



# District Board Meeting

3rd Wednesday of the Month

5:00 pm

Administration Building

Blackhawk Technical College

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## DISTRICT BOARD MEETING

### AGENDA

**DATE:** MARCH 16, 2022

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

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

### CALL TO ORDER

**A. Public Comment**

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

### SPECIAL REPORTS

A. Student Representative to the District Board Report (*Information – Hope Hopper*)

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

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

### INFORMATION/DISCUSSION

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

B. President's Update (*Information – Dr. Tracy Pierner*)

C. Public Safety & Transportation Training Center Project Update (*Information – Dr. Tracy Pierner*)

a. Series 2022A Bond Sale Results (*Information – R. Ranguette*)

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

a. No Meeting Scheduled for March

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

a. No Meeting Scheduled for March

b. February 16, 2022, Meeting Minutes

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

a. New Hires

i. Ann Forbeck, Student Recruitment Specialist II – March 21, 2022

ii. Molly Markley, Community & Continuing Education Coordinator – March 24, 2021

b. New Positions

i. Josh Verdin, IT Systems Manager – February 16, 2022

- c. Resignations
  - i. Sheryl Hooker, Administrative Assistant – Teaching & Learning Resources – March 4, 2022
  - ii. Brandi Harris, Administrative Assistant – Monroe Campus & Learning Support – March 10, 2022
  - iii. Janet Pandzik, Medical Coding Instructor – May 27, 2022
- d. Retirements
  - i. Cindy Leverenz, WCD Corporate Training Specialist – December 22, 2022

## 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 February 16, 2022, District Board Regular Meeting Minutes (*Action*)
- B. Approval of Current Bills (*Action – Renea Ranguette*)
- C. Approval of Training Contracts (*Action – Dr. Karen Schmitt*)

## ACTION ITEMS

- A. Approval of Second Reading of the new Policy A-301 Diversity Statement (*Action – Chairperson Thornton*)
- B. Approval of an Additional BTC Value (*Action – Dr. Tracy Pierner*)

### *Finance Committee*

- C. Approval of Modifications to the Fiscal Year 2021-22 Budget (*Action – Renea Ranguette*)

### *Personnel Committee*

- D. Approval to Communicate Salary Schedule Adjustments to the District Board Annually (*Action – Kathy Broske*)

## NEW BUSINESS

- A. District Board Professional Development
  - a. None
- B. Policy and Procedures
  - a. None
- C. Budgetary
  - a. None

## OTHER BUSINESS

- A. WTCS Consortium Update (*Information – Representative*)
  - a. District Board Association (DBA)
    - i. Save the Date: Spring Quarterly Meeting/MATC Milwaukee – April 28-30, 2022
  - b. Insurance Trust (WTC)
  - c. Marketing Consortium
  - d. Purchasing Consortium

## FUTURE AGENDA ITEMS

## CLOSED SESSION

At the conclusion of the regular agenda business, the District Board will adjourn to a closed session pursuant to Wis. Statutes 19.85 (1) (c) for the purpose of considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. No action will be taken during the closed session. Any action which might result from the closed session will be taken upon reconvening in the open session.

## ADJOURNMENT

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

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





MARCH 16, 2022

# SPECIAL REPORTS

- Program Review Executive Summary





**SPECIAL REPORTS ITEM C.**

# AY22 Program Review Report to the District Board

March 16, 2022

Office of Academic Affairs

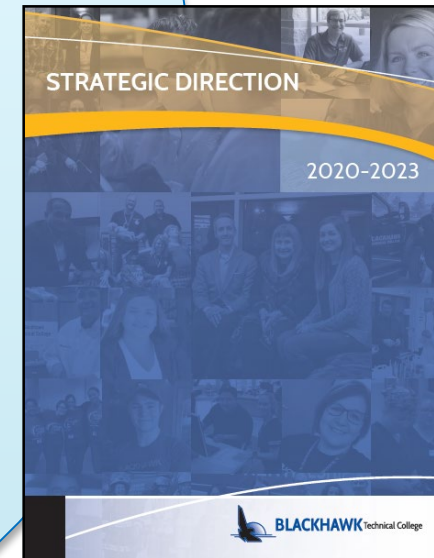
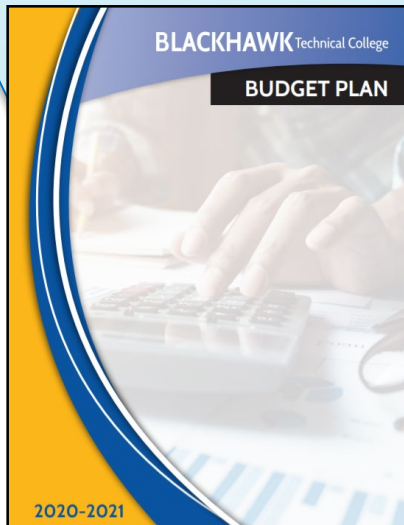
**HLC 10-Year**  
Institutional Evaluation  
for Reaffirmation of  
Accreditation



**Integrated  
Institutional  
Effectiveness  
and Strategic  
Planning Cycles**

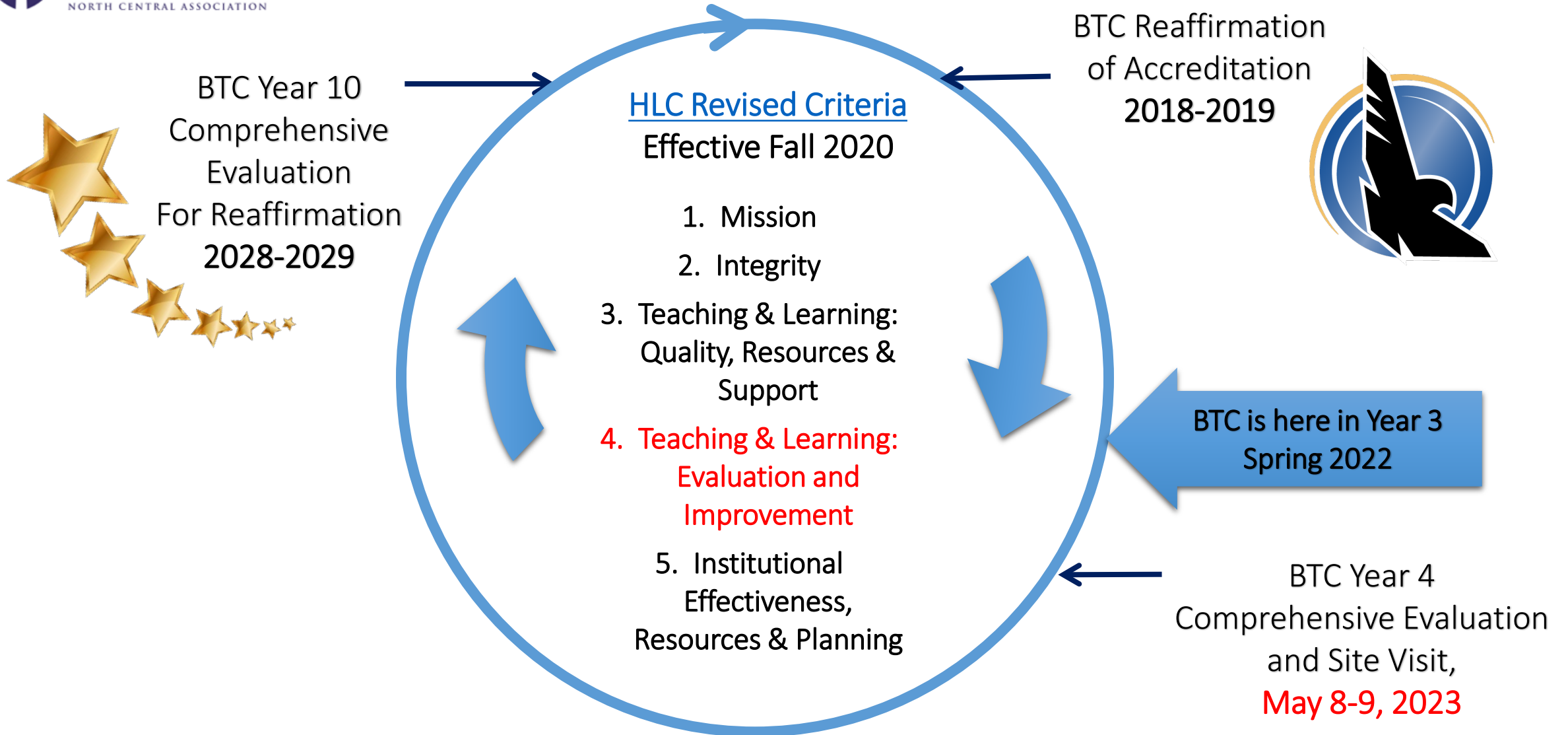
*"Closing the Loop"*  
To Operationalize  
our Mission for  
**Flexible Education in a  
Supportive Environment**

**BTC Annual Cycles**  
Plans, Priorities and  
Resource Allocations



**BTC 3-5 Year Cycle**  
Strategic Direction  
Goals and Projects

# HLC's 10 Year Decadal Reaffirmation of Accreditation Cycle



# Criterion 4. Teaching and Learning: Evaluation and Improvement

- *The institution demonstrates responsibility for the quality of its educational programs, learning environments, and support services, and it evaluates their effectiveness for student learning through processes designed to promote continuous improvement.*
- Core Components
  - 4.A. The institution ensures the quality of its educational offerings.
    - The institution maintains a practice of regular program reviews and acts upon the findings.



