



District Board Meeting

3rd Wednesday of the Month

5:00 pm

Administration Building

Blackhawk Technical College

DISTRICT BOARD MEETING

AGENDA

DATE: FEBRUARY 15, 2023
TIME: 5:00 P.M.
LOCATION: CENTRAL CAMPUS – ADMINISTRATION BUILDING
6004 S COUNTY ROAD G, JANESVILLE WI 53546-9458

CALL TO ORDER

A. Public Comment

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

SPECIAL REPORTS

- A. Student Representative to the District Board Report (*Information – Hope Hopper*)
- B. Annual Report of Tax Incremental Districts Located within the Blackhawk Technical College District (*Information – Renea Ranguette*)
- C. Spring 2023 Enrollment and Fall 2022 Student Success Report (*Information – Dr. Jon Tysse*)

INFORMATION/DISCUSSION

- A. Financial Statement (*Information – Renea Ranguette*)
- B. President's Update (*Information – Dr. Tracy Pierner*)
 - a. Community Engagement
 - b. Internal Engagement
 - c. College Events
 - d. Upcoming Events
 - e. Other Communications
 - f. Construction Projects
- C. Finance Committee Report Out and Recommendations (*Information – Chairperson Barrington-Tillman*)
 - a. No meeting is scheduled for February
 - b. January 18, 2023, Finance Committee Minutes
- D. Personnel Committee Report Out and Recommendations (*Information – Chairperson Deprez*)
 - a. No meeting is scheduled for February
- E. Staff Changes (*For Information Only. Not for District Board Action*)
 - a. New Hires – None
 - b. New Positions – None
 - c. Resignations – None
 - d. Retirements – None

CONSENT AGENDA

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

- A. Approval of the Draft January 18, 2023, District Board Regular Meeting Minutes (*Action*)
- B. Approval of Current Bills (*Action – Renea Ranguette*)
- C. Approval of Training Contracts (*Action – Dr. Karen Schmitt*)

POLICY REVIEW

- A. A-240 Delegation of Authority to the President/District Director (Revised) (*Action – Dr. Tracy Pierner*)
- B. B-330 District Board Agenda (Revised) (*Action – Dr. Tracy Pierner*)
- C. B-400 College Policy Adoption, Amendment & Suspension (Revised) (*Action – Dr. Tracy Pierner*)
- D. Proposed Policy Authority Review (*Action – Dr. Tracy Pierner*)

ACTION ITEMS

- A. Approval of the Resolution Authorizing the Issuance of \$1,500,000 General Obligation Promissory Notes, Series 2023A, of Blackhawk Technical College District, Wisconsin (*Action – Renea Ranguette*)

Finance Committee Action Items

- A. No Action Items

Personnel Committee Action Items

- B. No Action Items

PROFESSIONAL DEVELOPMENT

- A. No Professional Development for February

WTCS CONSORTIUM UPDATES

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

FUTURE AGENDA ITEMS

- A. Suggestions for Future Agenda Items

CLOSED SESSION

At the conclusion of regular agenda business, the District Board will adjourn to a closed session pursuant to Wis. Statutes 19.85 (1)(c) to conduct a private conference regarding a litigation matter. No action will be taken during the closed session. Any action resulting from the closed session will be taken upon reconvening in an open session, scheduled for action in an open session at the next regular meeting, or scheduled for action at a special meeting called on notice.

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.



FEBRUARY 15, 2023

SPECIAL REPORTS

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

SPECIAL REPORTS ITEM B.

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

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

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

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

A summary showing the status of each TID located in the BTC District is attached. For 2022, the base value of TIDs increased by 0.81% (3.69% increase in 2021), while the current value decreased by 21.51% (25.11% increase in 2021).

Six TIDs closed in 2022 with \$539,040,100 current value, \$42,627,800 base value, and \$496,412,300 increment value released to the local tax base. Three new TIDs were created in 2022. Three TID experienced boundary adjustments in 2022 resulting in base value increase. There were no TIDs with an increment deficit.

The 2022 incremental value of \$721,072,800 multiplied by the District's operational mill rate of 0.37801 resulted in \$272,573 tax revenue captured by the TIDs. The Wisconsin Department of Revenue reports information through December 2021 in the 2022 report. Activity during 2022 will be reflected in future reports.

TID VALUES - 2022

	2022 Current Value	2022 Base Value	Increment Value	TID Revenue Capture
Total District	1,242,351,300	521,278,500	721,072,800	272,573
2021 Values	1,582,746,500	517,104,200	1,065,662,500	
% Change	-21.51%	0.81%	-32.34%	

Operational Mill Rate **0.00037801**

TID Equalized Value Changes	Current Value	Base Value	Increment Value	TID Revenue Capture
Rock County				
V. Clinton	-	-	-	-
V. Footville	18,325,800	1,235,300	17,090,500	6,460
V. Orfordville	11,370,700	512,700	10,858,000	4,104
C. Beloit	120,026,400	41,641,000	78,385,400	29,630
C. Brodhead	3,198,100	102,100	3,096,000	1,170
C. Edgerton	62,498,200	29,749,800	32,748,400	12,379
C. Evansville	51,587,200	22,024,400	29,562,800	11,175
C. Janesville	718,779,400	277,967,600	440,811,800	166,631
C. Milton	108,578,700	39,842,000	68,736,700	25,983
Total Rock County	1,094,364,500	413,074,900	681,289,600	257,534
Green County				
C. Brodhead	10,463,800	6,926,500	3,537,300	1,337
C. Monroe	137,523,000	101,277,100	36,245,900	13,701
Total Green County	147,986,800	108,203,600	39,783,200	15,038
Total District	1,242,351,300	521,278,500	721,072,800	272,573
District Total	19,959,740,679	19,238,667,879	721,072,800	

TID VALUES - 2022

		Current Value	Base Value	Increment	TID Revenue
TID District #		(2022)	(2022)	Value	Capture
Rock County					
V. Footville	1	18,325,800	1,235,300	17,090,500	6,460
V. Orfordville	3	11,370,700	512,700	10,858,000	4,104
C. Beloit	8	23,591,300	1,646,300	21,945,000	8,295
C. Beloit	9	7,874,000	3,666,300	4,207,700	1,591
C. Beloit	11	11,529,200	1,963,200	9,566,000	3,616
C. Beloit	13	59,953,800	23,854,500	36,099,300	13,646
C. Beloit	14	17,078,100	10,510,700	6,567,400	2,483
C. Brodhead	6	3,198,100	102,100	3,096,000	1,170
C. Edgerton	6	34,603,600	11,017,800	23,585,800	8,916
C. Edgerton	7	2,225,800	650,100	1,575,700	596
C. Edgerton	8	14,541,400	7,337,900	7,203,500	2,723
C. Edgerton	9	11,127,400	10,744,000	383,400	145
C. Evansville	5	22,416,500	11,299,100	11,117,400	4,202
C. Evansville	6	6,913,200	1,927,800	4,985,400	1,885
C. Evansville	7	14,969,900	6,101,700	8,868,200	3,352
C. Evansville	8	5,097,100	2,695,300	2,401,800	908
C. Evansville	9	2,190,500	500	2,190,000	828
C. Janesville	17	3,043,700	1,407,500	1,636,200	618
C. Janesville	23	7,650,700	4,973,700	2,677,000	1,012
C. Janesville	25	14,792,800	12,900	14,779,900	5,587
C. Janesville	26	58,777,900	33,643,100	25,134,800	9,501
C. Janesville	27	4,423,300	4,064,800	358,500	136
C. Janesville	28	3,206,800	2,471,400	735,400	278
C. Janesville	32	232,211,000	81,272,100	150,938,900	57,056
C. Janesville	33	26,989,400	7,048,500	19,940,900	7,538
C. Janesville	35	164,664,500	28,377,800	136,286,700	51,518
C. Janesville	36	134,160,900	89,009,600	45,151,300	17,068
C. Janesville	37	30,167,600	7,260,400	22,907,200	8,659
C. Janesville	38	38,690,800	18,425,800	20,265,000	7,660
C. Milton	6	39,094,300	1,968,700	37,125,600	14,034
C. Milton	7	17,982,900	8,567,500	9,415,400	3,559
C. Milton	9	9,258,800	174,700	9,084,100	3,434
C. Milton	10	25,942,900	20,754,200	5,188,700	1,961
C. Milton	11	16,299,800	8,376,900	7,922,900	2,995
Total Rock County		1,094,364,500	413,074,900	681,289,600	257,534

TID VALUES - 2022

TID District #	Current Value (2022)	Base Value (2022)	Increment Value	TID Revenue Capture	
Green County					
C. Brodhead	4	234,300	108,400	125,900	48
C. Brodhead	5	1,657,100	1,529,000	128,100	48
C. Brodhead	6	2,726,700	1,170,300	1,556,400	588
C. Brodhead	7	5,845,700	4,118,800	1,726,900	653
C. Brodhead	8	3,860,000	3,596,500	263,500	100
C. Monroe	7	55,081,600	32,349,800	22,731,800	8,593
C. Monroe	8	5,810,500	2,332,700	3,477,800	1,315
C. Monroe	9	24,880,900	21,014,500	3,866,400	1,462
C. Monroe	10	21,513,800	17,449,200	4,064,600	1,536
C. Monroe	11	26,376,200	24,534,400	1,841,800	696
Total Green County		147,986,800	108,203,600	39,783,200	15,038
Total College District		1,242,351,300	521,278,500	721,072,800	272,573



FEBRUARY 15, 2023

INFORMATION/DISCUSSION

- Financial Statement
- January 18, 2023, Finance Committee Minutes

INFORMATION/DISCUSSION ITEM A.

