



District Board Meeting

3rd Wednesday of the Month

5:00 pm

Administration Building

Blackhawk Technical College

DISTRICT BOARD MEETING

AGENDA

DATE: NOVEMBER 16, 2022
TIME: 5:00 P.M.
LOCATION: CENTRAL CAMPUS – ADMINISTRATION BUILDING
6004 S COUNTY ROAD G, JANESVILLE WI 53546-9458

CALL TO ORDER

A. Public Comment

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

SPECIAL REPORTS

- A. Student Representative to the District Board Report (*Information – Hope Hopper*)
- B. Recognition of BTC Retiree Dr. Cindy Leverenz (*Information – Chairperson Barrington-Tillman*)

INFORMATION/DISCUSSION

- A. Financial Statement (*Information – Renea Ranguette*)
- B. President's Update (*Information – Dr. Tracy Pierner*)
 - a. Community Engagement
 - b. Internal Communications
 - c. College Events
 - d. Upcoming Events
 - e. Other Communications
- C. Public Safety + Transportation Complex Project Update (*Information – Dr. Tracy Pierner*)
- D. Finance Committee Report Out and Recommendations (*Information – Chairperson Barrington-Tillman*)
 - a. A meeting is scheduled for November 16, 2022
- E. Personnel Committee Report Out and Recommendations (*Information – Chairperson Deprez*)
 - a. No meeting is scheduled for November
 - b. October 19, 2022, Personnel Committee Minutes (*Attached*)
- F. Staff Changes (*For Information Only. Not for District Board Action*)
 - a. New Hires
 - I. Dorothy Rondeau, PT CARE Center Assistant – November 7, 2022
 - II. Jon Kopera, Audio/Visual Support Technician – November 14, 2022
 - III. Laurie Mills, Access and Accommodations Coordinator – November 28, 2022
 - b. New Positions – None
 - c. Resignations
 - I. Brian Riley, Evening Administrator / Security Supervisor – October 27, 2022
 - d. Retirements – None

CONSENT AGENDA

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

- A. Approval of the Draft October 19, 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. Adoption of Resolution to Designate District Positions Subject to Wisconsin's Code of Ethics (*Action – Dr. Tracy Pierner*)

ACTION ITEMS

- A. Approval of the 2022-23 Distinguished Alumni Award Nominee (*Action – Dr. Tracy Pierner*)
- B. Approval of the 2022-23 Rising Star Alumni Award Nominee (*Action – Dr. Tracy Pierner*)
- C. Approval of Policy C-250 Reimbursement of Relocation Expenses (*Action – Dr. Tracy Pierner*)
- D. Approval of Policy H-110 Campus Security (*Action – Dr. Tracy Pierner*)
- E. Approval of Central Campus Culinary Kitchen & Blackhawk Room Remodel Contingent Upon Wisconsin Technical College System Board (WTCSB) Approval and to Request WTCSB Approval of Remodel (*Action – Renea Ranguette*)
- F. Approval of Central Campus 1300 Office Suite Remodel Contingent Upon Wisconsin Technical College System Board (WTCSB) Approval and to Request WTCSB Approval of Remodel (*Action – Renea Ranguette*)
- G. Approval of Central Campus Administrative Support & Restrooms Remodel Contingent Upon Wisconsin Technical College System Board (WTCSB) Approval and to Request WTCSB Approval of Remodel (*Action – Renea Ranguette*)
- H. Approval of Advanced Manufacturing Training Center Lease Extension Contingent Upon Wisconsin Technical College System Board (WTCSB) Approval and to Request WTCSB Approval of Lease Extension (*Action – Renea Ranguette*)
- I. Approval of the Discontinuance of the Retiree Health Insurance Benefit for New Hires (*Action – Kathy Broske*)

Finance Committee

- A. Acceptance of the Fiscal Year 2021-22 Audit Report (*Finance Committee Recommendation – Action*)
- B. Approval of Modifications of the Fiscal Year 2021-22 Budget (*Finance Committee Recommendation – Action*)

Personnel Committee

- C. No Action Items

PROFESSIONAL DEVELOPMENT

- A. District Board Professional Development – None

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*)

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.



NOVEMBER 16, 2022

SPECIAL REPORTS

- Recognition of BTC Retiree Dr. Cindy Leverenz

SPECIAL REPORTS ITEM B.



RETIREE DR. CINDY LEVERENZ

Dr. Cindy Leverenz taught Marketing, Business Administration, and HR Management programs until 2016. She worked part-time for Workforce and Community Development in 2012 and went full-time in 2017. Cindy has taught many different classes and workshops over the years. She has enjoyed the variety of instructional design, facilitating workshops, consulting, and coaching.

Her interests have always been faculty and employee development. Cindy created the “Effective Online Facilitation” program for faculty, helped develop and taught new faculty development courses, and participated in Professional Development Committee through BTC HR.

Cindy is most proud of two (2) things: 1. Positively affecting participants’ lives on both the academic and workforce sides of the college. 2. She was the Project Manager that brought Blackboard to BTC.

Retirement plans include getting reacquainted with my creativity in such things as painting, quilting, gardening, and music. In addition, Cindy and her husband will be traveling near and far, enjoying new experiences and meeting people on their schedule and pace.



NOVEMBER 16, 2022

INFORMATION/DISCUSSION

- Financial Statement
- October 19, 2022, Personnel Committee Minutes

INFORMATION/DISCUSSION ITEM A.

BLACKHAWK TECHNICAL COLLEGE Summary of Revenue and Expenditures as of October 31, 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
REVENUE & OTHER RESOURCES:					
Local Government	\$ 16,233,933	\$ 22,621	0.1%	\$ 49	0.0%
State Aids	16,407,745	2,788,527	17.0%	2,501,321	16.6%
Statutory Program Fees	5,668,024	4,207,691	74.2%	3,495,048	64.9%
Material Fees	311,403	217,745	69.9%	196,654	50.7%
Other Student Fees	806,200	562,158	69.7%	477,793	66.0%
Institutional	2,856,070	669,947	23.5%	304,847	11.5%
Federal	8,536,148	3,784,028	44.3%	4,405,636	33.3%
Other Sources (Bond/Transfer from Other Fund)	<u>5,540,500</u>	<u>3,909,801</u>	70.6%	<u>10,300,000</u>	98.3%
Total Revenue & Other Resources	<u>\$ 56,360,023</u>	<u>\$ 16,162,518</u>	20.4%	<u>\$ 21,681,348</u>	30.3%
EXPENDITURES BY FUNCTION:					
Instruction	\$ 20,045,098	\$ 4,618,823	23.0%	\$ 5,013,755	26.6%
Instructional Resources	1,738,989	439,891	25.3%	708,806	18.2%
Student Services	11,530,223	5,253,978	45.6%	5,133,711	39.2%
General Institutional	9,056,103	2,578,858	28.5%	2,600,971	29.5%
Physical Plant	35,476,347	2,865,227	8.1%	4,037,352	15.1%
Auxiliary Services	362,657	255,467	70.4%	237,498	61.6%
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>\$ 16,012,244</u>	20.5%	<u>\$ 17,732,093</u>	24.7%
EXPENDITURES BY FUNDS:					
General	\$ 29,645,725	\$ 7,892,870	26.6%	\$ 8,092,673	28.4%
Special Revenue	2,983,089	688,323	23.1%	1,012,478	18.3%
Capital Projects	27,310,943	1,889,196	6.9%	3,899,456	20.7%
Debt Service	9,305,700	846,418	9.1%	589,554	6.4%
Enterprise	102,657	8,988	8.8%	6,893	4.7%
Internal Service	260,000	246,479	94.8%	230,605	96.5%
Trust & Agency	8,601,303	4,439,970	51.6%	3,900,434	42.1%
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>\$ 16,012,244</u>	20.5%	<u>\$ 17,732,093</u>	24.7%
Fund Balances, Beginning	\$ 37,937,869	\$ 37,937,869		\$ 18,357,562	
Change in Fund Balance	<u>(22,269,894)</u>	<u>150,274</u>		<u>4,159,969</u>	
Fund Balances, Ending	<u>\$ 15,667,975</u>	<u>\$ 38,088,143</u>		<u>\$ 22,517,531</u>	

Debt Service Detail					
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 E.b.



BLACKHAWK Technical College

PERSONNEL COMMITTEE MEETING WEDNESDAY, OCTOBER 19, 2022 4:00 P.M. – 4:45 P.M.

MINUTES

CALL TO ORDER

The Personnel Committee meeting was held on Wednesday, October 19, 2022, at the Central Campus, 6004 S County Road G, Janesville.

Board Members Present: Rich Deprez, Chairperson; Suzann Holland, Eric Thornton.

Board Members Absent: Rick Richard and Kathy Sukus.

Other Board Members Present: Rachel Andres, Barb Barrington-Tillman, and Mark Holzman.

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

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

INFORMATION/DISCUSSION/ACTION

A. Cost of Living Stipend

Dr. Pierner, President, and Kathy Broske, Executive Director of Human Resources and Organizational Development, provided a summary and request for a cost of living stipend to the members. Administration would like to provide full-time and ongoing part-time staff a one-time 1.75% cost of living stipend based on their 2022-23 projected annual wage.

It was moved by Ms. Holland and seconded by Mr. Thornton that the Personnel Committee recommends a one-time Cost of Living Stipend at 1.75% of the 2022-23 projected annual wage for full-time and ongoing part-time staff. **Motion carried. All in favor.**

B. Modification to OPEB Benefits for New Hires

Dr. Pierner provided a definition and history of OPEB (other post-employment benefits) and the College's retiree health insurance benefit. Administration is proposing a change to this benefit.