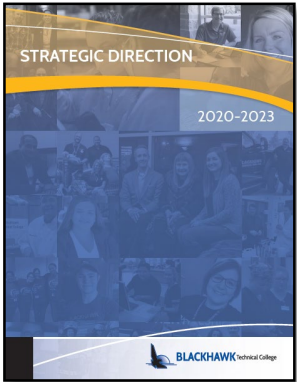
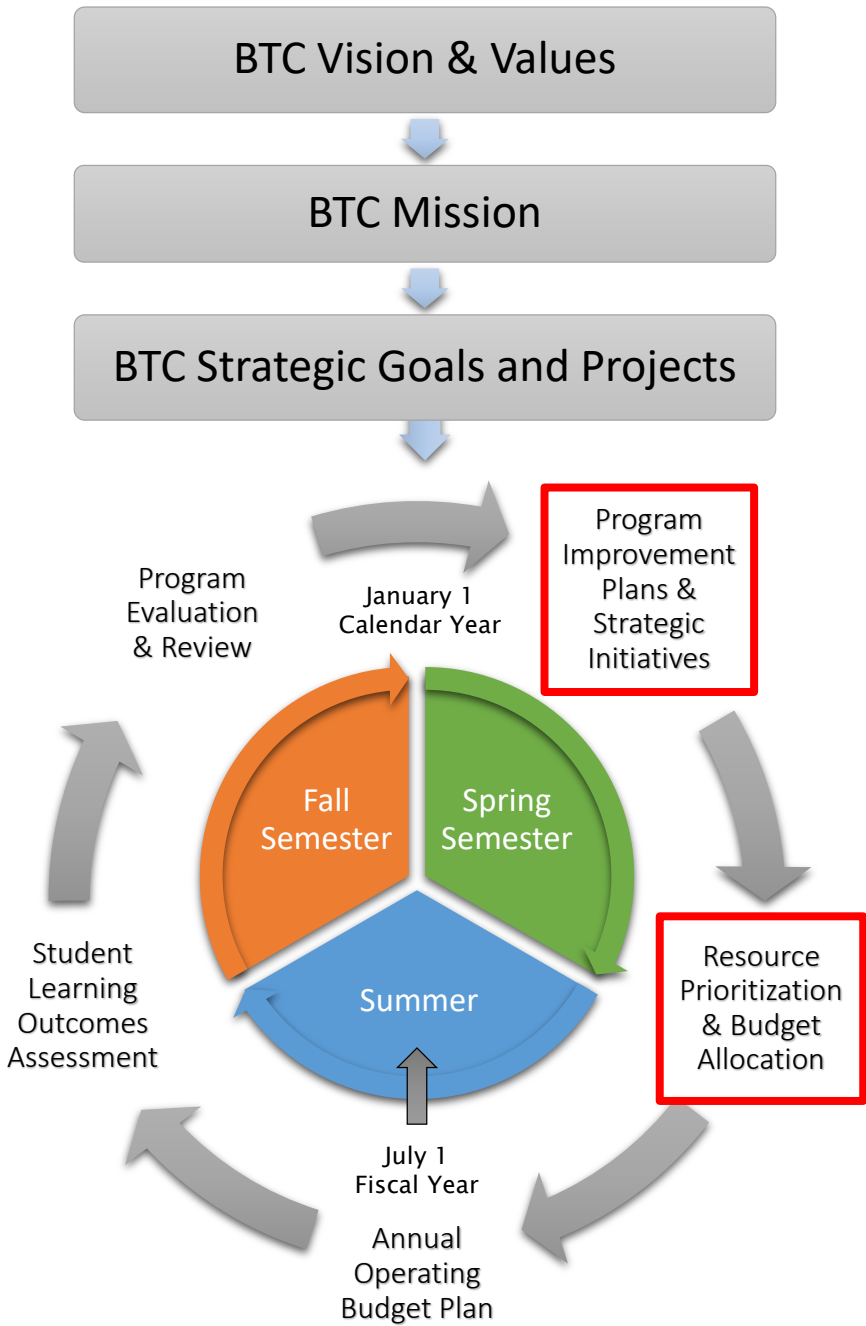
HIGHER LEARNING COMMISSION

# Executive Council Responsible for Strategic Alignment of Annual Planning Cycle

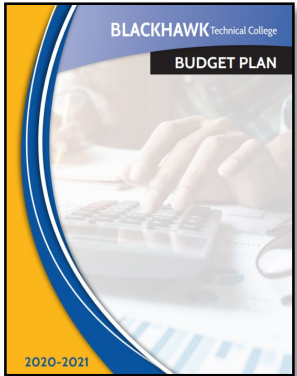
Common decision-support analytics  
tools and databases serve both the  
evaluation and planning processes



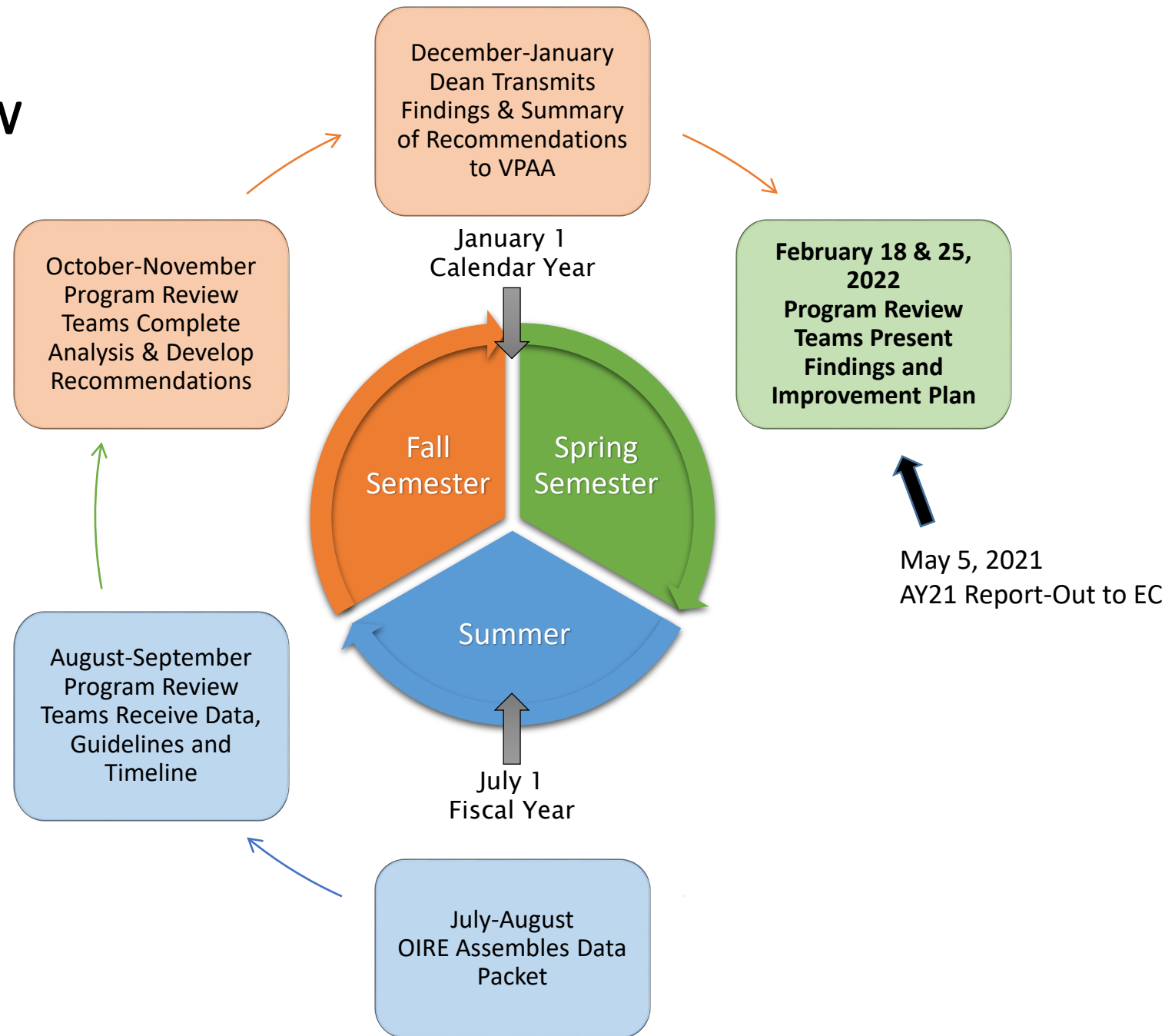
Connecting Planning and Resource Allocation  
to Mission Achievement, [Joe Shaffer, 2011](#)



Advancing the  
mission through  
annual alignment  
of strategic goals,  
operational plans  
and resource  
priorities



# 2021-2022 Program Review Annual Cycle



July –  
August 2021

- The **Office of Institutional Research & Effectiveness (OIRE)** staff gathers the required data sets into program review packets
- The **OIRE Executive Director** distributes the program review data packets to the Dean
- The **Dean** identifies the **Program Review Team** members to provide the data packets and a broad-based perspective on the goals of the reviews

September -  
December 2021

- The **Program Review Team** meets over the fall semester to analyze the data, conduct a SWOT analysis, and develop a report on findings and recommendations for program improvement to submit to the **Dean** by **December 1<sup>st</sup>**
- The **Dean** reviews the **Program Review Team** findings and provides feedback to inform the development of recommendations for program improvement
- **OIRE** supports the **Program Review Teams** and **Dean** in their analyses

January 2022

- The **Dean** submits a written summary of the **Program Review Team** findings and recommendations to the **Vice President of Academic Affairs (VPAA)** by **January 15<sup>th</sup>**
- The **VPAA** may request additional information and/or revisions from the **Dean** prior to final acceptance of the recommendations of the report
- The **Program Review Team** works with the **Dean** and **OIRE** to develop an executive presentation of their report and recommendations

February 2022

- The **VPAA** will provide a written annual report to the Executive Council summarizing the outcomes of the BTC Program Review Process by **February 11<sup>th</sup>**
- Recommendations will be coordinated with the annual BTC budget planning process
- The **Program Review Teams** present the program review findings, recommendations and plan of action to **BTC leadership** on **February 18<sup>th</sup> & 25<sup>th</sup>**



We are what we  
repeatedly do.  
Excellence, therefore,  
is not an act, but a  
habit.

*Will Durant*





**Office of Academic Affairs**  
**Report to Executive Council on Academic Program Review 2021-2022**  
**February 7, 2022**

**Program Review at BTC**

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

Program Review at BTC meets the Higher Learning Commission (HLC) Core Component 4.A requirement for maintaining a practice of regular program review and acting on the findings. Blackhawk Technical College (BTC) program reviews are aligned with the HLC's overall accreditation framework, which emphasizes continuous evaluation of effectiveness and planning for improvements to the institution's programs and services. The BTC process includes analysis and review at the levels of the faculty, chair, dean/director and vice president.

The review criteria address program mission and alignment with workplace needs; student demand, efficiency and productivity; and overall quality and opportunities for improvement. As part of the BTC process, programs develop an action plan for implementing the recommendations based on their review's findings. Programs with specialized accreditation may incorporate related documentation from the most recent accreditation review cycle to satisfy portions of the BTC requirements for program review.

**Five-Year Cycle for Academic Program Family Reviews**

The number of program families (i.e. related programs) undergoing review each year is balanced across a five-year cycle. New academic programs undergo their first regular review no later than the five years after students are first admitted/enrolled in the program. Details of the scheduled academic program family reviews by year are included in Table B (see pages 6-10).

Academic Year	AY22	AY23	AY24	AY25	AY26	Total
Number of Program Family Reviews	7	9	11	10	9	46
Percent of Total Reviews	15%	20%	24%	21%	20%	100%

**Summary Report on Outcomes of Academic Program Reviews Completed in 2021-2022**

In Fall 2021, BTC conducted Program Reviews for 7 program families, resulting in findings and recommendations summarized in Table A (page 3). Program Review reports were prepared by the Program Review Team working in consultation with the Dean. The reports were reviewed by the Dean and Vice President in consultation with the Academic Affairs Leadership Team. Results of the Program Reviews are categorized based on the recommendations and action plans developed for the 2022-2023 academic year. Categories include:

**Continuation:** Program is successfully serving its students and meeting its mission and goals. No immediate changes necessary, other than regular, ongoing program improvements based on the results of student assessment.

