



District Board Meeting

3rd Wednesday of the Month

5:00 pm

Administration Building

Blackhawk Technical College

DISTRICT BOARD MEETING

AGENDA

DATE: JULY 11, 2022

TIME: 5:00 P.M.

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

CALL TO ORDER

OATH OF OFFICE

- A. Oath of Office for New and Reappointed District Board Members

ELECTION OF OFFICERS OF THE DISTRICT BOARD

- A. Election of Officers of the District Board for the 2022-2023 Fiscal Year (*Annual Business – Action*)
 - a. Chair
 - b. Vice-Chair
 - c. Secretary
 - d. Treasurer

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. BTC Foundation Gift Report (*Information – Lisa Hurda*)
- B. Spring Success Report – (*Information Dr. Jon Tysse*)

INFORMATION/DISCUSSION

- A. Financial Statement (*Information – Renea Ranguette*)
- B. President's Update (*Information – Dr. Tracy Pierner*)
- C. Public Safety + Transportation Complex Project Update (*Information – Dr. Tracy Pierner*)
- D. Finance Committee Report Out and Recommendations – No meeting scheduled for July (*Information – Chairperson Barrington-Tillman*)
- E. Personnel Committee Report Out and Recommendations – No meeting scheduled for July. (*Information – Chairperson Deprez*)
- F. Staff Changes (*For Information Only. Not for District Board Action*)
 - a. New Hires
 - i. Mark Driscoll, PT Security Officer – June 22, 2022

- ii. Brian Riley, Evening Administrator-Security Supervisor – July 18, 2022
- b. New Positions
 - i. Marissa Greuel Hainstock, Transfer Coordinator (LTE) – July 1, 2022
- c. Resignations – None
- d. Retirements – None

ANNUAL MEETING BUSINESS

- A. Designation of Date, Place, and Time of Regular Meetings of the District Board for the Ensuing Year (*Annual Business – Action*)
- B. Designation of District's Official Newspaper (*Annual Business – Information*)
- C. The Naming of Wisconsin Technical College District Boards Association Delegate and Committee Representatives:
 - a. Designation of Board of Director Delegate (*Annual Business – Action*)
 - b. Designation of External Partnerships Committee Representatives (*Annual Business – Action*)
 - c. Designation of Internal Best Practices Committee Representatives (*Annual Business – Action*)
 - d. Designation of Bylaws, Policies & Procedures Committee Representative (*Annual Business – Action*)
 - e. Designation of Awards Committee Representative (*Annual Business – Action*)
- D. Designation of Depositories for the Blackhawk Technical College District (*Annual Business - Action*)
- E. Designation of Legal Counsel for the Blackhawk Technical College District for FY 2022-23 (*Annual Business – Action*)
- F. Designation of Auditor for the Blackhawk Technical College District (*Annual Business – Information*)

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 June 15, 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. Acceptance of Grant Awards for July 2022 (*Action – Amy Anderson*)
- E. Confirmation of Annual Contract issued to Lane Heins, Fire Protection Instructor – August 15, 2022 (*Action – Karen Schmitt*)

ACTION ITEMS

- A. Approval of the Resolution Authorizing the Issuance of \$3,800,000 General Obligation Promissory Notes, Series 2022B, of Blackhawk Technical College District, Wisconsin (*Action – Renea Ranguette*).

- B. Approval of the Three-Year Facilities Plan (*Action – Renea Ranguette*).
- C. Approval of the AMTC Minor Remodel and Award Contract for Improvements (*Action – Renea Ranguette*)
- D. Approval of the Method for Award of Contract for Central Campus Courtyard Improvements (*Action – Renea Ranguette*)
- E. Approval of Concept Review for Respiratory Therapy (*Action – Dr. Karen Schmitt*)

Finance Committee

No Action Items.

Personnel Committee

No Action Items.

NEW BUSINESS

- A. District Board Professional Development – None
- B. Policy Review – None
- C. Budgetary – None

OTHER BUSINESS

- A. WTCS Consortium Update (*Information – Representative*)
 - a. District Board Association (DBA)
 - b. Insurance Trust (WTC)
 - c. Marketing Consortium
 - d. Purchasing Consortium

FUTURE AGENDA ITEMS

CLOSED SESSION

At the conclusion of regular agenda business, the District Board will convene in open session and immediately adjourn to a closed session pursuant to Wis. Stats. 19.85 (1) (c) for the purpose of conducting the annual review of the President. Any action which might result from the closed session will be taken upon reconvening in open session, scheduled for action in open session at the next regular meeting, or scheduled for action at a special meeting called on notice.

- A. Motion, Second, and Roll Call Vote to Go into Closed Session
- B. Motion, Second, and Roll Call Vote to Go into Open Session
- C. Call Meeting to Order in Open Session
- D. Approval of President's Compensation for the Fiscal Year 2022-23 and Approval of Contract Extension (*Action – Chairperson*)

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.



JULY 11, 2022

OATH OF OFFICE

- Oath of Office
- Election of Officers of the District Board for the 2022-2023 Fiscal Year
 - Chair
 - Vice-Chair
 - Secretary
 - Treasurer

**Oath of Office for
Appointed/Reappointed District Board Members**

1. Mr. Richard Deprez (Employee Member) was reappointed for a three (3) year term, July 1, 2022, through June 30, 2025.
2. Ms. Barbara Barrington-Tillman (Additional Member) was appointed to a three (3) year term, July 1, 2022, through June 30, 2025.

Each will be required to sign the attached written oath prior to conducting business, which Wisconsin Statutes requires.

OATH OF OFFICE

STATE OF WISCONSIN

COUNTY OF ROCK

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

Subscribed and sworn to
before me this _____ day
of _____, 20_____

Notary Public

Election of Officers of the District Board for the 2022-23 Fiscal Year

District Board members were asked to complete the 2022-2023 District Board Members Interest Form to determine individual interests regarding the election of officer positions at the July Annual and Regular District Board meeting.

In the case of more than one (1) nomination for any office, a secret ballot will be used.

Election of Chair

Mr. Eric Thornton has served as the Chairperson of the District Board for the past year. In total Mr. Thornton has served two years.

The Chairperson of the District Board may not serve for more than two (2) successive years.

There are no statutory requirements for any of the other offices.

Dr. Pierner will call for nominations for Chair of the District Board for the 2022-23 fiscal year.

Following the election, the newly elected Chairperson will continue with the elections for the following officers.

a. Election of Vice-Chair

Ms. Barrington-Tillman has served as Vice-Chair of the District Board for the past year.

b. Election of Secretary

Mr. Rich Deprez has served as Secretary of the District Board for the past year.

c. Election of Treasurer

Mr. Rick Richard has served as Treasurer of the District Board for the past year.



JULY 11, 2022

SPECIAL REPORTS

- BTC Foundation Gift Report

SPECIAL REPORTS ITEM A.



Blackhawk Technical College Foundation
Summary of Philanthropic Gifts
\$5,000 and Greater
January 2022 – June 2022

Date	Donor(s)	Industry Type	Donation	Amount	Purpose
1/13/2022	Gary Mawhinney	Individual Donor	Cash	\$5,000	Gary Mawhinney Scholarship Fund
1/31/2022	Dr. Gregg & Helen Dickinson	Foundation Board Member	Cash	\$25,000	Gregg & Helen Dickinson Scholarship
2/9/2022	Frito-Lay North America, Inc.	Manufacturing	In-Kind	\$8,000	Manufacturing (MATT Division)
2/7/2022	Community Foundation of Southern Wisconsin	Community Foundation	Cash	\$5,000	Freedom Plastics Scholarship Fund
2/18/2022	District Mutual Insurance (DMI)	Insurance	Cash	\$5,000	Blackhawk Fund
2/22/2022	Philip and Karen Knudsen	Individual Donors	Cash	\$30,000	Edward Jennrich Scholarship Fund
3/15/2022	Diesel Forward	Manufacturing	In-Kind	\$15,000	Diesel & Heavy Equipment Program (MATT Division)
3/15/2022	Meier, Wickhem, Lyons, & Schulz, S.C.	Legal	Cash	\$5,000	Annual Scholarship Fund
3/29/2022	Beloit Health System	Healthcare	Cash	\$5,000	Nancy B. Parker Scholars <i>(Pledge Payment)</i>
4/8/2022	Alliant Energy Foundation	Non-Profit/Foundation	Cash	\$100,000	PSTC Naming – Dig Pit & Utility Poles <i>(Final Pledge Payment)</i>
5/3/2022	BTC Educational Support Professionals	Higher Education	Cash	\$5,000	Annual Scholarship Fund
5/3/2022	Dr. Gregg & Helen Dickinson	Foundation Board Member	Cash	\$30,000	Harold Robb Endowment Scholarship
5/5/2022	William J. Wartmann Trust	Estate Trust from Individual Donor	Cash	\$18,737.97	Wartmann Endowment Scholarship
5/17/2022	Alliant Energy	Utilities	In-Kind	\$20,000	Alliant Energy Gas Vehicle Donation (CDL Program)
5/20/2022	Lincoln Electric	Manufacturing	In-Kind	\$5,000	2022 Junkyard Wars (Welding Donations)
5/20/2022	James & Sandra Schlaudecker	Individual Donors	Cash	\$15,000	James & Sandra Power Schlaudecker Endowed Scholarship
5/26/2022	Mick & Jane Blain Gilbertson & Family <i>(Nicole & Sarah Gilbertson)</i>	Individual Donors	Cash	\$100,000	PSTC Naming Rights - CTS Commercial Overhead Doors
5/26/2022	Foreign Type Cheesemaker's Association	Manufacturing	Cash	\$8,000	Foreign Type Cheesemaker's Association Scholarship
5/31/2022	SSM Health	Healthcare	Cash	\$5,000	Golden Brick Awards – Presenting Title Sponsorship <i>(Blackhawk Fund)</i>
Total: \$ 409,737.97					

Respectfully submitted,

Lisa Hurda
 Director of Advancement & Foundation



JULY 11, 2022

INFORMATION/DISCUSSION

➤ Financial Statement

INFORMATION/DISCUSSION ITEM A.

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

<u>COMBINED FUNDS</u>	2021-22 CURRENT BUDGET	2021-22 ACTUAL TO DATE	2021-22 PERCENT INCURRED	2020-21 ACTUAL TO DATE	2020-21 PERCENT INCURRED
REVENUE & OTHER RESOURCES:					
Local Government	\$ 16,170,346	\$ 16,184,437	100.1%	\$ 16,078,718	100.1%
State Aids	16,135,002	15,335,519	95.0%	14,565,216	96.8%
Statutory Program Fees	5,410,877	5,635,156	104.1%	5,316,636	99.8%
Material Fees	388,719	315,987	81.3%	315,586	97.1%
Other Student Fees	726,302	869,981	119.8%	915,154	100.0%
Institutional	3,929,910	4,391,936	111.8%	2,565,460	91.4%
Federal	17,587,067	12,226,828	69.5%	10,843,770	75.3%
Other Sources (Bond/Transfer from Other Fund)	<u>30,148,387</u>	<u>29,800,000</u>	98.8%	<u>11,035,061</u>	98.8%
Total Revenue & Other Resources	<u>\$ 90,496,610</u>	<u>\$ 84,759,844</u>	87.7%	<u>\$ 61,635,601</u>	91.7%
EXPENDITURES BY FUNCTION:					
Instruction	\$ 18,571,628	\$ 16,832,988	90.6%	\$ 17,117,532	86.8%
Instructional Resources	3,560,750	2,739,874	76.9%	2,831,645	61.3%
Student Services	16,968,845	13,858,239	81.7%	12,576,812	92.9%
General Institutional	9,019,109	7,422,406	82.3%	7,346,809	86.4%
Physical Plant	47,162,899	23,916,860	50.7%	14,619,912	72.7%
Auxiliary Services	286,632	252,053	87.9%	284,627	91.8%
Other Uses (Transfer to Other Fund)	<u>348,387</u>	<u>-</u>	0.0%	<u>-</u>	0.0%
Total Expenditures & Other Uses	<u>\$ 95,918,250</u>	<u>\$ 65,022,420</u>	68.0%	<u>\$ 54,777,337</u>	82.0%
EXPENDITURES BY FUNDS:					
General	\$ 28,646,808	\$ 26,265,439	91.7%	\$ 26,425,148	94.0%
Special Revenue	4,133,544	2,666,514	64.5%	2,674,953	55.4%
Capital Projects	40,562,859	16,363,415	40.3%	7,230,262	50.3%
Debt Service	8,802,000	8,801,054	100.0%	8,525,457	98.6%
Enterprise	47,632	26,118	54.8%	71,433	86.1%
Internal Service	239,000	225,935	94.5%	213,194	93.9%
Trust & Agency	13,138,020	10,673,945	81.2%	9,636,890	91.6%
Other Uses (Transfer to Other Fund)	<u>348,387</u>	<u>-</u>	0.0%	<u>-</u>	0.0%
Total Expenditures	<u>\$ 95,918,250</u>	<u>\$ 65,022,420</u>	68.0%	<u>\$ 54,777,337</u>	82.0%
Fund Balances, Beginning	\$ 25,186,698	\$ 25,186,698		\$ 18,357,562	
Change in Fund Balance	<u>(5,421,640)</u>	<u>20,702,396</u>		<u>6,858,264</u>	
Fund Balances, Ending	<u>\$ 19,765,058</u>	<u>\$ 45,889,094</u>		<u>\$ 25,215,826</u>	

Debt Service Detail					
Principal Payments	7,495,000	7,495,000	100.0%	7,425,000	100.0%
Interest Payments	1,128,750	1,127,954	99.9%	1,024,082	90.1%
Other Debt Service Expenses	<u>178,250</u>	<u>178,100</u>	99.9%	<u>76,375</u>	112.3%
Total Debt Service Payments	<u>\$ 8,802,000</u>	<u>\$ 8,801,054</u>		<u>\$ 8,525,457</u>	

JULY 11, 2022

ANNUAL MEETING BUSINESS

- Designation of Date, Place, and Time of Regular Meetings of the District Board for the Ensuing Year
- Designation of District's Official Newspaper
- The Naming of Wisconsin Technical College District Boards Association Delegate and Committee Representatives
 - Designation of Board of Director Delegate
 - Designation of External Partnerships Committee Representatives
 - Designation of Internal Best Practices Committee Representatives
 - Designation of Bylaws, Policies & Procedures Committee Representative
 - Designation of Awards Committee Representative
- Designation of Depositories for the Blackhawk Technical College District
- Designation of Legal Counsel for the Blackhawk Technical College District
- Designation of Auditor for the Blackhawk Technical College District

ANNUAL BUSINESS ITEM A.

