IT Professional

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

#### Manage Information Technology Hardware

1. Select appropriate hardware
2. Demonstrate proper safety techniques
3. Install hardware (according to established specifications)
4. Configure hardware (according to established specifications)
5. Test hardware

#### Manage Software

1. Installs software
2. Configure software
3. Maintain software
4. Perform basic computer software troubleshooting

#### Support Computer Networks

1. Perform basic network configuration
2. Perform basic network troubleshooting
3. Implement best security practices

#### Provide End User Support

1. Explore effective customer service techniques
2. Follow a basic troubleshooting model to solve a problem
3. Develop training for new support staff

Solve Information Technology Problems

1. Follow a troubleshooting model to solve a problem
2. Monitor incident management handling
3. Implement support tools

Demonstrate Customer Service Skills as an IT Professional

1. Follow Industry Practices (ITIL, HDI, etc.)
2. Explore help desk incident management
3. Model supervisory responsibilities

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

- Think Critically
- Demonstrate Accountability
- Exhibit Respect for All
- Use Technology Skillfully
- Communicate Effectively

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

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

Graduates of this program can expect to gain employment in a variety of fields occupations including (but not limited to)- Desktop Support Specialist, IT Help Desk, IT Support Specialist, User Support Specialist, Service Specialist, Level 2 IT Support Analyst, Systems Technician, IT Network Specialist, Network and Computer Systems Administrators

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

This program fully embeds 31-154-7 IT Help Desk Support Specialist Technical Diploma into the 1<sup>st</sup> year.

- c) **K-12 Alignment.** *Describe the alignment between high school and college coursework and curricula. Include plans for dual credit or articulated credit.*

Students at the high school level may begin taking dual credits during their junior year of high school. The full program offering is available to students taking dual credits.

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

All 63 credits of this program will transfer directly into Lakeland University's 4-year program. The program will also articulate well with the UW Whitewater Bachelor of Applied Arts & Sciences (BAA) degree program.

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

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

Core general high school competencies in reading, writing and math are important for entrance. Algebra, and any form of logic within math will help with student success within the program.

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

There are five general education courses needed in this program- English Composition 1, Math & Logic, Speech, Intro to Psychology, and Intro to Sociology. Students will need a fundamentally solid writing/communication background for general daily functions in the field. Students will also need to utilize logic for critical thinking and troubleshooting techniques.

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

This will be dependent on the career path the student chooses. At most entry level help desk positions, the requirement is that an employee is enrolled or has completed an education program related to the field. Various tiered certifications are typically attained during employment. While the ITF+ certification is not necessary to obtain many of these positions, it will certainly help the student show he/she has a strong technical understanding of the information within the program.

For tier 2 help desk positions, network specialists, and technical support specialists, a focus will be on the Associates degree, and ITF+, A+, and MCSP Desktop credentials.

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

Collaboration with student services and marketing to develop career pathway information. Also, collaboration with MATT division IT Advisory board to explore career opportunities within their organizations and outside of their organizations as well. There is one course in the program dedicated entirely to this process- Information Technology Career Preparation.

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

There is one course in the program dedicated entirely to this process- Information Technology Career Preparation, along with an IT Service Internship (this can be external or internal), and IT Capstone.

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

No accreditation needed.

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

No outside program agreements

### Program Structure

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

IT Exploration	1
Hardware Fundamentals: PC Components & Assembly	1
Hardware Fundamentals: Mobile Devices	1
OS Fundamentals: Microsoft Windows 10/11	1
OS Fundamentals: Linux & MacOS Essentials	1
Software Fundamentals: Introduction to Microsoft Office	2
Software Fundamentals: PC Applications	1
Network Fundamentals: Introduction to Networking	1
Network Fundamentals: Routing & Switching	1
IT Service Desk: Exploration & Overview	1
IT Service Desk: Processes & Procedures	1
Customer Service: Exploration & Overview	1
Customer Service: Soft Skills	1
English Composition 1	3
<b><u>Semester 1 Total</u></b>	<b><u>17</u></b>