BLACKHAWK TECHNICAL COLLEGE Summary of Revenue and Expenditures as of January 31, 2023

<u>COMBINED FUNDS</u>	2022-23 CURRENT BUDGET	2022-23 ACTUAL TO DATE	2022-23 PERCENT INCURRED	2021-22 ACTUAL TO DATE	2021-22 PERCENT INCURRED
REVENUE & OTHER RESOURCES:					
Local Government	\$ 16,288,435	\$ 16,298,793	100.1%	\$ 16,185,349	100.1%
State Aids	16,753,907	3,854,128	23.0%	3,302,709	20.7%
Statutory Program Fees	5,668,024	5,935,176	104.7%	5,413,523	100.5%
Material Fees	311,403	318,429	102.3%	304,691	78.5%
Other Student Fees	806,200	818,092	101.5%	762,047	103.8%
Institutional	3,162,543	1,501,458	47.5%	1,849,824	67.7%
Federal	8,441,725	4,988,449	59.1%	7,449,036	42.4%
Other Sources (Bond/Transfer from Other Fund)	<u>5,540,500</u>	<u>3,909,801</u>	70.6%	<u>10,510,714</u>	99.4%
Total Revenue & Other Resources	<u>\$ 56,972,737</u>	<u>\$ 37,624,326</u>	47.2%	<u>\$ 45,777,893</u>	59.7%
EXPENDITURES BY FUNCTION:					
Instruction	\$ 20,148,956	\$ 9,496,560	47.1%	\$ 9,573,124	49.8%
Instructional Resources	1,709,383	976,386	57.1%	1,368,155	35.5%
Student Services	11,920,585	6,988,553	58.6%	10,077,099	59.2%
General Institutional	9,239,938	4,963,426	53.7%	4,337,396	48.0%
Physical Plant	35,342,481	3,962,636	11.2%	9,510,889	36.2%
Auxiliary Services	362,657	267,724	73.8%	244,409	63.4%
Other Uses (Transfer to Other Fund)	<u>420,500</u>	<u>-</u>	0.0%	<u>-</u>	0.0%
Total Expenditures & Other Uses	<u>\$ 79,144,500</u>	<u>\$ 26,655,285</u>	33.9%	<u>\$ 35,111,072</u>	46.3%
EXPENDITURES BY FUNDS:					
General	\$ 30,014,832	\$ 15,505,640	51.7%	\$ 14,937,728	52.1%
Special Revenue	3,235,705	1,363,239	42.1%	1,638,794	28.9%
Capital Projects	27,307,696	3,220,000	11.8%	9,686,104	50.1%
Debt Service	9,191,834	846,418	9.2%	599,554	6.9%
Enterprise	102,657	25,998	25.3%	17,759	37.3%
Internal Service	260,000	241,726	93.0%	225,935	94.5%
Trust & Agency	8,611,276	5,452,264	63.3%	8,005,198	60.9%
Other Uses (Transfer to Other Fund)	<u>420,500</u>	<u>-</u>	0.0%	<u>-</u>	0.0%
Total Expenditures	<u>\$ 79,144,500</u>	<u>\$ 26,655,285</u>	33.9%	<u>\$ 35,111,072</u>	46.3%
Fund Balances, Beginning	\$ 37,937,869	\$ 37,937,869		\$ 18,357,562	
Change in Fund Balance	<u>(22,171,763)</u>	<u>10,969,041</u>		<u>10,666,821</u>	
Fund Balances, Ending	<u>\$ 15,766,106</u>	<u>\$ 48,906,910</u>		<u>\$ 29,024,383</u>	

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

INFORMATION/DISCUSSION ITEM C. b.



BLACKHAWK Technical College

FINANCE COMMITTEE MEETING

MINUTES

DATE: JANUARY 18, 2023

TIME: 4:00 P.M. – 4:50 P.M.

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

CALL TO ORDER

The Finance Committee meeting was held in the Administration Building on Wednesday, January 18, 2023, at the Central Campus, 6004 S County Road G, Janesville.

Board Members Present: Eric Thornton, Chairperson, Barbara Barrington-Tillman, and Mark Holzman.

Board Members Absent: Rachel Andres and Rob Hendrickson.

Other Board Members Present: Rick Richard.

Staff Present: Julie Barreau, Dr. Tracy Pierner, and Renea Ranguette.

Guests Present: None.

Chairperson Thornton called the Blackhawk Technical College Finance Committee meeting to order at 4:01 p.m.

INFORMATION/DISCUSSION/ACTION

A. Financial Statement and Quarterly Report

Renea Ranguette reviewed the Financial Statement and Quarterly Report with the committee members.

General Fund

Revenue: Total revenues are up approximately \$1,094,400 (12.9%) from the prior year. This is mainly due to increases of approximately \$342,400 (6.6%) in Program Fees, \$326,200 (111.6%) in Institutional Revenue, \$255,700 (10.7%) in State Aid, and \$161,300 in Property Taxes.

Uses: Total uses are up by approximately \$630,000 (5.0%) from the prior year, primarily due to increases of approximately \$449,300 (15.0%) in General Institutional, \$112,800 (10.9%) in Physical Plant expenses and \$55,300 (6.2%) in Student Services.

Special Revenue Fund: Revenues are down approximately \$451,500 (41.0%) compared to the prior year. A decrease of about \$502,200 (63.6%) in Federal Revenue, mainly due to the

decline in COVID relief funding (\$471,374), is offset by an increase of approximately \$64,200 (23.8%) in State Aid.

Capital Projects Fund: Revenue and Other Resources are down by approximately \$8,711,400 (67.4%) compared to the prior year due to decreases in Other Sources (\$6,500,000), Federal Revenue (\$1,420,964) and Institutional Revenue (\$795,662).

Other Funds

Debt Service Fund: Revenue is down approximately \$82,200 (39.0%) due to the difference in the amount of bond premiums on the debt issues. Expenditures are up by roughly \$256,900 (43.6%). This increase is related to an increase in interest expense (\$314,214), offset by a decrease in other debt service expenses (\$57,350). The increase in the interest expense was expected based on the debt maturity schedule.

Enterprise Fund: Revenue is slightly decreased compared to the prior year, with a decrease of \$4,762 (8.9%). Expenditures are slightly increased compared to the prior year, with an increase of \$3,061 (21.6%) overall.

Internal Service Fund: Revenue is zero for both years. Expenses are up \$15,791 (7.0%) due mainly due to an increase in general liability and property insurance (\$23,495), offset by a decrease in workers' comp insurance (\$7,704).

Agency Fund: Revenue increased by approximately \$29,400 (7.2%) from the prior year due primarily to an increase in Other Student Fees (\$25,047) from an increase in enrollment. Expenses increased over the prior year by approximately \$38,500 (52.5%), mainly due to an increase in Student Services expenditures of \$36,958. The increase is due to increases in salaries and benefits (\$16,660) and other student expenditures (\$20,298).

Trust Fund: Revenue decreased by approximately \$534,500 (9.4%) in the current year compared to the prior year. Expenses are down roughly \$531,400 (9.2%) from the prior year. The decrease in revenue and expense is due to the decrease in total disbursements and reimbursements in the current year.

B. Long-Range Capital Finance (Debt Service) Plan

Renea Ranguette reviewed the long-range capital finance plan with the committee members.

- District facilities and training equipment experienced a period of significant deferred maintenance and renewal.
- A target for the College's debt service mill rate [0.55-0.60] was established, which aided Administration in long-range capital investment planning in the fall of 2017.
- Proceeds from facility sales and the transfer of year-end general fund surplus to capital project fund supported the purchase of land contiguous with Central Campus, construction of Monroe Campus Agriculture Building, and acceleration of remodel projects on Central Campus.
- The FY23 debt service mill rate is 0.46079 and will decline further under the current long-range capital borrowing plan.
- The Administration considered adding a \$1.5M remodel borrowing to the long-range capital borrowing plan.

C. Modifications of the Fiscal Year 2022-23 Budget

Renea Ranguette reviewed the modifications to the Fiscal Year 2022-23 Budget.

General Fund:

Amendment 1: Increase Revenue and Expense in contract training due to client demand.

Amendment 2: Fund employee mid-year stipend.

Amendment 3: Revised Revenue Projections.