Designation of Date, Place, and Time of Regular Meetings of the District Board for the Ensuing Year

In recent years, the BTC District Board has held its regular meeting on the **third Wednesday** of the month to begin at **5:00 p.m.**

District Board meetings may be changed during the year by District Board action. An exception is the Annual Meeting of the District Board, which is statutorily mandated to be held on the **second Monday in July**.

Regular District Board meetings are held in the Administration Building at Central Campus. For the 2022-23 fiscal year, it is proposed that the following regular District Board meetings are held at alternate locations:

- Advanced Manufacturing Training Center (Milton): September 21, 2022, in Room 117
- Monroe Campus: April 19, 2023, in Rooms 413 and 414

For several years, the District Board meeting has been held on the same date as the District Board's annual retreat. The date of the annual retreat is **Wednesday, October 19, 2022**. Therefore, action is requested to establish the October 2022 meeting date and time as of **October 19, 2022, at 3:00 p.m.**, held at the Central Campus Conference Center.

A final request is to take action at this time to set the District Board meeting **date for July 2023**. According to Wisconsin Statutes, the annual organizational meeting of the Local Board must be held on the second Monday in July, which will be **July 10, 2023**. Therefore, rather than holding two (2) meetings during July, it has been our practice to combine the annual organizational meeting of the District Board and the regular July meeting of the District Board.

Please check your calendars for conflicts. Formal District Board action will be necessary to establish the dates, time, and location of meetings during the 2022-2023 fiscal year.

ANNUAL BUSINESS ITEM B.

Designation of the District's Official Newspaper

It has been the District's practice to rotate the official newspaper designation among the *Janesville Gazette* and the *Beloit Daily News* for a two (2) year period.

The *Janesville Gazette* was named the District's official newspaper in FY 2020-21 and 2021-22. The *Beloit Daily News* was named the District's official newspaper for FY 2018-19 and 2019-20. Next in the rotation will be the *Beloit Daily News* for the fiscal year.

This year, action is necessary to designate the *Beloit Daily News* as the District's official newspaper for Fiscal Years 2022-23 and 2023-24.

ANNUAL BUSINESS ITEM C.

The Naming of the Wisconsin Technical College District Boards Association Delegate and Committee Representatives

Designation of Board of Director Delegate (*Action*)

The Board of Directors of the Wisconsin Technical College District Boards Association (DBA) is divided into two (2) groups, resulting in eight (8) members being elected each year for two (2) years. The Association's bylaws specify that each district board selects a representative to serve as the delegate to the District Boards Association. The delegate votes on behalf of their district. There is no limit on terms served on the Board of Directors.

The Board of Director Member/Delegate should plan to attend the Annual Planning Meeting and regular Board meetings in conjunction with DBA quarterly meetings, with this year's board meetings are scheduled for the following dates:

- Summer Meeting: July 21-23, 2022 (NTC/Wausau)
- Fall Meeting: October 6-8, 2022 (CVTC/Eau Claire)
- Winter Meeting: January 11-13, 2023, (Madison)
- Spring Meeting: TBD

District Board Member Laverne Hays has served as Blackhawk's delegate for the past year. A BTC District Board member must be selected to fill this board of directors seat beginning July 23, 2022, for a two-year term in Wausau.

Committee Representatives:

In addition, the District Boards Association requests that the representatives of the four (4) standing committees also be selected at this time. Every District Board member is asked to serve on a committee. The Association is requesting the assignment of up to four (4) members to the External Partnerships and Internal Best Practices Committees and one (1) member for each of the remaining two (2) committees.

1. Designation of External Partnerships Committee Representatives (*Action*)
2. Designation of Internal Best Practices Committee Representatives (*Action*)
3. Designation of Bylaws, Policies and Procedures Committee Representative (*Action*)
4. Designation of Awards Committee Representative (*Action*)

A copy of the committee descriptions is attached with a list of the current committee designees and alternates.

DBA Committee Descriptions

Board of Directors

Each district board is asked to designate one trustee to represent the college on the DBA Board of Directors. The Board meets at the four Association quarterly meetings (hybrid- virtual or in-person) and for one Annual Planning Meeting, usually held in late August in Madison. The Board sets policy for the Association, has final approval of all bylaws, policy and procedures manual changes, determines the annual Association budget, approves compensation for staff, and is the governing and oversight board for the Executive Director.

Board of Directors Delegate Commitment: It is important that we have full representation from all colleges at the board meetings. Board of Directors Delegates are asked to attend all Association Board Meetings either in-person or virtually. If a delegate is unable to attend a meeting, they should identify a proxy delegate for that meeting and notify the DBA.

External Partnerships Committee

This committee meets during quarterly meetings (hybrid—virtual or in-person) and works to explore innovative partnerships, external challenges, and emerging opportunities for collaboration, while building understanding and strengthening relationships between trustees and local, state, and national leaders. In collaboration with the host college, the committee meets with strategic partners that include but are not limited to:

- K-12 leaders
- Employer-partners
- Chamber officials
- County board members
- Presidents Association
- Higher education leaders
- Association of Community College Trustees
- Community and Faith-Based Organizations
- Other stakeholders and partners

Led by two trustee co-chairs with support from staff, this committee also generates programming input for Association staff to develop for in-service sessions.

Each district board is asked to appoint one to four trustees to serve on the External Partnerships Committee.

Internal Best Practices Committee

This committee meets during quarterly meetings (hybrid—virtual or in-person) to share and discuss best practices internal to the technical college system on topics of interest to the members. Past topics appropriate for this committee include:

- Board and Association best practices around new member orientation;
- “Boardsmanship,” or how to be effective at the board table, legal and ethical parameters, and other skillsets for trustees;
- Human resources and employee compensation best practices;
- Student services best practices (mental health, veterans services);
- Instructional services best practices (career pathways, credit for prior learning, Promise programs); and
- Other emerging trends and topics

Led by the co-chairs, the Internal Best Practices Committee also generates programming input, suggesting topics for Association staff to develop for in-service sessions.

Each district board is asked to appoint one to four members to serve as part of the Internal Best Practices Committee.

Bylaws, Policies and Procedures Committee

The Bylaws, Policies and Procedures Committee, as set forth in Article IX of the Bylaws, reviews the Association's Bylaws, Policies and Procedures Manual and recommends changes to the Board of Directors where appropriate.

The Committee has additional specific assignments:

- At the Board of Directors' request, develop a select list of major issues on which the Board of Directors may request member consideration.
- At the request of the Board of Directors, committee chair, or an individual member district board of the Association, review a proposed resolution or proposed change in the bylaws, policies or procedures for the purpose of recommending whether the proposed language will accomplish the desired effect, and/or whether the proposed change would require amendment of any other portion of the corporate bylaws, policies, or procedures.

Awards Committee

The Awards Committee has responsibility for rating and identifying:

- Board Member of the Year;
- Technical Education Champion (TECh) Award recipients;
- Media Award recipients;
- Distinguished Alumni of the Year.

This committee conducts their work over e-mail/electronically, outside of the quarterly meetings. Each district board is asked to select one trustee to serve on the committee who will review and rate nominations for the Association awards program on behalf of their college.

The Committee determines, selects the recipients of, and delivers the Association's annual awards via the following process:

Association staff announce the nomination period for each award. At the end of the nomination period, the Association provides the Awards Committee with a slate of nominees eligible for the award, and with corresponding nomination materials. The Awards Committee selects award recipients by rating colleges' nominees against a set rubric of criteria for each award. Association staff then tabulate the scores and announce the winner. Whenever possible, awards are presented at the next quarterly meeting of the Association.

Awards Committee Commitment: The DBA requests ratings from each college for awards. Awards Committee members read nominations for each award (one award each quarter) and submit a rating for each nomination. Members have about two weeks to complete this activity. During the rating process, members read or view 8-10 nominations for an award and rate each award on 4 or 5 rating criteria. Members are allowed to split this responsibility with another board member.

Wisconsin Technical College District Boards Association

2021-2022 Technical College Representatives

College Name: Blackhawk Technical College

Chairperson of the Board: Eric Thornton

Vice-Chairperson of the Board: Barbara Barrington-Tillman

Secretary of the Board: Rich Deprez

Treasurer of the Board: Rick Richard

DBA Board of Director Member: Laverne Hays

Awards Committee Representative: Suzann Holland

Bylaws, Policies, & Procedures Committee Representative: Laverne Hays

External Partnerships Committee Representatives: Rick Richard

(Up to 4)
Kathy Sukus

Internal Best Practices Committee Representatives: Barbara Barrington-Tillman

(Up to 4)
Laverne Hays

Steve Pophal

Please complete this form and return it by July 23, 2021 to aanderson@districtboards.org

Wisconsin Technical College District Boards Office, 22 N Carroll Street, Suite 103, Madison, WI 53703

Under separate cover, please also provide a copy of your 2021-2022 Board Meeting Schedule

ANNUAL BUSINESS ITEM D.

Designation of Depositories for the Blackhawk Technical College District

The attached resolution designates the financial institutions in which District funds will be deposited, disbursements made, and available funds will be invested. It also names the individuals who will be granted authority to make transactions for FY 2022-23.

The authorizing signatures will need to reflect the signatures of any new officers of the District Board.

BOARD RESOLUTION

RESOLVED BY THE BOARD OF THE BLACKHAWK TECHNICAL COLLEGE DISTRICT, A WISCONSIN TECHNICAL COLLEGE DISTRICT, WITH PRINCIPAL OFFICES LOCATED AT 6004 S. County Road G, Janesville, Rock County, Wisconsin, that the following named banking institutions:

Checking and Depository Institutions

Blackhawk Bank of Beloit and Greenwoods State Bank of Monroe for the purpose of depositing funds in accordance with Section 34.05 of Wisconsin State Statutes and disbursing funds in accordance with Section 66.0607 of Wisconsin State Statutes.

Investment Depositories

Greenwoods State Bank, Monroe, WI; First Community Bank, Milton, WI; Advia Credit Union, Janesville, WI; Blackhawk Bank, Beloit, WI; First National Bank & Trust Company, Beloit, WI; Old National Bank, Janesville, WI; Associated Bank, Janesville, WI; Chase Bank, Janesville, WI; BMO Harris Bank, Janesville, WI; U. S. Bancorp, Janesville, WI; Johnson Bank, Janesville, WI; Blackhawk Community Credit Union, Janesville, WI; Premier Bank, Janesville, WI; Wisconsin River Bank, Janesville, WI and State of Wisconsin Local Government Investment Pool, Madison, WI; be, and the same hereby are designated as investment depository banks of Blackhawk Technical College District for the purpose of purchasing investments in accordance with Section 66.0603 of the Wisconsin State Statutes;

FURTHER RESOLVED, that there be authorized to sign checks, drafts, certificates and other orders, purchased in the name of the Blackhawk Technical College District, the following named persons, and that for withdrawal of any funds the facsimile or specimen signatures, as indicated below, of any two (2) of the following named persons shall be required:

Chairperson of the Board

Treasurer of the Board

President/District Director

Vice President of Finance & College Operations

Controller

Tracy Pierner

Renea Ranguette

Gerri Downing

FURTHER RESOLVED, that the Secretary is authorized and directed to furnish said banking institutions a certified copy of the Resolution, and facsimile signatures for the Chairperson and Treasurer and specimen signatures for the President/District Director and Vice President of Finance & College Operations, and that said banking institutions shall be entitled to rely thereon until written notice to the contrary is received.