**Enhancement:** Program will be enhanced with additional College resources requested in the FY23 budget request. Areas for enhancements might include, for example, added faculty or staff, support for new curriculum development, program-specific marketing campaigns, new capital equipment or facilities remodel.

**Revision:** Program will be revised using existing division resources which might entail a reallocation of resources within the program, or between related programs. Progress reporting on

planned revisions may be scheduled by the Dean or Vice President. Curriculum revision of 50% or more will require approval by WTCS. Areas for revision might include, for example, faculty or staff workloads and assignments, curriculum revision, modality changes, student success initiatives, outreach and/or new partnerships with the community or industry.

**Continued Review:** Program is required undergo continued, more in-depth review to address specific issues or show cause for continuation of the program. The program will be scheduled to provide a full report to the Dean and Vice President addressing the specific issues under review.

**Suspension:** Programs that require decisions relative to the future program direction or continuation must suspend admissions to the program until these issues are resolved. There are a variety of reasons for suspension. These may include temporary circumstances (e.g., insufficient faculty to meet substantial enrollment increases), major revisions to the program (e.g., deleting a track or changing the degree level), or potential program deletion. Program suspension requires notification to WTCS and HLC.

**Deletion:** Program is scheduled for deletion. The division must develop a teach-out plan and communicate this to all active majors. The program will remain in the catalog until the teach-out process is complete. Program deletion requires approval by WTCS and notification of HLC.

**Table A: Executive Summary Listing of 2021-2022 BTC Academic Program Review Results**

Division	Academic Program and Related Codes Reviewed (Program Family)	Program Review Outcome Category	Academic Affairs Summary and Date of Next Review
BGE	<b>Leadership Development</b> <ul style="list-style-type: none"> <li>10-196-1 Associate Degree</li> </ul>	<b>Revision</b> with progress reporting  BGE Resource Requests: <ul style="list-style-type: none"> <li>Workload</li> <li>WCD support</li> <li>Career Services support</li> </ul>	<b>Priority Recommendations:</b> <ol style="list-style-type: none"> <li>Evaluate feasibility and develop a curriculum revision plan to integrate Leadership Development and Supply Chain Management as focus areas for electives within the Business Management Associate Degree Program [note: this is a combined recommendation for both programs added by the VPAA].</li> <li>Develop Credit for Prior Learning (CPL) pathways for Leadership and Supply Chain courses. <ol style="list-style-type: none"> <li>Collaborate with Workforce &amp; Community Development (WCD) to develop CPL for BTC's Leadership training courses.</li> <li>Collaborate with Career Services to develop CPL for the Certificate of Professional Development.</li> </ol> </li> <li>Collaborate with WCD to increase outreach and direct recruiting activities for incumbent workers employed by regional companies.</li> </ol>
	<b>Supply Chain Management</b> <ul style="list-style-type: none"> <li>10-10-182-1 Associate Degree</li> </ul>		<b>Next Review:</b> The Division is required to submit a progress report on the program's implementation of these recommendations to the Office of Academic Affairs by December 15, 2022. The next regular program review is scheduled for AY2026-2027.
BGE	<b>Early Childhood Education</b> <ul style="list-style-type: none"> <li>10-307-1 Associate Degree</li> </ul>	<b>Enhancement</b>  BGE Resource Requests: <ul style="list-style-type: none"> <li>Student Services (recruiting) support</li> <li>Workload support</li> <li>HEERF funding</li> <li>Community Engagement Committee support</li> </ul>	<b>Priority Recommendations:</b> <ol style="list-style-type: none"> <li>Collaborate with Student Services to develop a recruitment plan for the program emphasizing the 2 + 2 articulation agreement with UW-Whitewater's ECE4U. Utilize student success stories like Stephanie Hanson to promote this transfer pathway.</li> <li>Develop an embedded one-year technical diploma.</li> <li>Review options to revise faculty workload to provide additional time for faculty advising and outreach to high schools.</li> <li>Develop HEERF funding proposal for D7 Interactive Video Whiteboard for Conference Rooms (DTEN) to provide access to lab demonstrations for remote MyEdChoice students.</li> <li>Collaborate with the Community Engagement Committee to explore program opportunities created by developing a community childcare center on campus at BTC.</li> </ol>
			<b>Next Review:</b> The next regular program review is scheduled for AY2026-2027

Division	Academic Program and Related Codes Reviewed (Program Family)	Program Review Outcome Category	Academic Affairs Summary and Date of Next Review
MATT	<b>Information Technology</b> <ul style="list-style-type: none"> <li>10-150-2 Information Technology – Network Specialist, Associate Degree               <ul style="list-style-type: none"> <li>31-450-1 Computer Service Technician</li> <li>999126 .NET Developer</li> <li>999313 Computer Hardware Support</li> <li>999131 IT-Desktop Support</li> <li>999315 Network Support</li> </ul> </li> </ul>	<b>Suspension, Deletion and New Program Development</b> with progress reporting  MATT Resource Requests: <ul style="list-style-type: none"> <li>FY23 equipment budget request</li> <li>FY23 initiative funding</li> </ul>	<b>Priority Recommendations:</b> <ol style="list-style-type: none"> <li>Suspend the Manufacturing Information Technology Specialist (MITS) program, and prepare a teach-out plan for program students over four semesters (fall 2022-spring 2024).</li> <li>Develop a new Computer Support Specialist (CSS) program, with a target date to open in fall 2023.</li> <li>FY23 funding request for equipment updates prioritized based on implementation of lifecycle management system for IT program equipment.</li> <li>FY23 initiative funding request for Cybersecurity training for faculty development in this emerging field.</li> <li>Research the needs for and feasibility of a stand-alone Cybersecurity program.</li> </ol> <b>Next Review:</b> The Division is required to submit a progress report on the program’s implementation of these recommendations to the Office of Academic Affairs by December 15, 2022. The next regular program review is scheduled for AY2026-2027.
MATT	<b>Registered Apprenticeship</b> <ul style="list-style-type: none"> <li>10-499-5 Technical Studies – Journeyworker               <ul style="list-style-type: none"> <li>50-413-9 ABC Electrical Apprentice</li> <li>50-413-1 Industrial Electrician Apprentice</li> <li>50-413-2 JAC Electrical Apprentice</li> <li>50-420-2 Machinist Apprentice</li> <li>50-464-1 Maintenance Technician Apprentice</li> <li>50-620-1 Mechatronics Technician Apprenticeship</li> </ul> </li> </ul>	<b>Enhancement</b>  MATT Resource Requests: <ul style="list-style-type: none"> <li>IT Services support</li> <li>Student Services support</li> </ul>	<b>Priority Recommendations:</b> <ol style="list-style-type: none"> <li>Collaborate with IT Services to research, procure and implement a barcode scanning system that would track student attendance hours in apprenticeship courses using BTC student I.D. cards.</li> <li>Continue curriculum development for flexible delivery of paid related instruction.</li> <li>Align curriculum with industrial automation courses where possible using the Blackboard (Bb) LMS platform.</li> <li>Collaborate with BTC Student Services to develop a way to award a credential to students that complete their state completion certificate and would contribute to our performance funding opportunity.</li> </ol> <b>Next Review:</b> The next regular program review is scheduled for AY2026-2027.

Division	Academic Program and Related Codes Reviewed (Program Family)	Program Review Outcome Category	Academic Affairs Summary and Date of Next Review
HPS	<b>Medical Assistant</b> <ul style="list-style-type: none"> <li>31-509-1 Medical Assistant</li> <li>61-509-2 Patient Service Specialist</li> </ul>	<b>Continuation</b> <ul style="list-style-type: none"> <li>Student Services support</li> </ul>	<b>Priority Recommendations:</b> <ol style="list-style-type: none"> <li>Continue strong relations with area healthcare organizations.</li> <li>Focus on program consistency.</li> <li>Collaborate with Student Services to improve the registration process for the Medical Assistant program.</li> <li>Explore apprenticeship/consortium/dual credit models within the WTCS.</li> <li>Explore other opportunities for embedded pathways in the Medical Assistant program.</li> </ol>
			<b>Next Review:</b> The next regular program review is scheduled for AY2026-2027.
HPS	<b>Medical Laboratory</b> <ul style="list-style-type: none"> <li>10-513-1 Medical Laboratory Technician Associate Degree               <ul style="list-style-type: none"> <li>30-513-1 Phlebotomy Technician</li> <li>31-506-4 Laboratory Science Technician Assistant</li> </ul> </li> </ul>	<b>Continuation</b> <ul style="list-style-type: none"> <li>Student Services support</li> <li>Marketing support</li> </ul>	<b>Priority Recommendations:</b> <ol style="list-style-type: none"> <li>Medical Laboratory: Collaborate with Student Services and Marketing to improve program recruiting/marketing activities:               <ul style="list-style-type: none"> <li>To potential students enrolled in four-year colleges and universities operating within or near our district (e.g. Whitewater)</li> <li>To educate internal BTC partners and stakeholders about the program</li> </ul> </li> <li>Medical Laboratory: Pilot a worksite FlexLab option with an employer to allow a student/employee to complete lab activities at their workplace after work hours.</li> <li>Phlebotomy: Apply for Pathway Grants to support phlebotomy and laboratory assistant training through apprenticeships, both for high school youth and adults.</li> <li>Phlebotomy: Investigate need for nursing phlebotomy skills review.</li> <li>Phlebotomy: Review curriculum and course offering data to:               <ul style="list-style-type: none"> <li>Improve practicum completion flexibility</li> <li>Evaluate starting Principles of Phlebotomy and Practicum every semester</li> </ul> </li> </ol>
			<b>Next Review:</b> The next regular program review is scheduled for AY2026-2027.

**Table B. Five-Year Cycle for Academic Program Family Reviews**

The number of program families (related programs) undergoing review each year is balanced as BTC moves through the five-year cycle.