Kathy Broske provided information regarding what other technical colleges are doing. Only a few technical colleges offer a retirement benefit to new hires. Most colleges eliminated retirement benefits for new hires between 2012 and 2016. Administration is recommending discontinuing the retiree health insurance benefit for employees hired on or after July 1, 2023. This will be on a future District Board agenda as an action item.

C. 2023 Health Insurance Rates

Kathy Broske, Executive Director of Human Resources and Organizational Development, provided the members with an employee benefits summary and information on the 2023 health insurance rates. The employer share will increase by 5% for 2023 health insurance premiums.

ADJOURNMENT

It was moved by Mr. Holzman and seconded by Ms. Andres to adjourn the meeting at 4:45 p.m.
All in Favor. Motion carried.



NOVEMBER 16, 2022

CONSENT AGENDA

- Draft October 19, 2022, District Board Regular Meeting Minutes
- Current Bills
- Training Contracts
- Resolution to Designate District Positions Subject to Wisconsin's Code of Ethics

CONSENT AGENDA ITEM A.



BLACKHAWK Technical College

REGULAR DISTRICT BOARD MEETING WEDNESDAY, OCTOBER 19, 2022 5:00 P.M.

MINUTES

CALL TO ORDER

The Blackhawk Technical College District Board Regular meeting was held on Wednesday, October 19, 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; Rich Deprez, Secretary; Rick Richard, Treasurer (arrived 5:09); Rachel Andres; Rob Hendrickson; Suzann Holland; and Mark Holzman.

Board Members Absent: Kathy Sukus.

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

Student Representative: Hope Hopper.

Guests: None.

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

SPECIAL REPORTS

Vice-Chairperson Thornton called for Special Reports.

- A. The Student Representative to the District Board, Hope Hooper, provided a report on student activities.

INFORMATION/DISCUSSION

Vice-Chairperson Thornton called for Information/Discussion items.

- A. Renea Ranguette reviewed the September Financial Statement and Quarterly Report 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. The Public Safety Education Center Groundbreaking Ceremony was today. Footings are going in at the end of this month, and the walls will go up in March 2023.
- D. There was no Finance Committee meeting scheduled in October. No report out or recommendation(s).
- E. The Personnel Committee meeting was scheduled on October 19, 2022. Member Deprez provided a brief overview of the Personnel Committee meeting.
- F. Staff changes consisting of new hires, new positions, resignations, and retirements were reviewed.

CONSENT AGENDA

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

- A. Draft September 21, 2022, District Board Regular Meeting Minutes.
- B. Current Bills – The September bills include (Starting Check #00291100 and Ending Check #00291793):

Direct Deposit Expense Reimbursements	\$ 1,384,061.03
Payroll	\$ 975,423.60
Payroll Tax Wire Transfers	\$ 233,331.76
Other Wire Transfers	\$ 33,921.91
WRS Wire Transfers	\$ 159,868.34
P-card Disbursements	\$ 89,244.90
Bond Payment	\$ 810,517.71
Health Insurance Wire Transfer	\$ 306,982.72
<i>Grand Total for the Month</i>	<i>\$ 4,318,749.91</i>

- C. Training Contracts – Report Totals:

Number Served	Estimated FTEs	BTC Cost Formula	LAB Cost Formula	Actual Contract Cost
216	1.17	\$59,348	\$34,012	\$69,654

All in favor. Motion carried.

ACTION ITEMS

Vice-Chairperson Thornton called for Action Items.

- A. The Designation of the Wisconsin Technical College District Boards Association Board of Director Delegate.

It was moved by Mr. Holzman and seconded by Mr. Deprez to approve Mr. Richard to serve as the District Board's voting delegate to the Wisconsin Technical College District Boards Association for FY 2022-23.

- B. Establishment of the Mill Rate and Tax Levy for the Fiscal Year 2022-2023.

The administration recommends the operational levy of \$7,272,349 with an operational mill rate of 0.37801 and the debt service levy of \$8,865,000 with a debt service mill rate of .46079. The proposed levy is \$16,137,349 with a mill rate of 0.83880 per \$1,000 equalized valuation.

The State requires the reporting of a total levy, including the value of personal property exempt from the local tax levy. Including the value of exempt personal property brings the BTC total tax levy to \$16,307,931 for 2022-23.

The actual local tax levy for 2022-23 will be \$16,137,349, as noted above since BTC will receive state aid in lieu of local property taxes on exempt personal property.

It was moved by Mr. Hendrickson and seconded by Ms. Barrington-Tillman to authorize a \$16,137,349 tax levy which is 0.83880 mills (including debt service) on \$19,238,667,879 of equalized value, and that the clerks of the various taxing entities be properly informed of their appropriate share of the District's levy.

- C. Renea Ranguette presented the Fiscal Year 2021-2022 Procurement Report to the District Board members. The Wisconsin Technical College System (WTCS) procurement rules require each District to review purchases of similar goods, supplies, or services each year to determine

if a more competitive process should be used. In addition, the WTCS Financial Accounting Manual specifies that the district reviews vendors whose annual purchases exceed \$50,000. The review findings must be communicated to the District Board by October 31.

It was moved by Ms. Andres and seconded by Mr. Hendrickson to accept the Procurement Annual Report as presented. **All in favor. Motion carried.**

- D. The administration presented a proposed revision to the District Board Policy A-110, The Blackhawk Technical College District. It was moved by Mr. Hendrickson and seconded by Ms. Andres to approve District Board Policy A-110, The Blackhawk Technical College District. **All in favor. Motion carried.**
- E. The administration presented a proposed new District Board Policy C-700, Whistleblower Protection. It was moved by Mr. Holzman and seconded by Ms. Andres to approve New District Board Policy C-700, Whistleblower Protection. **All in favor. Motion carried.**

Personnel Committee Action Item:

- A. The Personnel Committee met before the regular District Board meeting. Chairperson Deprez provided a summary and a recommendation to the District Board to approve a one-time Cost of Living Stipend.

It was moved by Mr. Deprez and seconded by Mr. Holzman to approve a one-time Cost of Living Stipend at 1.75% of the 2022-23 expected salary for full-time and ongoing staff and paid out before the Winter Break 2022. **Motion carried. All in favor.**

PROFESSIONAL DEVELOPMENT – POLICY REVIEW – BUDGETARY

Vice-Chairperson Thornton called for Professional Development, Policy Review, and Budgetary items.

- A. District Board Professional Development. There were none.
B. Policy Review. Two policies for approval under Action Items.
C. Budgetary Items. There were none.

WTCS CONSORTIUM UPDATES

Vice-Chairperson Thornton 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.

FUTURE AGENDA ITEMS

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

ADJOURNMENT

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

Richard Deprez

Secretary

CONSENT AGENDA ITEM B.

Blackhawk Technical College

BILL LIST SUMMARY

Period Ending October, 2022

Starting Check Number 00291794
Ending Check Number 00292193 Plus Direct Deposits

PAYROLL TAXES		
Federal	449,943.16	
State	<u>76,661.70</u>	526,604.86
PAYROLL BENEFIT DEDUCTIONS & FRINGE PAYMENTS		
Retirement	-	
Health and Dental Insurance	22,286.05	
Miscellaneous	<u>9,825.55</u>	32,111.60
STUDENT RELATED PAYMENTS		244,150.70
CURRENT NON CAPITAL EXPENSES		669,356.31
CAPITAL		820,264.12
DEBT		<u>-</u>
TOTAL BILL LISTING AND PAYROLL TAXES		2,292,487.59
PAYROLL-NET		<u>1,024,155.18</u>
SUB TOTAL BILL LISTING AND PAYROLL		3,316,642.77
PLUS OTHER WIRE TRANSFERS		77,256.09
PLUS WRS WIRE TRANSFERS		157,764.38
P-CARD DISBURSEMENTS		191,573.78
WIRE FOR LAND PURCHASE		-
PLUS BOND PAYMENT		-
HEALTH INSURANCE WIRES		<u>309,014.78</u>
GRAND TOTAL FOR THE MONTH		<u><u>4,052,251.80</u></u>

CONSENT AGENDA ITEM C.

CONTRACT TRAINING REPORT NOVEMBER 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
2023-1087	GSM Transportation	30	0.20	\$4,397	\$3,036	\$4,397
	<i>CPR/AED/FA/BBP</i>					
2023-1088	Baker Mfg	12	0.04	\$1,175	\$763	\$1,175
	<i>Lean Overview</i>					
2023-1090	NorthStar	10	0.2	\$4,233	\$3,648	\$4,233
	<i>Leadership</i>					
2023-1091	Kerry Ingredients	5	0.02	\$642	\$456	\$642
	<i>Excel</i>					
2023-1092	Beloit Health	14	0.05	\$1,973	\$1,144	\$1,973
	<i>Real Colors</i>					
2023-1095	Westlake Pipe & Fittings	14	0.07	\$3,195	\$2,174	\$3,195
	<i>Leadership</i>					
2023-1096	Westlake Pipe & Fittings	14	0.07	\$2,322	\$1,716	\$2,322
	<i>Leadership</i>					
2023-1097	Westlake Pipe & Fittings	14	0.12	\$3,397	\$2,670	\$3,397
	<i>Leadership</i>					
		113	0.77	\$ 21,334	\$ 15,607	\$ 21,334
Technical Assistance Contract Detail						
Contract #	Business/Industry	# Served	Est. FTEs	BTC Cost Formula	LAB Cost Formula	Actual Contract Amount
2023-1082	Alliant Energy	1	NA	\$6,058	\$5,710	\$6,058
	<i>120 hour CDL</i>					
2023-1085	Blackhawk Transport	1	NA	\$5,060	\$1,930	\$5,060
	<i>40 hour CDL</i>					
2023-1086	Jones Dairy Farm	14	NA	\$11,900	\$10,481	\$11,900
	<i>Maintenance Assessment</i>					
2023-1089	Blackhawk Transport	1	NA	\$750	\$333	\$750
	<i>CDL Pre-Trip Refresher</i>					
2023-1098	Frito Lay	7	NA	\$250	\$147	\$250
	<i>Real Colors Coaching</i>					
		24	0	\$24,018	\$18,601	\$24,018
High School Customized Instruction Contract Detail						
		0	0	\$0	\$0	\$0

