



District Board Meeting

3rd Wednesday of the Month

5:00 pm

Administration Building

Blackhawk Technical College

DISTRICT BOARD MEETING

AGENDA

DATE: FEBRUARY 21, 2024

TIME: 5:00 P.M.

LOCATION: CENTRAL CAMPUS/STUDENT SUCCESS CENTER – ROOM 2201
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.

OATH OF OFFICE

A. Oath of Office for New District Board Member

SPECIAL REPORTS

- A. Student Representative to the District Board Report (*Information – Rebecca Barnett*)
- B. Spring 2024 Enrollment and Fall 2023 Student Success Report (*Information – Dr. Jon Tysse*)
- C. Campus Appeal – Exterior Update (*Information – Liz Paulsen, Joe Stadelman and Katie Udell, Angus-Young Architects/Engineers*)

INFORMATION/DISCUSSION

- A. Financial Statement (*Information – Jim Nemeth*)
- 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 Thornton*)
 - a. No meeting scheduled for February 21, 2024
- D. Personnel Committee Report Out and Recommendations (*Information – Chairperson Deprez*)
 - a. No meeting is scheduled for February 21, 2024
- E. Staff Changes (*For Information Only. Not for District Board Action*)
 - a. New Hires
 - I. John Rosenmeier, ERP Systems Analyst – January 30, 2024
 - b. New Positions
 - I. None
 - c. Resignations
 - I. None

d. Retirements

- I. Cynthia Delcourt, Teaching and Learning Specialist – July 15, 2024
- II. Sue Potter, Nursing Instructor – December 17, 2024
- III. Kathi Winker, Clinical Laboratory Technician Instructor – December 17, 2024

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 17, 2024, District Board Regular Meeting Minutes (*Action*)
- B. Approval of Current Bills (*Action – Jim Nemeth*)
- C. Approval of Training Contracts (*Action – Dr. Karen Schmitt*)

POLICY REVIEW

- A. Proposed Standard Definitions for Policies and Procedures – (*Action – Dr. Tracy Pierner*)
- B. H-275 – Public Assembly (Revised) (*Action – Jim Nemeth*)
- C. J-650 – Student Financial Obligation (Revised) (*Action – Tony Landowski*)

ACTION ITEMS

- A. Adoption of Resolution to Approve the Remodeling of the Dental Suite Upon Wisconsin Technical College System Board (WTCSB) Approval and to Request WTCSB Approval of Project (*Action – Jim Nemeth*)
- B. Approval of the Updated Three-Year Facilities Plan (*Action – Jim Nemeth*)

Finance Committee Action Items

- A. No Action Items

Personnel Committee Action Items

- A. No Action Items

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

ADJOURNMENT

**Oath of Office for
Appointed District Board Member**

1. Mr. Dave Marshick (Elected Official Member) was appointed for an interim three (3) year term, July 1, 2023, through June 30, 2026.

Mr. Marshick will be required to sign the attached written oath before conducting business, which Wisconsin Statutes require.

OATH OF OFFICE

STATE OF WISCONSIN

COUNTY OF ROCK

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

District Board Member Signature

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

Notary Public Signature

FEBRUARY 21, 2024

INFORMATION/DISCUSSION

➤ Financial Statement

INFORMATION/DISCUSSION ITEM A.

BLACKHAWK TECHNICAL COLLEGE Summary of Revenue and Expenditures as of January 31, 2024