Amendment 4: Record increase in Property Tax Levy.

Special Revenue Fund:

Amendment 5: Transfer of Grant Funds between Functions.

Amendment 6: Establish a budget for State Grants awarded in FY23.

Amendment 7: Decrease Budget for unspent State and Federal Grants extended to FY23.

Amendment 8: Record transfer of Capital to Grant Aid.

Amendment 9: Adjust SIP Budget to Grant Funds Remaining.

Capital Projects Fund

Amendment 10: Record Transfer of Capital to Grants.

Amendment 11: Reallocate Funds for Capital Purchase - Shuttle.

Debt Service Fund

Amendment 12: Property Tax Levy, Interest, and Premium Amortization to Actual.

Agency Fund:

Amendment 13: Establish a budget for Surgical Technology Club.

Amendment 14: Increase Additional Raised Funds for multiple clubs.

It was moved by Ms. Barrington-Tillman and seconded by Mr. Richard to recommend to the District Board that it approves the attached modification to the Fiscal Year 2022-23 Budget, as presented. **All in Favor. Motion carried.**

ADJOURNMENT

As there was no additional business, Chairperson Thornton adjourned the meeting at 4:48 p.m.



FEBRUARY 15, 2023

CONSENT AGENDA

- Draft January 18, 2023, District Board Regular Meeting Minutes
- Current Bills
- Training Contracts

CONSENT AGENDA ITEM A.



BLACKHAWK Technical College

REGULAR DISTRICT BOARD MEETING WEDNESDAY, JANUARY 18, 2023 5:00 P.M.

MINUTES

CALL TO ORDER

The Blackhawk Technical College District Board Regular meeting was held on Wednesday, January 18, 2023, at the Central Campus, 6004 S County Road G, Janesville, in the Administration Building.

Board Members Present: Barbara Barrington-Tillman, Chairperson; Eric Thornton, Vice-Chairperson; Rich Deprez, Secretary; Rick Richard, Treasurer; Rachel Andres; Suzann Holland; Mark Holzman (left 5:32 pm); and Kathy Sucus.

Board Members Absent: Rob Hendrickson.

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

Student Representative: None.

Guests: Mike Bahr.

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

SPECIAL REPORTS

Chairperson Barrington-Tillman called for Special Reports.

- A. Liz Paulsen and Mike Bahr presented on the Campus Appeal Project.
- B. Chairperson Barrington-Tillman recognized BTC retirees Dr. Helen Proeber and Andy McGrath for their years of service to the College.
- C. Lisa Hurda provided a report on the BTC Foundation Gifts.
- D. Dr. Karen Schmitt reviewed the programs approved for operation in the fiscal year 2023-2024.

INFORMATION/DISCUSSION

Chairperson Barrington-Tillman called for Information/Discussion items.

- A. Renea Ranguette reviewed the December Financial Statement and Quarterly Report with the District Board members.
- B. Dr. Tracy Pierner presented his monthly report to the District Board members.
- C. The Finance Committee met before the regular District Board meeting. Chairperson Thornton provided a brief overview of the January 18, 2023, Finance Committee meeting.
- D. There was no Personnel Committee meeting scheduled in January. Therefore, no report or recommendation(s).
- E. Staff changes consisting of new hires, new positions, resignations, and retirements were reviewed.

CONSENT AGENDA

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

- A. Draft December 21, 2022, District Board Regular Meeting Minutes.
- B. Current Bills – The December bills include (Starting Check #00292409 and Ending Check #00294180):

Direct Deposit Expense Reimbursements	\$ 1,208,121.05
Payroll	\$ 1,189,233.71
Payroll Tax Wire Transfers	\$ 502,049.44
Other Wire Transfers	\$ 42,706.60
WRS Wire Transfers	\$ 187,882.77
P-card Disbursements	\$ 50,737.37
Bond Payment	\$ 0.00
Health Insurance Wire Transfer	\$ 317,871.94
<i>Grand Total for the Month</i>	<i>\$ 3,498,602.88</i>

- C. Training Contracts – Report Totals:

Number Served	Estimated FTEs	BTC Cost Formula	LAB Cost Formula	Actual Contract Cost
195	1.87	\$34,793	\$27,674	\$34,793

- D. Confirmation of Annual Contract Issued to Andrew Stoever, Welding Instructor – January 9, 2023.

All in favor. Motion carried.

POLICY REVIEW

- A. There are no policies for review in January.

ACTION ITEMS

Chairperson Barrington-Tillman called for Action Items.

- A. There were none.

Finance Committee Action Items

The Finance Committee met before the regular District Board meeting. The Finance Committee recommended approval of the following action item.

- A. Approval of Modifications to the Fiscal Year 2022-23 Budget

It was moved by Ms. Andres and seconded by Mr. Thornton to approve the Modifications to the Fiscal Year 2022-23 Budget.

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

Personnel Committee Action Items

- B. No Action Items

PROFESSIONAL DEVELOPMENT

No Professional Development for January.

WTCS CONSORTIUM UPDATES

Chairperson Barrington-Tillman called for WTCS Consortium updates.

A. Insurance Trust (WTC)

Dr. Deprez updated the District Board members on the January 12, 2023, WTCS Insurance Trust.

B. Marketing Consortium – A discussion ensued regarding the Marketing Consortium budget.

C. Purchasing Consortium – No update.

D. Districts Mutual Insurance (DMI) – No update.

E. District Boards Association (DBA) – No update.

FUTURE AGENDA ITEMS

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

ADJOURNMENT

It was moved by Ms. Andres and seconded by Mr. Thornton to adjourn the meeting at 6:13 p.m. **All in Favor. Motion carried.**

Richard Deprez

Secretary

CONSENT AGENDA ITEM B.

Blackhawk Technical College

BILL LIST SUMMARY

Period Ending January, 2023

Starting Check Number 00294181
Ending Check Number 00294404 Plus Direct Deposits

PAYROLL TAXES

Federal	417,589.07	
State	<u>73,095.78</u>	490,684.85

PAYROLL BENEFIT DEDUCTIONS & FRINGE PAYMENTS

Retirement	-	
Health and Dental Insurance	21,498.05	
Miscellaneous	<u>14,358.93</u>	35,856.98

STUDENT RELATED PAYMENTS

29,593.61

CURRENT NON CAPITAL EXPENSES

413,007.76

CAPITAL

1,140,202.06

DEBT

-

TOTAL BILL LISTING AND PAYROLL TAXES

2,109,345.26

PAYROLL-NET

914,815.21

SUB TOTAL BILL LISTING AND PAYROLL

3,024,160.47

PLUS OTHER WIRE TRANSFERS

77,593.88

PLUS WRS WIRE TRANSFERS

206,176.26

P-CARD DISBURSEMENTS

174,829.78

WIRE FOR LAND PURCHASE

-

PLUS BOND PAYMENT

-

HEALTH INSURANCE WIRES

312,855.52

GRAND TOTAL FOR THE MONTH

3,795,615.91

CONSENT AGENDA ITEM C.

CONTRACT TRAINING REPORT FEBRUARY 2023

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

Customized Instruction Contract Detail						
Contract #	Business/Industry	# Served	Est. FTEs	BTC Cost Formul	LAB Cost Formula	Actual Contract Amount
2023-1113	Bytec	25	0.08	\$700	\$539	\$700
	<i>Confined Space</i>					
2023-1121	Forward Services	12	0.1	\$2,916	\$2,727	\$2,916
	<i>OSHA 10</i>					
2023-1122	Forward Services	12	0.08	\$1,976	\$1,902	\$1,976
	<i>CDL Intro</i>					
2023-1140	Janesville Comm Daycare	18	0.09	\$1,425	\$811	\$1,425
	<i>Real Colors</i>					
2023-1125	Pleasant View Nursing Home	8	0.53	\$5,848	\$5,051	\$5,848
	<i>CNA</i>					
2023-1142	Forward Services	18	0.12	\$2,747	\$2,151	\$2,747
	<i>CPR/AED/FA/BBP</i>					
2023-1144	A.M. Castle	15	0.10	\$2,789	\$2,151	\$2,789
	<i>CPR/AED/FA/BBP</i>					
2023-1145	Schenck Process	20	0.4	\$9,466	\$7,246	\$9,466
	<i>Leadership</i>					
		128	1.5	\$ 27,867	\$ 22,578	\$ 27,867
Technical Assistance Contract Detail						
Contract #	Business/Industry	# Served	Est. FTEs	BTC Cost Formul	LAB Cost Formula	Actual Contract Amount
2023-1127	CareerTek	15	NA	\$709	\$562	\$709
	<i>Health Awareness Coaching</i>					
2023-1143	JD Hellenbrand	1	NA	\$3,734	\$3,807	\$3,734
	<i>ELDT 80 hour CDL</i>					
2023-1146	Alliant Energy	1	NA	\$6,059	\$5,710	\$6,059
	<i>CDL Class A</i>					
		17	0	\$10,502	\$10,079	\$10,502
High School Customized Instruction Contract Detail						
Contract #	Business/Industry	# Served	Est. FTEs	BTC Cost Formul	LAB Cost Formula	Actual Contract Amount
2023-1102	Lincoln Academy	8	0.53	\$5,672	\$5,613	\$5,672
	<i>CNA 90 hours</i>					
		8	0.53	\$ 5,672	\$ 5,613	\$ 5,672
WAT Grant Customized Instruction Contract Detail						
Contract #	Business/Industry	# Served	Est. FTEs	BTC Cost Formul	LAB Cost Formula	Actual Contract Amount
2023-1128	KANDU	24	0.08	\$1,066	\$820	\$1,066
	<i>Project Management</i>					