WAT Grant Customized Instruction Contract Detail						
Contract #	Business/Industry	# Served	Est. FTEs	BTC Cost Formula	LAB Cost Formula	Actual Contract Amount
2023-1048	KANDU	19	0.06	\$477	\$343	\$477
	<i>Leadership</i>					
2023-1093	IPM Foods	8	0.05	\$1,620	\$1,307	\$1,620
	<i>CPR/AED/FA/BBP</i>					
		27	0.11	\$ 2,097	\$ 1,650	\$ 2,097
Combined Contract Totals						
		# Served	Est. FTEs	BTC Cost Formula	LAB Cost Formula	Actual Contract Amount
		164	0.88	\$ 47,449	\$ 35,858	\$ 47,449
High School At Risk Detail						
Contract #	Business/Industry	# Served	Est. FTEs	BTC Cost Formula	LAB Cost Formula	Actual Contract Amount
		0	0	\$0	\$0	\$0
Transcribed Credit Contract Detail						
Contract #	Business/Industry	# Served	Est. FTEs	BTC Cost Formula	LAB Cost Formula	Actual Contract Amount
		0	0	\$0	0	\$0
	All Contracts	164	0.88	\$47,449	\$35,858	\$47,449

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		
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		
YTD TOTAL \$		\$2,044,222		\$3,369,097		\$1,981,339		\$2,122,908		\$309,323	

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: \$114,839
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: \$117,370
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: \$41,524
			WAT Grants: \$39,864	WAT Grants: \$20,496
			High School At Risk: \$8,752	High School At Risk: \$14,914
			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.

CONSENT AGENDA ITEM D.

Adoption of Resolution to Designate District Positions Subject to Wisconsin's Code of Ethics

Annually, the Wisconsin Ethics Commission requests the District Board to reaffirm its prior designations of positions in the District, appropriately identified as deputy, associate, or assistant district directors. These positions are subject to the Code of Ethics, a requirement of which is that these individuals must file "statements of economic interest." The Board previously identified the following positions:

- President/District Director
- Vice President, Academic Affairs
- Vice President, Administrative Services
- Executive Director, Human Resources and Organizational Development
- Executive Director, Institutional Research and Effectiveness
- Executive Director, Marketing and Communications (ADDING THIS POSITION. It was not listed on last month's resolution)
- Executive Director, Student Services

The District Board is requested to confirm the above positions as subject to Wisconsin's Code of Ethics by adoption of the following resolution which will be communicated to the Ethics Commission:

WHEREAS, technical college district board members, district directors, and other key administrative staff of technical college districts are subject to the State Code of Ethics.

THEREFORE, BE IT RESOLVED that, for purposes of Wisconsin's Code of Ethics for Public Officials and Employees, sec. 19.41 through 19.59, Stats., the Blackhawk Technical College District Board designated the above-named positions and indicated its intention that the current occupants of those positions and their successors be subject to the Wisconsin's Ethics Code.

NOVEMBER 16, 2022

ACTION ITEMS

- The 2022-23 Distinguished Alumni Award Nominee
- The 2022-23 Rising Star Alumni Award Nominee
- Policy C-250 Reimbursement of Relocation Expenses
- Policy H-110 Campus Security
- Central Campus Culinary Kitchen & Blackhawk Room Remodel Contingent Upon Wisconsin Technical College System Board (WTCSB) Approval and to Request WTCSB Approval of Remodel
- Central Campus 1300 Office Suite Remodel Contingent Upon Wisconsin Technical College System Board (WTCSB) Approval and to Request WTCSB Approval of Remodel
- Central Campus Administrative Support & Restrooms Remodel Contingent Upon Wisconsin Technical College System Board (WTCSB) Approval and to Request WTCSB Approval of Remodel
- Advanced Manufacturing Training Center Lease Extension Contingent Upon Wisconsin Technical College System Board (WTCSB) Approval and to Request WTCSB Approval of Lease Extension
- The Discontinuance of the Retiree Health Insurance Benefit for New Hires

ACTION ITEMS ITEM A.

Select Award Being Nominated For:	Distinguished Alumni Award
Nominee's Name: *	Kristine Corwin
Email: *	kcorwin@mhemail.org
Address: *	<input type="checkbox"/> c/o Mercy Hospital and Trauma Center 3741 Teal Lane Janesville, WI 53546 United States
Program/Year Graduated:	Nursing/1991
Current Employer:	Mercy Health System/Mercy Hospital and Trauma Center
Position:	Trauma Coordinator
Employer Phone Number:	(608) 756-6000
Employer Address:	<input type="checkbox"/> 1000 Mineral Point Ave Janesville, WI 53548 United States
Leadership: How has the nominee exhibited outstanding leadership and character in his/her career, community, and personal life?	Kris is the Trauma Coordinator for Mercy Hospital and Trauma Center. She began her career as a nurse on the pediatric unit and later transferred to the Emergency Department where she worked for many years. She has been the ED educator, supervisor of the ED in Walworth and currently the Trauma Coordinator. In addition to working full-time, Kris earned her BSN from Viterbo University in 2004 and her MS in Nursing (Adult CNS) from UW-Madison in 2006.
Occupation: What is the nominee's occupational and other noteworthy accomplishments in his/her field?	Kris is a program director for TNCC (Trauma Nurse Core Curriculum) and holds several classes every year. She has multiple certifications in her field including TCRN (Trauma Certified Registered Nurse), CEN (Certified Emergency Nurse), and CPEN (Certified Pediatric Emergency Nurse). Kris is a member of the executive council of SCRTAC (South Central Regional Trauma Advisory Council). Kris also chairs the Trauma care across the continuum conference.
Community: What service(s) and contribution(s) has the nominee made to the community through civic, charitable, business, profession, or other means?	Kris coordinates and teaches a fall prevention program in the community. During Covid, she held these classes virtually so she could continue to help older community women with techniques to prevent falls and associated injuries. She is also involved with distribution of bike

helmets at different community events.

Blackhawk Technical College: How has the nominee given support to BTC in terms of time, talent, or treasure? (Examples: hiring BTC graduates, serving on an advisory board, monetary, or in-kind contributions, etc.)

Kris has served as a preceptor for both EMS programs and nursing programs from BTC. She has attended several Autumn Harvest Dinners as well contemporary cuisine luncheons.

Other: Please provide any other information pertinent to this award nomination.

Kris's career path demonstrates how the education foundation provided at BTC has made a tremendous difference in the community. She would be an outstanding recipient of this award.

Your Name: *

Julie Patrick

Contact Email: *

jpatrick0731@gmail.com

Contact Phone Number: *

(608) 352-5983

Address *

5418 N. Sweetbriar Drive
Milton, WI 53563
United States

ACTION ITEMS ITEM B.

Select Award Being Nominated For:	Rising Star Alumni Award
Nominee's Name: *	Emily Hopper
Email: *	ehopper@geronimohospitalitygroup.com
Address: *	<input type="checkbox"/> 525 3rd St #100, Beloit, WI 53511 Beloit, WI 53511 United States
Program/Year Graduated:	Culinary Arts Grad. 2010, Business 2012
Current Employer:	Geronimo Hospitality Group
Position:	People and Culture Specialist
Employer Phone Number:	(608) 362-8981
Employer Address:	<input type="checkbox"/> WI United States
Leadership: How has the nominee exhibited outstanding leadership and character in his/her career, community, and personal life?	<p>After graduating from the Culinary Arts program in 2010, Emily went on and attained her Associates degree in Business from BTC in 2012. She has worked for the Beloit based Geronimo group ever since. Utilizing her culinary degree and experience she has moved up from entry level hospitality positions to now hold a corporate position with Geronimo. See attached links.</p> <p>https://www.geronimohospitalitygroup.com/emily https://www.linkedin.com/in/emily-hopper-917a5b10b https://97zokononline.com/wisconsin-restaurant-manager-just-won-food-network-competition/</p>
Occupation: What is the nominee's occupational and other noteworthy accomplishments in his/her field?	See links for examples.
Community: What service(s) and contribution(s) has the nominee made to the community through civic, charitable, business, profession, or other means?	Too numerous to list!

Other: Please provide any other information pertinent to this award nomination.

Emily has been a great supporter of our Culinary program since her graduation. She has served on our advisory committee, hired numerous students in her restaurants, and gladly gives her time to provide tours and explanations of what Geronimo offers.

Your Name: *

mark olson

Contact Email: *

molson@blackhawk.edu

Contact Phone Number: *

(608) 743-4520

Address *

6004 South County Road G
Janesville, WI 53547
United States

EMILY HOPPER
 Geronimo

COMING SOON!
 COMING SOON!

EMILY HOPPER

PEOPLE + CULTURE SPECIALIST: GERONIMO HOSPITALITY GROUP

Emily is one of our Geronimo OG's. She has held down the fort at Lucy's #7 Burger Bar since it opened... but did you know she was with Geronimo well before her time at Lucy's? Did you know she coined the phrase "cool people who work hard"? Did you know this introduction paragraph is a bit too long-winded and should've wrapped up a couple sentences ago? With that, we give you Emily "Burger Queen" Hopper.

Q. WHAT IN THE WORLD WERE YOU DOING BEFORE YOU CAME TO WORK WITH GERONIMO?

A. Teaching Boy Scouts about bugs. On the 2nd day as a Camp Counselor, I decided sleeping in a cold cabin and playing with insects was not my thing. I applied for my first job within "Geronimo" the same day I left the Boy Scout camp and have been working for the company ever since.