<u>COMBINED FUNDS</u>	2023-24 CURRENT BUDGET	2023-24 ACTUAL TO DATE	2023-24 PERCENT INCURRED	2022-23 ACTUAL TO DATE	2022-23 PERCENT INCURRED
REVENUE & OTHER RESOURCES:					
Local Government	\$ 17,123,043	\$ 17,091,430	99.8%	\$ 16,298,793	100.1%
State Aids	16,499,975	3,913,640	23.7%	3,854,128	23.0%
Statutory Program Fees	6,265,379	6,281,088	100.3%	5,935,176	104.7%
Material Fees	343,972	348,084	101.2%	318,429	102.3%
Other Student Fees	860,750	888,151	103.2%	818,092	101.5%
Institutional	3,377,047	2,245,710	66.5%	1,501,458	47.5%
Federal	7,807,850	4,328,606	55.4%	4,988,449	59.1%
Other Sources (Bond/Transfer from Other Fund)	<u>7,031,250</u>	<u>5,493,962</u>	78.1%	<u>3,909,801</u>	70.6%
Total Revenue & Other Resources	<u>\$ 59,309,266</u>	<u>\$ 40,590,670</u>	48.1%	<u>\$ 37,624,326</u>	47.2%
EXPENDITURES BY FUNCTION:					
Instruction	\$ 19,547,548	\$ 10,037,149	51.3%	\$ 9,496,560	47.1%
Instructional Resources	1,788,978	897,290	50.2%	976,386	57.1%
Student Services	12,065,105	9,220,639	76.4%	6,988,553	58.6%
General Institutional	9,297,995	4,685,162	50.4%	4,963,426	53.7%
Physical Plant	40,779,002	14,806,523	36.3%	3,962,636	11.2%
Auxiliary Services	422,865	303,649	71.8%	267,724	73.8%
Other Uses (Transfer to Other Fund)	<u>231,250</u>	<u>-</u>	0.0%	<u>-</u>	0.0%
Total Expenditures & Other Uses	<u>\$ 84,132,743</u>	<u>\$ 39,950,412</u>	47.6%	<u>\$ 26,655,285</u>	33.9%
EXPENDITURES BY FUNDS:					
General	\$ 30,784,785	\$ 16,379,563	53.2%	\$ 15,505,640	51.7%
Special Revenue	2,698,558	1,125,866	41.7%	1,363,239	42.1%
Capital Projects	31,425,506	13,658,299	43.5%	3,220,000	11.8%
Debt Service	10,033,553	909,257	9.1%	846,418	9.2%
Enterprise	154,865	47,007	30.4%	25,998	25.3%
Internal Service	280,000	256,761	91.7%	241,726	93.0%
Trust & Agency	8,524,226	7,573,659	88.8%	5,452,264	63.3%
Other Uses (Transfer to Other Fund)	<u>231,250</u>	<u>-</u>	0.0%	<u>-</u>	0.0%
Total Expenditures	<u>\$ 84,132,743</u>	<u>\$ 39,950,412</u>	47.6%	<u>\$ 26,655,285</u>	33.9%
Fund Balances, Beginning	\$ 44,286,478	\$ 44,286,478		\$ 41,529,290	
Change in Fund Balance	<u>(24,823,469)</u>	<u>640,258</u>		<u>10,969,041</u>	
Fund Balances, Ending	<u>\$ 19,463,009</u>	<u>\$ 44,926,736</u>		<u>\$ 52,498,331</u>	

Debt Service Detail					
Principal Payments	8,025,000	-	0.0%	-	0.0%
Interest Payments	1,903,553	839,707	44.1%	810,518	44.0%
Other Debt Service Expenses	<u>105,000</u>	<u>69,550</u>	66.2%	<u>35,900</u>	51.3%
Total Debt Service Payments	<u>\$ 10,033,553</u>	<u>\$ 909,257</u>		<u>\$ 846,418</u>	



FEBRUARY 21, 2024

CONSENT AGENDA

- Draft January 17, 2024, District Board Regular Meeting Minutes
- Current Bills
- Training Contracts

**REGULAR DISTRICT BOARD MEETING
WEDNESDAY, JANUARY 17, 2024
5:00 P.M.**

MINUTES

CALL TO ORDER

The Blackhawk Technical College District Board regular meeting was held on Wednesday, January 17, 2024, at the Central Campus, 6004 S County Road G, Janesville, in the Student Success Center, Room 2201.

Board Members Present: Barbara Barrington-Tillman, Chairperson; Eric Thornton, Vice-Chairperson; Kathy Sukus, Treasurer; Rob Hendrickson; Mark Holzman; and Suzann Holland.

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

Staff Present: Julie Barreau; Tiffany Garrison; Marissa Greuel-Hainstock; Lisa Hurda; Tony Landowski; Jim Nemeth; Liz Paulsen; Dr. Tracy Pierner; Dr. Karen Schmitt; and Dr. Jon Tysse.

Student Representatives: None.

Guests: Justin Fischer.

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

SPECIAL REPORTS

Chairperson Barrington-Tillman called for Special Reports.

- A. Lisa Hurda provided a report on the BTC Foundation Gifts.
- B. Dr. Karen Schmitt reviewed the programs approved for operation in the Fiscal Year 2024-25.
- C. Tiffany Garrison and Marissa Greuel Hainstock presented on the Strategic Project Update: Improve the Transition from Associate to Bachelor's Degree.

INFORMATION/DISCUSSION

Chairperson Barrington-Tillman called for Information/Discussion items.

- A. Jim Nemeth 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 did not meet in January.
- D. The Personnel Committee did not meet in January.
- 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 Mr. Hendrickson to approve the consent agenda, which includes the following:

- A. Draft December 20, 2023, District Board Regular Meeting Minutes.