<b>Review Year</b>	2021			
<b>Type</b>	Academic Program			
<b>Division</b>	<b>Program Review Family</b>	<b>Program</b>	<b>Code</b>	<b>Credential</b>
BGE	Leadership	Leadership Development	10-196-1	Associate Degree (10)
	Supply Chain	Supply Chain Management	10-182-1	Associate Degree (10)
	Early Childhood Education	Early Childhood Education	10-307-1	Associate Degree (10)
HSPS	Medical Assistant	Medical Assistant	31-509-1	One-Year Technical Diploma (31)
		Patient Service Specialist	61-509-2	Embedded Technical Diploma
	Medical Laboratory	Medical Laboratory Technician	10-513-1	Associate Degree (10)
		Phlebotomy Technician	30-513-1	Less Than One-Year Technical Diploma (30)
MATT	Apprenticeship	Laboratory Science Technician Assistant	31-506-4	One-Year Technical Diploma (31)
		ABC Electrical Apprentice	50-413-9	Apprentice (50)
		Industrial Electrician Apprentice	50-413-1	Apprentice (50)
		JAC Electrical Apprentice	50-413-2	Apprentice (50)
		Machinist Apprentice	50-420-2	Apprentice (50)
		Maintenance Technician Apprentice	50-464-1	Apprentice (50)
		Mechatronics Technician Apprenticeship	50-620-1	Apprentice (50)
	Information Technology	Technical Studies - Journeyworker	10-499-5	Associate Degree (10)
		.NET Developer	999126	Local Certificate
		Computer Hardware Support	999313	Local Certificate
		Information Technology – Network Specialist	10-150-2	Associate Degree (10)
		IT-Desktop Support	999131	Local Certificate
		Network Support	999315	Local Certificate
		Computer Service Technician	31-450-1	One-Year Technical Diploma (31)

<b>Review Year</b>	2022			
<b>Type</b>	Academic Program			
<b>Division</b>	<b>Program Review Family</b>	<b>Program</b>	<b>Code</b>	<b>Credential</b>
BGE	Sales Management	Sales Fundamentals	30-104-1	Less Than One-Year Technical Diploma (30)
		Sales Management	10-104-2	Associate Degree (10)
		Sales Representative	31-104-1	One-Year Technical Diploma (31)
	Administrative Support	Administrative Professional	10-106-6	Associate Degree (10)
		Administrative Support Professional	31-106-3	One-Year Technical Diploma (31)
		Receptionist (redesign of 31-106-3 Administrative	30-106-1	Less Than One-Year Technical Diploma (30)
	Teacher Education	Foundations of Teacher Education	10-522-2	Associate Degree (10)
HSPS	Food Science	Laboratory Food Science Technician	10-506-6	Associate Degree (10)
	Medical Imaging	Diagnostic Medical Sonography/Vascular Technol	10-526-5	Associate Degree (10)
	Law Enforcement	Criminal Justice – Law Enforcement 720 Academy	30-504-2	Less Than One-Year Technical Diploma (30)
	Human Services	Behavior Technician	10-522-3	Associate Degree (10)
		Human Services Associate	10-520-3	Associate Degree (10)
		Substance Abuse Disorder Counseling	10-550-1	Associate Degree (10)
		Substance Abuse Education	30-550-1	Less Than One-Year Technical Diploma (30)
MATT	Electro-Mechanical Technology	Accelerated Industrial Maintenance	996201	Local Certificate
		Electro-Mechanical Technology	10-620-1	Associate Degree (10)
		Entry Maintenance Technician	30-620-4	Less Than One-Year Technical Diploma (30)
		Industrial Maintenance Mechanic	31-462-2	One-Year Technical Diploma (31)
	HVAC	Heating, Ventilation & Air Conditioning/Refrigeration	32-601-1	Two-Year Technical Diploma (32)
		Residential HVAC	31-601-1	One-Year Technical Diploma (31)

<b>Review Year</b>	2023			
<b>Type</b>	Academic Program			
<b>Division</b>	<b>Program Review Family</b>	<b>Program</b>	<b>Code</b>	<b>Credential</b>
BGE	Accounting	Accounting	10-101-1	Associate Degree (10)
		Accounting Assistant	31-101-1	One-Year Technical Diploma (31)
	Supply Chain	Project Management	999133	Local Certificate
	Digital Marketing	Digital Marketing	10-104-8	Associate Degree (10)
		Graphic Design	30-106-1	Less Than One-Year Technical Diploma (30)
	General Education	Social Sciences	809	General Education
		Mathematics	804	General Education
	Purchasing	Purchasing	(blank)	(blank)
HSPS	Dental	Dental Assistant	31-508-1	One-Year Technical Diploma (31)
	Nursing	Nursing	10-543-1	Associate Degree (10)
	Radiography	Radiography	10-526-1	Associate Degree (10)
MATT	Electric Power Distribution	Electric Power Distribution	31-413-2	One-Year Technical Diploma (31)
	Automotive	Automation Systems Technology	10-664-1	Associate Degree (10)
		Automotive Technician	32-404-2	Two-Year Technical Diploma (32)
TLR	General College	General College: Mathematics	834	General College



<b>Review Year</b>	2024			
<b>Type</b>	Academic Program			
<b>Division</b>	<b>Program Review Family</b>	<b>Program</b>	<b>Code</b>	<b>Credential</b>
BGE	Culinary Arts	Culinary Arts	10-316-1	Associate Degree (10)
		Culinary Production Specialist	31-316-2	One-Year Technical Diploma (31)
	Human Resources	Human Resource Generalist	999203	Local Certificate
		Human Resources	10-116-1	Associate Degree (10)
	Medical Administration	Medical Administrative Coder	10-160-5	Associate Degree (10)
		Medical Administrative Specialist	10-106-4	Associate Degree (10)
	Software Development	Information Technology - Web Software Develop	10-152-4	Associate Degree (10)
		Java Developer	999128	Local Certificate
		Web Programming	999127	Local Certificate
HSPS	Emergency Services	Advanced Emergency Medical Technician	30-531-6	Less Than One-Year Technical Diploma (30)
		Emergency Medical Technician – Basic	30-531-3	Less Than One-Year Technical Diploma (30)
		Fire Protection Technician	10-503-2	Associate Degree (10)
	Funeral Service	Funeral Service (shared with MATC Milwaukee)	10-528-1	Associate Degree (10)
	Surgical Technology	Central Service Technician	30-534-1	Less Than One-Year Technical Diploma (30)
		Surgical Technology	10-512-1	Associate Degree (10)
MATT	Welding	Welding	31-442-1	One-Year Technical Diploma (31)
		Shielded Metal Arc Welding (SMAW)	30-442-4	Less Than One-Year Technical Diploma (30)
		Gas Metal Arc Welding (GMAW)	30-442-5	Less Than One-Year Technical Diploma (30)
		Flux Cored Arc Welding (FCAW)	30-442-6	Less Than One-Year Technical Diploma (30)
		Gas Tungsten Arc Welding (GTAW)	30-442-7	Less Than One-Year Technical Diploma (30)
	Individualized Technical Studies	Individualized Technical Studies	10-825-1	Associate Degree (10)
TLR	Developmental Studies	ASE Developmental	77-850-0	Non-Postsecondary (73-78)
		ASE Remedial	78-850-0	Non-Postsecondary (73-78)
		Beginning ABE	73-850-0	Non-Postsecondary (73-78)
		English as a Second Language	75-850-0	Non-Postsecondary (73-78)
		High School Diploma, GED, HSED	76-850-0	Non-Postsecondary (73-78)
		Intermediate ABE	74-850-0	Non-Postsecondary (73-78)

<b>Review Year</b>	2025			
<b>Type</b>	Academic Program			
<b>Division</b>	<b>Program Review Family</b>	<b>Program</b>	<b>Code</b>	<b>Credential</b>
BGE	Business	Business Management	999110	Local Certificate
			10-102-3	Associate Degree (10)
		Business Management Specialist	31-102-3	One-Year Technical Diploma (31)
	Agribusiness	Agribusiness/Science and Technology	10-006-2	Associate Degree (10)
		Farm Business & Production Management	30-090-1	Less Than One-Year Technical Diploma (30)
		Agribusiness Specialist	31-006-1	One-Year Technical Diploma (31)
	General Education	Communication Skills	801	General Education
HSPS	Criminal Justice Studies	Criminal Justice Studies	10-504-5	Associate Degree (10)
	Physical Therapist Assistant	Physical Therapist Assistant	10-524-1	Associate Degree (10)
	Nursing Assistant	Nursing Assistant	30-543-1	Less Than One-Year Technical Diploma (30)
MATT	Computer Numeric Controls	CNC Technician	32-444-1	Two-Year Technical Diploma (32)
	Diesel & Heavy Equip Technician	Diesel & Heavy Equip Technician	32-412-1	Two-Year Technical Diploma (32)
WCD	Truck Driving	Truck Driving	30-458-1	Less Than One-Year Technical Diploma (30)



MARCH 16, 2022

## INFORMATION/DISCUSSION

- Financial Statement
- Series 2022A Bond Sale Results
- February 16, 2022 Personnel Committee Meeting Minutes



# INFORMATION/DISCUSSION ITEM A.

## BLACKHAWK TECHNICAL COLLEGE Summary of Revenue and Expenditures as of February 28, 2022

<b><u>COMBINED FUNDS</u></b>	<b>2021-22 CURRENT BUDGET</b>	<b>2021-22 ACTUAL TO DATE</b>	<b>2021-22 PERCENT INCURRED</b>	<b>2020-21 ACTUAL TO DATE</b>	<b>2020-21 PERCENT INCURRED</b>
<b>REVENUE &amp; OTHER RESOURCES:</b>					
Local Government	\$ 16,170,346	\$ 16,171,936	100.0%	\$ 16,080,687	100.1%
State Aids	15,922,826	14,372,732	90.3%	13,811,729	92.1%
Statutory Program Fees	5,388,810	5,426,034	100.7%	5,141,536	93.4%
Material Fees	388,047	307,978	79.4%	308,582	112.4%
Other Student Fees	734,174	778,004	106.0%	839,828	98.7%
Institutional	2,731,302	1,967,614	72.0%	648,171	23.1%
Federal	17,549,588	9,014,748	51.4%	7,440,754	52.3%
Other Sources (Bond/Transfer from Other Fund)	<u>10,573,387</u>	<u>10,300,000</u>	97.4%	<u>3,519,622</u>	27.7%
Total Revenue & Other Resources	<u>\$ 69,458,480</u>	<u>\$ 58,339,046</u>	76.3%	<u>\$ 47,790,909</u>	69.7%
<b>EXPENDITURES BY FUNCTION:</b>					
Instruction	\$ 19,228,003	\$ 11,038,021	57.4%	\$ 10,754,416	54.5%
Instructional Resources	3,856,551	1,615,580	41.9%	2,066,677	41.7%
Student Services	17,023,505	10,875,669	63.9%	8,993,770	67.0%
General Institutional	9,031,090	4,974,553	55.1%	4,693,674	58.0%
Physical Plant	26,289,725	10,305,914	39.2%	2,820,777	13.1%
Auxiliary Services	385,394	249,004	64.6%	241,633	78.0%
Other Uses (Transfer to Other Fund)	<u>273,387</u>	<u>-</u>	0.0%	<u>-</u>	0.0%
Total Expenditures & Other Uses	<u>\$ 76,087,655</u>	<u>\$ 39,058,741</u>	51.5%	<u>\$ 29,570,947</u>	43.5%
<b>EXPENDITURES BY FUNDS:</b>					
General	\$ 28,646,808	\$ 17,220,739	60.1%	\$ 16,808,853	59.8%
Special Revenue	5,677,694	1,831,114	32.3%	1,470,892	25.7%
Capital Projects	19,338,114	10,556,308	54.6%	3,238,572	22.0%
Debt Service	8,727,000	599,554	6.9%	529,618	6.1%
Enterprise	47,632	21,274	44.7%	28,524	34.4%
Internal Service	239,000	225,935	94.5%	213,109	93.9%
Trust & Agency	13,138,020	8,603,817	65.5%	7,281,379	69.2%
Other Uses (Transfer to Other Fund)	<u>273,387</u>	<u>-</u>	0.0%	<u>-</u>	0.0%
Total Expenditures	<u>\$ 76,087,655</u>	<u>\$ 39,058,741</u>	51.5%	<u>\$ 29,570,947</u>	43.5%
Fund Balances, Beginning	\$ 25,186,698	\$ 25,186,698		\$ 18,357,562	
Change in Fund Balance	<u>(6,629,175)</u>	<u>19,491,019</u>		<u>18,219,962</u>	
Fund Balances, Ending	<u>\$ 18,557,523</u>	<u>\$ 44,677,717</u>		<u>\$ 36,577,524</u>	