Q. SO FAR, HOW HAS GERONIMO BEEN DIFFERENT FROM YOUR PREVIOUS WORK EXPERIENCE(S)?

A. This one is tricky because my work experience outside of Geronimo is little to none, but I have a new restaurant manager who has worked for other companies and never felt there was opportunity for growth. She is very excited for the opportunities she is already seeing within Geronimo.

Q. WHAT HAS YOUR GERONIMO JOURNEY BEEN? WHERE DID YOU START AND HOW DID

GRAB A GIFT CARD

THE GIRONIMO MANIFESTO BY ALEXANDRA BROWN

A. Café Belwah was my first job in high school at age 16. Before Merrill and Houston's (Geronimo) was born, the business was called Café Belwah and Diane and Ken were part owners. I started there as a busser and between Belwah and the creation of Merrill and Houston's, I worked my way around the restaurant for the remainder of my high school and college years, learning everything from front of house to back of house and some manager duties such as scheduling, inventory and ordering. After working as the Catering Lead/Sous Chef and graduating with degrees in Culinary Arts and Business Management, I was looking for further my growth in the company. Rob Gerbitz, CEO of Hendricks Commercial Properties, got wind of my interest and we met to discuss potential opportunities. His "Juicy Lucy/Burger Bar" vision came up and we both shared enthusiasm about bringing this concept to life in our up-and-coming downtown Beloit. I left the interview with the task of creating a menu. At the age of 24, I was hired as the General Manager and Executive Chef of Lucy's #7 Burger Bar which I opened in April of 2015 with the help of an incredible team and great leaders.



COMING SOON!
COMING SOON!

Q. GERONIMO HAS A LOT OF COOL PEOPLE WHO WORK HARD...TELL US WHAT MAKES THEM SO COOL?

A. What makes our people cool is their personal dedication throughout every shift. They bring their own unique self to the job and carry an optimistic attitude that their teammates feed from. Being cool means they have fun with what they do, and they do it well. Guests can see that they are having fun which provides a more memorable experience.

Q. WHAT IS YOUR FAVORITE SAYING FROM THE GERONIMO MANIFESTO AND WHY? HOW DO YOU APPLY IT TO YOUR EVERYDAY?

A. Teach what you know. Learn what you don't.

I opened a restaurant with zero management experience... I had to learn a LOT! Still, 7 years into management, I ask questions. I learn from those who have experience where I lack. I provide developmental coaching and personal interest in those who are interested in growing within Geronimo because I, personally, know the path and its good.



Q. IN YOUR CAREER, WHAT IS THE GAMEPLAN?

A. I want to continue to grow within Geronimo and represent our company. Seeing my team continue to develop/grow is also a goal of mine. Within the next 3 years, I plan to transition into a role that offers a consistent schedule for my family.

Q. IF YOU HAD TO PICK A FAVORITE GERONIMO BRAND (OTHER THAN LUCY'S) WHICH ONE WOULD IT BE AND WHY?

A. The Garage. Hands down! This is such a fun and cool concept.

Contact

www.linkedin.com/in/emily-hopper-917a5b10b (LinkedIn)

Top Skills

Ordering
Food Safety
Time Management

Languages

English

Certifications

ServeSafe

Honors-Awards

Luke Skywalker Award

Emily Hopper

People + Culture Specialist for Geronimo Hospitality Group
Beloit, Wisconsin, United States

Experience

Geronimo Hospitality Group
10 years 2 months

People + Culture Specialist
June 2022 - Present (3 months)
Beloit, Wisconsin, United States

General Manager/Executive Chef - Lucy's #7 Burger Bar
February 2015 - May 2022 (7 years 4 months)
430 E Grand Ave, Suite 102

Sous Chef/Catering Lead - Merrill & Houston's Steak Joint
July 2012 - February 2015 (2 years 8 months)
Beloit, Wisconsin, United States

Cafe Belwah
Line Cook & Server
June 2008 - March 2012 (3 years 10 months)
Beloit, Wisconsin, United States

Education

Leadership Development Academy of Rock County
· (2020 - 2021)

Blackhawk Technical College
Associate's Degree, Business management · (2010 - 2012)

Blackhawk Technical College
Associate's Degree, Culinary Arts/Chef Training · (2008 - 2010)



C-250 – REIMBURSEMENT OF RELOCATION EXPENSES

Authority	District Board
Effective Date	March 18, 2020
Revision Date(s)	November 16, 2022; October 21, 2020
Reviewed Date(s)	
Related Policies	
In compliance with	2017 Tax Cuts and Jobs Act

This policy provides a standard protocol for the relocation of newly hired full-time staff to within the District boundaries of the College. Under the general provisions of this policy, a written Relocation and Reimbursement Agreement will be entered into with the newly hired employee. The provisions of this policy will apply only to work assignments and relocations planned to exceed twelve months.

The College will reimburse reasonable amounts of expenses incurred because of the relocation of newly hired full-time staff for distances that exceed fifty (50) miles from their current place of residence to the District boundaries of the College.

The College will audit expenses against relocation agreements, and employees must document receipted expenses claimed for reimbursement.

Any request to exceed the provisions of the standard relocation policy (outlined below) must be approved by the Executive Director - Human Resources and the President/District Director.

All relocation expenses must be incurred and submitted for reimbursement within 180 days of the date the written Relocation and Reimbursement Agreement is signed. Expenses incurred after this period will not be reimbursed. The employee must obtain receipts for incurred expenses and submit them along with College reimbursement request forms.

APPROVED EXPENSES – STANDARD AGREEMENT

- Per Diem and Lodging

The College will reimburse costs for per diem living expenses to include temporary lodging for eligible employees and dependents for a period not to exceed 30 days.

- **Site Visit**
The employee will be reimbursed for travel costs, per diem and lodging costs to the planned relocation area to look for appropriate housing. The maximum site visit period permitted is three (3) days.
- **Transportation – Employee/Dependents**
Costs for relocation travel of the employee and dependents to the new location will be reimbursed. Travel noted above will be by means of the most cost-effective common transport carrier using coach fare; however, in many cases, personal vehicles may be the preferred means of travel. Mileage reimbursement will be reimbursed at the standard IRS mileage rate.
- **Household Goods**
The College will pay actual costs for the packing, movement, and insuring of household goods and personal effects up to a maximum of 14,000 pounds from point of departure to point of arrival. If storage of goods is required at either point, the College will pay for up to 30 days of storage.

Any property of special value such as art objects, paintings, jewelry, firearms, precious metals, and antiques should be separately insured or transported by the employee.

The College will not pay for the transportation of boats, recreational vehicles, firearms, special machinery, outdoor playground equipment, hot tubs, and other specialty items of a similar nature.

The transportation and District boarding of small domestic pets such as dogs and cats is permitted. The College will reimburse costs associated with movement and District boarding of such pets for a period not to exceed 30 days.
- **Miscellaneous Household Fees**
The College will pay the cost of appliance installation, fees for utilities installation, re-registration of personal vehicles and updated driver's licenses to a maximum of \$1,000.

REPAYMENT PROVISION

If the employee resigns within 24 months of their employment start date due to circumstances within their control, as determined by the College, the employee agrees to and will be subject to repayment of their reimbursed relocation expenses.

TAX CONSIDERATIONS

Per the 2017 Tax Cuts and Jobs Act beginning tax year 2018 through 2025, moving expense reimbursements are not excludable from wages and are considered compensation for employment tax purposes. Any reimbursement received will be added to the employee's W-2 as taxable income.

~~Prior to or at the time the written relocation and repayment agreement is signed, the employee will meet with accounting staff to review the federal and state tax implications of all costs reimbursed by the College and its impact on the employee's W-2 taxable income. The employee will be given a written estimate of costs for tax planning purposes.~~

REIMBURSEMENT MAXIMUMS

This policy provides financial assistance to offset the expense of relocating for a new employment opportunity. The relocation reimbursement allowance is capped at 5% of the employee's first-year annual wage. The maximum reimbursable amount will be outlined in the written Relocation and Reimbursement Agreement.

ACTION ITEMS ITEM D.



Policy Safety & Security

H-110 – CAMPUS SECURITY	
Authority	District Board
Effective Date	November 20, 2019
Revision Date(s)	
Reviewed Date(s)	
Related Policies/ Form	
In compliance with	<u>P.L. 108-277 Law Enforcement Officers Safety Act of 2004 (HR 218)</u>

The College is committed to providing a safe learning environment for our students, faculty, and staff. The Office of Campus Security exists to promote and support this commitment. Campus security utilizes multiple levels of staffing to accomplish its mission.

- Student Guard - a BTC student enrolled in criminal justice or corrections program who works under the direction of a security officer and provides basic security services (door lock/unlock, patrols, disabled vehicle assist, basic life support, etc.)
- Security Officer – an individual, experienced in public safety or criminal justice, employed by the College to provide general security duties, assist with District wide safety initiatives, and coordinate programs to proactively reduce/suppress crime.
- Armed Security Officer - – an individual, experienced in public safety or criminal justice who meets qualification for arming, employed by the College to provide general security duties, assist with College-wide safety initiatives, coordinate programs to proactively reduce/suppress crime, and engage with an active threat to reduce harm to the college community.

A Security Officer must meet one (1) of the following qualifications in order to serve as an Armed Security Officer:

- Is a qualified active law enforcement officer that has sworn authority as defined by the State of Wisconsin Department of Justice, Training and Standards Bureau or the federal Uniform Code of Military Justice;

- Is a “qualified retired law enforcement officer” who is supported by their home department to meet the requirements under the Federal Standard of HR218 the “Law Enforcement Officers Safety Act”; or
- Is a certified and credentialed firearms instructor under the State of Wisconsin, Law Enforcement Standards Board (LESB).