WAT Grant Customized Instruction Contract Detail Continued						
Contract #	Business/Industry	# Served	Est. FTEs	BTC Cost Formul	LAB Cost Formula	Actual Contract Amount
2023-1129	KANDU	17	0.06	\$491	\$391	\$491
	<i>Accounting Skills</i>					
2023-1130	KANDU	22	0.07	\$495	\$381	\$495
	<i>Accountable Workplace</i>					
2023-1131	KANDU	29	0.10	\$1,117	\$839	\$1,117
	<i>Dealing with Difficult People</i>					
2023-1132	KANDU	20	0.07	\$1,311	\$1,000	\$1,311
	<i>Microsoft Word</i>					
2023-1133	KANDU	20	0.07	\$1,237	\$1,000	\$1,237
	<i>Advanced PowerPoint</i>					
2023-1134	KANDU	10	0.03	\$561	\$500	\$561
	<i>Computer Skills</i>					
2023-1135	IPM	10	0.60	\$9,080	\$7,712	\$9,080
	<i>ELL</i>					
2023-1136	IPM	10	0.03	\$634	\$500	\$634
	<i>Intermediate Word</i>					
2023-1137	IPM	10	0.03	\$561	\$500	\$561
	<i>PowerPoint</i>					
2023-1138	IPM	10	0.05	\$915	\$833	\$915
	<i>Intermediate Excel</i>					
2023-1141	KANDU	10	0.00	\$603	\$407	\$603
	<i>Facilitation</i>					
		192	1.19	\$ 18,071	\$ 14,883	\$ 18,071
Combined Contract Totals						
		# Served	Est. FTEs	BTC Cost Formul	LAB Cost Formula	Actual Contract Amount
		345	3.22	\$ 62,112	\$ 53,153	\$ 62,112
High School At Risk Detail						
Contract #	Business/Industry	# Served	Est. FTEs	BTC Cost Formul	LAB Cost Formula	Actual Contract Amount
		0	0	\$0	\$0	\$0
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	345	3.22	\$62,112	\$53,153	\$62,112

Contract Training Approved By The District Board

	FY 2018-19		FY 2019-20		FY 2020-21		FY 2021-22		FY 2022-23		
	Month	Month's \$	YTD \$	Month's \$	YTD \$	Month's \$	YTD \$	Month's \$	YTD \$	Month's \$	YTD \$
1st Quarter	July	\$15,141	\$15,141	\$306,616	\$306,616	\$0	\$0	\$34,748	\$34,748	\$54,931	\$54,931
	August	\$265,212	\$280,353	\$93,966	\$400,582	\$16,389	\$16,389	\$79,603	\$114,351	\$41,084	\$96,015
	September	\$110,603	\$390,956	\$51,844	\$452,426	\$17,532	\$33,921	\$63,394	\$177,745	\$96,205	\$192,220
2nd Quarter	October	\$36,363	\$427,319	\$18,826	\$471,252	\$29,073	\$62,994	\$22,313	\$200,058	\$69,654	\$261,874
	November	\$48,817	\$476,136	\$75,772	\$547,024	\$59,156	\$122,150	\$52,930	\$252,988	\$47,449	\$309,323
	December	\$67,999	\$544,135	\$54,312	\$601,336	\$18,026	\$140,176	\$54,656	\$307,644	\$34,393	\$343,716
3rd Quarter	January	\$101,678	\$645,813	\$50,873	\$652,209	\$30,791	\$170,967	\$12,501	\$320,145	\$34,793	\$378,509
	February	\$56,091	\$701,904	\$103,533	\$755,742	\$31,829	\$202,796	\$48,571	\$368,716	\$63,011	\$441,520
	March	\$47,919	\$749,823	\$75,337	\$831,079	\$48,171	\$250,967	\$60,958	\$429,674		
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		\$441,520	

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: \$176,876
Transcripted Credit w/HS: \$1,401,292	Transcripted Credit w/HS: \$2,464,616*	Transcripted Credit w/HS: \$1,652,700	Technical Assistance: \$221,718	Technical Assistance: \$141,196
HSED w/HS: \$23,572	HSED w/HS: \$15,082	HSED w/HS: \$13,788	High School Customized Instruction: \$62,817	High School Customized Instruction: \$75,806
* The Transcripted Credit dollar total has been updated to reflect \$2,464,616 due to it inadvertently being left out.			WAT Grants: \$39,864	WAT Grants: \$41,909
			High School At Risk: \$8,752	High School At Risk: \$17,981
			Transcripted Credit: \$1,637,142	Transcripted Credit: \$0



FEBRUARY 15, 2023

POLICY REVIEW

- A-240 Delegation of Authority to the President/District Director (Revised)
- B-300 District Board Agenda (Revised)
- B-400 college Policy Adoption, Amendment & Suspension (Revised)
- Proposed Policy Authority Review

POLICY REVIEW ITEM A.



BLACKHAWK TECHNICAL COLLEGE SECTION A – DISTRICT ORGANIZATION POLICY

A-240 DELEGATION OF AUTHORITY TO THE PRESIDENT/DISTRICT DIRECTOR

Authority	District Board
Effective Date	February 20, 1974
Revision Date(s)	October 21, 2020; January 18, 2017; March 17, 2004; March 15, 2000; December 16, 1987
Reviewed Date(s)	December 15, 2010; June 18, 2008; March 15, 2006
Related Forms	
Related Policies	D-630 Fund Balance of General and Special Revenue Funds
In Compliance With	Wisconsin Statutes 38.12 (3), 38.14, 38.16(3), 65.90(5)

The President/District Director shall be the chief executive officer of the District, shall have charge and control of the Blackhawk Technical College District subject to the policies, orders, and Executive Limitations set by the Board, and shall receive for service such compensation as the Board shall allow.

The District Board delegates to the President/District Director the executive responsibility for administering the policies adopted by the District Board and executing all decisions of the District Board requiring administrative action. The District Board delegates to the President/District Director the authority to supervise the general business procedures of the College to assure the proper administration of property and contracts; the budget, audit, and accounting of funds; the acquisition of supplies, equipment, and property; and the protection of assets and persons. All transactions shall comply with applicable laws and regulations.

The President/District Director may delegate any powers and duties entrusted to him/her by the District Board but will be specifically responsible to the District Board for the execution of such delegated powers and duties.

The President/District Director is empowered to reasonably interpret College policy. In situations where there is no College policy direction, the President/District Director shall have the power to act, but such decisions shall be subject to the Executive Limitations of this policy and review by the District Board. It is the duty of the President/District Director to inform the District Board of such action and to recommend written District Board policy if one is required.

The President/District Director is expected to perform the duties contained in the President/District Director job description and fulfill other responsibilities as may be determined

A-240 DELEGATION OF AUTHORITY TO THE PRESIDENT/DISTRICT DIRECTOR

in annual goal setting or evaluation sessions. The job description and goals and objectives for performance shall be developed by the District Board in consultation with the President/District Director.

The President/District Director shall ensure that the College complies with all relevant laws and regulations and submit required reports in timely fashion.

The President/District Director shall make appropriate, periodic reports to the District Board and shall keep the District Board fully advised regarding the financial status of the College. The President/District Director shall make available any information or give any report that the District Board as a whole requests. Individual District Board Trustee requests for information shall be met if, in the opinion of the President/District Director, they are not unduly burdensome or disruptive to the College's operations. Information provided to any District Board Trustee shall be available to all District Board Trustees.

The President/District Director shall act as the professional advisor to the District Board in policy formation.

EXECUTIVE LIMITATIONS

The President/District Director shall act at all times in an exemplary manner consistent with the responsibilities and expectations vested in that office. The President/District Director shall act in a manner consistent with Board policies and with those practices, activities, decisions, and organizational circumstances which are legal, prudent, and ethical.

Accordingly, the President/District Director may not:

- Deal with students, staff, or persons from the community in an inhumane, unfair, or undignified manner.
- Make decisions except in an atmosphere where openness is maintained and encouraged.
- Permit financial conditions which risk fiscal jeopardy or compromise Board priorities.
- Provide information to the community, Board, or College constituencies which is knowingly untimely, inaccurate, or misleading.
- Permit conflict of interest in awarding purchases or other contracts or hiring of employees.
- Allow the day-to-day operations to impede the vision or prevent the achievement of the mission of the College.
- Manage the College without adequate College procedures for matters involving finances, staff, students, facilities, and College services.