<b>Debt Service Detail</b>					
Principal Payments	7,495,000	-	0.0%	-	0.0%
Interest Payments	1,130,000	496,304	43.9%	497,118	43.7%
Other Debt Service Expenses	<u>102,000</u>	<u>103,250</u>	101.2%	<u>32,500</u>	47.8%
Total Debt Service Payments	<u>\$ 8,727,000</u>	<u>\$ 599,554</u>		<u>\$ 529,618</u>	



## **INFORMATION/DISCUSSION ITEM C. a.**

### **Series 2022A Bond Sale Results**

The District Board adopted a resolution in February authorizing the borrowing of \$19,500,000 for new building construction. The resolution authorized the President or Vice President of Finance & College Operations to execute the sale of these bonds on March 9<sup>th</sup> if all of the parameters listed in the resolution were met.

Baird Financial Services assisted the District with the marketing of these bonds. Eight bid were received with the lowest true interest cost of 2.256033 submitted by Piper Sandler & Co of Minneapolis, MN. Quarles and Brady bond counsel reviewed the terms set forth in schedules provided by Baird and confirmed the bid proposal meets the parameters approved by the District Board.

Baird Financial Services has prepared a summary of bid results which is attached. Moody's Investors Service provided a credit opinion for this issuance which affirmed the District's Aa2 rating. That opinion is also attached.

Dr. Pierner and Renea Ranguette will be present to answer any questions regarding the award of sale.





# Blackhawk Technical College District

Final Pricing Summary  
March 9, 2022

**John A. Mehan, Managing Director**

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777 East Wisconsin Avenue  
Milwaukee, WI 53202  
Phone 414.765.3827  
[rwbaird.com/publicfinance](http://rwbaird.com/publicfinance)

# Blackhawk Technical College District

## Results of Competitive Bids

**\$19,500,000 General Obligation School Building Bonds, Series 2022A**

**Bids Received by 9:30 AM (CT)**

**Wednesday, March 9, 2022**

Rank	Bidder	True Interest Cost
1	Piper Sandler & Co.	2.2560%
2	J.P. Morgan Securities LLC	2.2608%
3	BOK Financial Securities, Inc.	2.3190%
4	The Baker Group	2.3341%
5	Huntington Securities, Inc.	2.3838%
6	UBS Financial Services Inc.	2.4603%
7	KeyBanc Capital Markets	2.4643%
8	Northland Securities, Inc.	2.4783%

## Blackhawk Technical College District

Issue Summary	
<b>Description:</b>	General Obligation School Building Bonds, Series 2022A
<b>Amount:</b>	\$19,500,000
<b>Dated &amp; Settlement Date:</b>	April 6, 2022
<b>Maturities:</b>	April 1, 2025 - 2036
<b>First Interest Payment:</b>	October 1, 2022
<b>First Call Date:</b>	April 1, 2029
<b>Moody's Rating:</b>	Aa2
<b>True Interest Cost:</b>	2.2560%
<b>Winning Bidder/Purchaser:</b>	Piper Sandler & Co.

# Blackhawk Technical College District

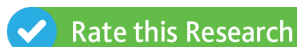
## Hypothetical Financing Plan

			PHASE III - Referendum Borrowing		2022-23 Financing				
			FINAL		Preliminary <sup>(A)</sup>				
			\$19,500,000		\$5,300,000				
			G.O. SCHOOL BUILDING BONDS - SERIES 2022A - FINAL		G.O. PROM. NOTES - SERIES 2022B				
			Dated April 6, 2022		Dated August 1, 2022				
			(First interest 10/1/22)		(First interest 4/1/23)				
LEVY YEAR	YEAR DUE	EXISTING DEBT SERVICE	PRINCIPAL (4/1)	INTEREST (4/1 & 10/1) AVG = 2.75%	PRINCIPAL (4/1)	INTEREST (4/1 & 10/1) AVG = 3.00%	FUTURE BORROWING (A) (B)	LESS: FUNDS APPLIED (C)	Actual 2022 Levy Amount Levy = \$8,850,000
									COMBINED DEBT SERVICE
									COMBINED MILL RATE (D)
									YEAR DUE
2021	2022	\$8,653,960		\$283,208				(87,169)	\$8,850,000
2022	2023	\$8,259,975		\$582,600		\$185,500		(\$40,000)	\$8,988,075
2023	2024	\$7,766,103		\$582,600	\$200,000	\$156,000	\$599,100		\$8,990,679
2024	2025	\$5,914,156	\$1,240,000	\$557,800	\$575,000	\$144,375	\$560,100	(\$313,124)	\$8,991,431
2025	2026	\$4,805,494	\$1,540,000	\$502,200	\$590,000	\$126,900	\$1,422,500		\$8,987,094
2026	2027	\$3,959,350	\$1,590,000	\$439,600	\$610,000	\$108,900	\$2,282,600		\$8,990,450
2027	2028	\$2,827,393	\$1,675,000	\$374,300	\$625,000	\$90,375	\$3,399,100		\$8,991,168
2028	2029	\$2,231,353	\$1,730,000	\$306,200	\$645,000	\$71,325	\$4,005,800		\$8,989,678
2029	2030	\$1,658,329	\$1,805,000	\$253,550	\$665,000	\$51,675	\$4,553,100		\$8,986,654
2030	2031	\$930,256	\$1,885,000	\$215,472	\$685,000	\$31,425	\$5,243,500		\$8,990,653
2031	2032	\$260,925	\$1,930,000	\$173,731	\$705,000	\$10,575	\$5,908,700		\$8,988,931
2032	2033	\$260,925	\$1,975,000	\$128,566			\$6,622,200		\$8,986,691
2033	2034	\$988,575	\$1,320,000	\$88,613			\$6,592,100		\$8,989,288
2034	2035	\$1,038,225	\$1,320,000	\$55,613			\$6,572,800		\$8,986,638
2035	2036	\$1,220,225	\$1,490,000	\$19,556			\$6,260,100		\$8,989,881
2036	2037	\$2,446,838					\$6,543,100		\$8,989,938
2037	2038	\$2,448,713					\$6,540,500		\$8,989,213
2038	2039	\$2,409,125					\$6,582,000		\$8,991,125
2039	2040	\$2,151,788					\$6,837,300		\$8,989,088
2040	2041	\$974,650					\$8,013,000		\$8,987,650
\$61,206,356			\$19,500,000	\$4,563,608	\$5,300,000	\$977,050	\$88,537,600	(\$440,292)	\$179,644,322

- (A) This information is provided for information purposes only. It does not recommend any future issuances and is not intended to be, and should not be regarded as, advice.
- (B) Assumes annual future capital project borrowings of \$5,300,000 in October 2023 and thereafter amortized over 10 years at a 4.00% interest rate.
- (C) Per the District, the amount includes application of fund balance and/or bid premium.
- (D) Mill rate based on 2021 Equalized Valuation (TID-OUT) of \$16,159,386,341 with annual growth of 2.00% from 2022-2024, and annual growth of 1.00% thereafter.

## CREDIT OPINION

2 March 2022



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# Blackhawk Technical College District, WI

## Update to credit analysis

### Summary

[Blackhawk Technical College District](#) (Aa2) benefits from a large and diverse tax base in south central [Wisconsin](#) (Aa1 stable). Management's conservative approach to finances has resulted in a history of stable operations and maintenance of healthy reserves. The district's debt burden will increase with an upcoming issuance that will complete a \$32 million program authorized by voters to build new public safety and transportation facilities. The district's primary challenges are declining enrollment trends and limited revenue raising flexibility because of state imposed property tax limits and state oversight of tuition rates.

### Credit strengths

- » Large tax base
- » History of maintaining strong reserves
- » Low pension burden

### Credit challenges

- » Declining enrollment trends
- » Limited revenue raising ability because of property tax limits and state authority over tuition rates

### Rating outlook

Moody's does not usually assign outlooks to local governments with this amount of debt.

### Factors that could lead to an upgrade

- » Sustained reversal of enrollment trends
- » Significant expansion of reserve levels

### Factors that could lead to a downgrade

- » Declines in the district's operating reserves or liquidity
- » Contraction of the district's tax base
- » Large increase in debt or pension burden
- » Substantial enrollment declines

## Key indicators

Exhibit 1

### Blackhawk Technical College District

	2017	2018	2019	2020	2021
<b>Economy/Tax Base</b>					
Total Full Value (\$000)	\$12,329,520	\$13,008,450	\$13,701,735	\$14,690,919	\$15,589,100
Population	161,226	161,769	162,152	162,152	162,152
Full Value Per Capita	\$76,474	\$80,414	\$84,499	\$90,600	\$96,139
Median Family Income (% of US Median)	90.8%	91.5%	90.7%	90.7%	90.7%
<b>Finances</b>					
Operating Revenue (\$000)	\$34,392	\$34,907	\$35,792	\$38,030	\$37,094
Fund Balance (\$000)	\$10,524	\$11,340	\$12,016	\$11,116	\$12,214
Cash Balance (\$000)	\$7,856	\$8,841	\$9,093	\$8,561	\$9,223
Fund Balance as a % of Revenues	30.6%	32.5%	33.6%	29.2%	32.9%
Cash Balance as a % of Revenues	22.8%	25.3%	25.4%	22.5%	24.9%
<b>Debt/Pensions</b>					
Net Direct Debt (\$000)	\$48,875	\$46,810	\$42,575	\$39,990	\$43,565
3-Year Average of Moody's ANPL (\$000)	\$37,733	\$39,215	\$38,466	\$40,788	\$45,363
Net Direct Debt / Full Value (%)	0.4%	0.4%	0.3%	0.3%	0.3%
Net Direct Debt / Operating Revenues (x)	1.4x	1.3x	1.2x	1.1x	1.2x
Moody's - adjusted Net Pension Liability (3-yr average) to Full Value (%)	0.3%	0.3%	0.3%	0.3%	0.3%
Moody's - adjusted Net Pension Liability (3-yr average) to Revenues (x)	1.1x	1.1x	1.1x	1.1x	1.2x

Source: Blackhawk TCD's financial statements, US Census Bureau, Moody's Investors Service.