The College will comply with all local, state, and federal laws concerning weapons and/or potentially dangerous devices.

The College will provide security officers with the appropriate equipment necessary to perform their duties. Security officers will deploy the “use of force continuum” as defined in the department’s operational regulation.

The Director of Campus Safety, Security, and Risk Management is responsible for development, implementation, and maintenance of department regulations regarding officer training in the use of force and firearms, and ensuring officer compliance with these regulations.

ACTION ITEMS ITEMS E, F, G, OVERVIEW

Central Campus Main Building Facilities Renovation Planning Overview (Information - Renea Ranguette)

The College's Three-Year Facilities Master plan provides for remodel of the Culinary Kitchen & Blackhawk Room and the 1300 Wing next fiscal year. A planning meeting with internal stakeholders was held on June 14th to discuss the project scope and determine the functional areas ideally suited for the 1300 Wing. The best use of this space is creation of an office suite to support the Health Sciences Division and Administration (Academic Affairs, Finance, Grants, and Institutional Research & Effectiveness).

Shortly thereafter, Administration engaged Plunkett Raysich Architects (via piggyback of Madison College's competitively bid contract) to design the 2023-24 Central Campus Remodel projects. Stakeholder representatives began meeting with the Project Architect on July 28th to develop conceptual design plans which were refined to achieve the schematic design plan.

Following a competitive bid process, the District Board awarded the contract for construction management services to JP Cullen in May 2021. The Construction Manager supports the design process with cost estimating.

Administration met with the WTCS Facilities Director, Dan Scanlon, last month to review the proposed remodeling projects and preliminary cost estimates and ensure the projects as delineated are compliant with WTCS Facilities Development Rules. That meeting resulted in packaging of restroom updates as one project. Administrative elected to consolidate the Restroom Updates with the Administrative Support remodel since these projects combined are below the \$1.5 Million limit for a remodeling project and the combining of these projects is more cost effective than separate projects.

A schematic design of the areas to be renovated is attached. Each project is delineated by the colored boundary lines. The three projects presented for District Board consideration of approval are:

1. Culinary Arts Kitchen & Blackhawk Room Remodel [blue boundary line]
2. 1300 Office Suite Remodel [red boundary line]
3. Administrative Support & Restrooms Remodel [green boundary lines]

The Construction Manager's projected costs and Administration's proposed funding sources for each project are as follows:

Central Campus Remodel Projects Plan - FY23-24			
Trades	Culinary Arts Kitchen & Blackhawk Room	Office Suite	Admin Support & Restrooms
General Construction	\$ 1,001,224	\$ 685,737	\$ 589,942
Mechanical	\$ 148,544	\$ 249,885	\$ 187,097
Electrical	\$ 80,424	\$ 265,160	\$ 202,783
Plumbing & Fire Protection	\$ 71,889	\$ 64,785	\$ 240,005
Total Construction	\$ 1,302,081	\$ 1,265,567	\$ 1,219,827
Contingency	\$ 95,719	\$ 103,024	\$ 82,979
A&E Fees	\$ 102,200	\$ 95,409	\$ 97,194
Project Total	\$ 1,500,000	\$ 1,464,000	\$ 1,400,000
Cost of Bond Issuance (fees)		\$ 36,000	
Borrow Amount		\$ 1,500,000	
Funding Source:	Capital Reserves	FY24 Borrowing	Capital Reserves

Accumulated capital reserves are proposed to support the Culinary Arts Kitchen & Blackhawk Room (Project 1) and the Administrative Support & Restrooms (Project 3) remodel projects.

The capital reserves are the result of prior year-end transfers of general fund surplus to the capital project fund to support future capital investment. Support of FY23 budgeted activities and proposed FY24 investments (detailed below) will result in an FY24 projected balance of \$1.06 Million assuming no further surplus transfers from the general fund occur in FY23 and FY24:

Year	Capital Projects Fund - Unrestricted Reserves	Actual
Cumulative Position - Unrestricted		4,481,464
FY22	CTS Sale	1,184,533
FY22	Humane Society Water Main Connection	11,000
FY22	Conference Center Remodel	(1,500,000)
FY22	1500 Suite remodel Remodel	(800,000)
FY22	Café Remodel	(275,000)
FY22	Transfer In from General Fund	1,700,000
Cumulative Position Projection - Unrestricted		4,801,997
FY23	Firing Range Equipment	(560,500)
FY23	Building Improvements (Land Purchase & Other)	(669,500)
6.30.2023 Projected Ending		3,963,303
FY24	Culinary Arts & Blackhawk Room	(1,500,000)
FY24	Restrooms, IT & Mktg Remodel	(1,400,000)
6.30.2024 Projected Ending		1,063,303

Each project is presented herein separately for District Board consideration of approval. With District Board support, each project request will be submitted to the WTCS Office for WTCS Board consideration of approval at their January 18th meeting. If approved by the District and WTCS Boards, the projects will be released for bid in February. A special District Board meeting is anticipated for late February to review bid results and consider approval of contract to complete the work. If project approvals and bid results are successful, the work will begin at the end of the spring semester (mid-May) and conclude next fall.

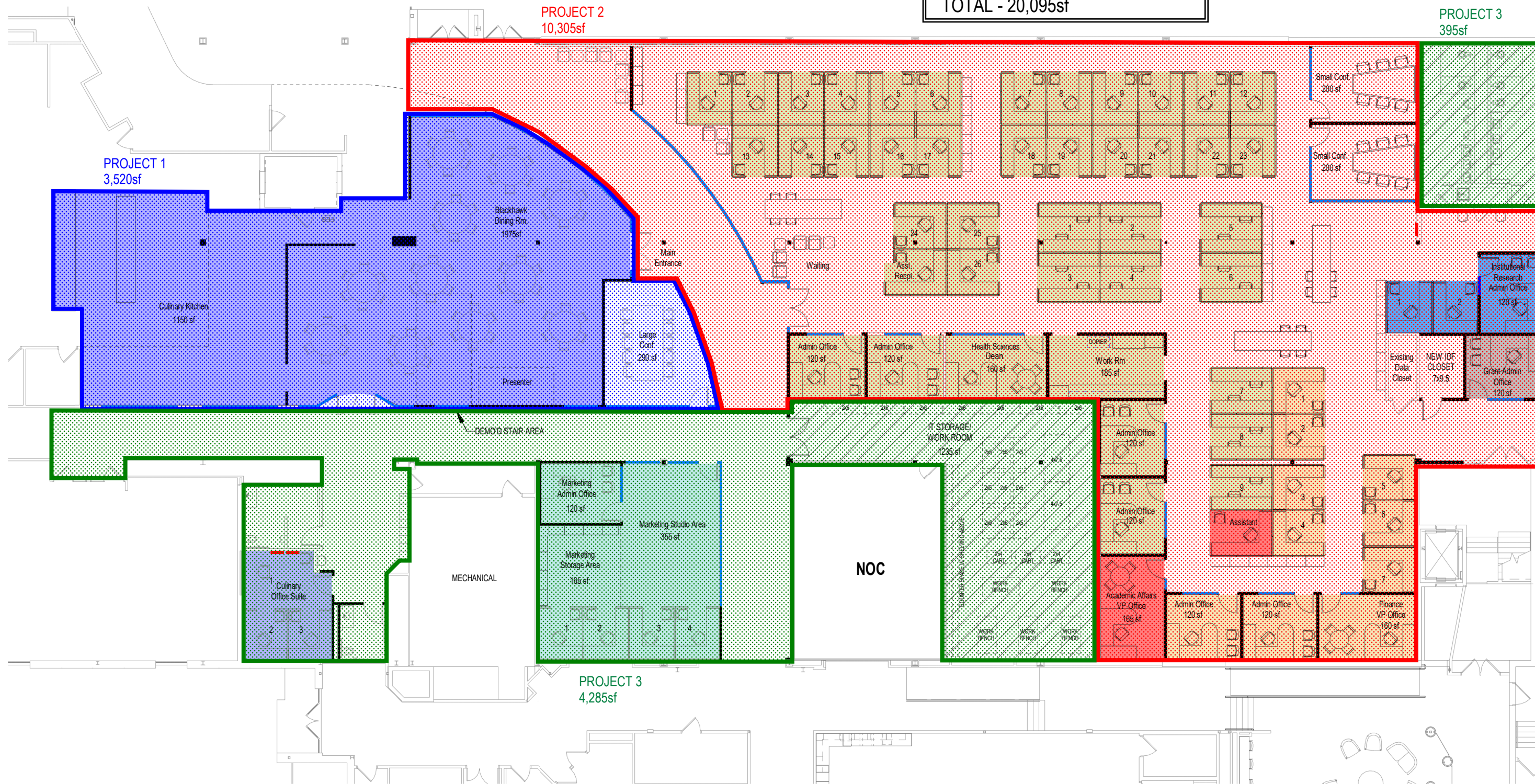
Dr. Tracy Pierner and Renea Ranguette will be present to answer any questions.

PROJECT 1 INCLUDES ANY BASEMENT WORK AND WORK ON ANY FLOOR THAT PERTAINS TO THE REMOVAL OF THE EXISTING STAIR. BASEMENT WORK CONSISTS OF APPROX. 225sf. SEE NEXT PAGE FOR LOCATIONS.

PROJECT 3 ALSO INCLUDES RENOVATION OF TOILET ROOMS ADJACENT TO STUDENT SERVICES ON THE UPPER FLOOR (approx. 965sf) . SEE NEXT PAGE FOR LOCATION.