Chairperson of the Board

Signed and sealed this 11th day of July, 2022.

Treasurer of the Board

Secretary of the Board

President/District Director

Affix School Seal

Vice President of Finance & College Operations

Controller

ANNUAL BUSINESS ITEM E.

Designation of Legal Counsel for the Blackhawk Technical College District for FY 2022-23

The District has employed Attorney Sean Scullen of Quarles & Brady LLP, Milwaukee, for labor relations and general higher education legal issues, and Attorney David Moore of Nowlan Law LLP, Janesville, for local legal issues regarding general land issues and local disputes and contracts. They are paid on an hourly basis for work performed.

Letters of engagement have been obtained from each of these firms. The College also reserves the right to utilize the services of additional legal counsel when circumstances warrant.

For Fiscal Year 2022-23, it is our recommendation these attorneys again be designated as legal counsel for the Blackhawk Technical College District.

ANNUAL BUSINESS ITEM F.

Designation of Auditor for the Blackhawk Technical College District

In March 2020, the District Board awarded a three-year audit contract to Wipfli of Eau Claire for the fiscal years ending 2020, 2021, and 2022, with two one-year optional renewals for fiscal years ending 2023 and 2024.

This annual business item is being brought to you for information purposes; no action is required.



JULY 11, 2022

CONSENT AGENDA

- June 15, 2022, District Board Regular Meeting Minutes
- Current Bills
- Training Contracts
- Grant Awards

CONSENT AGENDA ITEM A.



BLACKHAWK Technical College

PUBLIC HEARING AND REGULAR DISTRICT BOARD MEETING

WEDNESDAY, JUNE 15, 2022

4:30 P.M./5:00 P.M.

COMBINED MINUTES

CALL TO ORDER (PUBLIC HEARING)

The Blackhawk Technical College District Board Public Hearing on the FY 2022-23 Budget was held on Wednesday, June 15, 2022, at the Central Campus, 6004 S County Road G, Janesville, in the Administration Building.

Board Members Present: Barbara Barrington-Tillman, Vice-Chairperson; Laverne Hays; Suzann Holland; Steve Pophal; Rick Richard, Treasurer (arrive 4:52 p.m.); and Eric Thornton, Chairperson (arrive 4:47 p.m.).

Board Members Absent: Rich Deprez, Secretary, Rob Hendrickson, Kathy Sukus.

Staff Present: Julie Barreau; Kathy Broske; Tony Landowski; Liz Paulson; Dr. Tracy Pierner; Renea Ranguette; and Dr. Karen Schmitt.

Student Representative: None.

Guests: None.

Vice-Chairperson Barrington-Tillman opened the Public Hearing on the FY 2022-23 Budget at 4:33 p.m.

The proposed Budget for FY 2022-23 was presented by Renea Ranguette, Vice President for Finance & College Operations.

Key assumptions utilized during the budget development process were reviewed.

- Enrollment flat and Tuition Rate up 1.7%
- Property values up 2.0%
- Levy is up 0.3% NNC & Debt Service offset by PTRAs
- State aid is up 2.6% over the current budget (PTRAs)
- State & Federal grant aid is down 27%, 16% respectively
- Personnel is up 1.7%
- Non-Personnel is down 16% (\$1.38M)
- HEERF COVID-19-related grants in FY22, not in FY23
- Capital: Two (2) Borrowings
- Annual \$3.8M, Remodel \$1.5M

The District Board will be asked to adopt the proposed budget during the regular meeting.

It was moved by Mr. Hays and seconded by Mr. Pophal to adjourn the meeting at 4:58 p.m. **All in Favor. Motion carried.**

CALL TO ORDER (REGULAR DISTRICT BOARD MEETING)

The Blackhawk Technical College District Board Regular meeting was held on Wednesday, June 15, 2022, at the Central Campus, 6004 S County Road G, Janesville, in the Administration Building.

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

Board Members Absent: Rich Deprez, Secretary; Rob Hendrickson; and Kathy Sucus.

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

Student Representative: None.

Guests: None.

Chairperson Thornton called the Blackhawk Technical College District Board meeting to order at 5:01 p.m. Chairperson Thornton called for Public Comment. There were no comments.

SPECIAL REPORTS

Chairperson Thornton called for Special Reports.

- A. BTC Retiree Ilene Larson was recognized for their retirement on June 24, 2022, after 35 years of service.
- B. Outgoing District Board Members Laverne Hays (9 years) and Steve Pophal (4 years) were recognized for their service on the BTC District Board.
- C. Dr. Tracy Pierner provided the Fiscal Year 2021-22 State of the College Report.

INFORMATION/DISCUSSION

Chairperson Thornton called for Information/Discussion items.

- A. Renea Ranguette reviewed the May 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 Center (PSTC) Project.

The start of construction on the Education Building will be accelerated due to the brick color and the brick we have chosen. In addition, due to track issues in the Education Building, the building will be extended in length by six (6) feet. As a result, there will be additional square footage and better air quality, and we are still on budget.

- D. There was no Finance Committee meeting scheduled in June. No report out or recommendation(s).
- E. There was no Personnel Committee meeting scheduled in June. No report out. May 18, 2022, minutes were enclosed.
- F. Staff changes consisting of new hires, new positions, resignations, and retirements were reviewed.

CONSENT AGENDA

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

- A. May 18, 2022, District Board Regular Meeting Minutes.
- B. Current Bills – The May bills include (Starting Check #00288794 and Ending Check #00290421):

Direct Deposit Expense Reimbursements	\$ 2,142,377.73
Payroll	\$ 1,021,112.02
Payroll Tax Wire Transfers	\$ 580,258.09
Other Wire Transfers	\$ 78,319.33
WRS Wire Transfers	\$ 162,024.12
P-card Disbursements	\$ 133,717.58
Bond Payment	\$ 0.00
Health Insurance Wire Transfer	\$ 313,441.74
<i>Grand Total for the Month</i>	<i>\$ 4,431,250.61</i>

- C. Training Contracts – Report Totals:

Number Served	Estimated FTEs	BTC Cost Formula	LAB Cost Formula	Actual Contract Cost
183	2.93	\$19,562	\$49,884	\$29,771

- D. Confirmation of Annual Contract issued to Annette Roter, Human Resources and Administrative Professional Instructor.

All in favor. Motion carried.

ACTION ITEMS

Chairperson Thornton called for Action Items.

- A. It was moved by Ms. Barrington-Tillman and seconded by Mr. Hays to approve the Purchase Agreement for 10 Acres Located within Rock Township (Tax Parcel No. 6-17-330.2 / Tax Identification No. 034 10300102). **All in favor. Motion carried.**
- B. It was moved by Mr. Pophal and seconded by Ms. Barrington-Tillman to approve the Resolution Authorizing the Issuance of \$3,800,000 General Obligation Promissory Notes, Series 2022B, of Blackhawk Technical College District, Wisconsin.

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

- C. The rising cost of oil has driven up prices for asphalt replacement. Given other plant maintenance project priorities (replacement of Central Campus switch gear and underground electric cable system), Administration recommends delaying the Central Campus parking lot improvements until FY2024 and the award of contract for Monroe Campus parking lot improvement to the low bidder.

The practice is to select the lowest bidder, but the District Board recommends using Rock Road, the local bidder, for a \$3,527.25 difference from the lowest bidder, Payne & Dolan of Sun Prairie.

It was moved by Ms. Holland and seconded by Ms. Pophal to approve of Award of Contract for Parking Lot Improvements for Monroe Campus to Rock Road for \$107,577.25. **All in favor. Motion carried.**

- D. The Administration is requesting District Board approval to draw up to \$275,000 from capital fund reserves for the Café remodel project, thereby releasing budget dollars originally earmarked for the Conference Center and Student Commons project to support these projects to completion.

It was moved by Ms. Barrington-Tillman and seconded by Mr. Pophal to approve the request for additional funding for the Central Campus Remodel Projects. **All in favor. Motion carried.**

- E. It was moved by Ms. Barrington-Tillman and seconded by Mr. Richard to approve Central Campus Courtyard Remodel Contingent Upon Wisconsin Technical College System Board (WTCSB) Approval and Request WTCSB Approval of Remodel. **All in favor. Motion carried.**

- F. It was moved by Mr. Pophal and seconded by Mr. Hays to approve the Adoption of the Resolution to Create District Reserves and Establish Reserves of Fund Balances. **All in favor. Motion carried.**

- G. The proposed Fiscal Year 2022-23 Budget was presented at a Public Hearing before the regular District Board meeting. No one from the public was in attendance, and there were no questions raised at the Hearing. The District Board was asked to adopt the Budget as presented.

It was moved by Ms. Barrington-Tillman and seconded by Mr. Pophal to approve the attached Resolution to adopt the FY 2022-23 Budget for the Blackhawk Technical College District in the total amount of 56,352,878 and with the amount of 16,226,506 to be generated from local tax sources. **All in favor. Motion carried.**

Personnel Committee Action Items:

- A. It was moved by Mr. Pophal and seconded by Mr. Hays to approve Administrative Staff Salaries for Fiscal Year 2022-23. **All in favor. Motion carried.**
- B. It was moved by Mr. Hays and seconded by Mr. Pophal to approve Part-Time Wages for Fiscal Year 2022-23. **All in favor. Motion carried.**
- C. It was moved by Mr. Richard and seconded by Ms. Barrington-Tillman to approve Support Staff Wages for the Fiscal Year 2022-23. **All in favor. Motion carried.**
- D. It was moved by Ms. Barrington-Tillman and seconded by Mr. Pophal to ratify the 2022-23 Base Wage Agreement for Blackhawk Technical Faculty Federation, Local 2308. **All in favor. Motion carried.**
- E. It was moved by Mr. Richard and seconded by Mr. Hays to approve Faculty Salary Adjustments for the Fiscal Year 2022-23. **All in favor. Motion carried.**

NEW BUSINESS

Chairperson Thornton called for New Business.

- A. District Board Professional Development. There were none.
- B. Policies and Procedures. There were none.
- C. Budgetary. There were none.

OTHER BUSINESS

Chairperson Thornton called for Other Business.

- A. WTCS Consortium Update.
- a. District Board Association (DBA)
- A reminder of the Summer Meeting held July 21-23, 2022, at Northcentral Technical College was provided.

- b. Insurance Trust (WTC)
 - No update.
- c. Marketing Consortium
 - No update.
- d. Purchasing Consortium
 - No update.

FUTURE AGENDA ITEMS

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

ADJOURNMENT

It was moved by Mr. Hays and seconded by Mr. Pophal to adjourn the meeting at 7:02 p.m. **All in Favor. Motion carried.**

Richard Deprez

Secretary

CONSENT AGENDA ITEM B.

Blackhawk Technical College

BILL LIST SUMMARY
Period Ending June, 2022

Starting Check Number 00290422
Ending Check Number 00290664 Plus Direct Deposits

PAYROLL TAXES		
Federal	237,866.57	
State	<u>38,440.83</u>	
		276,307.40
PAYROLL BENEFIT DEDUCTIONS & FRINGE PAYMENTS		
Retirement	-	
Health and Dental Insurance	25,341.97	
Miscellaneous	<u>13,787.18</u>	
		39,129.15
STUDENT RELATED PAYMENTS		76,354.03
CURRENT NON CAPITAL EXPENSES		341,504.16
CAPITAL		1,702,864.67
DEBT		<u>-</u>
TOTAL BILL LISTING AND PAYROLL TAXES		2,436,159.41
PAYROLL-NET		<u>912,266.17</u>
SUB TOTAL BILL LISTING AND PAYROLL		3,348,425.58
PLUS OTHER WIRE TRANSFERS		30,541.89
PLUS WRS WIRE TRANSFERS		193,800.07
P-CARD DISBURSEMENTS		142,274.35
WIRE FOR LAND PURCHASE		-
PLUS BOND PAYMENT		-
HEALTH INSURANCE WIRES		<u>297,151.04</u>
GRAND TOTAL FOR THE MONTH		<u><u>4,012,192.93</u></u>

CONSENT AGENDA ITEM C.