A-240 DELEGATION OF AUTHORITY TO THE PRESIDENT/DISTRICT DIRECTOR

- Fail to take prompt and appropriate action when the President/District Director becomes aware of any violations of any laws, rules, or regulations, or of any breach of Board policies.
- Enter into any lease or purchasing agreement for any land or facilities nor name facilities or parts of facilities without prior Board knowledge and authorization.
- Engage in or permit actions which would damage the good name or reputation of the College.

HUMAN RELATIONSHIPS

The President/District Director shall create and sustain an environment for living, working, and teaching that supports the development and realization of human potential and promotes the College's core values. Treatment of and dealing with students, staff, and persons from the community, shall be humane, fair, and dignified.

Accordingly, the President/District Director may not:

- Operate without policies and/or procedures which set forth staff and student rules, provide for effective handling of complaint resolutions, and protect against wrongful actions against or by staff or students.
- Fail to comply with all laws, rules, and regulations pertaining to employees and students including those pertaining to:
 - Discrimination
 - Equal Opportunity
 - Sexual Harassment
 - Rights of Privacy
- Prevent students and staff from using established grievance procedures.
- Fail to acquaint students and staff with their rights and responsibilities.
- Fail to maintain confidentiality where appropriate.

COMPENSATION AND BENEFITS

The President/District Director shall maintain fiscal integrity and provide reasonable compensation, and benefits to employees, consultants, and contract workers.

A-240 DELEGATION OF AUTHORITY TO THE PRESIDENT/DISTRICT DIRECTOR

Accordingly, the President/District Director may not:

- Change his or her own compensation and benefits.
- Provide for or change the compensation and benefits of other employees except in accordance with collective bargaining agreements entered into by the Board or in accordance with salary schedules and plans adopted by the Board.
- Promise or imply permanent or guaranteed employment.
- Enter into multi-year employment contracts~~Employ persons not covered by a collective bargaining agreement for more than one year's duration~~ without Board approval.
- Employ faculty, administration, and staff not properly certified/certifiable for the position.
- Propose new salary structures for Board consideration without conducting an appropriate market analysis of related positions.
- Fail to comply with or subject the College to fines or taxes associated with State and Federal laws regulating employee compensation and benefits.

BUDGETING/FORECASTING

Budgeting for any fiscal year or the remaining part of any fiscal year shall follow Board priorities, control College financial risk, and accurately reflect projections of income and expenses. Budgets will become effective upon approval by the Board. D-200 Annual Budget outlines budget development requirements.

Accordingly, the President/District Director shall:

- Propose a balanced budget with supporting information to enable a reasonable projection of revenues and expenses, separation of capital and operational items, and disclosure of planning assumptions.
- Propose a budget, within fiscal limitations, which provides the annual funds for Board operations, such as cost of fiscal audit, Board development and training, and Board professional fees.
- Propose a budget, within fiscal limitations, which includes adequate amounts for plant and facilities maintenance, instructional equipment, new program and course development, staff development, and institutional advancement.
- Propose an operating budget which meets guidelines established by the Board and does not exceed any statutory limitations, including the revenue limit imposed under Section 38.16(3), Wis. Stats.

A-240 DELEGATION OF AUTHORITY TO THE PRESIDENT/DISTRICT DIRECTOR

- Propose a capital budget which meets guidelines established by the Board, is consistent with the requirements of State Statutes and the Wisconsin Technical College System administrative rules and includes an analysis of the impact of such capital plan on the debt service mill rate.
- Submit any budget changes resulting in increases, decreases, or transfers by fund and/or function to the Board for a roll call vote per Section 65.90(5), Wis. Stats. (A two-thirds affirmative vote of the entire membership is required.) And cause notice of any such change to be published as required by Section 65.90(5), Wis. Stats. Budget transfers are further defined in D-280 Budget Management and Transfers.

FINANCIAL CONDITION

The President/District Director shall administer the Board approved budget without material deviation and shall protect the College from financial risk.

It is a material deviation to:

- Expend more funds than have been received in the fiscal year without prior Board approval.
- Indebt the organization in an amount greater than (a) an amount that can be repaid by otherwise unencumbered revenues within the current fiscal year or from accounts previously established by the Board for that purpose and (b) amounts borrowed through the issuance of general obligation bonds or promissory notes authorized by the Board in accordance with State Statutes.
- Expend funds from restricted or designated accounts except for the purposes for which the account was established without prior Board approval.
- ~~Make any purchase or commit the organization to any expenditure that deviates from the approved budget without Board approval.~~

Furthermore, the President/District Director may not:

- Make any purchase:(a) without prudent protection against conflict of interest; and (b) not in accordance with State Statutes or Wisconsin Technical College Code.
- Accept gifts or grants which obligate the College to make future expenditures of funds or human resources other than those created by the gift or grant without Board approval, or which are not in the best interest of the College to accept.
- Fail to maintain a reserve fund balance as determined in D-630 Fund Balance of General and Special Revenue Funds.

A-240 DELEGATION OF AUTHORITY TO THE PRESIDENT/DISTRICT DIRECTOR

ASSET PROTECTION

The President/District Director shall cause assets to be adequately maintained and protected from unnecessary risk.

Accordingly, the President/District Director may not:

- Fail to insure against theft and casualty losses in amounts consistent with replacement values or against liability losses to Board members, staff, or the College itself in amounts consistent with limits of coverage obtained by comparable organizations.
- Fail to ensure that sound internal controls are in place to protect against misappropriation of funds.
- Permit plant and equipment to be subjected to improper wear and tear or inadequate maintenance.
- Unnecessarily expose the College, the Board, or staff to claims of liability.
- Receive, process, or disburse funds under controls which are not sufficient to meet the auditor's standards.
- Invest funds in non-interest-bearing accounts or in investments not permitted by Wisconsin law. Further, no investments shall be made without consideration of the following principles: (a) safety (b) liquidity and (c) yield.
- Acquire, encumber, or dispose of real property (land, buildings, and fixed equipment) without Board approval.
- Fail to protect property, information, and files from improper use, loss, or damage.
- Dispose of surplus property, with a value exceeding \$25,000 per item, without public notice and at less than reasonable value, nor without the approval of the WTCS President/District Director per s.38.14(2) (bm) Wis. Stats.
- Fail to protect the College's trademarks, copyrights, and intellectual property interests.

COMMUNICATION AND COUNSEL TO THE BOARD

The President/District Director shall keep the Board adequately informed.


Accordingly, the President/District Director shall:

- Submit data required by the Board in a timely, accurate, and understandable fashion.

A-240 DELEGATION OF AUTHORITY TO THE PRESIDENT/DISTRICT DIRECTOR

- Make the Board aware of relevant trends, anticipated adverse media coverage, actual or anticipated legal actions, or material external and internal changes, particularly changes in the assumptions upon which any Board policy has previously been established.
- Advise the Board if, in the President/District Director's opinion, the Board is not In Compliance With its own policies on Governance Process and Board-Staff Relationship, particularly in the case of Board behavior which is detrimental to the working relationship between the Board and the President/District Director.
- Present information in an appropriate form that is accurate, complete, concise, and is not misleading.
- Provide a mechanism for official Board, officer, or ad hoc committee communications.
- Address the Board on matters within the area of Board responsibility.
- Report in a timely manner an actual or anticipated non-compliance with any Board policy.

POLICY REVIEW ITEM B.

 BLACKHAWK TECHNICAL COLLEGE SECTION B – DISTRICT BOARD OPERATIONS POLICY	
B-330 – DISTRICT BOARD AGENDA	
Authority	District Board
Effective Date	January 16, 1974
Revision Date(s)	January 20, 2021; November 15, 2017; November 19, 2008; August 18, 2004; January 19, 2000
Reviewed Date(s)	February 15, 2022 , June 21, 2006
Related Forms	
Related Policies	B-300 – District Board Meetings
In Compliance With	Wisconsin Statutes 19.84 (2)
<p>The District Board agenda shall include a brief description of each item of business to be transacted or discussed at the meeting. The order of business may be changed by consent of the District Board.</p> <p>Agendas shall be developed by the President/District Director in consultation with the District Board Chairperson.</p> <ul style="list-style-type: none">• Items of business may be suggested by administration, faculty, staff, and residents of the District.• Items of business shall be submitted in writing and received in the office of the President/District Director at least seven (7) working days prior to the meeting at which the items are to be discussed.• Individual District Board Members may request verbally the inclusion of agenda items at least seven (7) working days prior to the meeting at which the items are to be discussed.• Standing agenda items shall include <u>but not limited to: Public Comment, Special Reports, President's Report, Financial Statement, Consent Agenda, Action Items, Committee Reports, and New Business</u><ul style="list-style-type: none">○ Public Comment○ Special Reports○ Information/Discussion (Financial Statement; President's Update; Finance and Personnel Committee Report Outs, Staff Changes)○ Consent Agenda○ Policy Review○ Action Items○ Professional Development○ WTCS Consortium Updates•○ Future Agenda Items- <p>The President/District Director and District Board Chairperson shall make the final determination on items to be included on the agenda, and whether those items are action or information.</p> <p>If requested, the agenda shall be provided in appropriate alternative formats to be accessible to persons with a disability.</p>	

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POLICY REVIEW ITEM C.