PROJECT RENOVATION TOTALS
 PROJECT 1 - 4,145sf
 PROJECT 2 - 10,305sf
 PROJECT 3 - 5,645sf
TOTAL - 20,095sf

**1300 SUITE RENOVATION
 PROJECT DELINEATION**



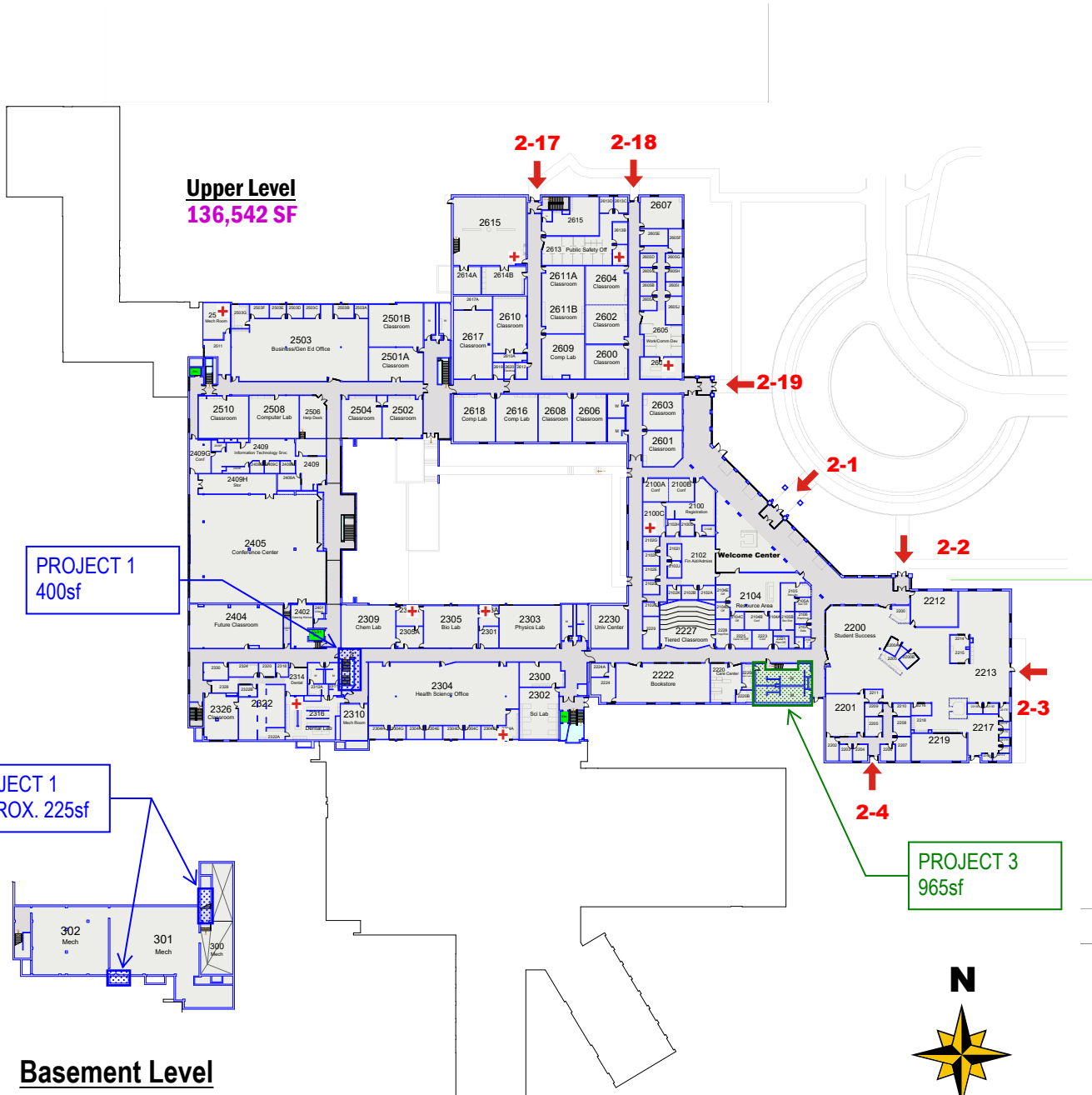
© 2022 Plunkett Raysich Architects, LLP - 10/28/2022 - #22082-02

NORTH
1300 SUITE FLOOR PLAN
 1/16" = 1'-0"

1300 SUITE RENOVATION PROJECT DELINEATION

Key

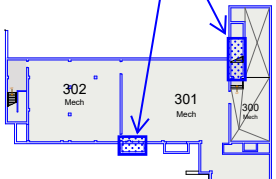
- 2100 - Registration / Records
- 2102 - Financial Aid
- 2104 - Admissions / Recruiting
- 2105 - Security Office
- 2200 - 2219 Student Success
- 2220 - C.A.R.E. Center
- 2222 - Bookstore
- 2227 - Tiered Classroom
- 2230 - University Center
- 2302 - 2303 Science Labs
- 2304 - Health Science Office
- 2305 - 2309 Science Labs
- 2314 - 2328 Dental
- 2405 - Conference Center
- 2409 - Information Technology Services
- 2501 - 2502 Classrooms
- 2503 - Business / General Education Office
- 2504 - Classroom
- 2506 - Help Desk
- 2508 - 2510 Classrooms / Labs
- 2600 - 2604 Classrooms
- 2605 - Workforce / Community Development Office
- 2606 - 2611 Classrooms
- 2613 - Public Safety Office
- 2614 - Apparatus Room
- 2615 - Sheriff Substation
- 2616 - 2618 Computer Labs



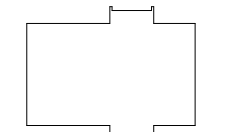
Upper Level
136,542 SF

PROJECT 1
400sf

PROJECT 1
APPROX. 225sf



Basement Level



Administration
Building

ACTION ITEMS ITEM E.

Approval of Central Campus Culinary Kitchen & Blackhawk Room Remodel Contingent Upon Wisconsin Technical College System Board (WTCSB) Approval and to Request WTCSB Approval of Remodel (Action – Renea Ranguette)

The College’s Three-Year Facilities Master plan provides for renovation of the Central Campus Culinary Shared Kitchen and the adjoining Blackhawk [Dining] Room. In June 2022, the Wisconsin Department of Safety & Professional Services [DSPS] approved a variance for occupancy of the Student Commons which was conditioned on the College completing an extension of the fire suppression system through all kitchen areas and the 1300 Wing by fall 2023. The kitchen areas are addressed in this renovation.

Renovation planning includes enlarging and updating the existing kitchen to create a ‘show kitchen’ with high visibility from the Blackhawk [Dining] Room and corridor via window glazing. The kitchen design will showcase the cookline, steam line, plating, and dining functions which are critical elements of the contemporary cuisine capstone course. This remodeled kitchen will also support other courses in the Culinary Arts Associate Degree Program and the Culinary Production Specialist Technical Diploma. The adjoining Blackhawk [Dining] Room is designed with technology to serve as a meeting space for up to 66 people when not in use by the Culinary Arts program.

The space plan supports construction of a 10-person conference room with a glass wall (shown as a blue line) that provides traffic flow into the new Student Commons. The new grand staircase connects the Student Commons to the upper floor just outside the Conference Center and allows for the removal of a staircase that is not ADA compliant. An exterior staircase will provide access to the mechanical room located in the basement below this remodeled space.

This project will remodel approximately 1,145 square feet of space. JP Cullen selected through a competitive bid solicitation process to serve as BTC’s Construction Manager. The estimate of project cost is provided below:

General construction *	\$1,001,224
Electrical	80,424
Plumbing, & fire protection	71,889
Heating, ventilating & air conditioning	<u>148,544</u>
Construction Total	\$1,302,081
Contingency – 7.4%	95,719
Professional & other fees	<u>102,200</u>
TOTAL	\$1,500,000

* The construction estimate includes \$250,000 allowance for kitchen equipment.

The FY23-24 budget plan proposes drawing \$1.5 million from capital reserves accumulated in recent years as a result of the District Board transfer of general fund year-end surpluses to the capital project fund to support future capital investments.

With District Board support, this request will be submitted to the WTCS Office for WTCS Board consideration of approval at their January 18th meeting. If approved, the project will be released for bid in February. A special District Board meeting is anticipated for late February to review bid results and consider approval of contract to complete the work. If the project approval and bid results are successful, the work will begin at the end of the spring semester [mid-May] and conclude next fall.

Administration recommends District Board approval of the following resolution to remodel the Central Campus Culinary Arts Kitchen & Blackhawk Room Remodel:

RESOLUTION:

Whereas, the Culinary Arts Program has consistently strong demand as evidenced by student enrollment; and

Whereas, the Culinary Arts Program graduates experience great success with employment in their field; and

Whereas, this remodel project is necessary to improve existing facilities in support of the Culinary Arts instructional program; and

Whereas, this remodel will address the fire suppression system extension through all kitchens as required; and

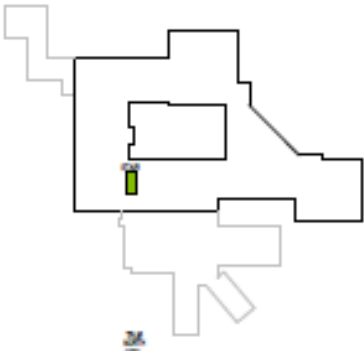
Whereas, these improvements are part of the College's facilities and capital investment plans;

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

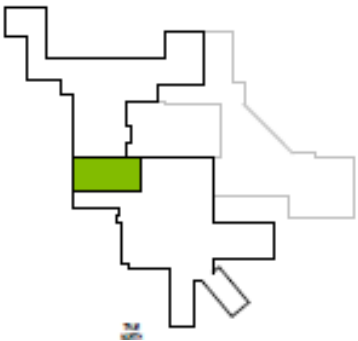
Culinary Remodel Schematic Design and location within Central Campus Main Building



Upper Level



Lower Level



ACTION ITEMS ITEM F.