CONTRACT TRAINING REPORT JULY 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 Formul	LAB Cost Formula	Actual Contract Amount
2023-1004	Rock Co IT	32	0.21	\$1,409	\$1,193	\$1,409
	<i>Leadership</i>					
2023-1015	SWWDB	19	0.63	\$10,495	\$4,798	\$10,495
	<i>Safety</i>					
2023-1024	Blain's Farm & Fleet	15	0.05	\$1,016	\$572	\$1,016
	<i>Leadership</i>					
2023-1026	SWWDB	40	0.27	\$3,233	\$2,384	\$3,233
	<i>Youth Mentorship</i>					
2023-1030	Scot Forge	9	0.06	\$1,529	\$1,192	\$1,529
	<i>Youth Mentorship</i>					
2023-1032	LeMans	100	0.33	\$5,572	\$2,980	\$5,572
	<i>Beginning Excel</i>					
2023-1033	LeMans	103	0.35	\$5,750	\$2,980	\$5,750
	<i>Intermediate Excel</i>					
2023-1034	LeMans	41	0.14	\$2,292	\$1,192	\$2,292
		359	2.04	\$31,296	\$17,291	\$31,296
Technical Assistance Contract Detail						
Contract #	Business/Industry	# Served	Est. FTEs	BTC Cost Formul	LAB Cost Formula	Actual Contract Amount
2023-1025	Boys & Girls Club	20	NA	\$850	\$810	\$850
	<i>Cybersecurity</i>					
2023-1127	Alliant Energy	1	NA	\$6,059	\$5,710	\$6,059
	<i>120 hr CDL</i>					
2023-1128	Alliant Energy	1	NA	\$6,059	\$5,710	\$6,059
	<i>120 hr CDL</i>					
2023-1129	Alliant Energy	1	NA	\$6,059	\$5,710	\$6,059
	<i>120 hr CDL</i>					
		23	0	\$ 19,027	\$17,940	\$ 19,027

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 Formul	LAB Cost Formula	Actual Contract Amount
		0	0	0	0	0
Combined Contract Totals						
		# Served	Est. FTEs	BTC Cost Formul	LAB Cost Formula	Actual Contract Amount
		360		\$50,323	\$23,001	\$50,323
High School At Risk Detail						
Contract #	Business/Industry	# Served	Est. FTEs	BTC Cost Formul	LAB Cost Formula	Actual Contract Amount
	New Glarus High School	2				\$4,608
	<i>HSED Preparation for High School At-Risk Student(s)</i>					
		0	0	\$0	\$0	\$4,608
Transcribed Credit Contract Detail						
Contract #	Business/Industry	# Served	Est. FTEs	BTC Cost Formul	LAB Cost Formula	Actual Contract Amount
		0	0	\$0	0	\$0
All Contracts		360	2.04	\$50,323	\$23,001	\$54,931

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		
	September	\$110,603	\$390,956	\$51,844	\$452,426	\$17,532	\$33,921	\$63,394	\$177,745		
2nd Quarter	October	\$36,363	\$427,319	\$18,826	\$471,252	\$29,073	\$62,994	\$22,313	\$200,058		
	November	\$48,817	\$476,136	\$75,772	\$547,024	\$59,156	\$122,150	\$52,930	\$252,988		
	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		\$54,931	

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: \$31,296
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: \$19,027
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: \$0
			WAT Grants: \$39,864	WAT Grants: \$0
			High School At Risk: \$8,752	High School At Risk: \$4,608
			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.

Grant Awards for July 2022

Blackhawk Technical College applies for grants to various funding sources throughout the year. Attached is a list of grant proposal abstracts to be considered for approval.

District Board action is requested to formally accept the July 2022 grants which have been received.

July 2022 Grant Awards

Project Number	Title	Purpose	Grant Period	Number Served	Funding Source	Total Budget	Grant Award	Matching Funds
646	Comprehensive	<p>Blackhawk Technical College (BTC) will provide basic education instruction to at least 395 students in Adult Education (AE), English Language Learner (ELL), and General Educational Development Certificate (GED) or equivalent. A variety of instructional methods will be utilized, including classroom, computer assisted, small group, individualized, and collaborative learning.</p> <p>Students will receive assessment and instruction in Beginning Literacy (grade equivalents 0-1.9), Beginning Basic Education (grade equivalents 2-3.9), Low Intermediate (grade equivalents 4.0-5.9), and High Intermediate (grade equivalents 6.0-8.9); General Education Development Certificate (GED) or a High School Equivalency Diploma (HSED); and all six levels of English Language Learner (ELL) instruction. Digital and informational literacy and workforce preparation activities will be integrated across all curriculum levels and programs. Workforce Innovation and Opportunities Act (WIOA) partners will ensure co-enrollment across programs, as appropriate.</p> <p>Activities under this grant will take place at Beloit Public Library, School District of Beloit Even Start Program, Monroe Campus and Central Campus. In alignment with WIOA, the outcomes of this project will meet or exceed the Grantee Expected Level of Performance as established by the Adult Education and Family Literacy Act (AEFLA) for measurable skills gains.</p>	7/01/2022 – 6/30/2023	395	AEFLA	\$351,279	\$155,830	\$195,449 (MOE)

Project Number	Title	Purpose	Grant Period	Number Served	Funding Source	Total Budget	Grant Award	Matching Funds
825	Adult Corrections Education	<p>Blackhawk Technical College will continue its longtime collaboration with the Rock County Education and Criminal Addictions Program (RECAP) at the Rock County Sheriff's Office to provide basic education instruction to at least 50 Rock County jail inmates.</p> <p>In Rock County, people of color and/or economically disadvantaged individuals are significantly less likely than the general population to have attained a high school credential, yet that credential is key to improving socioeconomic status. National research supports that there is a correlation between high school non-completion and incarceration; those most likely to be incarcerated are those without a high school credential.</p> <p>Instruction will be provided to increase students' academic ability, to prepare for the GED/HSED, to increase health and financial literacy, and to prepare for employment and college readiness. In alignment with WIOA (Workforce Innovation and Opportunities Act), the outcomes of this project will meet or exceed the six required WIOA Performance Indicators (as grouped in the three output areas) as established by the Adult Education and Family Literacy Act (AEFLA) for basic skills. Measurable skills gains, credential attainment, and obtaining or retaining employment will all be included in the activities. Digital literacy and workplace preparation activities will be integrated across curricula.</p>	7/1/2022-6/30/2023	50	AEFLA	\$11,770	\$8,827	\$2,943 (MOE)

Project Number	Title	Purpose	Grant Period	Number Served	Funding Source	Total Budget	Grant Award	Matching Funds
168	Equity and Inclusion	<p>Through this grant, the College will provide professional development opportunities to educate faculty and staff in identifying how equity and inclusivity affects student success. With this knowledge, we expect our faculty and staff to understand the need for participation in professional development activities and to assist with creating institutional goals designed to support inclusivity.</p> <p>Activities in this grant will support faculty and staff professional development and support inclusivity by: 1) sending a cross-functional group comprised of faculty, administrators, and staff including members of the Inclusion, Diversity, Equity and Accessibility (IDEA) Committee to the YWCA of Rock County's Racial Justice Summit (November 2022) and/or other like conference 2) offering external and/or internal trainings on equity and inclusion across campus 3) closing gaps in program completion for special populations through implementation of translation services for college materials; and 4) advancing the creation of a Unity Space – a designated area for students, staff and faculty to gather, have professional development opportunities, and critical conversations – within the newly renovated Student Union.</p>	7/1/2022-6/30/2023	65	Perkins	\$33,728	\$33,728	\$0
471	Student Success	<p>Blackhawk Technical College (BTC) will provide academic pathways and career guidance, accommodations (disability) support services, tutoring, and career services to improve skill attainment, program completion, and retention to at least 650 at-risk students in 2022-2023. Students identified as at-risk by academic limitations, economic barriers, identified disabilities or students in special populations (who need additional supports beyond those provided for the general student population will be served by grant-funded activities and services in the Student Services and Learning Support areas at the college. Outcomes will include achievement of the following performance levels: 1P1-Post-Program Placement – 83.66%; 2P1-Credential Attainment– 61.59%; and 3P1- Concentration in Non-Traditional Occupations–17.41%.</p>	7/1/2022-6/30/2023	650	Perkins	\$592,824	\$350,637	\$242,187

Project Number	Title	Purpose	Grant Period	Number Served	Funding Source	Total Budget	Grant Award	Matching Funds
423	Strengthening CTE Programs	Blackhawk Technical College (BTC) will employ Academic Advisor(s) to support students in Business Management and Criminal Justice programs with academic and student services interventions such as individualized plans and proactive advising. In FY2021, there were 197 students enrolled in the Business Management program, and 179 students enrolled in the Criminal Justice program, down from FY2020 Enrollment of 230 and 208 respectively. Using new communications and monitoring tools, the Academic Advisor(s) will identify struggling students early and refer them to instructional supportive services (e.g. tutoring, accommodations/disability services) to improve learning outcomes in all program courses, and will also refer them to student services (e.g. student counseling & case management, financial aid) as appropriate. The Academic Advisor(s) will identify and implement interventions that in the short-term will better the technical/general education course completion while in the long-term will most certainly improve upon retention and credential completion. With a special focus on identified at-risk populations, about 25 first-year Business Management program and Criminal Justice program students will be invited to participate in first-year experience programming that may include: a summer bridge experience, growth mindset/skill development workshops, financial literacy information, and campus resource opportunities.	7/1/2022-6/30/2023	100	Perkins	\$93,503	\$93,503	\$0
Project Number	Title	Purpose	Grant Period	Number Served	Funding Source	Total Budget	Grant Award	Matching Funds
424	Nontraditional Occupations	The Non-Traditional Occupations project will serve 50 participants by promoting enrollment and retention in non-traditional technical careers. Efforts will include outreach to recruit students to NTO programs and participate in NTO Recruitment Events and case management and supportive services for students who are	7/1/2022-6/30/2023	50	Perkins	\$23,376	\$23,376	\$0

		<p>currently in NTO programs at the college (Perkins Indicator 3P1).</p> <p>The Student Recruitment Specialist will assist with the outreach activities, including providing recruitment materials to the dislocated worker program, and other programs at the Job Center (with support from the NTO Coordinator) and on our campuses, and providing information about NTO programs for middle and high school students in connection with scheduled recruitment activities. The NTO Coordinator, who is also the Student Counseling and Case Manager, will provide case management and supportive services to students currently enrolled in NTO programs, including identifying barriers, classroom visits, referrals to workshops and other student services, and conducting exit interviews. The NTO Coordinator will serve as the College's point of contact for NTO inquiries and initiatives. Expected outcomes will be to work to meet the 3P1 target of 16.7% for enrollment in non-traditional programs and close the 3P1 equity gaps for Male and Multicultural special populations.</p>						
Project Number	Title	Purpose	Grant Period	Number Served	Funding Source	Total Budget	Grant Award	Matching Funds
189	Career Pathways - Phlebotomy Technician (30-513-1)	<p>The purpose of this grant is to support Blackhawk Technical College's (BTC) Phlebotomy Technician (30-513-1) Technical Diploma program, approved on May 19, 2009.</p> <p>BTC will fully implement a Phlebotomy Technician career pathway aligned with local health employers needs in our district. To ensure success, BTC will enroll at least 60 students in the Phlebotomy Technician program in 2022-23; 85% of part-time students will successfully complete program courses, and 65% of all students will be retained to the following semester.</p>	7/1/2022-6/30/2023	60	State/GPR	\$137,643	\$110,114	\$27,529

		<p>BTC instructors will develop, update and align curriculum within the Phlebotomy Technician program courses in order to build upon the short-term technical diploma with courses from the Medical Lab Technician. By modifying Phlebotomy Technician to include basic lab skills and content on taking patient vitals, BTC will be filling a skills gap vacuum in regard to Medical Lab Assistants within our healthcare community.</p> <p>In addition, the College will seek to implement Bridge Opportunities, during summer and throughout the year, which will support students with limited academic or limited English skills. With key stakeholders help, BTC will deploy new recruitment and advising services strategies as it relates to career exploration initiatives and flexible learning environment.</p>						
190	Core Industry - Industrial Maintenance Mechanic (31-462-2)	<p>Blackhawk Technical College will develop, update, and align curriculum and credentials in the Industrial Maintenance Mechanic (IMM) program to meet the needs of employers in our district as defined in recent Advisory Committee meetings. Recommendations focused on the need for Building the Pipeline, Shorter Certificate Development, Shared Curriculum and Instructional Delivery and Equipment Needs.</p> <p>At least 55 students will be enrolled in the Industrial Maintenance Mechanic program over the course of the 2-year grant and will receive intensive advising and preparation for the flexible learning environment. Part-time participating student enrollment will increase from the current 21 students to 25 students with 75% of part-time students completing their courses with a C or better; 65% of all participating students will be retained to the next semester.</p> <p>IMM faculty will create shorter duration certificates of specialized training that will reach a larger student and industry/incumbent worker base and scaffold with other credits within the program, potentially culminating in an</p>	7/1/2022-6/30/2024	55	State/GPR	\$241,669	\$241,669	\$0