Enterprise Fundamentals: Windows Server	1
Enterprise Fundamentals: Information Assurance	1
Enterprise Fundamentals: Domains & Active Directory	1
Scripting & Programming Basics	1
Database Fundamentals: Microsoft SQL	1
Troubleshooting: Hardware & Mobile Devices	1
Troubleshooting: OS & Software	1
Troubleshooting: LAN & WAN Connectivity	1
Project Management: Introduction & Overview	1
Cybersecurity: Introduction & Overview	1
Virtualization: Introduction & Overview	1
Disaster Recovery: Introduction & Overview	1
Information Technology Career Preparation	1
Math & Logic	3
<b><u>Semester 2 Total</u></b>	<b><u>16</u></b>
Advanced LAN/WAN: Firewall Overview & Exploration	1
Advanced LAN/WAN: Firewall Configuration	1
Advanced LAN/WAN: Wireless Solutions	1
Enterprise Fundamentals: Scripting & Automation	1
Enterprise Fundamentals: Storage	1
Enterprise Fundamentals: Hybrid Domains & Azure	1
Virtualization: VMWare Foundations	1
Virtualization: Hyper-V Foundations	1
Disaster Recovery: Solutions & Implementations	1
Speech	3
Introduction to Psychology	3
<b><u>Semester 3 Total</u></b>	<b><u>15</u></b>
Software Fundamentals: Advanced Microsoft Office	1
Software Fundamentals: Microsoft Visio	1
IT Service Desk: Technical Reporting	1
IT Service Desk: Managing A Service Desk	1
Customer Service: End User Training	1
Project Management: Managing & Assessing	1
IT Programs Portfolio	1
IT Service Support Internship	2
Introduction to Sociology	3
IT Technical Support Specialist Capstone	3
<b><u>Semester 4 Total</u></b>	<b><u>15</u></b>
<b><u>Program Total Credits</u></b>	<b><u>63</u></b>

**Faculty Requirements**

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

<b>Faculty Qualifications.</b> Cite the minimum qualifications for new and existing faculty. Include general minimum qualifications and those credentials that are specific to instructors in the proposed field of study.				
<b>Degree</b>	<b>Field</b>	<b>Credential</b>	<b>Years of Related Occupational Experience</b>	<b>Years of Teaching Experience</b>
BA/BS	Information Technology, or a related field; or an associate’s degree and combination of professional certifications and experience in IT equivalent to a bachelor’s degree	Industry-recognized certificates	2 years or 4,000 hrs of occupational experience in an IT related field	0

<b>Faculty Resources.</b> Cite the number of faculty, including new and existing faculty that the program will need for each of the first three years noting if they will serve as full-time faculty or part-time. If existing faculty will be reassigned, indicate whether the former position will need to be filled.						
	<b>First Year</b>		<b>Second Year</b>		<b>Third Year</b>	
	<b>Full-Time</b>	<b>Part-time</b>	<b>Full-Time</b>	<b>Part-time</b>	<b>Full-Time</b>	<b>Part-time</b>
# of New Faculty						
# of Existing Faculty	2		2		2	

<b>Faculty Release.</b> List the purpose and hours for release time for the proposed program.						
	<b>First Year</b>		<b>Second Year</b>		<b>Third Year</b>	
	<b>Full-Time</b>	<b>Part-time</b>	<b>Full-Time</b>	<b>Part-time</b>	<b>Full-Time</b>	<b>Part-time</b>
Existing Faculty	Course Dev 1098 hours		Course Dev 936 hours			

**Administration and Support Personnel Requirements**

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

**Administrative/Support Qualifications.** Specify the minimum qualifications for new and existing administrative and/or support personnel needed to support the proposed program. Include general minimum qualifications and credentials required to support the proposed field of study.