Approval of Central Campus 1300 Office Suite Remodel Contingent Upon Wisconsin Technical College System Board (WTCSB) Approval and to Request WTCSB Approval of Remodel (Action – Renea Ranguette)

The 1300 Wing is the oldest untouched part of the Central Campus Main Building and is on deck for remodel in FY23-24. In June 2022, the Wisconsin Department of Safety & Professional Services [DSPS] approved a variance for occupancy of the Student Commons which was conditioned on the College completing an extension of the fire suppression system through all kitchen areas and the 1300 Wing by fall 2023.

The 1300 Wing currently houses the Anatomy Learning Center, four instructional classrooms, and the Marketing Department. This space is proposed for remodel to create one office suite supporting the Health Sciences Division and Administration (Academic Affairs, Finance, Grants, and Institutional Research & Effectiveness).

The renovation also improves corridor access to the Café & Student Commons area for Health Science students. Relocating the Health Science Division to the lower level provides space in the 2300 (Upper Level) Science Area for the future Center for Science Excellence in support of the Associate of Science transfer degree. The Anatomy Learning Center will be temporarily relocated until the Science Center project is completed.

The Administrative functions to be located in this Suite were determined based upon identification of their respective customers. These offices primarily support employees and are therefore ideal for co-location in this Office Suite.

A building map with the area to be renovated shaded in green and a schematic design of the renovation plan are attached. The Construction Manager's estimate of project cost is provided below:

General construction	\$685,737
Electrical	265,160
Plumbing, & fire protection	64,785
Heating, ventilating & air conditioning	<u>249,885</u>
Construction Total	\$1,265,567
Contingency – 7.4%	103,024
Professional & other fees	<u>131,409</u>
TOTAL	\$1,500,000

The long-term capital investment plan includes borrowing \$1.5 Million in FY23-24 for facility improvements.

With District Board support, this request will be submitted to the WTCS Office for WTCS Board consideration of approval at their January 18th meeting. If approved, the project will be released for bid in February. A special District Board meeting is anticipated for late February to review bid results and consider approval of contract to complete the work. If the project approval and bid results are successful, the work will begin at the end of the spring semester [mid-May] and conclude next fall.

Administration recommends District Board approval of the following resolution to remodel the Central Campus 1300 Office Suite Remodel:

RESOLUTION:

Whereas, the 1300 Wing is the oldest untouched area in the Central Campus Main Building and requires update to meet today's fire suppression code; and

Whereas, this space is essentially in the basement and is uncondusive to student-related activities such as instructional classrooms; and

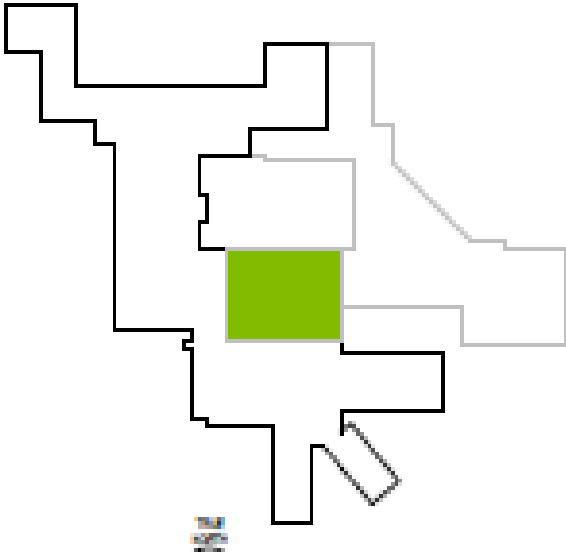
Whereas, relocating the Health Science Division to this space maintains the faculty connection (½ flight of steps down vs. ½ flight of steps up) to the Health Science Instructional Training Wing; and

Whereas, this Suite is large enough to support other administrative functions that are appropriately located in the basement; and

Whereas, renovation of the 1300 Suite is part of the College's facilities improvement and capital investment plans;

It is therefore Resolved, that the Blackhawk Technical College District Board approve the Central Campus 1300 Office Suite Remodel Project, which is contingent upon WTCS Board approval and to request Wisconsin Technical College System Board approval of the improvements.

Central Campus Main Building Lower Level



New 1300 Office Suite



ACTION ITEMS ITEM G.

Approval of Central Campus Administrative Support & Restrooms Remodel Contingent Upon Wisconsin Technical College System Board (WTCSB) Approval and to Request WTCSB Approval of Remodel (Action – Renea Ranguette)

This project seeks to complete renovation of the Central Campus Main Building lower-level area. This Administrative Support Remodel will provide improved access for students traveling between the Health Science Instructional Suite and the Student Commons/Café. The project also creates culinary faculty offices near their teaching kitchens, an office suite for the marketing department who are displaced in the 1300 Office Suite Remodel and relocates the Information Technology Services development/inventory storage. Two single use restrooms will also be constructed, and the College’s fire suppression system will be extended throughout the space.

To maximize construction efficiency, an update of existing restrooms as detailed in the College’s facilities master plan will be combined with the Administrative Support Remodel. The existing restrooms to be renovated include those located on the upper level directly across from the Student Success Center and the lower-level restrooms located in the 1300 suite.

A building map with the area to be renovated shaded in green and a schematic design of the renovation plans are attached. The Construction Manager’s estimate of project cost is provided below:

General construction	\$589,942
Electrical	202,783
Plumbing, & fire protection	240,005
Heating, ventilating & air conditioning	<u>187,097</u>
Construction Total	\$1,219,827
Contingency – 7.4%	82,979
Professional & other fees	<u>97,194</u>
TOTAL	\$1,400,000

The FY23-24 budget assumptions includes funding support for this project by drawing \$1.4 million from capital reserves accumulated in recent years as a result of the District Board transfer of general fund year-end surpluses to the capital project fund to support future capital investments.

With District Board support, the request will be submitted to the WTCS Office for WTCS Board consideration of approval at their January 18th meeting. If approved, the project will be released for bid in February. A special District Board meeting is anticipated for late February to review bid results and consider approval of contract to complete the work.

If project approval and bid results are successful, the work will begin at the end of the spring semester [mid-May] and conclude next fall.

Administration recommends District Board approval of the following resolution for the Central Campus Administrative Support & Restrooms Remodel:

RESOLUTION:

Whereas, the Administrative Support remodel provides necessary support for Marketing, Information Technology Services, and Culinary Arts faculty; and

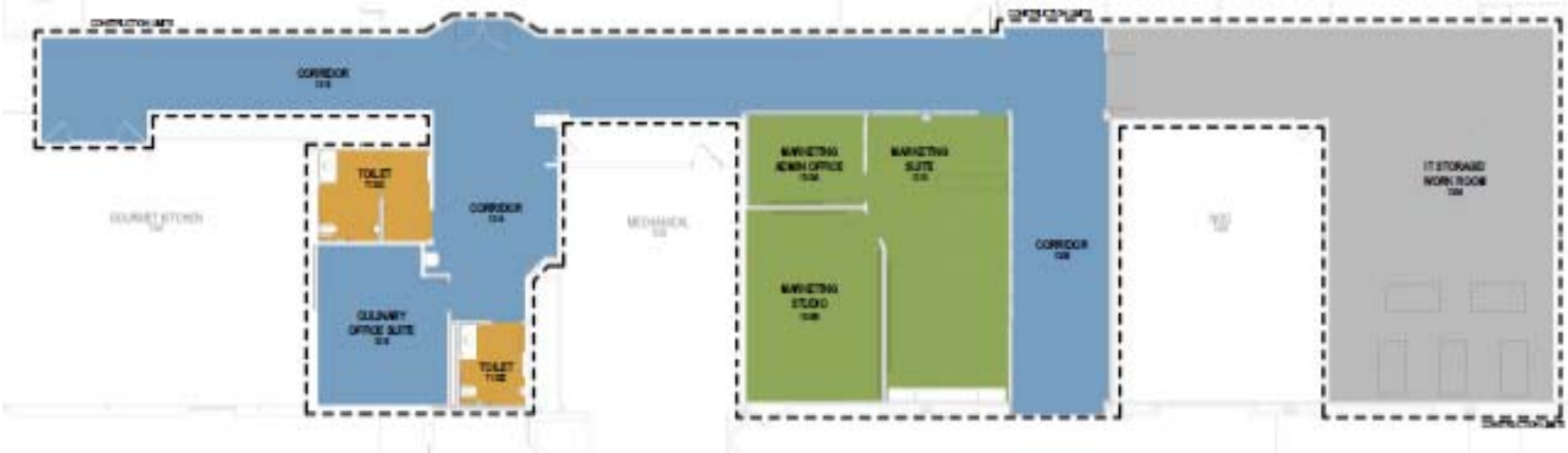
Whereas, this remodel provides improved access to the café/student commons for students in the Health Science Training Suite; and

Whereas, this remodel includes extension of the College's fire suppression system to this space; and

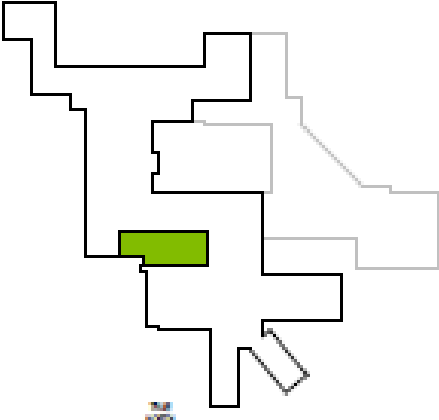
Whereas, the renovation is part of the College's facilities improvement and capital budget plans;