## Profile

Blackhawk Technical College District is located in south central Wisconsin, between the cities of [Beloit](#) (A2 stable) and Janesville. Most of the district's tax base is in [Rock County](#) (Aa1) with a small portion in [Green County](#) (Aa3). The district operates three campuses in addition to programs in various learning centers across the region, with a central campus in Janesville. The district provides career and technical education to about 1,400 students in the 2021-2022 school year and serves a community of just over 160,000 residents.

## Detailed credit considerations

### Economy and tax base: large tax base in south central Wisconsin

The district's large tax base will continue to be a credit strength because of ongoing development centered in Beloit and residential appreciation. Full value has grown an average of 5.5% over the last five years and stood at \$15.6 billion as of the 2021 tax year. Two isotope manufacturers, Shine Medical Technologies in Janesville and NorthStar Medical Radioisotopes, LLC in Beloit are expanding operations locally and the planned \$405 million Ho-Chunk Casino in Beloit could open by the end of 2022. As of December 2021, unemployment in Green County was an extremely low 1.6%. Suppressed enrollment at community colleges is typical when the economy is strong.

Enrollment continues to be a challenge for the district. Full time enrollment for the 2022 school year was about 1,400, down 45% from the previous decade. Declines have been fairly steady and enrollment was not materially impacted by the coronavirus pandemic. Following ten years of declines, management has budgeted flat enrollment for the 2023 school year following a modest 1.5% increase in the current year.

This publication does not announce a credit rating action. For any credit ratings referenced in this publication, please see the ratings tab on the issuer/entity page on [www.moody's.com](http://www.moody's.com) for the most updated credit rating action information and rating history.

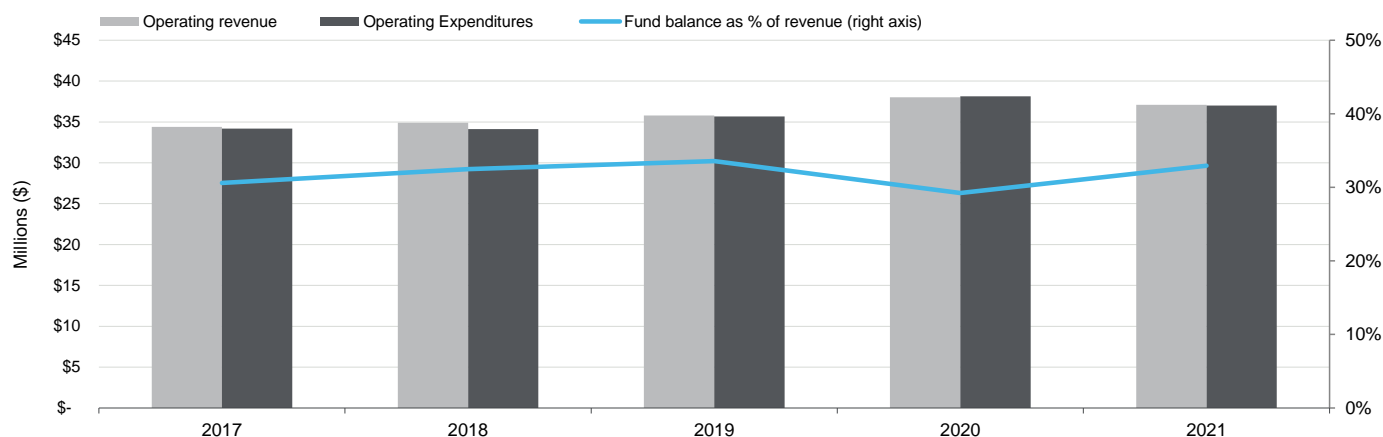
### Financial operations and reserves: solid reserves and stable revenue streams

The district's financial position will remain strong because of conservative budgeting and a diverse revenue stream. The 2023 budget will be balanced and is likely to contain about \$600,000 in contingency which is typical practice for the district. Revenue in the current fiscal year is stronger than budget and management expects an operating surplus around \$300,000.

Exhibit 2

#### Conservative budgeting leads to consistent operating results and strong reserves near 30% for each of the last five years

Operating revenue, expenditures and fund balance as a % of revenue



Source: Blackhawk TCD's financial statements

The district's fund balance policy is to maintain 25% of expenditures in reserve and in recent years amounts in excess were transferred to the capital projects fund before the close of the year. In 2021, \$2 million was transferred to support the master facilities plan. After the transfer, the year closed with \$12.2 million in available fund balance across the general and debt service funds, representing a healthy 33% of operating revenue. The district received \$8.6 million for institutional spending across three phases of federal aid related to the coronavirus pandemic. Approximately \$8 million has been spent to date on technology and building upgrades, pandemic response initiatives and to recoup lost revenue.

The district's revenue streams are predictable and stable, though the district lacks flexibility to increase revenue because of strict state limitations on the property tax levy and state control of tuition rates. The State of Wisconsin regularly increases community college aid and, in the event of state cuts to community college appropriations, the district would be allowed to increase property taxes by the amount cut. The state also regularly approves small tuition hikes each year, though only 15% of operating revenue comes from program fees which has helped the district manage through enrollment declines. Most of the remainder is split between property taxes and state revenue. Despite enrollment declines, state aid has been relatively stable over time because enrollment is just one of a number of criteria used in the state's outcome based funding.

#### Liquidity

Liquidity is healthy and likely to remain stable given strong financial management. At the close of fiscal 2021, cash balance in the operating funds was about \$9.2 million or 25% of operating revenue.

#### Debt and pensions: moderate debt and low pension burden

The district's debt burden will increase with an upcoming issuance that will result in a total of \$73 million outstanding in general obligation unlimited tax (GOULT) debt. Debt will be slightly above average, at 2x operating revenue and 0.5% of full value. The issuance is the last phase of a \$32 million program authorized by voters in 2020 to build public safety and transportation facilities. The project is on schedule and expected to be complete in early 2023. The district also issues about \$5 million annually for capital improvements, which is planned for the next five years.

#### Legal security

The district's GOULT debt, including the Series 2022A bonds, are secured by the district's full faith and credit pledge with authority to levy property taxes without limitation as to rate or amount.

### Debt structure

All of the district's debt is fixed rate and amortizes over the long-term. Principal amortization is average with 71% repaid within ten years.

### Debt-related derivatives

The district is not a party to any derivative agreements.

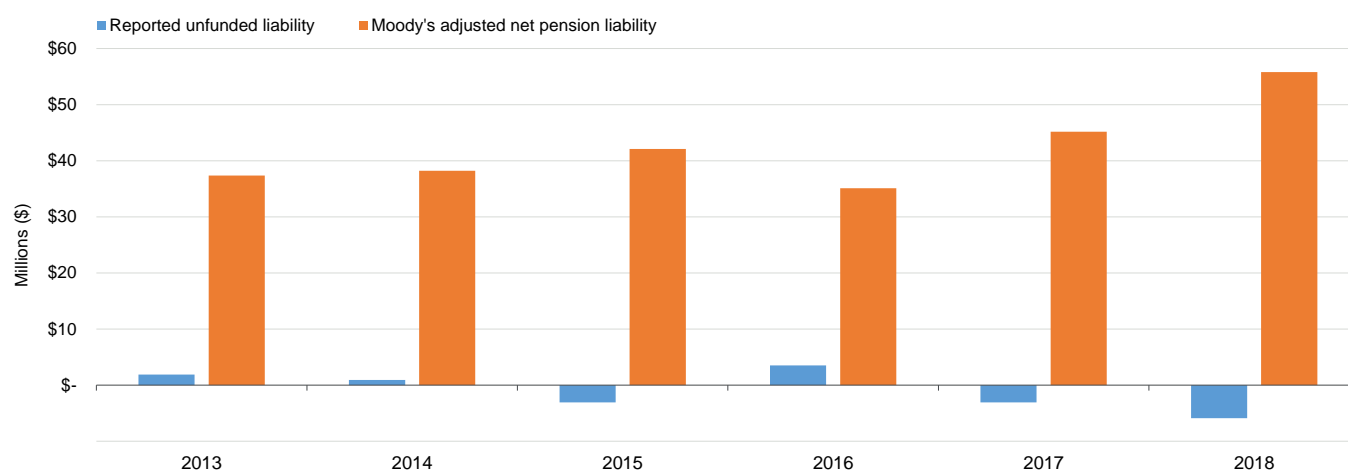
### Pensions and OPEB

The district participates in the Wisconsin Retirement System (WRS), a statewide cost-sharing plan. Contributions are determined using a level contribution actuarial method in an effort to keep employer and employee contribution rates at a level percentage of payroll over time, and are set at 100% of the plan's funding requirement.

Exhibit 3

#### Wisconsin Retirement System remains well-funded on a reported basis

Plan reported pension liability (asset) vs. Moody's adjusted net pension liability



Source: Moody's Investors Service and the State of Wisconsin

The district's three-year average adjusted net pension liability (ANPL) totals about \$45 million, equal to 1.2x operating revenue and 0.3% of full value. Moody's ANPL reflects the use of a market-based discount rate to value pension liabilities rather than the assumed rate of investment return on plan assets. In comparison, the district reported a net pension asset of \$5.9 million in fiscal 2021 using the plan's 7% discount rate. Growth in the Moody's ANPL has been driven largely by falling market discount rates, however the plan's NPL has benefited from strong investment performance in recent years.

The district provides other post employment benefits (OPEB) through two plans that do not represent material credit risks. One plan is over-funded on a reported basis while the other plan's net liability is less than 0.1x revenue.

## ESG considerations

### Environmental

Environmental risk is [generally low for the local government sector](#) and does not have a material impact on the district's credit profile. Data from Moody's ESG Solutions indicate that Rock County has relatively high risk for heat and water stress. Neither of these stressors would adversely impact the district differently from peers.

### Social

[Social considerations](#) are material to an issuer's credit profile. The district has provided in-person classes since April 2020 which has been attractive option for students in some technical programs. In addition, the district has also invested in its digital infrastructure using federal coronavirus relief funds, including expanding its remote viewing technology for students to attend live classes from home.



while other students are in the classroom. This has been a popular option for nontraditional students. Social considerations that factor into the district's credit profile include modest growth in district population which has grown approximately 1% over the last decade, and the very low unemployment rate of 1.6% in Green County as of December 2021.

### Governance

Governance is a [key credit consideration](#) for local government. Management has institutionalized a culture of conservative fiscal practices which are reflected in the district's steady financial results. The district is governed by a board of nine members serving staggered three-year terms. The chairpersons of Rock and Green Counties select college board members, and the nominees are confirmed by the State Board. Despite the governance relationship, the counties do not approve college budgets or hold any financial or management oversight over the college district. The district maintains a long-term capital plan involving regular small debt issuances. The college has a fund balance policy to maintain 25% of expenditures in reserve and regularly exceeds this policy minimum.