<b>Position Title</b> <i>Indicate whether Administrative (A) or Support (S)</i>	<b>Field</b>	<b>Credential</b>	<b>Years of Related Experience</b>
Administrative Assistant (A)	-	-	-
Admin Support (S)	-	-	-

**Administrative/Support Needs.** Specify the number of full- and part-time administrative and support personnel the program will need for each of the first three years, including new and existing personnel. If existing personnel will be reassigned, indicate whether the former position will need to be filled.

	<b>First Year</b>		<b>Second Year</b>		<b>Third Year</b>	
	<b>Full-Time</b>	<b>Part-time</b>	<b>Full-Time</b>	<b>Part-time</b>	<b>Full-Time</b>	<b>Part-time</b>
# New Administrative						
# Existing Administrative	1 @ 10%		1 @ 10%		1 @ 10%	
# of Existing Admin to be replaced						
# New Support						
# Existing Support		1 @ 5%		1 @ 5%		1 @ 5%
# Existing Support to be replaced						

## **Fiscal Support**

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

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

100% Reallocation from existing program.

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

100% Reallocation of existing equipment, with potential updates in technology equipment and software in years two and three.

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

Relocation of existing labs into a new shared lab/classroom workspace within the MATT department. Space assessment has been completed, and a tentative move of Summer 2023 is scheduled.



#### 4. Finance Chart

<i>Complete the table to identify new direct costs and revenues associated with establishing the program over the next three years.</i>			
<b>New Costs</b>	<b>First Year AY:24</b>	<b>Second Year AY:25</b>	<b>Third Year AY:26</b>
Faculty Costs			
Administrative Personnel Costs			
Support Personnel costs			
Consumable Materials and Supplies			
Equipment Costs (minor and capital)		\$25,000	\$15,000
Library/LRC Costs			
Facility Costs			
Other (specify)	\$52,800 (Curr. Dev)	\$44,930 (Curr. Dev)	
<b>Total New Costs</b>			
<b>New Revenue</b>	<b>First Year AY:24</b>	<b>Second Year AY:25</b>	<b>Third Year AY:26</b>
Tuition	\$153.49 Per Credit (*\$84,726)	\$156.56 Per Credit (*\$155,934)	\$159.69 Per Credit (*\$159,051)
Material Fees	\$4.50 Per Credit (*\$2,484)	\$4.59 Per Credit (*\$4,572)	\$4.68 Per Credit (*\$4,662)
Grant Funding			
Other (Identify)			
<b>Total New Revenues</b>	<b>\$87,210</b>	<b>\$160,506</b>	<b>\$163,713</b>
<b>Net Position (Revenue minus Cost)</b>	<b>\$34,410</b>	<b>\$90,576</b>	<b>\$148,713</b>

\* Based on enrollment numbers from tables on page 8 and calculated using a 2% increase in tuition and material fees over the 3-year period.

*Office of Academic Affairs*

**IT Programs Special Advisory Committee Meeting Minutes**

Date: Thursday, October 28, 2022

Time: 4:30-5:30 PM

Location: Zoom

Agenda Items

**1) Call to Order**

- a) Phillips opened the meeting at 4:30 PM. BTC appreciates your time.
- b) Roll Call and Introductions

Attended:	Not attended/invited:
<p><b>Companies:</b>            Sam Bowers, Broaster Company            Darrell Cleaver, ABC Supply            Scott Evans, Sub-Zero Group, Inc.            Crystal Brown, City of Janesville            Randy Kersten, Crystal Computer Consulting            Scott Martin, SC Data Center            Mike McNett, Mid-State Concrete Industries            Wes Winn, CDW</p> <p><b>BTC:</b>            Danielle LaReau, Administrative Assistant (Recorder)            Tim Nobling, IT Programs Instructor            Ji'Lon Pegeese, IT Programs Instructor            Greg Phillips, MATT Division Dean</p>	<p><b>Companies:</b>            Shawn David, Mercy Health            Kathleen Holford, County of Rock            Mike Kalkirtz, MNJ Tech            Tom Kroening, Kerry Ingredients            Scott Lewis, JP Cullen            Juan Winfield, Hendrick's Commercial Properties            Dave Wilkie, Palo Alto</p>