- B. Current Bills – The December bills include (Starting Check: #00299702 and Ending Check: #00299876):

Direct Deposit Expense Reimbursements	\$ 2,395,655.40
Payroll	\$ 1,106,858.50
Payroll Tax Wire Transfers	\$ 443,193.13
Other Wire Transfers	\$ 59,908.42
WRS Wire Transfers	\$ 195,889.11
P-Card Disbursements	\$ 59,519.61
Bond Payment	\$ 0.00
Health Insurance Wire Transfer	\$ 339,960.98
Grand Total for the Month	\$ 4,600,985.15

- C. Training Contracts – Report Totals:

Number Served	Estimated FTEs	BTC Cost Formula	LAB Cost Formula	Actual Contract Cost
184	3.08	\$76,997	\$79,050	\$79,645

All in favor. Motion carried.

POLICY REVIEW

- A. Dr. Tracy Pierner reviewed Policy B-050 – District Board Qualifications with the District Board members.
- B. Dr. Tracy Pierner reviewed Policy B-100 – District Board Member Standards of Practice with the District Board members.
- C. Dr. Tracy Pierner reviewed Policy B-110 – Code of Ethics with the District Board members.
- D. Dr. Tracy Pierner reviewed Policy B-150 – Conflict of Interest with the District Board members.
- E. Dr. Tracy Pierner reviewed Policy B-160 – District Board Conduct Reporting with the District Board members.
- F. Dr. Tracy Pierner reviewed Policy B-210 – Officers with the District Board members.
- G. Dr. Tracy Pierner reviewed I-100 – Educational Offering with the District Board members.

It was moved by Mr. Hendrickson and seconded by Ms. Sukus to approve Policy Review Agenda Items A – G: Policies B-050, B-100, B-110, B-150, B-160, B-210, and I-100. **All in favor. Motion carried.**

ACTION ITEMS

Chairperson Barrington-Tillman called for Action Items.

- A. Justin Fischer of Robert W. Baird reviewed the results from competitive bids from the sale of \$1,500,000 General Obligation Promissory Notes, Series 2024A.

It was moved by Mr. Thornton and seconded by Mr. Holzman to approve the Resolution Awarding the Sale of \$1,500,000 General Obligation Promissory Notes, Series 20234, to BOK Financial Securities, Inc. at an interest rate of 3.0639%.

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

Finance Committee Action Items

- A. No Action Items.

Personnel Committee Action Items

- A. No Action Items.

WTCS CONSORTIUM UPDATES

Chairperson Barrington Tillman provided a District Boards Association (DBA) Update. There will be a DBA Board of Directors Winter two-hour Zoom meeting on January 26, 2024.

FUTURE AGENDA ITEMS

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

ADJOURNMENT

It was moved by Mr. Hendrickson and seconded by Mr. Thornton to adjourn the meeting at 6:15 p.m.
All in Favor. Motion carried.

Richard Deprez

Secretary

DRAFT

CONSENT AGENDA ITEM B.

Blackhawk Technical College

BILL LIST SUMMARY

Period Ending January 31, 2024

Starting Check Number 00299877
Ending Check Number 00300063 Plus Direct Deposits

PAYROLL TAXES

Federal	436,465.03	
State	<u>77,377.44</u>	513,842.47

PAYROLL BENEFIT DEDUCTIONS & FRINGE PAYMENTS

Retirement	-	
Health and Dental Insurance	21,142.22	
Miscellaneous	<u>13,813.23</u>	34,955.45

STUDENT RELATED PAYMENTS

34,703.03

CURRENT NON CAPITAL EXPENSES

509,722.73

CAPITAL

875,002.20

DEBT

-

TOTAL BILL LISTING AND PAYROLL TAXES

1,968,225.88

PAYROLL-NET

942,463.57

SUB TOTAL BILL LISTING AND PAYROLL

2,910,689.45

PLUS OTHER WIRE/ACH TRANSFERS

77,627.09

PLUS WRS WIRE TRANSFERS

198,119.32

P-CARD DISBURSEMENTS

162,707.57

WIRE FOR LAND PURCHASE

-

PLUS BOND PAYMENT

-

HEALTH INSURANCE WIRES

343,523.88

GRAND TOTAL FOR THE MONTH

3,692,667.31

CONSENT AGENDA ITEM C.