		Associate’s degree. In order to drive completion of shorter-term certificates while motivating students’ in their educational journey, the IMM program will incorporate flexible education, intensive advising, faculty mentoring, all while building relationships with community partners including high schools, employers, and workforce programs.						
Project Number	Title	Purpose	Grant Period	Number Served	Funding Source	Total Budget	Grant Award	Matching Funds
191	Core Industry - Supply Chain Management (10-182-1)	<p>Blackhawk Technical College will develop, update, and align curriculum and credentials in the Supply Chain Management program to meet the needs of employers in our district as defined per an August 2020 DACUM/October 2021 Needs Assessment Survey. Recommendations focused on stronger development of manufacturing awareness and skills defined in the areas of planning, operational effectiveness, and worker safety.</p> <p>At least 60 students will be enrolled in the Supply Chain Management program over the course of the 2- year grant and will receive intensive advising and preparation for the flexible learning environment. Part- time participating student enrollment will increase from the current 24 students to 28 students with 85% of part-time students completing their courses with a C or better; 65% of all participating students will be retained to the next semester.</p> <p>Supply Chain/Business Management faculty will create a 1-year technical diploma and a short-term technical diploma to accommodate strong interest in entry-level technical skills. In order to ensure students’ success and engagement in their educational journey, BTC will improve tutoring services, implement a faculty mentoring initiative, and build relationships with community partners including high schools, employers, and workforce programs to increase work-based learning opportunities.</p>	7/1/2022-6/30/2024	60	State/GPR	\$256,551	\$256,551	\$0

Project Number	Title	Purpose	Grant Period	Number Served	Funding Source	Total Budget	Grant Award	Matching Funds
187	Developing Markets - Hospitality Management (10-109-2)	<p>Blackhawk Technical College will implement the Hospitality Management Associate Degree Program (10- 109-2) to meet increasing employer needs in our district. The Hospitality Management program prepares students with the knowledge and skills necessary to supervise staff and manage basic operations in hospitality-oriented organizations. Students will gain exposure to different facets of the industry, including food and beverage service, travel and lodging, and recreation and tourism.</p> <p>At least 10 students will enroll in the Hospitality Management program; 80% of students will successfully complete program courses and be retained to the following Fall 2023 semester, with 25% completing the program by June 30, 2024. New dual-credit pathways or academies will be developed with area high schools, and articulation agreements with four-year colleges will be explored.</p> <p>BTC instructors will develop curriculum for new program courses and revise shared courses, with instruction delivered via MyEdChoice, BTC's flexible delivery model for in-person or online class participation. Program students will receive intensive advising services which will include a focus on flexible learning environment and guidance on creating a pathway for success.</p>	7/1/2022-6/30/2024	10	State/GPR	\$140,480	\$140,480	\$0
Project Number	Title	Purpose	Grant Period	Number Served	Funding Source	Total Budget	Grant Award	Matching Funds
089	Professional Growth	Blackhawk Technical College is seeking financial support to help fund the Center for Innovation in Teaching and Learning (CITL). The funds will allow the CITL to continue to extend and improve the training, support, and professional development it provides for full-time and part-time faculty and other academic staff. This training targets Flexible Learning Models to continue to incorporate the principals for Universal Design for Learning (UDL) through new	7/1/2022-6/30/2023	160	State/GPR	\$75,370	\$50,246	\$25,124

		<p>efforts of a lens of equity and inclusion. This will be accomplished while continuing to leverage instructional technologies, balanced assessment plans, curriculum development, and high-quality instructional design methods based on quality standards. The purpose of this work continues to directly relate to BTC's mission and vision, "Flexible Learning in a Supportive Environment" and subsequent strategic initiatives that gives all students equal choice, access and opportunities to learn. In alignment with the college's strategic initiatives, large and small group workshops, faculty sharing sessions, just-in-time support, and professional learning opportunities help new and experienced faculty gain the knowledge and experience necessary to expand and transition to new models of teaching. This work includes the incorporation of the new FQAS Initial competencies which are incorporated in our New Faculty Experience for full time faculty.</p>						
192	IET Development and Expansion	<p>The proposed IET Development and Expansion Grant will be two-fold for Blackhawk Technical College (BTC) with a rollout of newly developed customized training that includes basic math skills and English Language Learner contextualization as well as the opportunity to evaluate that training further to incorporate additional IET components or seek to further expand IET training to other programs/industries.</p> <p>Specifically, BTC will be pursuing funding for the Welding occupation which aligns with the Gas Tungsten Arc Welding (GTAW/TIG: 30-442-7) in the Manufacturing cluster and the Career Pathway of Production. It was determined that Stainless Tank and Equipment, LLC, (STE), an ASME accredited manufacturer of stainless steel tanks, had a current need to train newly hired and incumbent employees in a customized weld training program to address the current welder shortage.</p> <p>BTC has agreed to work with STE in training 35 new and incumbent employees over the course of a grant year (5</p>	7/1/2022-6/30/2023	35	State/GPR	\$48,752	\$48,752	\$0

		unique employees trained per each 2-week session, 7 cohorts). The customized training allows for an executable career pathway with opportunities to further upskill training with recognizable local certifications and diploma levels.						
Project Number	Title	Purpose	Grant Period	Number Served	Funding Source	Total Budget	Grant Award	Matching Funds
114	Emergency Assistance	Blackhawk Technical College will provide emergency assistance grants to eligible Pell recipients who may experience unforeseen financial emergencies. The goal is to assist eligible students who are experiencing temporary financial hardships and provide assistance to them so they can focus on their studies and continue in their academic pursuits. An estimated 30 individuals will be served through this grant.	7/1/2022-6/30/2023	30	State/GPR	\$10,566	\$10,566	\$0
173	IPM Foods	<p>Blackhawk Technical College (BTC) will assist IPM Foods in developing a large local workforce that is highly skilled. IPM Foods is one of the only contract food manufacturer/co-packers in the United States marketplace to offer fiber-based packaging technology as a replacement to the current offerings of cans, pouches or jars for shelf-stable foods.</p> <p>IPM Foods continues to experience unprecedented growth, which is identifying gaps in areas of effective leadership, efficient manufacturing processes, maintenance skills, safety, quality, and communication. In turn, both level of production and employee retention are negatively impacted.</p> <p>IPM Foods boasts a local and diverse workforce of 250 employees, of which 105 will participate in this training project. Training participants will be new and incumbent employees and will include production, compliance and safety team members, language learners, department supervisors, managers and leads, machine operators, and maintenance technicians.</p>	7/1/2022-6/30/2023	105	State/GPR	\$29,053	\$29,053	\$0

Project Number	Title	Purpose	Grant Period	Number Served	Funding Source	Total Budget	Grant Award	Matching Funds
194	KANDU Industries	<p>The purpose of this grant is for Blackhawk Technical College to provide KANDU Industries training that will positively affect all levels of the organization. Due to client, employee, and facility growth, many of the current directors, supervisors, and managers at KANDU are seeking more current and advanced training to improve effectiveness and efficiencies throughout the workforce. Supporting growth, this project will build on knowledge and development of Leadership and Lean strategies, as well as improve safety on the production floor and computer skills across the organization.</p> <p>KANDU assists over 200 clients with disabilities work toward independence by learning the skills required to support industrial services. KANDU's mission is to create, promote, and provide diverse opportunities offering people with disabilities or disadvantages the ability to pursue greater independence and explore their limitless potential.</p> <p>In total, 34 unduplicated directors, supervisors, and managers will participate in training under this project, which will positively impact employee retention, productivity, satisfaction, earning potential and industry-recognized credentials.</p>	7/1/2022-6/30/2023	34	State/GPR	\$13,752	\$13,752	\$0



JULY 11, 2022

ACTION ITEMS

- Resolution Authorizing the Issuance of \$3,800,000 General Obligation Promissory Notes, Series 2022B, of Blackhawk Technical College District, Wisconsin
- Three-Year Facilities Plan
- AMTC Minor Remodel and Award Contract for Improvements
- Method for Award of Contract for Central Campus Courtyard Improvements
- Concept Review for Respiratory Therapy

ACTION ITEMS ITEM A.

Resolution Authorizing the Issuance of \$3,800,000 General Obligation Promissory Notes, Series 2022B, of Blackhawk Technical College District

The District Board authorized the issuance of \$3.8M General Obligation Promissory Notes in June. An issue with timely publication of the legal notices nullified that authorization; therefore, the resolution authorizing the issuance of \$3.8M General Obligation Promissory Notes is presented at the July Board Meeting.

As a reminder, the Fiscal Year 2022-23 budget includes \$3,800,000 for annual building improvements and capital equipment. The authorizing resolution for the borrowing of \$3,800,000 for equipment and building improvements is attached. If approved, the actual borrowing will occur in August following the publishing of the resolution and subsequent to the passage of the statutory referendum time period. The second resolution to award the sale on the borrowing would be presented to the full Board at the August meeting.

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

RESOLUTION AUTHORIZING THE ISSUANCE OF
\$3,800,000 GENERAL OBLIGATION PROMISSORY NOTES, SERIES 2022B,
OF BLACKHAWK TECHNICAL COLLEGE DISTRICT, WISCONSIN

WHEREAS, Blackhawk Technical College District, Rock and Green Counties, Wisconsin (the “District”) is presently in need of \$850,000 for the public purpose of financing building remodeling and improvement projects and \$2,950,000 for the public purpose of financing the acquisition of movable equipment; and

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

NOW, THEREFORE, BE IT:

RESOLVED, that the District shall issue general obligation promissory notes in the amount of \$850,000 for the public purpose of financing building remodeling and improvement projects; and be it further

RESOLVED, that the District shall issue general obligation promissory notes in the amount of \$2,950,000 for the public purpose of financing the acquisition of movable equipment; and be it further

RESOLVED, THAT:

Section 1. Note Authorization. The District shall issue the general obligation promissory notes authorized above in the aggregate principal amount of \$3,800,000 and designated “General Obligation Promissory Notes, Series 2022B” (the “Notes”), the proceeds of which shall be used for the purposes specified above in the amounts authorized for those purposes.

Section 2. Notice to Electors. The District Secretary shall, within ten (10) days hereafter, cause public notice of the adoption of these resolutions to be given to the electors of the District by publishing notices thereof in the official District newspaper published and having general circulation in the District, which newspaper is found and determined to be likely to give notice to the electors, such notices to be in substantially the forms set forth on Exhibits A and B hereto.

Section 3. Official Statement. The District Secretary shall cause an Official Statement to be prepared by Robert W. Baird & Co. Incorporated. The appropriate District officials shall determine when the Official Statement is final for purposes of Securities and Exchange Commission Rule 15c2-12 and shall certify said Statement, such certification to constitute full authorization of such Official Statement under this resolution.

Adopted this 11th day of July, 2022.

Chairperson

Attest:

Secretary

EXHIBIT A

NOTICE

TO THE ELECTORS OF:

Blackhawk Technical College
District, Wisconsin

NOTICE IS HEREBY GIVEN that the District Board of the above-named District, at a meeting duly called and held on July 11, 2022, adopted pursuant to the provisions of Section 67.12(12) of the Wisconsin Statutes, a resolution providing that the sum of \$850,000 be borrowed through the issuance of general obligation promissory notes of the District for the public purpose of financing building remodeling and improvement projects.

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

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

Dated July 11, 2022.

BY ORDER OF THE DISTRICT BOARD

District Secretary

EXHIBIT B

NOTICE

TO THE ELECTORS OF:

Blackhawk Technical College
District, Wisconsin

NOTICE IS HEREBY GIVEN that the District Board of the above-named District, at a meeting duly called and held on July 11, 2022, adopted pursuant to the provisions of Section 67.12(12) of the Wisconsin Statutes, a resolution providing that the sum of \$2,950,000 be borrowed through the issuance of general obligation promissory notes of the District for the public purpose of financing the acquisition of movable equipment.

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

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

Dated July 11, 2022.

BY ORDER OF THE DISTRICT BOARD

District Secretary

ACTION ITEMS ITEM B.

Three-Year Facilities Plan

The Three-Year Facilities Plan provides the means by which the Wisconsin Technical College System (WTCS) Board monitors all construction and major remodeling projects statewide. Each district is required to provide an annual update to the Facilities Plan to the WTCS Board by August 1.

Enclosed is a draft of the Blackhawk Technical College's Three-Year Facilities Plan for July 1, 2022 – June 30, 2025.

District Board action is needed to approve the Plan and submit the document to the WTCS Board by August 1, 2022.