- c) **Quorum requirements and status:** Met

**2) Agenda Review** No additional items to review

**3) Unfinished Business:** IT program modification proposal

i. Curriculum Updates:

<b>Topic: Program modifications</b>	
Discussion/Information	<ul style="list-style-type: none"> <li>• Phillips announced that the IT program advisory committee meeting was specially called to review the program’s updated layout and design proposal and ask the committee for their support.</li> <li>• Phillips explained that the program modifications started with Scoville and Pegeese. Scoville left BTC; Nobling was hired and he and Pegeese reviewed the program together.</li> </ul> <p><b><u>First Year Program Review (semesters 1 &amp; 2)</u></b></p> <ul style="list-style-type: none"> <li>• Nobling shared a handout that showed the layout of the 4 semesters moving Computer Service Technician to IT Help Desk Support Specialist (one year ETD 31-154-7) and changing the IT Network Specialist to IT Technical Support Specialist (two-year AAS 10-154-4). Nobling said when he had conversations with the WTCS Education Director, he found that there are 9 technical colleges that offer this program and it’s a popular offering at the state level. Nobling said that when he observed the transition from year 1 to year 2, there was not a natural progression for the students because they are presented with a lot of material in the first year. With this material being out of sight and out of mind, it didn’t present a smooth transition. The goal is to break up the courses and guide them from course to course.</li> <li>• Nobling walked through the first-year program modifications. He showed the current program, Computer Service Technician, and the proposed program, IT Help Desk Support Specialist side by side and explained the updated courses. He said there are many directions to go in IT, and they want to expose the students in discussing the IT fields with the different avenues they can pursue.</li> <li>• One course they added was Microsoft Office. Nobling and Pegeese were surprised to discover the students did not know the basics about this software. Another concept the IT faculty will be focusing on is soft skills. Students need to develop socialization skills in working with people.</li> <li>• If students sign up for the one-year program, they will get Azure and Cloud introduction concepts. If they really want to dig deep into these, they will need to move on to the 2<sup>nd</sup> year of the program. The Mathematical Reasoning course will change to Math and Logic because it is important the students use critical thinking at the logic level.</li> </ul> <p><b><i>Questions on 1<sup>st</sup> Year Proposal</i></b></p> <ul style="list-style-type: none"> <li>• Cleaver wondered why Microsoft Office was identified in versions, i.e., 10 and 11; other courses were not identified this</li> </ul>

	<p>way. Nobling explained that with this particular course, they are teaching specifically to the Microsoft certifications that tie it. Phillips explained that when the version goes to 12 and the program needs to change the title, the state allows 20% of changes without the need of advisory and state approvals.</p> <ul style="list-style-type: none"> <li>• Cleaver had questions regarding specific concepts and if they will be taught. He also commented that he likes the way this has been put together. The students don't know exactly what they want to do in IT, but when they find it through the classes and/or tours, they get very excited as they have found their niche.</li> </ul> <p><b><u>Second Year Program Review (semesters 3 &amp; 4)</u></b></p> <ul style="list-style-type: none"> <li>• Nobling explained that the first year of the program is embedded and students can move on to the second year if they choose. Nobling explained that troubleshooting was taken out. The students were taking apart laser printers and putting them back together. He wants to replace it with Azure and add new network concepts. The IT team met with BTC's ITS department, who have been very helpful. They are giving the program gear that they are pulling out of service and providing space on the network that the students can work with.</li> <li>• In the 4<sup>th</sup> semester, the students will be managing a helpdesk at the Advanced Manufacturing Training Center in Milton to assist students and staff with any technical computer issues. They will also be taking a Customer Service End User Training, which teaches students how to teach others about software, etc. There will be a capstone at the end of the program which will be a compilation of all the courses.</li> </ul> <p><b><i>Questions on Second Year Proposal</i></b></p> <ul style="list-style-type: none"> <li>• One of the members asked if the IT team thinks students coming out of high school into the program would know what a Technical Support Specialist is and if this title is less attractive. Pegeese explained that the title is the WTCS nomenclature, and the team can be creative in marketing it to the students.</li> <li>• Kersten asked when this would take effect. Phillips explained that the Academic Affairs office will be getting the paperwork completed; the proposal goes to BTC's board members in November for approval and then to the WTCS Board. Once all has been approved, the program with modifications could start in the Fall 2023 semester.</li> </ul>
<p>Actions/Outcomes</p>	<p>Phillips motioned for a vote on the approval of the proposed IT Technical Support Specialist AAS program with the embedded Help Desk Support Specialist TD.</p> <p>The committee voted to unanimously approve the IT program modifications.</p>