Wisconsin community college districts have an Institutional Framework score of "A," which is moderate. Revenue raising ability is moderate. The sector's major revenue source, state aid, is based on a formula that incorporates enrollment and equalized property valuations of the district. The sector's other major revenue source, property tax revenue, is subject to a cap which can only be increased with net new construction or via referendum. Revenue and expenditures tend to be predictable. Across the sector, fixed and mandated costs are generally moderate.

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# INFORMATION/DISCUSSION ITEM E. b.



## PERSONNEL COMMITTEE MEETING WEDNESDAY, FEBRUARY 16, 2022 4:00 P.M. – 4:45 P.M.

### MINUTES

#### CALL TO ORDER

The Personnel Committee meeting was held on Wednesday, February 16, 2022, at the Central Campus, 6004 S County Road G, Janesville, in the Administration Building and via Zoom.

**Board Members Present:** Rich Deprez, Chairperson; Eric Thornton; and Kathy Sukus

**Board Members Absent:** Steve Pophal and Rick Richard

**Other Board Members Present:** Laverne Hays and Barb Barrington-Tillman

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

Chairperson Deprez called the meeting to order at 4:04 p.m.

#### INFORMATION/DISCUSSION/ACTION

##### A. Annual Salary Range Adjustment

Kathy Broske, Executive Director of Human Resources and Organizational Development, discussed annual salary range adjustments with the members. It is common for organizations to adjust salary ranges annually. Salary range adjustments would be based on general market data. We have not been adjusting ranges yearly; it stays static. Market data projects increases are between three (3) and four (4) percent. Moving forward, we can share salary range adjustments on an annual basis.

It was moved by Eric Thornton and seconded by Barb Barrington-Tillman that the Personnel Committee recommends annual review of salary ranges and communication of Salary Range Adjustments annually to the District Board.

**All in favor. Motion Carried.**

##### B. 2022 CPI Salary Adjustments

Kathy Broske, Executive Director of Human Resources and Organizational Development, provided information on the 2022 CPI salary adjustments. Six (6) of the technical colleges are tentatively reporting a three (3) to four (4) percent

adjustment. Personnel Committee members favored a three (3) percent CPI salary adjustment.

C. Annual Total Compensation Summary

Kathy Broske, Executive Director of Human Resources and Organizational Development, reviewed the Annual Total Compensation Summary with the members. In addition to the Salary Summary, the Annual Total Compensation Summary has been emailed to employees. The Compensation Summary provides awareness about an employee's compensation package that outlines their total compensation value plus BTC-paid benefits. Feedback from employees and the Unions was positive. As a result, Human Resources will email the summary in the fall.

D. 2020-2021 Talent Management Results

Kathy Broske, Executive Director of Human Resources and Organizational Development, reviewed the 2020-2021 Talent Management Results that provide an overview of staff annually. The first two tables focus on hiring, which includes tracking diverse hires. We also track employees who leave before one (1) year of employment. The third table details turnover numbers.

As there was no additional business, Chairperson Deprez adjourned the meeting at 4:45 p.m.



MARCH 16, 2022

## CONSENT AGENDA

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







# CONSENT AGENDA ITEM A.

**BLACKHAWK** Technical College

## REGULAR DISTRICT BOARD MEETING WEDNESDAY, FEBRUARY 16, 2022 5:00 P.M.

### MINUTES

#### CALL TO ORDER

The Blackhawk Technical College District Board Regular meeting was held on Wednesday, February 16, 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; Rich Deprez, Secretary; Rick Richard, Treasurer; Laverne Hays; Rob Hendrickson; Suzann Holland; and Kathy Sukus.

**Board Members Absent:** Steve Pophal.

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

**Student Representative:** Hope Hopper.

**Guests:** None.

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

#### SPECIAL REPORTS

Chairperson Thornton called for Special Reports.

- A. The Student Representative to the District Board, Hope Hooper, provided a report on student activities.
- B. Renea Ranguette reviewed the Annual Report of Tax Incremental Districts Located within the Blackhawk Technical College District.
- C. Dr. Jon Tysse presented the Spring 2022 Enrollment and Fall 2021 Student Success Report.

#### INFORMATION/DISCUSSION

Chairperson Thornton called for Information/Discussion items.

- A. Renea Ranguette reviewed the January Financial Statement with the District Board members.
- B. Dr. Tracy Pierner presented his monthly report to the District Board members.
- C. Public Safety & Transportation Center (PSTC) Project Update.

Work continues on the outbuildings; framing work on the technical training village. The house has a metal roof, and walls are going up in the observation building. Some windows in the garage doors are missing, and an old garage door is being used at CTS. Learning is taking place in the CTS building.

- D. Finance Committee meeting not scheduled for February. No report out or recommendations.

- E. The Personnel Committee met before the regular District Board meeting. Chairperson Deprez provided a report and a recommendation to the District Board.
- a. The Personnel Committee recommends that the District Board consider annual communication of Salary Range Adjustments.
  - b. 2022 CPI Salary Adjustments were discussed and the impact on the budget.
  - c. The Annual Total Compensation Summary was reviewed. It provides an overview of an employee's compensation package with the College.
  - d. 2020-2021 Talent Management Results were reviewed that provided information on the number of positions posted and filled, employees hired in various employee classifications, and turnover numbers.
- 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. Deprez and seconded by Mr. Richard to approve the consent agenda, which included:

- A. January 19, 2022, District Board Regular Meeting Minutes.
- B. Current Bills – The January bills include (Starting Check #00287190 and Ending Check #00287669):

Direct Deposit Expense Reimbursements	\$2,297,353.49
Payroll	\$1,001,938.43
Payroll Tax Wire Transfers	\$ 344,324.85
Other Wire Transfers	\$ 60,330.31
WRS Wire Transfers	\$ 175,797.98
P-card Disbursements	\$ 127,221.92
Bond Payment	\$ 0.00
Health Insurance Wire Transfer	\$ 309,444.10
<i>Grand Total for the Month</i>	<i>\$4,316,411.08</i>

- C. Training Contracts – Report Totals:

Number Served	Estimated FTEs	BTC Cost Formula	LAB Cost Formula	Actual Contract Cost
125	1.12	\$48,571	\$41,689	\$48,571

**All in favor. Motion carried.**

### ACTION ITEMS

Chairperson Thornton called for Action Items.

It was moved by Mr. Hays and seconded by Ms. Barrington-Tillman to approve the Resolution Establishing Parameters for the Sale of Not to Exceed \$19,500,000 General Obligation School Building Bonds, Series 2022A.

The roll was called. The following members voted affirmatively: Ms. Barrington-Tillman, Mr. Deprez, Mr. Hays, Mr. Henderson, Ms. Holland, Mr. Richard, Ms. Sukus, and Mr. Thornton.

**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.

The District Board members reviewed the first reading of the new Policy A-301 Diversity Statement.

- C. Budgetary. There were none.

## OTHER BUSINESS

Chairperson Thornton called for Other Business.

- A. WTCS Consortium Update.
  - a. District Board Association (DBA)
    - A report was provided on the Winter Meeting held January 27 – 29, 2022.
  - b. Insurance Trust (WTC)
    - The next meeting will be held on June 23, 2022, at 3:00 p.m.
  - c. Marketing Consortium
    - Katy Peterson moved on as Executive Director of the Marketing Consortium. The position has been posted.
  - d. Purchasing Consortium
    - No update.

## FUTURE AGENDA ITEMS

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

## ADJOURNMENT

It was moved by Mr. Deprez and seconded by Mr. Richard to adjourn the meeting at 6:15 p.m.

**All in Favor. Motion carried.**

Richard Deprez

Secretary



## CONSENT AGENDA ITEM B.

Blackhawk Technical College

### BILL LIST SUMMARY

Period Ending February, 2022

Starting Check Number 00287670

Ending Check Number 00288146 Plus Direct Deposits

#### PAYROLL TAXES

Federal	198,459.14	
State	<u>31,954.41</u>	230,413.55

#### PAYROLL BENEFIT DEDUCTIONS & FRINGE PAYMENTS

Retirement	-	
Health and Dental Insurance	22,286.35	
Miscellaneous	<u>8,709.41</u>	30,995.76

STUDENT RELATED PAYMENTS 215,283.83

CURRENT NON CAPITAL EXPENSES 687,937.81

CAPITAL 853,298.95

DEBT -

TOTAL BILL LISTING AND PAYROLL TAXES 2,017,929.90

PAYROLL-NET 955,513.42

SUB TOTAL BILL LISTING AND PAYROLL 2,973,443.32

PLUS OTHER WIRE TRANSFERS 43,178.31

PLUS WRS WIRE TRANSFERS 154,411.97

P-CARD DISBURSEMENTS 119,972.18

WIRE FOR LAND PURCHASE -

PLUS BOND PAYMENT -

HEALTH INSURANCE WIRES 313,735.22

GRAND TOTAL FOR THE MONTH 3,604,741.00



## CONSENT AGENDA ITEM C.

### CONTRACT TRAINING REPORT MARCH 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
2022-1136	NorthStar <i>Fall Protection</i>	21	0.04	\$799	\$715	\$799
2022-1137	NorthStar <i>Accountable Workplace</i>	75	0.25	\$1,879	\$1,789	\$1,879
2022-1130	Scott Forge <i>LOTO/Arc Flash</i>	10	0.03	\$1,189	\$894	\$1,189
2022-1131	Scott Forge <i>Electrical</i>	10	0.10	\$6,205	\$5,168	\$6,205
2022-1132	Scott Forge <i>Electromechanical</i>	10	0.20	\$9,951	\$8,745	\$9,951
2022-1133	NorthStar <i>Confined Space</i>	10	0.05	\$626	\$559	\$626
2022-1134	NorthStar <i>Fire Extinguisher</i>	15	0.03	\$239	\$238	\$239
2022-1135	Frito Lay <i>Emotional Intelligence</i>	49	0.16	\$1,089	\$447	\$1,089
2022-1140	Spray-Tek <i>Arc Flash</i>	6	0.04	\$1,382	\$1,193	\$1,382
		<b>206</b>	<b>0.9</b>	<b>\$23,359</b>	<b>\$19,748</b>	<b>\$23,359</b>

Technical Assistance Contract Detail						
Contract #	Business/Industry	# Served	Est. FTEs	BTC Cost Formul	LAB Cost Formula	Actual Contract Amount
2022-1102	Blackhawk Transport <i>CDL</i>	NA	NA	\$30,013	\$17,083	\$30,000
		<b>0</b>	<b>0.00</b>	<b>\$30,013</b>	<b>\$17,083</b>	<b>\$30,000</b>

High School Customized Instruction Contract Detail						
2022-1138	Edgerton/Milton HS <i>Certified Nursing Asst</i>	12	1.2	\$7,168	\$7,599	\$7,599
		<b>12</b>	<b>1.2</b>	<b>\$7,168</b>	<b>\$7,599</b>	<b>\$7,599</b>