BLACKHAWK TECHNICAL COLLEGE SECTION B – DISTRICT BOARD OPERATIONS POLICY

B-400 – COLLEGE POLICY ADOPTION, AMENDMENT & SUSPENSION

Authority	District Board
Effective Date	January 16, 1974
Revision Date(s)	March 17, 2021; November 17, 1999
Reviewed Date(s)	October 18, 2017; September 17, 2008; June 21, 2006
Related Forms	
Related Policies	B-400.1 – College Policy Adoption, Amendment, and Suspension B-400.2 – College Procedure Adoption, Amendment, and Suspension
In Compliance With	

The District Board may adopt such policies as are authorized by law or determined by the District Board to be necessary for the efficient operation of the College. College policies adopted by the District Board are intended to be statements of intent by the District Board on a specific issue within its subject matter jurisdiction.

The President/District Director may adopt such policies in operational areas delegated by the District Board, authorized by law, and determined by the President/District Director to be necessary for the efficient operation of the College. College policies adopted by the President/District Director are intended to be statements of intent by the President/District Director on a specific issue within its subject matter jurisdiction.

The policies have been written to be consistent with provisions of law but do not encompass all laws relating to the College's activities. All college employees are expected to know and observe all provisions of law pertinent to their job responsibilities.

College policies under authority of the District Board may be adopted, revised, added to, or amended at any regular District Board meeting by a majority vote. ~~Proposed changes or additions shall be introduced not less than one regular meeting prior to the meeting at which action is recommended.~~ The District Board shall regularly assess its policies for effectiveness in fulfilling the College's mission. In all instances, proper notice to the media is required.

College policies under authority of the President/District Director may be adopted, revised, added to, or amended according to College Procedure B-400.1 – College Policy Adoption, Amendment, and Suspension. The President/District Director shall regularly assess its policies for effectiveness in fulfilling the College's mission.

College procedures are to be issued by the President/District Director as statements of method to be used in implementing College policy. Such college procedures shall be consistent with the intent of Policy adopted by the District Board and President/District Director. College procedures may be revised as deemed necessary by the President/District Director according to college procedure B-400.2 – College Procedure Adoption, Amendment, and Suspension.

B-400 – COLLEGE POLICY ADOPTION, AMENDMENT & SUSPENSION

The District Board reserves the right to direct revisions of the College Policies and Procedures should they, in the District Board's judgment, be inconsistent with the District Board's own policies.

Copies of all the College Policies and Procedures shall be readily available to the College's employees through the President/District Director.

POLICY REVIEW ITEM D.

Policy/ Procedure Number	Policy/Procedure Title	Three-Year Review Date	Authority
	Yellow - Proposed change in authority Proposed deletion of procedure Updates	Red - Red font - Updates	
A-100	District Legal Status	September-23	District Board
A-110	The Blackhawk Technical College District	September-26	District Board
A-210	District Board Authority	September-23	District Board
A-220	District Board Powers and Duties	September-23	District Board
A-230	District Board Composition and Terms of Office	November-23	District Board
A-235	Vacancies on the District Board	November-23	District Board
A-240	Delegation of Authority to the President/District Director	November-23	District Board
A-250	Selection of the President/District Director	November-23	District Board
A-260	President/District Director Succession	November-23	District Board
A-270	Evaluation of the President/District Director	November-23	District Board
A-300	Mission, Vision, and Values	November-23	District Board
A-301	Diversity Statement	March-25	District Board
A-400	Organizational Structure	November-23	President/District Director
A-500	Accreditation	November-23	District Board
B-050	District Board Qualifications	January-24	District Board
B-100	District Board Member Standards of Practice	January-24	District Board
B-110	Code of Ethics	January-24	District Board
B-150	Conflict of Interest	January-24	District Board
B-160	District Board Conduct Reporting	January-24	District Board
B-160.1	District Board Conduct Reporting	February-24	President/District Director
B-210	Officers	December-23	District Board
B-216	Legal Counsel	March-24	District Board
B-216.1	Legal Counsel	March-24	Procedure is unnecessary - Simply repeats policy language
B-217	Auditor	March-24	District Board
B-240	District Board Member Education	August-24	District Board
B-245	District Board Member Expenses	October-24	District Board
B-250	New District Board Member Orientation	August-24	District Board
B-260	District Board Committees	December-24	District Board
B-280	Advisory Committees	February-24	President/District Director
B-300	District Board Meetings	January-24	District Board
B-305	Annual Meetings of the District Board	February-24	District Board
B-310	Regular Meetings of the District Board	April-24	District Board
B-315	Special Meetings of the District Board	April-24	District Board
B-320	Executive/Closed Sessions	December-24	District Board
B-325	Quorum and Voting	August-24	District Board
B-330	District Board Agenda	August-24	District Board
B-335	Public Participation at District Board Meetings	October-24	District Board
B-337	Decorum	October-24	District Board
B-340	Minutes of District Board Meetings	October-23	District Board
B-400	College Policy Adoption, Amendment & Suspension	December-24	District Board
B-400.1	College Policy Adoption, Amendment & Suspension	December-24	President/District Director
B-400.2	College Procedure Adoption, Amendment & Suspension	December-24	President/District Director
B-410	College Policy Review	December-24	District Board
B-480	Student Member(s)	May-24	District Board
B-500	Participation in Local-Decision Making	November-23	District Board
B-500.1	Strategic Leadership	November-24	President/District Director
B-600	Collective Bargaining	April-23	District Board
B-900	District Board Self-Evaluation	April-23	District Board
C-050	Commitment to Diversity	September-23	District Board
C-100	Delegation of Authority, Human Resources	September-23	President/District Director
C-200	Recruitment and Hiring	July-24	Executive Director of Human Resources/CHRO
C-220	Pre-Employment Criminal Background Checks	July-24	Executive Director of Human Resources/CHRO
C-250	Reimbursement of Relocation Expenses	August-23	Human Resources
C-290	Faculty Qualifications	July-24	Executive Director of Human Resources/CHRO
C-300	Employee Compensation	December-23	President/District Director
C-350	Flexible Work	September-24	Executive Director of Human Resources/CHRO
C-350.1	Flexible Work Options	September-24	Executive Director of Human Resources/CHRO
C-370	Employee Code of Ethics	February-24	President/District Director
C-470	Consensual Relationships	August-24	Executive Director of Human Resources/CHRO
C-550	Confidentiality of Protected Health Information	October-24	Executive Director of Human Resources/CHRO
C-580	Alcohol & Drug Testing	January-22	Executive Director of Human Resources/CHRO (On the EC Agenda List)
C-580.2	Alcohol & Drug Testing – For employees required to hold a CDL	January-22	Executive Director of Human Resources/CHRO (On the EC Agenda List)
C-600	Gifts, Gratuities', Honorariums, and External Compensation	March-24	Executive Director of Human Resources/CHRO
C-675	Nepotism	May-24	District Board
C-700	Whistleblower Protection	May-22	District Board
C-700.1	Whistleblower Protection		Executive Director of Human Resources/CHRO