7) **Adjournment:** Phillips thanked everyone for coming to the meeting and participating in the vote.  
Meeting closed at 5:30 PM.

**Respectfully Submitted,**

A handwritten signature in black ink, appearing to read "Greg Phillips". The signature is written in a cursive style with a large, sweeping initial "G".

**Approval Date**  
10/31/2022



# **ACTION ITEMS ITEM B.**

## **Award of Contract for Courtyard Improvements**

The Central Campus Courtyard Capital Improvement project was approved by the District Board in June and the WTCS Board in July. The FY23 capital budget includes \$1.5 million for this project. Angus-Young is the project designer. The project was initially released for bid on June 16<sup>th</sup> with bids due on July 19<sup>th</sup>. The bid documents required the successful bidder to complete the work by the end of this calendar year. One bid was received, and it was more than 2x the project budget.

The architect contacted contractors to inquire on the reason for poor bid participation. The bid timing (summer) and the schedule for completing the work negatively impacted bidder participation as most contractors had project commitments for the same time frame and were not available to perform the work. Winter bidding is optimal as most contractors are not yet booked for spring/summer work. While a better season will produce greater participation and potentially better pricing, it is unlikely to close the significant budget gap.

Administration met with our PSTC Education Building Construction Manager to review the project design and consider opportunities to further reduce costs. Modification of product specifications (e.g., precast concrete in lieu of poured concrete, etc.) will produce some savings but will not close the budget gap. Design modifications are required to bring the project within budget.

The value of a construction manager is the assurance that the project is designed in alignment with the budget which saves time and money. Administration utilized the competitively bid contract for construction management services which was awarded to JP Cullen to assist in bringing the Courtyard project into budget. The following revisions were made to the plan design:

- remove the former alternate bid items [covered balconies on the western end, the bump-outs on the north and south walls, and the garage style doors into the student commons],
- remove the outdoor kitchen, waterfall feature, and gas firepits,
- reduce the size of the stage which will be bid as an alternate,
- reduce the volume of concrete in the upper level [patio and circle seating area], and
- eliminate the two-tone concrete coloring.

Several elements omitted in the revised plan can be completed at a later date should the College wish to do so. The original courtyard concept [dated June 9, 2022] and the

revised concept [dated November 10, 2022] are attached for ease in viewing the visual impact of these revisions. The WTCS Facilities Director confirmed these revisions do NOT require resubmission of the project for WTCS Board approval.

The revised plan documents were released for bid on November 22<sup>nd</sup> with bids due by 2:00pm on December 20<sup>th</sup>. The bid results will be presented to the District Board for consideration of award of contract to JP Cullen, Construction Manager. The Construction Manager will then award contracts to the lowest cost qualified responsive bidder (i.e., sub-contracts).

If approved, the contract will be executed for the approved project value (sum of bids, general conditions, and construction manager fee). Materials will then be ordered, and construction will commence in April with work completed in August.