Blackhawk Technical College

Three-Year Facilities Plan

July 1, 2022-June 30, 2025



Serving Rock and Green Counties

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 Office, 6004 S. County Road G, P.O. Box 5009, Janesville, WI 53547-5009, (608) 757-7796 or (608) 757-7773, WI Relay: 711

**BLACKHAWK TECHNICAL COLLEGE
2022-2025 THREE-YEAR FACILITIES PLAN**

TABLE OF CONTENTS

Section I – Executive Summary 1

Section II – Existing Facilities..... 2

Section III – Three-Year Project Summary..... 3-5

Blackhawk Technical College Three Year Facilities Plan

Section 1 – Executive Summary

Acquisition/Construction

In November, 2020, the District citizens approved construction of a \$32 Million Public Safety and Transportation Training Center on the College's Central Campus. The facility is being constructed in phases with the Center for Transportation Studies, Out-Buildings, and Vehicle Operations Track completed in Fiscal Year 2021-22. Construction of the Education Building will begin in fall 2022 with completion expected by spring 2024.

The District is pursuing the opportunity to acquire an approximate 10-acre parcel that is contiguous to the Central Campus' northwestern boundary and expects to complete this acquisition in 2022-23.

Remodeling

The Central Campus is scheduled to receive updates over the next three years. The Courtyard will be remodeled to better serve outdoor student activities, college events, and instruction. Existing restrooms will be refreshed for improved accessibility and environment. Part of the production food service kitchen will be combined with the former Blackhawk Room to create a second modern culinary kitchen. The 1300 Wing will be remodeled to support the Health Science Division Office and other administrative offices and the new Blackhawk Room. The 2300 Wing will be remodeled to serve as the Center for Science Excellence for associate of science and general education instructional needs.

Capital Improvements

The total amount of capital improvements anticipated over the next three years as indicated in Section 3 of the Plan totals \$2,400,000. Significant capital improvement projects budgeted for the next three fiscal years include electrical upgrades and repairs; parking lot repairs and replacement; building exterior, grounds and landscape maintenance; roof replacements; mechanical system replacements; interior and exterior door replacements; and interior refresh which includes carpet, lighting, & ceiling tile replacement. Annually, BTC anticipates interior and exterior painting, and minor upgrades to classrooms.

Blackhawk Technical College Three Year Facilities Plan

Section 2 - Existing Facilities

For owned facilities, in summary form, identify by campus salient information including location, land area, and total building area.

Campus	Location (Address)	Site Size (Acres)	Total Area (sq ft)	Building Replacement Value
Central	6004 Prairie Road, Janesville, WI 53547	110.00	291,452	\$ 50,513,768
Monroe	210 4th Avenue, Monroe, WI 53566	3.00	24,023	\$ 5,298,005

For leased facilities, in summary form, identify by campus salient information including location, total lease area, and lease expiration date.

Location	Address	Lease Area (sq ft)	Lease Expiration
Advanced Manufacturing Training Center	15 Plumb Street, Milton, WI 53563	105,100	5/21/2023
Beloit Public Library	605 Eclipse Blvd, Beloit, WI 53511	3,434	3/18/2030

Campus	Instruction	Office	General/Support	Non-Assignable	Total
Central	129,407	44,094	58,331	92,901	324,733
Monroe	13,230	3,575	2,050	5,168	24,023

Blackhawk Technical College Three Year Facilities Plan

Section 3 – Three Year Project Summary

2022-2023

Acquisition/Construction

Construction of the previously approved Public Safety Education Building, which is the fourth and final element of the Public Safety & Transportation Complex, will commence this year.

Estimate: \$20,000,000

Acquisition of an approximate 10-acre parcel of vacant land contiguous to the Central Campus' northwestern boundary.

Estimate: \$325,000

Remodeling

Remodel the Central Campus Courtyard, which is accessible from the Student Commons. The remodeled space will provide improved external space for outdoor instruction, student activities, and college events.

Estimate: \$1,500,000

Remodel Central Campus restrooms for improved accessibility and environment.

Estimate: \$670,000

Capital Improvements

A total of \$800,000 is projected for capital improvements during the fiscal year. Some of the significant improvements planned include:

- Energy system replacement
- Parking lot and grounds improvements
- Roof replacements
- Plumbing updates
- HVAC equipment & building system control replacements
- Life safety systems (sprinkler, etc.)
- Classroom, learning lab, support & circulation space updates

2023-2024

Remodeling

Remodel the Blackhawk Room and Shared Kitchen to create a modern culinary arts instructional training lab.

Estimate: \$1,500,000

Remodel the 1300 Wing for improved classrooms and restrooms, provide access to the improved courtyard, and update of the staircase for compliance with current code.

Estimate: \$1,500,000

Capital Improvements

A total of \$800,000 is projected for capital improvements during the fiscal year. Some of the significant improvements planned include:

- Roof replacements
- Classroom, learning lab, support & circulation space updates
- Plumbing updates
- HVAC equipment & building system control replacements
- Life safety systems (sprinkler, etc.)
- Energy system updates
- Parking lot and grounds improvements

2024-2025

Remodeling

The Central Campus 2300 Suite will be remodeled to create a Center for Science Excellence to support projected needs in the associate of arts / general education science programming.

Estimate: \$1,500,000

Capital Improvements

A total of \$800,000 is projected for capital improvements during the fiscal year. Some of the significant improvements planned include:

- Classroom, learning lab, support & circulation space updates
- HVAC equipment & building system control replacements
- Life safety systems (sprinkler, etc.)
- Energy system updates
- Parking lot and grounds improvements

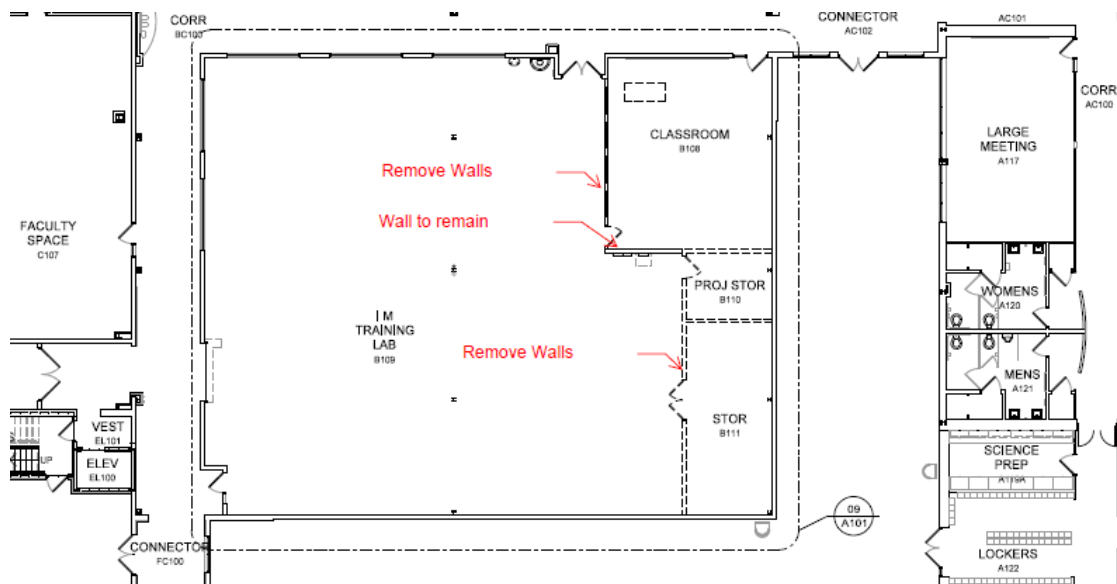
ACTION ITEMS ITEM C.

AMTC Minor Remodel and Award Contract for Improvements

The WTCS Financial & Administrative Manual provides direction for capital expenditures including facilities remodel. This manual clarifies minor remodel as:

As outlined in TCS 5.09, "Exclusion of minor remodeling and minor rentals", remodeling of existing facilities where project costs for a fiscal year do not exceed \$100,000 per single campus site, as determined by the board under s. TCS 7.07(6), are considered minor remodeling and are exempt from board review and approval under s. 38.04 (10) (a), Stats.

Each fiscal year begins on July 1st. Instructional leadership is requesting the minor remodel of the Industrial Maintenance [Electro-Mechanical] Training Lab at the AMTC to better support teaching and learning:



Angus-Young Architects inspected the site to confirm the minor remodel is viable (no structural impact) and falls within minor remodel threshold. The FY23 budget includes capital funding for building improvements. Instruction desires to complete this work prior to the fall semester start.

Angus-Young developed bid specifications and facilitated the bid solicitation process. Bids are due at 2:00pm on Thursday, July 7th and will be presented to the District Board for consideration of project approval and award of contract. Administration will be present to answer any questions.

ACTION ITEMS ITEM D.

Approve Method for Award of Contract for Central Campus Courtyard Improvements

Improvements to the Central Campus Courtyard as approved by the District Board in June, are included in the FY23 capital budget plan. The estimated cost of renovations is \$1,465,000. The WTCS Board will consider approval of the same at their meeting on Tuesday, July 12th.

Angus-Young Architects & Engineers assisted in development of the design and construction specifications, and facilitated the bid solicitation process for the courtyard improvement plan. Key dates are as follows:

Construction documents released for bid	June 16, 2022
Contractor walk thru, optional	June 23, 2022
WTCS Board Meeting – project on agenda	July 12, 2022
Construction bids due – 2:00pm	July 19, 2022
Award of Contract	July 22, 2022
Construction begins	August 2022
Construction concludes	November 2022
Landscaping – separate bid & contract with installation completed in	Spring 2023

WTCS approval of the project is required prior to award of contract. WI Stats. require technical college boards to hold their annual organizational meeting on the second Monday in July which precedes the WTCS Board's July meeting.

Administration desires to commence the construction work this summer so that this work can be completed prior to winter weather. Administration is requesting district board consideration of the following options for award of construction contract for the courtyard improvement project:

Hold Special Board Meeting between July 19-22 to award the contract; or
Delegate authority to award contract to Finance Meeting who would meet between July 19-22 to award the contract with report of results provided at the regular August Board Meeting; or
Delegate authority to award contract to Administration who would report the results at the regular August Board Meeting.

Board action to set a special meeting date and time or to delegate authority for award of construction contract with report of results provided at the next regular Board Meeting is request.

Renea Ranguette will be present at the meeting to address any questions.



ACTION ITEMS ITEM E.

Blackhawk Technical College New Program Proposal

Date: 6/24/2022			
Proposed Program Title:	Respiratory Therapy		
College Contact:	Moira Lafayette	Division:	HSPS
Email:	Mlafayette@blackhawk.edu	Phone:	608-757-7750
Education Director Consulted:	Kathy Loppnow/ Danielle Cook	Date Consulted:	10/07/2021
Proposed WTCS Program Number:	10-515-1	Proposed Degree:	AAS
Proposed WTCS Mat Fee Code:	02 (\$7 per credit)	Credit Hours:	65
Proposed Implementation Date:	Fall 2023		

Brief Program Description
<p>This program is designed to prepare graduates with demonstrated competence in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains of respiratory care practice as performed by registered respiratory therapists (RRTs).</p> <p>Respiratory therapists, as members of a team of health care professionals, work to evaluate, treat and manage patients of all ages with respiratory illnesses and other cardiopulmonary disorders in a wide variety of clinical settings. In addition to performing respiratory care procedures, respiratory therapists are involved in clinical decision making (such as patient evaluation, treatment selection and assessment of treatment efficacy) and patient education. The scope of practice for respiratory therapy includes, but is not limited to: -assessing the cardiopulmonary status of patients, -drawing blood samples, performing blood gas analysis and pulmonary function testing, -initiating ordered respiratory care, evaluating and monitoring patients' responses to such care, modifying the prescribed respiratory therapy and cardiopulmonary procedures and life support endeavors to achieve desired therapeutic objectives, -providing patient, family and community education, and -participating in life support activities as required.</p> <p>At graduation, the student is qualified for admission to the entry-level National board for Respiratory Care (NBRC) examination to become a registered respiratory therapist (RRT). The program is accredited by the Commission on Accreditation of Allied Health Education Programs, on recommendation of the Commission on Accreditation for Respiratory Care (CoARC).</p>

Proposed Standard Occupational Classification (SOC) Code:	29-1126
Proposed Classified Instructional Program (CIP) Code:	51.0908
Mean Starting Hourly Salary:	\$30

Concept Review and Approval		<i>reference WTCS Educational Services Manual (ESM)</i>
Advisory Committee Concept Approval	Date: December 20,2021	
Academic Affairs Concept Approval	Date: June 2, 2022	
Executive Council Concept Approval	Date: June 29, 2022	
District Board Concept Approval	Date:	
WTCS State Board Concept Approval	Date:	

Program Review and Approval		
Curriculum Committee Program Approval	Date:	
District Board Program Approval	Date:	
WTCS State Board Program Approval	Date:	

Table of Contents

New Program Concept Proposal – Respiratory Therapy	4
Program Purpose	4
Demonstration of New Program Need	4
Curriculum and Program Quality	8
Program Structure	15
Faculty Requirements	16
Administration and Support Personnel Requirements.....	18
Fiscal and Facilities Support	19

New Program Concept Proposal – Respiratory Therapy

Program Purpose

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

The Respiratory Therapy program is designed to prepare graduates with demonstrated competence in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains of respiratory care practice as performed by registered respiratory therapists (RRTs).