D-100	Delegation of Authority, Business and Fiscal Affairs	October-23	President/District Director
D-150	Designation of Authorized Signatures	October-24	President/District Director
D-150.1	Authorized Signer of Contracts	January-25	President/District Director
D-200	Annual Budget	November-23	District Board
D-280	Budget Management and Transfers	December-23	Vice President of Finance and College Operations/CFO
D-280.1	Budget Transfers	December-23	Vice President of Finance and College Operations/CFO
D-300	Fiscal Management	January-24	District Board
D-300.1	Fiscal Management	January-21	Vice President of Finance and College Operations/CFO
D-310	Tax Incremental Finance Districts	January-24	District Board
D-370	Tuition/Fee Payment	March-24	District Board
D-396	Commission Income	March-24	Vice President of Finance and College Operations/CFO
D-398	Contracted Service for Instruction, Technical Assistance, Fiscal, and Management Services	May-24	Vice President of Academic Affairs/CAO
D-398.1	Contracted Services	May-24	Vice President of Academic Affairs/CAO
D-440	Audits	September-24	President/District Director
D-440.1	Audits	September-24	Vice President of Finance and College Operations/CFO
D-540	Expense Reimbursement	November-24	Vice President of Finance and College Operations/CFO
D-540.1	Expense Reimbursement	November-24	Vice President of Finance and College Operations/CFO
D-554	Procurement	January-25	District Board
D-554.1	Procurement	January-24	Vice President of Finance and College Operations/CFO
D-554.2	Purchase of Goods/Services of \$10,00 or More	November-24	Vice President of Finance and College Operations/CFO
D-558	District Relations with the Private Sector – General Policy on Goods and Services	March-22	Vice President of Academic Affairs/CAO (On the EC Agenda List)
D-560	Lease and Rental of Facilities	March-25	Vice President of Finance and College Operations/CFO
D-600	Property and Asset Management	March-24	President/District Director
D-600.1	Fixed Asset Accounting	July-24	Vice President of Finance and College Operations/CFO
D-630	Fund Balance of General and Special Revenue Funds	May-25	District Board
D-640	Property and Liability Insurance Fund	May-25	Vice President of Finance and College Operations/CFO
D-650	Equipment and Property Disposal	July-24	Vice President of Finance and College Operations/CFO
D-650.1	Equipment and Property Disposal	July-24	Vice President of Finance and College Operations/CFO
D-660	Employee Indemnity Bonds	September-22	Vice President of Finance and College Operations/CFO
D-680	Depository of Funds	September-22	District Board
D-680.1	Cash Receipts Procedures	September-24	Vice President of Finance and College Operations/CFO
D-700	Post Issuance Compliance for Tax-Exempt Obligations	November-22	Vice President of Finance and College Operations/CFO (Going to GPS for Approval)
D-700.1	Post Issuance Compliance for Tax-Exempt Obligations	November-22	Vice President of Finance and College Operations/CFO (Going to GPS for Approval)
D-800	Capital Construction	June-23	President/District Director
E-150	Emergency Closings	October-23	President/District Director
E-170	Behavior Intervention Team	October-23	Executive Director of Student Services/CSSO
E-170.1	Behavior Intervention Team Report Procedure		Executive Director of Student Services/CSSO
E-200	Displaying of Materials in Offices and Public Spaces	January-24	Vice President of Finance and College Operations/CFO
E-210	Public Records Law (Public's Right to Know)	February-24	District Board
E-210.1	Public Records Law (Public's Right to Know)	February-24	President/District Director
E-212	Records Retention and Destruction	September-23	District Board
E-212.1	Records Retention and Destruction		President/District Director
E-219	Nondiscrimination	September-24	President/District Director
E-219.1	Nondiscrimination	September-24	Executive Director of Human Resources/CHRO
E-220	Equal Opportunity	September-24	President/District Director
E-221	Prohibition of Harassment	September-24	President/District Director
E-221.1	Prohibition of Harassment	September-24	Executive Director of Human Resources/CHRO
E-221.2	Discrimination and Harassment Reporting	September-24	Executive Director of Human Resources/CHRO
E-222	Prohibition of Sexual Harassment Under Title IX	November-24	President/District Director
E-222.1	Prohibition of Sexual Harassment Under Title IX - Defining Sexual Harassment	November-24	Executive Director of Human Resources/CHRO
E-222.2	Responding to Harassment Based on Sex under Title IX	December-23	Executive Director of Human Resources/CHRO
E-227	Children at Blackhawk Technical College Facilities & Functions	February-25	Vice President of Finance and College Operations/CFO
E-230	Pronouns and Gender Identity	September-24	Executive Director of Student Services/CSSO
E-240	Preferred Name	August-24	Executive Director of Student Services/CSSO
E-250	Vehicle Use	February-25	Vice President of Finance and College Operations/CFO
E-270	Code of Conduct for Visitors and Guests	July-23	President/District Director
E-275	Free Speech	July-23	President/District Director
E-275.1	Free Speech: Time, Place, and Manner	July-23	President/District Director
E-275.2	Distribution, Posting, and Display Tables	July-23	President/District Director
E-280	Sale and Solicitation on College Property	August-22	Vice President of Finance and College Operations/CFO
E-290	Advertising on School Property	August-22	Vice President of Finance and College Operations/CFO
E-340	Smoking/Tobacco	October-22	District Board
E-343	Alcohol	October-22	District Board
E-346	Drug Free Environment and Drug Prevention	January-25	District Board
E-346.1	Drug Free Environment and Drug Prevention	January-25	President/District Director
E-350	Animals on Campus	December-22	Executive Director of Human Resources/CHRO
E-350.1	Animals on Campus		Executive Director of Student Services/CSSO
E-375	Gifts, Donations, and Bequests	December-24	President/District Director
E-470	Small Unmanned Aerial Vehicle (UAV) Flight	June-25	Vice President of Academic Affairs/CAO
E-470.1	Small Unmanned Aerial Vehicle (UAV) Flight	June-25	Vice President of Academic Affairs/CAO
E-500	Communicable Disease Control and Reporting	January-23	Vice President of Finance and College Operations/CFO (Going to GPS for Approval)

E-610	Information Technology	June-24	Vice President of Finance and College Operations/CFO
E-610.1	Acceptable Use of College Computer Equipment and Systems	June-24	Vice President of Finance and College Operations/CFO
E-610.2	Software Licensing and Installation on College Computers	June-24	Vice President of Finance and College Operations/CFO
E-610.3	Information Security	June-24	Vice President of Finance and College Operations/CFO
E-700	Identity Theft Prevention	March-23	Vice President of Finance and College Operations/CFO
E-700.1	Identity Theft Prevention	March-23	Vice President of Finance and College Operations/CFO
E-750	Institutional Planning	November-23	President/District Director
E-810	Data Review and Verification	November-23	Executive Director of Institutional Research and Effectiveness
E-810.1	Data Review and Verification	November-20	Executive Director of Institutional Research and Effectiveness
E-810.2	Integrated Postsecondary Education Data System (IPEDS) Procedure	February-23	Executive Director of Institutional Research and Effectiveness
E-810.3	Client Reporting Error Mitigation	January-24	Executive Director of Institutional Research and Effectiveness
E-820	Survey Review and Approval	January-24	Executive Director of Institutional Research and Effectiveness
E-900	Grants	February-23	District Board
E-900.1	Grants	February-23	NEW
F-100	Naming of College Facilities	August-23	District Board
F-200	Community Use of College Facilities	August-25	Vice President of Finance and College Operations/CFO
F-200.1	Community Use of College Facilities	August-23	Vice President of Finance and College Operations/CFO
F-200.1A	Reserving Use of Non-PSTC College Facilities		Vice President of Finance and College Operations/CFO
F-200.1B	Reserving Use of PSTC College Facilities		Vice President of Finance and College Operations/CFO
F-300	Space Heaters	December-24	Vice President of Finance and College Operations/CFO
F-300.1	Space Heaters	December-24	Vice President of Finance and College Operations/CFO
G-100	College Catalog	April-23	Executive Director of Marketing and Communications
G-640	Social Media	April-23	Executive Director of Marketing and Communications
G-640.1	Social Media	April-23	Executive Director of Marketing and Communications
G-650	Marketing Standards	April-23	Executive Director of Marketing and Communications
H-100 (H-220)	Campus Safety and Violence Prevention	July-22	Vice President of Finance and College Operations/CFO
H-110 (H-210)	Campus Security	July-22	Vice President of Finance and College Operations/CFO
H-130 (H-228)	Campus Access (Facilities/Door Access)	October-25	Vice President of Finance and College Operations/CFO
H-130.1	Campus Access	October-25	Vice President of Finance and College Operations/CFO
H-150 (H-229)	Emergency Preparedness	October-25	Vice President of Finance and College Operations/CFO
H-150.1	Emergency Preparedness	October-25	Vice President of Finance and College Operations/CFO
H-200 (H-223)	Reporting of Crimes	August-25	Vice President of Finance and College Operations/CFO (In updated Manual)
H-200.1	Reporting of Crimes	August-25	Vice President of Finance and College Operations/CFO
H-210 (H-222)	Sexual and Other Assaults on Campus	August-25	Vice President of Finance and College Operations/CFO (In updated Manual)
H-210.1	Sexual and Other Assaults on Campus	August-25	Vice President of Finance and College Operations/CFO
H-220 (H-224)	Cooperation with Law Enforcement Agencies	September-25	Vice President of Finance and College Operations/CFO
H-225	Traffic and Parking Control	September-25	District Board
H-227	Loitering	October-25	Vice President of Finance and College Operations/CFO
H-230	Weapons Free Facilities	November-22	District Board (Going to GPS for Approval)
H-240	Minors on Campus (taking classes)	November-22	Vice President of Finance and College Operations/CFO (Going to GPS for Approval)
H-240.1	Minors on Campus	November-22	Vice President of Finance and College Operations/CFO (Will be resubmitted)
H-245	Sex Offender Registry	December-25	Vice President of Finance and College Operations/CFO
H-275	Public Assembly	November-23	District Board
H-275.1	Public Assembly	November-23	Vice President of Finance and College Operations/CFO
H-415	Video Surveillance for Campus Safety & Security	December-23	Vice President of Finance and College Operations/CFO
H-415.1	Video Surveillance for Campus Safety & Security	December-23	Vice President of Finance and College Operations/CFO
I-100	Educational Offerings	September-23	District Board
I-102	Credit Hour	November-23	Vice President of Academic Affairs/CAO
I-105	Course Scheduling	March-24	Vice President of Academic Affairs/CAO (Going to GPS for Approval)
I-105.1	Course Scheduling	March-24	Vice President of Academic Affairs/CAO (Going to GPS for Approval)
I-110	Academic Freedom and Responsibility	March-24	Vice President of Academic Affairs/CAO
I-200	Curriculum Development, Design, and Implementation	January-24	Vice President of Academic Affairs/CAO
I-210	Standard Syllabus	September-22	Vice President of Academic Affairs/CAO (Going to GPS for Approval)
I-210.1	Standard Syllabus	September-22	Vice President of Academic Affairs/CAO (Going to GPS for Approval)
I-230	Intellectual Property	May-24	Vice President of Academic Affairs/CAO
I-250	Reproduction and Use of Copyrighted Materials	May-24	Vice President of Academic Affairs/CAO
I-300	Certification	May-24	Vice President of Academic Affairs/CAO
I-400	Learning Environment	July-24	Vice President of Academic Affairs/CAO
I-450	Academic Audio and Video Recording	July-23	Vice President of Academic Affairs/CAO
I-450.1	Academic Audio and Video Recording	July-23	Vice President of Academic Affairs/CAO
I-500	Learning Resources	July-24	Vice President of Academic Affairs/CAO
I-600	Academic Achievement and Testing	September-24	Vice President of Academic Affairs/CAO
I-700	Articulation	October-21	Vice President of Academic Affairs/CAO (Needs to be resubmitted)
I-720	Transfer	December-24	Vice President of Academic Affairs/CAO
I-730	Credit for Prior Learning	December-24	Vice President of Academic Affairs/CAO
I-730.1	Credit for Prior Learning	December-22	Vice President of Academic Affairs/CAO (On the EC Agenda List)
I-770	Graduation Requirements for Degrees and Certificates	February-22	Vice President of Academic Affairs/CAO (I need to followup)
I-800	Career and Technical Education Programs	April-22	Vice President of Academic Affairs/CAO (On the EC Agenda List)
I-840	Distance Education	June-22	Vice President of Academic Affairs/CAO (On the EC Agenda List)
I-850	Grading and Academic Record Symbols	June-22	Vice President of Academic Affairs/CAO (I need to followup)
I-860	Grade Changes	June-22	Vice President of Academic Affairs/CAO (I need to followup)
I-875	Academic Standing (Probation, Dismissal, and Readmission)	August-22	Vice President of Academic Affairs/CAO (K. Schmitt and T. Landowski are working on. Will go to GPS)