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















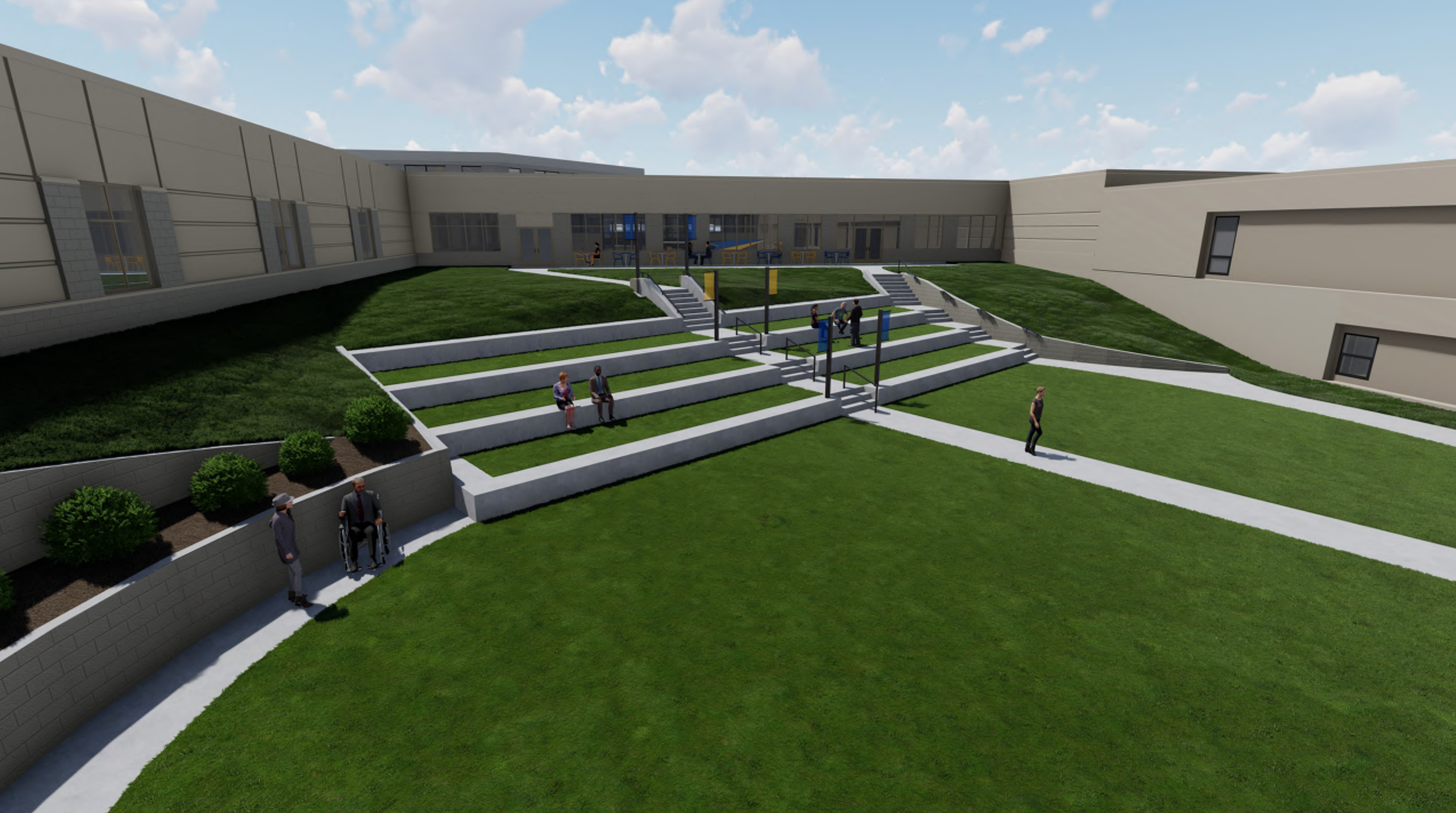


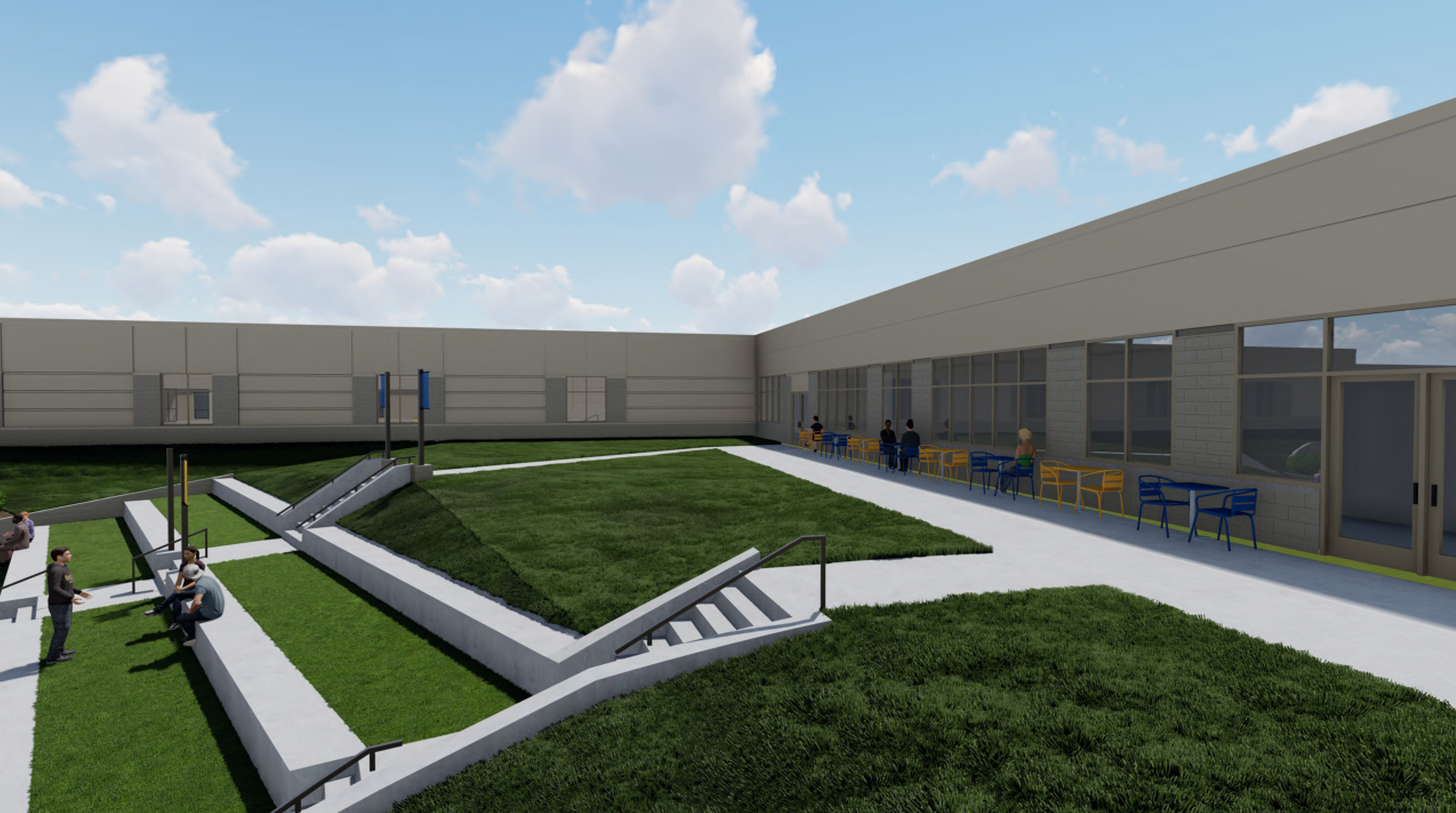














**BLACKHAWK TECHNICAL COLLEGE**

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

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