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
		218	2.10	\$60,540	\$44,430	\$60,958

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

<b>All Contracts</b>	<b>218</b>	<b>2.1</b>	<b>\$60,540</b>	<b>\$44,430</b>	<b>\$60,958</b>
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## Contract Training Approved By The District Board

	Month	FY 2017-18		FY 2018-19		FY 2019-20		FY 2020-21		FY 2021-22	
		Month's \$	YTD \$	Month's \$	YTD \$	Month's \$	YTD \$	Month's \$	YTD \$	Month's \$	YTD \$
1st Quarter	July	\$60,763	\$60,763	\$15,141	\$15,141	\$306,616	\$306,616	\$0	\$0	\$34,748	\$34,748
	August	\$92,778	\$153,541	\$265,212	\$280,353	\$93,966	\$400,582	\$16,389	\$16,389	\$79,603	\$114,351
	September	\$355	\$153,896	\$110,603	\$390,956	\$51,844	\$452,426	\$17,532	\$33,921	\$63,394	\$177,745
2nd Quarter	October	\$83,880	\$237,776	\$36,363	\$427,319	\$18,826	\$471,252	\$29,073	\$62,994	\$22,313	\$200,058
	November	\$53,542	\$291,318	\$48,817	\$476,136	\$75,772	\$547,024	\$59,156	\$122,150	\$52,930	\$252,988
	December	\$44,997	\$336,315	\$67,999	\$544,135	\$54,312	\$601,336	\$18,026	\$140,176	\$54,656	\$307,644
3rd Quarter	January	\$24,683	\$360,998	\$101,678	\$645,813	\$50,873	\$652,209	\$30,791	\$170,967	\$12,501	\$320,145
	February	\$53,006	\$414,004	\$56,091	\$701,904	\$103,533	\$755,742	\$31,829	\$202,796	\$48,571	\$368,716
	March	\$45,199	\$459,203	\$47,919	\$749,823	\$75,337	\$831,079	\$48,171	\$250,967	\$60,958	\$429,674
4th Quarter	April	\$729,308	\$1,188,511	\$118,534	\$868,357	\$2,663	\$833,742	\$26,869	\$277,836		
	May	\$43,748	\$1,232,259	\$1,105,126	\$1,973,483	\$2,464,616	\$3,298,358	\$1,675,805	\$1,953,641		
	June	\$134,996	\$1,367,255	\$70,739	\$2,044,222	\$70,739	\$3,369,097	\$27,698	\$1,981,339		
YTD TOTAL \$		<u>\$1,367,255</u>		<u>\$2,044,222</u>		<u>\$3,369,097</u>		<u>\$1,981,339</u>		<u>\$429,674</u>	

### Historical Reference

FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22
WAT Grants: \$300,167 Transcripted Credit w/HS: \$693,632 HSED w/HS: \$20,240	WAT Grants: \$273,707 Transcripted Credit w/HS: \$1,401,292 HSED w/HS: \$23,572	WAT Grants: \$123,702 Transcripted Credit w/HS: \$2,464,616* HSED w/HS: \$15,082	WAT Grants: \$145,703 Transcripted Credit w/HS: \$1,652,700 HSED w/HS: \$13,788	WAT Grants: \$39,864 Transcripted Credit w/HS: \$0 HSED w/HS: \$6448

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



MARCH 16, 2022

## ACTION ITEMS

- Approval of the Second Reading of the new Policy A-301 Diversity Statement
- Approval of an Additional BTC Value

### Finance Committee

- Approval of Modifications to the Fiscal Year 2021-22 Budget



**Policy**  
**District Organization**

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**A-301 – DIVERSITY STATEMENT**

<b>Authority</b>	District Board
<b>Effective Date</b>	February xx, 2022
<b>Revision Date(s)</b>	
<b>Reviewed Date(s)</b>	
<b>Related Policies</b>	A-300 Mission, Vision, and Values
<b>In compliance with</b>	

In an effort to provide flexible education and a supportive environment, we aspire to create a climate in which all students, employees, and community members feel welcomed, valued, and included. To that end, the College strives to use inclusive and accessible practices to create a community of diverse ideas, abilities, cultures, and lifestyles.



# ACTION ITEMS ITEM B.

## Our Values – Inclusive

Adding *Inclusive* as a sixth value and removing the word inclusive from the Empowering value.

**Responsive:** Meeting students when and where they learn best, providing supportive services empowering them to succeed.

**Collaborative:** Creating critical partnerships, adapting to community needs.

**Empowering:** Building an aligned and supportive culture, allowing students and employees to develop, grow, and succeed.

**Strategic:** Optimizing college resources to meet the needs of learners and employers through data-informed decisions and innovative solutions.

**Process-driven:** Developing transparent, consistent, aligned, and repeatable processes and procedures, focusing on efficiency, accountability, and excellence.

**Inclusive:** Cultivating a climate in which all students and employees feel welcomed, valued, and included.





# ACTION ITEMS ITEM C.

## Proposed Modifications to the FY 2021-22 Budget

	Expenditures & Other Uses	Revenues & Other Sources
<b>General Fund</b>		
<b>1</b> Transfer of funds between functions		
Increase Function 1 Instruction Expenditures	98,762	
Decrease Function 8 Auxiliary Service Expenditures	(98,762)	
<b>Total - Amendment 1</b>	<u>-</u>	<u>-</u>
<b>2</b> Transfer new initiative budget to support new full time faculty positions		
Increase Function 1 Instruction Expenditures	93,500	
Decrease Function 6 General Institutional Expenditures	(93,500)	
<b>Total - Amendment 2</b>	<u>-</u>	<u>-</u>
<b>3</b> Transfer property tax revenue from grant match		
Increase Property Tax Revenue		12,001
Increase Transfers to Reserves and Designated Fund Balances	12,001	
<b>Total - Amendment 3</b>	<u>12,001</u>	<u>12,001</u>
<b>Special Revenue Fund</b>		
<b>4</b> Decrease Budget for unspent State and Federal Grants extended to FY22		
Decrease Function 1 Instruction Expenditures	(819)	
Decrease Function 3 Student Services Expenditures	(54,468)	
Decrease Property Tax Revenue		(12,344)
Decrease State Aid Revenue		(29,179)
Decrease Federal Aid Revenue		(13,764)
<b>Total - Amendment 4</b>	<u>(55,287)</u>	<u>(55,287)</u>
<b>5</b> Increase in FY22 Grant Funding		
Increase Function 1 Instruction Expenditures	6,940	
Increase Function 3 Student Services Expenditures	5,000	
Increase State Aid Revenue		5,000
Increase Federal Aid Revenue		6,940
<b>Total - Amendment 5</b>	<u>11,940</u>	<u>11,940</u>
<b>6</b> Revenue Source Reclassification		
Increase Program Fees Revenue		9,924
Decrease Other Student Fees Revenue		(9,924)
<b>Total - Amendment 6</b>	<u>-</u>	<u>-</u>
<b>7</b> Establish budget for State and Federal Grants awarded in FY22		
Increase Function 1 Instruction Expenditures	221,671	
Increase Function 2 Instructional Resources Expenditures	24,700	
Increase Function 3 Student Services Expenditures	29,000	
Increase Property Tax Revenue		343
Increase Program Fees Revenue		12,143
Increase Other Student Fees Revenue		2,052
Increase Material Fees Revenue		672
Increase State Aid Revenue		236,355
Increase Federal Aid Revenue		23,806
<b>Total - Amendment 7</b>	<u>275,371</u>	<u>275,371</u>
<b>8</b> Record HEERF Grant transfer between function and transfers to support capital purchases		
Decrease Function 2 Instructional Resources Expenditures	(182,309)	
Decrease Function 3 Student Services Expenditures	(725,000)	
Increase Function 6 General Institutional Expenditures	712,000	
Decrease Function 7 Physical Plant Expenditures	(1,580,865)	
Decrease Federal Aid Revenue		(1,776,174)
<b>Total - Amendment 8</b>	<u>(1,776,174)</u>	<u>(1,776,174)</u>

**Proposed Modifications to the FY 2021-22 Budget**

	<b><u>Expenditures &amp; Other Uses</u></b>	<b><u>Revenues &amp; Other Sources</u></b>
<b>9</b> Transfer of grant funds between functions		
Decrease Function 1 Instruction Expenditures	(100,000)	
Increase Function 3 Student Services Expenditures	100,000	
<b>Total - Amendment 9</b>	<b><u>-</u></b>	<b><u>-</u></b>
<b>10</b> Record HEERF grant transfer between functions		
Decrease Function 1 Instruction Expenditures	(1,000,000)	
Decrease Function 2 Instructional Resources Expenditures	(325,000)	
Increase Function 3 Student Services Expenditures	412,216	
Decrease Function 6 General Institutional Expenditures	(460,390)	
Increase Function 7 Physical Plant Expenditures	1,373,174	
<b>Total - Amendment 10</b>	<b><u>-</u></b>	<b><u>-</u></b>
<b>Capital Projects Fund</b>		
<b>11</b> Record increase in capital funding from grant update		
Increase Function 1 Instruction Expenditures	23,571	
Increase Institutional Revenue		3,074
Increase Federal Aid Revenue		20,497
<b>Total - Amendment 11</b>	<b><u>23,571</u></b>	<b><u>23,571</u></b>
<b>12</b> Establish budget for Referenda Bond Sale # 3		
Increase Function 7 Physical Plant Expenditures	19,425,000	
Increase Other Funding Sources		19,500,000
Increase Transfers Out	75,000	
<b>Total - Amendment 12</b>	<b><u>19,500,000</u></b>	<b><u>19,500,000</u></b>
<b>13</b> Record HEERF grant transfers to support capital purchases and capital reallocation between functions		
Increase Function 2 Instructional Resources Expenditures	186,808	
Increase Function 3 Student Services Expenditures	178,592	
Decrease Function 6 General Institutional Expenditures	(170,091)	
Increase Function 7 Physical Plant Expenditures	1,580,865	
Increase Federal Aid Revenue		1,776,174
<b>Total - Amendment 13</b>	<b><u>1,776,174</u></b>	<b><u>1,776,174</u></b>
<b>14</b> Establish budget for CTS Bldg Sale and Central Water Main Hookup Reimburse		
Increase Institutional Revenue		1,195,534
Increase Transfers to Reserves and Designated Fund Balances	1,195,534	
<b>Total - Amendment 14</b>	<b><u>1,195,534</u></b>	<b><u>1,195,534</u></b>
<b>Debt Service Fund</b>		
<b>15</b> Establish budget for Bond Dale Cost of Issuance		
Increase Function 7 Physical Plant Expenditures	75,000	
Increase Transfers In		75,000
<b>Total - Amendment 15</b>	<b><u>75,000</u></b>	<b><u>75,000</u></b>



**BLACKHAWK TECHNICAL COLLEGE**

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