I-875.1	Adademic Standing	August-22	Vice President of Academic Affairs/CAO (K. Schmitt and T. Landowski are working on. Will go to GPS)
I-885	Prerequisites and Co-requisites	August-22	Vice President of Academic Affairs/CAO (K. Schmitt will return to EC for review after consulting with T. Landowski)
I-900	Learning Offerings Evaluation and Review	August-22	Vice President of Academic Affairs/CAO
J-050	Guaranteed Retraining Policy	July-23	Executive Director of Student Services/CSSO
J-100	College Admission	July-23	Executive Director of Student Services/CSSO
J-105	Auditing	July-25	Executive Director of Student Services/CSSO
J-110	High School Age Students	July-23	Executive Director of Student Services/CSSO
J-120	International Students – Student Admission and Enrollment	August-23	Executive Director of Student Services/CSSO
J-130	Students Called for Active Military Service	August-23	Executive Director of Student Services/CSSO
J-135	Recruiting of Service Members	August-23	Executive Director of Student Services/CSSO
J-140	Approved Tuition Assistance for Service Members	August-23	Executive Director of Student Services/CSSO
J-150	Residency Determination for Purposes of Admission and Tuition	August-23	Executive Director of Student Services/CSSO
J-150.1	Residency Determination Appeal and Change	August-23	Executive Director of Student Services/CSSO
J-200	Tuition and Fees	August-23	District Board
J-210	Student Activity Fees and Fund Management	August-23	District Board
J-222	Tuition and Fee Refunds	September-23	District Board
J-300	Education Records, Directory Information, and Privacy	October-23	Executive Director of Student Services/CSSO
J-320	Withholding of Student Records	October-23	Executive Director of Student Services/CSSO
J-350	Education Records: Challenging Content and Access Log	October-23	Executive Director of Student Services/CSSO
J-420	Enrollment Priorities	November-23	Executive Director of Student Services/CSSO
J-450	Attendance	November-23	Executive Director of Student Services/CSSO
J-490	Course Adds and Drops	December-23	Executive Director of Student Services/CSSO
J-495	Graduation Requirements for Academic Programs		Executive Director of Student Services/CSSO
J-500.1	State Emergency Grants - Student Funding	May-23	Executive Director of Student Services/CSSO
J-550	Counseling	December-23	Executive Director of Student Services/CSSO
J-600	University and Transfer Center	July-24	Executive Director of Student Services/CSSO
J-625	Student Financial Aid	January-24	Executive Director of Student Services/CSSO
J-625.2	Federal Title IV Return of Funds (R2T4)	February-24	Executive Director of Student Services/CSSO
J-625.3	Packaging Financial Aid Funds	February-24	Executive Director of Student Services/CSSO
J-650	Student Financial Obligation	October-23	District Board
J-670	Student Financial Aid and Lender Relations	February-24	Executive Director of Student Services/CSSO
J-700	Disabled Student Programs and Services	February-21	Vice President of Academic Affairs/CAO (February 2023 - Director of TLC)
J-700.1	Captioned Media	February-21	Vice President of Academic Affairs/CAO (February 2023 - Director of TLC)
J-750	Student Equity	March-21	Executive Director of Student Services/CSSO (I need to followup)
J-770	Religious Accommodation	March-24	District Board
J-800	Student Organizations	March-24	District Board
J-810	Funding of Non-Instructional Student Activities	March-24	District Board
J-825	Student Organizations Fund Raising	March-24	District Board
J-850	Student Code of Conduct	April-24	Executive Director of Student Services/CSSO
J-850.1	Student Discipline Procedures	April-21	Executive Director of Student Services/CSSO (I need to followup)
J-925	Intercollegiate Athletics (if we move more in this direction)	May-21	Executive Director of Student Services/CSSO (On Hold)
J-950	Student Travel	May-21	Executive Director of Student Services/CSSO (On the EC Agenda List)
J-975	Student and Community Complaints	Jun-24	District Board (Additional edits, J. Tysse will resubmit)
J-975.1	Student and Community Complaints	Jun-21	Executive Director of Institutional Research and Effectiveness (Additional edits, J. Tysse will resubmit)

FEBRUARY 15, 2023

ACTION ITEMS

- Resolution Authorizing the Issuance of \$1,500,000 General Obligation Promissory Notes, Series 2023A, of Blackhawk Technical College District, Wisconsin

Finance Committee Action Items

- None

Personnel Committee Action Items

- None

ACTION ITEMS ITEM A.

Resolution Authorizing the Issuance of \$1,500,000 General Obligation Promissory Notes, Series 2023A, of Blackhawk Technical College District

The Fiscal Year 2022-23 budget includes \$1,500,000 for remodel of the 1300 Office Suite which was approved by the District and WTCS Boards in November and January, respectively.

The authorizing resolution for the borrowing of \$1,500,000 for building & grounds improvements is attached. If approved, the actual borrowing will occur in March 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 March meeting.

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

RESOLUTION AUTHORIZING THE ISSUANCE OF
\$1,500,000 GENERAL OBLIGATION PROMISSORY NOTES, SERIES 2023A,
OF BLACKHAWK TECHNICAL COLLEGE DISTRICT, WISCONSIN

WHEREAS, Blackhawk Technical College District, Rock and Green Counties, Wisconsin (the “District”) is presently in need of \$1,500,000 for the public purpose of financing building remodeling and improvement projects; and

WHEREAS, the District Board deems it necessary and in the best interest of the District to borrow the monies needed for such purpose 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 \$1,500,000 for the public purpose of financing building remodeling and improvement projects; 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 \$1,500,000 and designated “General Obligation Promissory Notes, Series 2023A” (the “Notes”), the proceeds of which shall be used for the purpose specified above.

Section 2. Notice to Electors. The District Secretary shall, within ten (10) days hereafter, cause public notice of the adoption of this resolution to be given to the electors of the District by publishing a notice 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 notice to be in substantially the form set forth on Exhibit A 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 15th day of February, 2023.

Barbara J. Barrington-Tillman
Chairperson

Attest:

Rich Deprez
Secretary

(SEAL)

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 February 15, 2023, adopted pursuant to the provisions of Section 67.12(12) of the Wisconsin Statutes, a resolution providing that the sum of \$1,500,000 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 February 15, 2023.

BY ORDER OF THE DISTRICT BOARD

Secretary

BLACKHAWK TECHNICAL COLLEGE

**6004 S COUNTY ROAD G
JANESVILLE WI 53546-9458
WWW.BLACKHAWK.EDU**

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