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

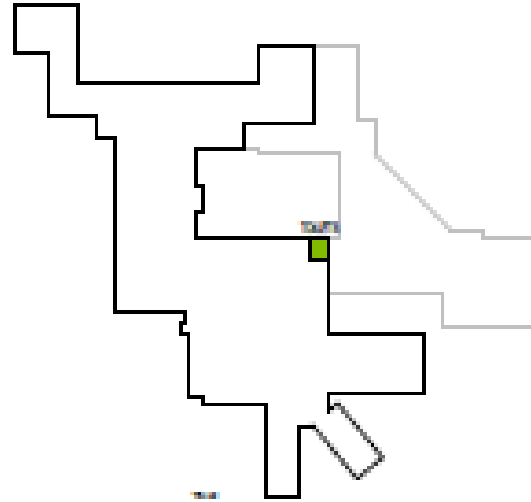
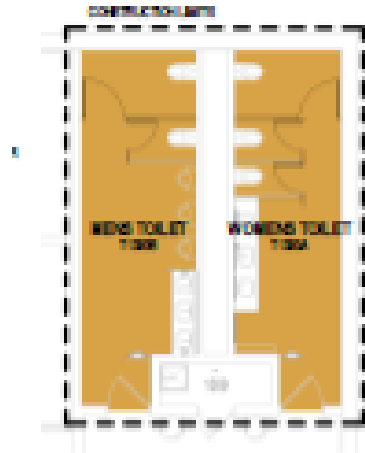
Central Campus Main Building Administrative Support Renovation Plan



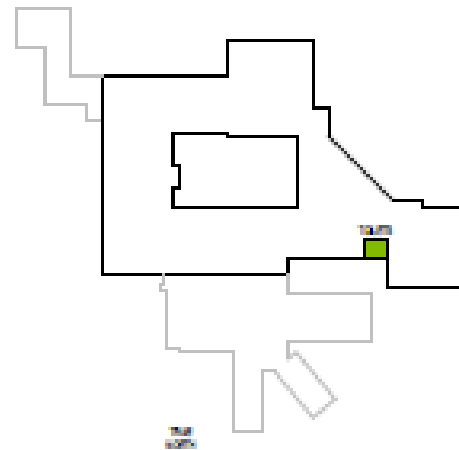
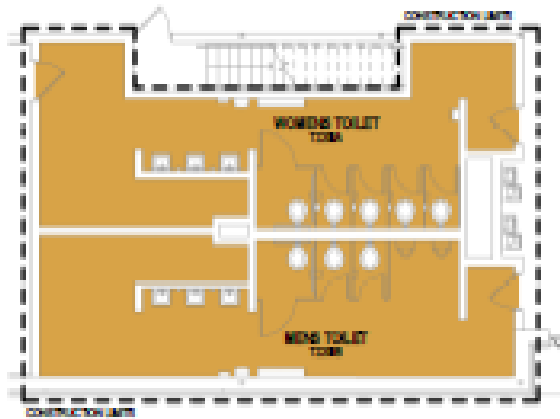
Administrative Support location within the Main Building



Restrooms in Main Building Lower Level



Restrooms in Main Building Upper Level – Directly Across from Student Success Center



ACTION ITEMS ITEM H.

Approval of Advanced Manufacturing Training Center Lease Extension Contingent Upon Wisconsin Technical College System Board (WTCSB) Approval and to Request WTCSB Approval

In May 2013, Blackhawk Technical College entered into a lease with McGuire-Lasse, Inc. for the Advanced Manufacturing Training Center [AMTC] which is located at 15 Plumb Street, in Milton. The BTC Foundation purchased the AMTC in December 2016. This purchase included acquiring the lease from McGuire-Lasse.

The AMTC original lease term [10-years] will expire in April 2023. The lease agreement provides the College with the option to extend the lease for four additional five-year terms with the lease amount defined for all available extensions. The lease rate will increase 2.0% annually for the entire duration of the lease (original and all executed extensions).

College Policy D-560 and Wisconsin Administrative Code TCS 5.04(3) define requirements applicable to the lease or rental of facilities. Any lease with a term greater than one-year and cost great than \$5,000 requires District Board approval. Any lease exceeding \$50,000 and a term more than three-years requires Wisconsin Technical College System Board approval. These requirements apply to the original term and each extension the College desires to execute.

The lease cost for the first five-year extension is as follows:

May 2023 - April 2024	\$362,269
May 2024 – April 2025	\$369,515
May 2025 – April 2026	\$376,905
May 2026 – April 2027	\$384,443
May 2027 – April 2028	\$392,132

The lease cost is funded in the general fund physical plant operational budget. The AMTC supports the college's manufacturing educational and training programs. A map of the approximate 110,000 square foot facility is attached.

Administration recommends District Board approve the resolution in support of executing the first lease extension available under the AMTC lease:

RESOLUTION:

Whereas, the demand for skilled workers in the manufacturing sector remains high; and

Whereas, student demand for manufacturing programs remains strong; and

Whereas, the Advanced Manufacturing Training Center is meeting the instructional laboratory training space needed by manufacturing programs; and

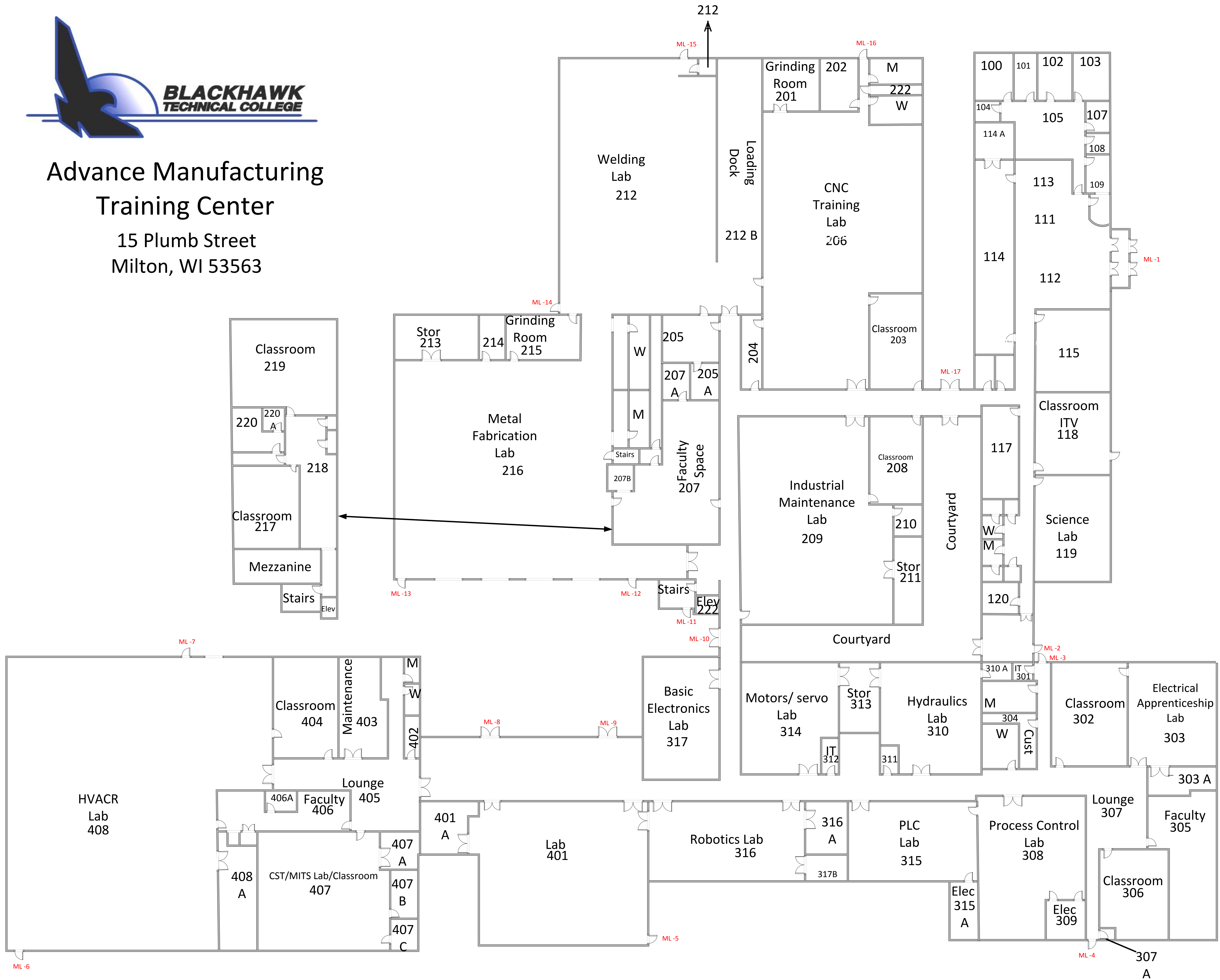
Whereas, no alternative spaces currently exist to support these instructional needs;

It is therefore Resolved, that the Blackhawk Technical College District Board approve the first five-year lease extension for the facility located at 15 N. Plumb Street, Milton, WI, which is contingent upon WTCS Board approval and to request Wisconsin Technical College System Board approval of this lease extension.



Advance Manufacturing Training Center

15 Plumb Street
Milton, WI 53563



ACTION ITEMS ITEM I.

Approval of the Discontinuance of the Retiree Health Insurance Benefit for New Hires

Other post-employment benefits (OPEB) are the benefits that employees may begin to receive from their employer once they retire. OPEB benefits can include life insurance, health insurance and deferred compensation.

In accordance with Governmental Accounting Standards Board (GASB) Statement 45, state and local governmental employers are required to include OPEB benefits on their financial reports as a liability.

The College is reviewing options to reduce the College's OPEB liability. The College currently offers a retiree health insurance benefit for full-time employees. This benefit is not a key factor in the acquisition or retention of employees.

Therefore, it is recommended that the Board approve the discontinuance of the retiree health insurance benefit for employees hired on or after July 1, 2023.

BLACKHAWK TECHNICAL COLLEGE

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