- 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 students that are age 18 or older. Students may be college entry or transfer, or returning adult students that choose the Respiratory Therapy career pathway. Admissions to the program will be through a petitioning process.

- 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 Respiratory Therapy program contributes to the College’s strategic goals of Educational Excellence and Flexible Learning. The Respiratory Therapy program’s goals are to prepare graduates to work in a wide variety of clinical settings evaluating and treating patients as a critical member of a healthcare team. 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 allied health. Blackhawk Technical College is a collaborative partner with a number of healthcare entities serving communities in Rock and Green counties 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.*

<p>Occupational Chart. <i>List occupational titles related to the proposed program(s) and corresponding employment projections and completer data.</i></p>

Standard Occupational Classification (SOC) Job Titles & Code Number https://www.bls.gov/soc/major_groups.htm	Annual Regional Openings**	Starting and Median Hourly Wage
29-1126 (O*Net Online)	22	\$30.67
**Emsi Q2 2022 Data Set for BTC EESA, and 8-11 new jobs in Rock & Green counties.		
Combined Openings =	22	

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 licensed respiratory therapists employed with local hospitals to include SSM, Beloit Health Systems, Mercyhealth, Edgerton, Stoughton, Swedish American.

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

A needs assessment was sent in late 2021 to the respiratory therapy coordinators at the primary health care partners in our district which included SSM, Beloit Health Systems, Stoughton Hospital, Mercyhealth, Swedish American, Edgerton Hospital and OSF. Six of the seven health care partners responded that they would be extremely likely to hire a graduate from a Respiratory Therapy AAS program. The survey also indicated that there is currently a strong demand for respiratory therapists and a steady demand is projected for the future as well. Additionally, six of the respondents said that they currently have 1.5 positions open.

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.*

Respiratory Therapy training includes use of high-fidelity manikins and standardized patients care in clinical settings. The general education and prerequisite courses for the respiratory therapy program will be shared with multiple health sciences programs.

Recruiting activities for health sciences programs are coordinated within a healthcare career pathways model. The Health & Public Safety Division works closely with the Student Enrollment Manager to do outreach to high schools in the district to promote healthcare pathways. In addition, the HSPS collaborates with WCD to promote healthcare pathways through CareerTek and various career academies.

Students at the high school level may begin taking dual credit and/or Advance Standing coursework to

complete some or all of their general education courses and medical terminology. The program will require 27 general education credits, all of which can be earned as transcribed credits while in high school. These courses include:

- General Anatomy and Physiology (4)
- Microbiology (4)
- English Composition 1 (3)
- Speech (3)
- Intro to Psychology (3)
- Intro to Sociology (3)
- Medical Terminology (3)

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.*

The Respiratory Therapy program opens an opportunity for licensed RRT's to use BTC as a location and entity for maintaining their mandatory 30 CEUs every 5 years. Additional specialty credentials could be offered by BTC in the form of advance certificates in content areas including neonatal-pediatric specialist (NPS), and in pulmonary diagnostics.

The recent Emsi Q2 2022 Data Set for the BTC EESA region which includes two northern Illinois counties and Dane, Rock and Green counties indicate that over the next five years there will be an estimate of 22 new openings in the region. BTC's service area anticipates a growth of 40 new positions between 2022 – 2027 which does not account for the anticipated retirements and current new openings. For the period January 2022 – May 2022 there were 94 unique job postings for the region with about 46 new hires during that period. The recent pandemic has spurred retirements and increased opportunities for new entrants into the labor pool

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.*

Eight WTCS districts currently offer the Respiratory Therapy program including: Chippewa Valley, Gateway, Madison Area, Milwaukee Area, Mid-State, Moraine Park, Northeast Wisconsin, and Western Technical College.

Chippewa Valley and Moraine Park shared information on their graduation, placement rates, recruitment and retention, accreditation and expense issues as requested. Chippewa Valley's graduation rates are 53-75%, and they have 100% placement rates of their graduates. Mid-state had slightly lower graduation rates and 100% placement of graduates. Both colleges saw retention rates dip during the pandemic and are looking to implement HESI to better prepare students during the first semester.

BTC's ISA sent an email to the ISA's at the eight districts offering the program and the one response from Northeast Wisconsin was in the form of a recent program review. NWTC's information indicated

their enrollment dipped over the past year and that feedback from students indicated they wanted updated equipment and more time in the simulation center. Another noteworthy comment was that 64% of students struggle with Medical Terminology which is a co-requisite course. To avoid this concern, BTC would plan to use general education and Medical Terminology as a basis for petitioning so that students would enter the program ready to focus on the occupational courses.

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

The need for Respiratory Therapists in Rock and Green counties has been documented in the EMSI Q3 2021 labor market report which states a 90% increase in job demand. Within Rock and Green counties the change in jobs growth is forecasted to increase 54% with new job demand projected to be 25 positions, not factoring in retirements. Regionally new job openings are projected to be 294 through 2026.

BTC has looked at offering an AAS in respiratory therapy in the recent past, however it has just been this year that the Commission on Accreditation for Respiratory Care (CoARC) has changed their stance from prohibiting any new AAS programs to be accredited. This change in position warrants BTC moving forward with adding a Respiratory Therapy AAS program.

A needs assessment was sent in late 2021 to the respiratory therapy coordinators at the primary health care partners in our district which included SSM, Beloit Health Systems, Stoughton Hospital, Mercyhealth, Swedish American, Edgerton Hospital and OSF. Six of the seven health care partners responded that they would be extremely likely to hire a graduate from a Respiratory Therapy AAS program. The survey also indicated that there is currently a strong demand for respiratory therapists and a steady demand is projected for the future as well. Additionally, six of the respondents said that they currently have 1.5 positions open.

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

Enrollment Chart.						
	First Year		Second Year		Third Year	
Full-Time Enrollments (Headcount/FTE):	10		20		20	
Part-Time Enrollments: (Headcount/FTE)			5		10	
Retention Rate:	80%		80%		80%	
Completions:			8		16	

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.*

The addition of a Respiratory Therapy AAS program would require BTC to hire a full-time Program Director and a Director of Clinical Education, both positions would have instructional responsibilities. In addition, the program is required to have a Medical Director for the program.

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

Assess, treat, and care for patients with breathing disorders. Assume primary responsibility for all respiratory care modalities, including the supervision of respiratory therapy technicians. Initiate and conduct therapeutic procedures; maintain patient records; and select, assemble, check, and operate equipment.

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).*

CoARC accredits respiratory therapy education programs in the United States. To achieve this end, it utilizes an 'outcomes based' process. Programmatic outcomes are performance indicators that reflect the extent to which the educational goals of the program are achieved and by which program effectiveness is documented.

The respiratory care scope of practice includes, but is not limited to the following basic competencies:

- acquiring and evaluating clinical data;
- assessing the cardiopulmonary status of patients;
- performing, and/or assisting in the performance of, prescribed diagnostic studies such as: obtaining blood samples; blood gas analysis; pulmonary function testing; and polysomnography;
- evaluating data to assess the appropriateness of prescribed respiratory care;
- establishing therapeutic goals for patients with cardiopulmonary disease;
- participating in the development and modification of respiratory care plans;
- case management of patients with cardiopulmonary diseases;
- initiating prescribed respiratory care treatments, evaluating and monitoring patient responses to such therapy and modifying the prescribed therapy to achieve the desired therapeutic objectives;
- managing life support activities;
- conducting and evaluating prescribed pulmonary rehabilitation;

- providing patient, family, and community education;
- promoting cardiopulmonary wellness, disease prevention, and disease management;
- promoting evidence-based practice by using established clinical practice guidelines and by evaluating published research for its relevance to patient care

Evidence of assessment of student competencies should include both direct and indirect evaluations of student performance. Examples of direct assessments that might be used to evaluate expected competencies include (but are not limited to):

- Faculty-designed comprehensive or capstone examinations and assignments;
- Performance on credentialing or other external examinations;
- Demonstrations of student capabilities in context;
- Documentation of the accumulation of competencies for each student as s/he progresses in the program;
- Student performance on case-based examinations;
- Samples of student work generated in response to typical course assignments;
- Scores on programmatic tests accompanied by test “blueprints” describing what the tests assess;
- Instructor evaluations confirming student competence in laboratory and clinical skills;
- Records of satisfactory student behavior in group learning situations (e.g., presentations, group discussions);
- Student reflections on their performance with regard to values, attitudes and beliefs.

(CoARC 2020 Entry into Practice Standards, pg.33-35 @ https://coarc.com/wp-content/uploads/2020/11/CoARC-Entry-Standards-7-1-2020_compressed.pdf)

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

1. Apply respiratory therapy concepts to patient care situations

Criteria

- demonstrate the professional knowledge base required to function effectively as a Respiratory Therapist
- demonstrate the general medical knowledge base required to function effectively as a Respiratory Therapist
- interpret pertinent information from medical records and physical findings
- recommend appropriate therapeutic interventions based on physiological data and physical findings
- make sound clinical judgments

2. Demonstrate technical proficiency required to fulfill the role of a Respiratory Therapist

Criteria

- perform patient assessment
- initiate, modify and perform therapeutic procedures and modalities
- perform diagnostic procedures

3. Practice respiratory therapy according to established professional and ethical standards

Criteria

- demonstrate effective oral communication skills
- demonstrate effective written communication skills
- manage time effectively
- respect the beliefs and values of all persons, regardless of cultural background, religion, age or lifestyle

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

BTC's five core abilities will be mapped to program outcomes and assessed as part of the overall student learning outcomes for 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 may expect to gain employment as Cardiopulmonary Rehabilitation Respiratory Therapist, Certified Respiratory Therapist (CRT), Registered Respiratory Therapist (RRT), Respiratory Care Practitioner (RCP), Respiratory Therapist (RT), Staff Respiratory Therapist, and Staff Therapist

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

Completing a Commission on Accreditation for Respiratory Care (CoARC) accredited respiratory therapy program, with at least an associate degree is necessary to be eligible to sit for the National Board for Respiratory Care (NBRC) exams. The Therapist Multiple-Choice (TMC) credentialing exam results determines eligibility to take the Clinical Simulation Exam

(CSE). Students who pass the TMC at a lower cut score can be credentialed as a Certified Respiratory Therapist (CRT) but are not eligible to sit for the CSE exam. Individuals that pass both the TMC and the CSE exams are awarded the Registered Respiratory Therapist (RRT) credential which is the highest level of certification for respiratory therapists.

Additional specialty certification opportunities exist beyond attaining the RRT that lead to the following credentials:

- Pulmonary Function Technologist (PFT) at the certified and registered levels
- Adult Critical Care Specialty (ACCS)
- Neonatal/Pediatric Specialist (NPS), and
- Sleep Disorders Specialty (SDS) at the certified and registered levels.

- 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 credit and/or Advance Standing coursework to complete some or all of their general education courses and medical terminology. The program will require 27 general education credits, all of which can be earned as transcripted credits while in high school. These courses include:

- General Anatomy and Physiology (4)
- Microbiology (4)
- English Composition 1 (3)
- Speech (3)
- Intro to Psychology (3)
- Intro to Sociology (3)
- Medical Terminology (3)

- 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.*

The Associate of Applied Science Respiratory Therapy programs leads to an advanced level respiratory therapist credential. Students who earn an Associate Degree from BTC can transfer credits (45-72) to various 4-year institutions to pursue a bachelor's degree. Edgewood College in Madison, WI offers a Health Science, Respiratory Care Concentration B.S. In addition, Marian University, Wisconsin offers an online allied health Bachelor of Science in Respiratory Therapy Completion program. Other AAS to BS pathways will be explored.

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

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

A petitioning process will be used to admit students into the respiratory therapy program. Prerequisite courses in biology or chemistry along with the functional abilities inventory will be part of that process. Allied health program students are also required to take the Test of

Essential Academic Skills (TEAS) for Allied Health.

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

The general education program outcomes for respiratory therapy are met with courses in human anatomy, physiology, microbiology, communications, psychology and sociology. Other courses that are more occupational specific include content on therapeutic and diagnostic procedures and tests, equipment, patient assessment and cardiopulmonary resuscitation (CPR) in addition to clinical components. The general education courses in communication, life and behavioral sciences support the need for students to incorporate professionalism and ethics and apply basic medical and scientific knowledge to make patient decisions.

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

Completing a Commission on Accreditation for Respiratory Care (CoARC) accredited respiratory therapy program, with at least an associate degree is necessary to be eligible to sit for the National Board for Respiratory Care (NBRC) exams. The Therapist Multiple-Choice (TMC) credentialing exam results determines eligibility to take the Clinical Simulation Exam (CSE). Students who pass the TMC at a lower cut score can be credentialed as a Certified Respiratory Therapist (CRT) but are not eligible to sit for the CSE exam. Individuals that pass both the TMC and the CSE exams are awarded the Registered Respiratory Therapist (RRT) credential which is the highest level of certification for respiratory therapists.

Related occupations include Radiation Therapists, Cardiovascular Technologists and Technicians, Diagnostic Medical Sonographers, Radiological Technologists and Surgical Technologists. Certification thru exams is required for these professional roles.

- d) **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. Clinical rotations provide opportunities for students to engage in practical hands-on job experience and gain knowledge of employers in the district looking to hire into those positions.

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

Clinical sites will be used by the program to place students in their required clinical experiences. These will be healthcare clinics and hospitals throughout the district.

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?

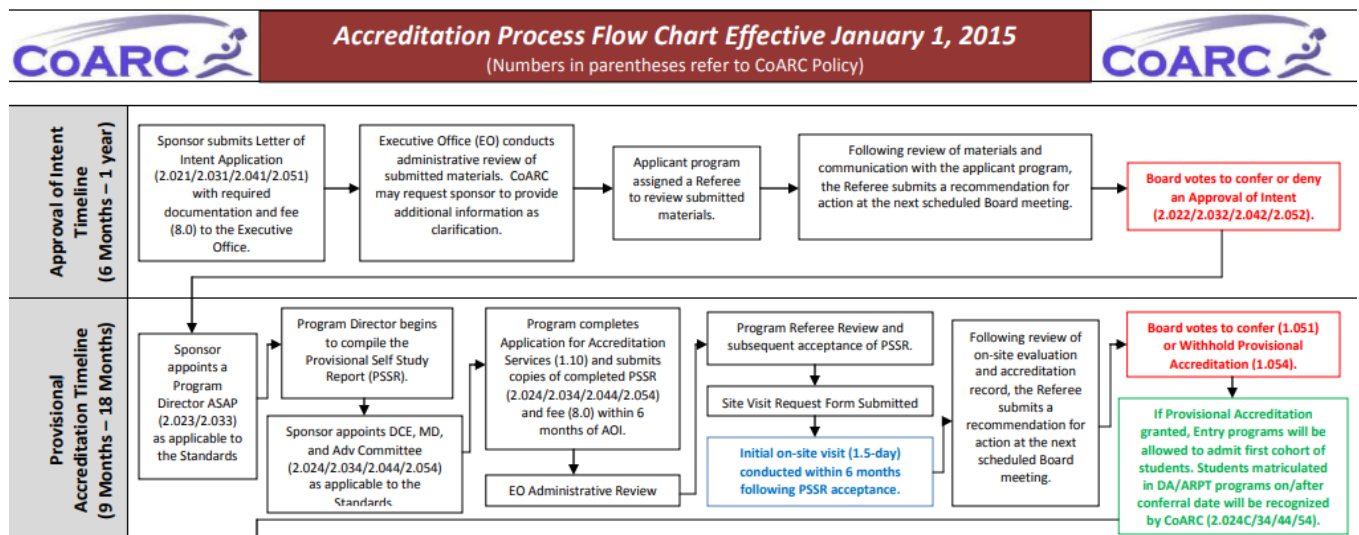
The program is accredited by the Commission on Accreditation of Allied Health Education Programs, on recommendation of the Commission on Accreditation for Respiratory Care (CoARC). The timeline for accreditation starts with the submission of a Letter of Intent and a fee of \$2,750 which takes 6 months to 1 year for the Approval of Intent (AOI).

Following receipt of AOI by the CoARC Board, BTC would appoint/hire a Program Director/Lead Faculty to compile the Provisional Self Study Report (PSSR). The PSSR and fee of \$2,100 must be submitted within 6 months of the receipt of the AOI. Ongoing annual accreditation fee is \$2,500. All fees cited are based on CoARC published amounts for FY23.

During this period the program *should* appoint a Director of Clinical Education (DCE) and Medical Director and establish the Advisory Committee. The role of the Medical Director is to provide competent medical guidance and ensure instruction meets the current practice guidelines. This is primarily an advisory role and this individual should serve on the Advisory Committee and have a letter of appointment to the Medical Director position.

Once the PSSR is accepted by CoARC, BTC would submit a Site Visit Request which should be conducted within 6 months of the PSSR acceptance. Following the review of the on-site evaluation, the CoARC Program Referee will submit a recommendation to the CoARC Board to confer Provisional Accreditation.

Provisional Accreditation is required prior to enrollment of the first cohort of students. The timeline for this provisional accreditation is 9-18 months per the flow chart below.



Retrieved on 6/21/2022 @ https://coarc.com/wp-content/uploads/2020/11/CoARC-Accreditation-Process-Flow-Chart-1-2015_compressed.pdf

The Provisional Accreditation Self Study Report (PSSR) would be prepared by the Program Director who

would be hired in January 2024, ideally with the support of a WTCS developing markets grant. The Program Director would initially be tasked with preparing the self-study, coordinating the site visit, and working on preparing the aligned curriculum from WIDs. In the fall of 2024, the DCE would be appointed/hired and the volunteer Medical Director would be appointed. The acceptance of the application would take 6-8 months. After this an initial self-study would be completed along with a site visit by the accrediting body; the site visit would occur 6-8 months before the fall semester that we plan to enroll the first cohort of students.

- 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.*

BTC intends to be a single sponsor of the Respiratory Therapy program and does not plan to partner with outside entities.

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.

2. a.) Program Proposed Curricula. List all program related courses, included program specific and program supportive courses as well as General Education Courses. Place an Asterick (*) behind course titles with pre or co-requisites; courses that are new to the program/college

Program Title		Respiratory Therapy AAS									
Meta Major:											
Semester	Course number (w/Aid Code)	Course Title	Credits	Type of Credit:					Delivery Method (Check all that apply)	Function (WTCS Guide)	
				A	B	C	D	E			
1	801-136	English Composition 1	3	X					MyEdChoice	6	
1	806-177	Gen Anatomy & Physiology	4	X	X				Hybrid	6	
1	801-198	Speech	3	X					MyEdChoice	6	
1	10-806-197	Microbiology	4	x					Hybrid	6	
1	10-501-101	Medical Terminology	3	x					MyEdChoice	6	
2	10-515-111	Respiratory Survey	3	x	x				MyEdChoice	7	
2	10-515-171	Respiratory Therapeutics 1	3	x	x				MyEdChoice	7	
2	10-515-172	Respiratory Therapeutics 2	3	x	x				MyEdChoice	7	
2	10-515-174	Respiratory Cardiac Physiology	3	x					MyEdChoice	7	
2	10-515-175	Respiratory Clinical 1	2			x			in person	7	
2	10-515-173	Respiratory Pharmacology	3	x					MyEdChoice	7	
3	10-515-176	Respiratory Disease	3	x					MyEdChoice	7	
3	10-809-198	Intro to Psychology	3	x					MyEdChoice	6	
3	10-515-112	Respiratory Airway Mgmt	2	x	x				Hybrid	7	
3	10-515-113	Respiratory Life Support	3	x	x				Hybrid	7	
3	10-515-178	Respiratory Clinical 2	3			x			in person	7	
4	10-515-179	Respiratory Clinica 3	3			x			in person	7	
4	10-809-196	Intro to Sociology	3	x					MyEdChoice	6	
4	10-515-145	Adv.Respiratory Care Topics	2	x					MyEdChoice	7	
4	10-515-180	Respiratory NEO/PEDS Care	2	x					MyEdChoice	7	
4	10-515-181	Respiratory CARDIO Diagnostics	3	x	x				MyEdChoice	7	
5	10-515-182	Respiratory Clinical 4	3			x			In person	7	
5	10-515-183	Respiratory Clinical 5	3			x			In person	7	

Faculty Requirements

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

Faculty Qualifications. 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.				
Degree	Field	Credential	Years of Related Occupational Experience	Years of Teaching Experience
Faculty 1 Bachelor's (Program Dir)	Related	RRT	4 years as RRT w/ minimum of 2 years of clinical	2
Faculty 2 Bachelor's (Clinical Ed Dir)	Related	RRT	4 years as RRT w/ minimum of 2 years of clinical	2

Faculty Resources. 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.						
	First Year		Second Year		Third Year	
	Full-Time	Part-time	Full-Time	Part-time	Full-Time	Part-time
# of New Faculty	1	1	1	2	1	
# of Existing Faculty	0		1	1	1	2
# Existing to be replaced	0					
Total	1	1	2	3	2	2

Faculty Release. List the purpose and hours for release time for the proposed program.

The **Program Director's release time** will be allocated for program planning and development, ongoing review and analysis of all program activities to ensure program meets the accreditation standards, curriculum development and review, ensure that clinical education is coordinated with didactic and laboratory activities

The **Director of Clinical Education (DCE) release time** will be allocated for the organization, development and administration of the clinical curriculum, planning and establishing clinical locations, ensuring that appropriate supervision/assessment of students is available at all clinical sites, and ongoing assessment of overall clinical training.

Accreditation standards require *“There must be evidence that sufficient time is allocated to the PD and to the DCE positions so that educational and administrative responsibilities can be met”* pg. 12 of the CoARC 2020 Entry into Practice Standards

	First Year		Second Year		Third Year	
	Full-Time	Part-time	Full-Time	Part-time	Full-Time	Part-time
Faculty 1 Program Director (PD)	Average of 8 hours per week over the 40 week regular contract. Two additional weeks added (80 hours) per academic year for Program Lead		Average of 4 - 8 hours per week over the 40 week regular contract		Average of 4 hours per week over the 40 week regular contract	
Faculty 2 Clinical Education Director (DCE)			Average of 4- hours per week over the 38 week regular contract		Average of 4 hours per week over the 38 week regular contract	

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.

Position Title <i>Indicate whether Administrative (A) or Support (S)</i>	Field	Credential	Years of Related Experience
Administrative Program Support	Education administration	AAS	2

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.

	First Year		Second Year		Third Year	
	Full-Time	Part-time	Full-Time	Part-time	Full-Time	Part-time
# New Administrative						
# Existing Administrative		5%		5%		5%
# of Existing Admin to be replaced						
# New Support						
# Existing Support						
# Existing Support to be replaced						

Fiscal and Facilities 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.*

Year one to get the program Letter of Intent and Provisional Accreditation Self-study written and lab space and equipment procured would be funded with a developing market grant from WTCS to cover staff time and equipment purchases to set up program lab and classroom.

Once the program is approved by CoARC with a satisfactory initial on-site visit, students may be enrolled in the programs and tuition revenue will offset the costs of the 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.*

- 2 high fidelity ventilating manikins
- 5 hospital beds
- 5 ventilators
- 5 BiPap
- 2 Adult crash carts
- 2 Peds crash carts
- 1 Infant vent simulator
- 4 airway intubation heads
- 1 DE fib machine
- 4 Headwalls with Air, O2, suction (could share the ones in Nursing Asst area)
- 1 X-ray screen
- 2 Zoom cameras

Not all equipment needs to be purchased as new and the intent would be to seek donations of equipment from healthcare partners in district.

- 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.*

- Classroom/lab space to accommodate 5 ventilators w/beds (100 sq. feet per unit)
- Lab areas = minimum of 500 Sq. feet for 2-3 ventilator/bed units
- Classroom to accommodate instructor station and tables/chairs to accommodate up to 10 students.
- Storage area/ room for ventilators and supplies – minimum of 200 square feet
- Test off/exam room minimum of 120 Square feet

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>			
New Costs	First Year AY: 2023-2024	Second Year AY: 2024-2025	Third Year AY: 2025-2026
Faculty Costs*	\$90,000	\$120,000	\$200,000
Administrative Personnel Costs			
Support Personnel costs	\$3,000	\$3,000	\$3,000
Consumable Materials and Supplies			
Equipment Costs (minor and capital)	\$250,000	\$80,000	\$5,000
Library/LRC Costs			
Facility Costs	\$5,000	0	0
Other – accreditation fees	\$4,950	\$2,300	\$2,300
Total New Costs	\$352,950	\$205,300	\$210,300
New Revenue	First Year AY: 2023-2024	Second Year AY: 2024-2025	Third Year AY: 2025-2026
Tuition**	\$24,140	\$68,160	\$95,140
Material Fees ***	\$765	\$5,123	\$6,376
Grant Funding	\$200,000	0	0
Other (Identify)			
Total New Revenues	\$224,905	\$73,283	\$101,516
Net Position (Revenue minus Cost)	-\$128,045	-\$132,017	-\$108,784

*Program Director could serve as administrator over simulation area and have dual appointment presuming increase in simulation area lab staff. DCE role could be at a less than FTE permanent appointment (50-60%).

**Assumes admission of one cohort of 10 new students per year

***\$4.50 per credit for A hour only courses, and in gen education area, \$7.00 per credit for courses with combination of A, B, C, D hours

BLACKHAWK TECHNICAL COLLEGE

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