CONTRACT TRAINING REPORT FEBRUARY 2024

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

Customized Instruction Contract Detail

Contract #	Business/Industry	# Served	Est. FTEs	BTC Cost Formula	LAB Cost Formula	Actual Contract Amount
2024-1078	TA Services	34	0.11	\$ 1,700	\$ 1,436	\$ 1,700
	Signs of Substance Abuse					
2024-1079	Bytec	30	0.1	\$ 839	\$ 623	\$ 839
	Confined Space					
2024-1083	Prent	20	0.07	\$ 2,218	\$ 1,244	\$ 2,218
	Excel					
2024-1086	Rock Co Facilities	24	0.08	\$ 2,450	\$ 1,527	\$ 2,450
	CPR/AED/FA/BBP					
		108	0.36	\$ 7,207	\$ 4,830	\$ 7,207

Technical Assistance Contract Detail

Contract #	Business/Industry	# Served	Est. FTEs	BTC Cost Formula	LAB Cost Formula	Actual Contract Amount
2024-1080	Rinehart Targets	7	NA	\$ 170	\$ 163	\$ 170
	Leadership					
2024-1081	Alliant Energy	1	NA	\$ 6,059	\$ 6,374	\$ 6,059
	CDL 120 hours					
2024-1082	Alliant Energy	1	NA	\$ 6,059	\$ 6,374	\$ 6,059
	CDL 120 hours					
2024-1084	Alliant Energy	1	NA	\$ 6,059	\$ 6,374	\$ 6,059
	CDL 120 hours					
2024-1085	Metcalf Farms	1	NA	\$ 4,090	\$ 4,512	\$ 4,090
	CDL 80 hours					
2024-1092	Jones Dairy	3	NA	\$ 2,550	\$ 2,365	\$ 2,550
	Maintenance Assessments					
2024-1093	Fabick Cat of Madison	1	NA	\$ 7,120	\$ 6,767	\$ 7,120
	CDL 120 hours					
		15	0	\$ 32,107	\$ 32,929	\$ 32,107

High School Customized Instruction Contract Detail

Contract #	Business/Industry	# Served	Est. FTEs	BTC Cost Formula	LAB Cost Formula	Actual Contract Amount
2024-1088	Edgerton/Evansville HS	11	0.73	\$ 10,260	\$ 11,283	\$ 10,260
	CNA 90 hours					
		11	0.73	\$ 10,260	\$ 11,283	\$ 10,260

WAT Grant Customized Instruction Contract Detail

Contract #	Business/Industry	# Served	Est. FTEs	BTC Cost Formul	LAB Cost Formula	Actual Contract Amount
2024-1087	Green Co Consortium	14	0.19	\$ 2,547	\$ 2,155	\$ 2,547
	Leadership 1					
2024-1091	Green Co Consortium	9	0.03	\$ 596	\$ 496	\$ 596
	Excel					
		23	0.22	\$ 3,143	\$ 2,651	\$ 3,143
Combined Contract Totals						
		# Served	Est. FTEs	BTC Cost Formul	LAB Cost Formula	Actual Contract Amount
		157	1.31	\$ 52,717	\$ 51,693	\$ 52,717
High School At Risk Detail						
Contract #	Business/Industry	# Served	Est. FTEs	BTC Cost Formul	LAB Cost Formula	Actual Contract Amount
Transcribed Credit Contract Detail						
Contract #	Business/Industry	# Served	Est. FTEs	BTC Cost Formul	LAB Cost Formula	Actual Contract Amount
		0	0	\$ -		\$ -
	All Contracts	\$ 157	1.31	\$ 52,717	\$ 51,693	\$ 52,717

Contract Training Approved By The District Board

Quarter	Month	FY 2019-20		FY 2020-21		FY 2021-22		FY 2022-23		FY 2022-23	
		Month's \$	YTD \$	Month's \$	YTD \$	Month's \$	YTD \$	Month's \$	YTD \$	Month's \$	YTD \$
1st	July	\$306,616	\$306,616	\$0	\$0	\$34,748	\$34,748	\$54,931	\$54,931	\$28,725	\$28,725
	August	\$93,966	\$400,582	\$16,389	\$16,389	\$79,603	\$114,351	\$41,084	\$96,015	\$69,918	\$98,643
	September	\$51,844	\$452,426	\$17,532	\$33,921	\$63,394	\$177,745	\$96,205	\$192,220	\$80,688	\$179,331
2nd	October	\$18,826	\$471,252	\$29,073	\$62,994	\$22,313	\$200,058	\$69,654	\$261,874	\$35,845	\$215,176
	November	\$75,772	\$547,024	\$59,156	\$122,150	\$52,930	\$252,988	\$47,449	\$309,323	\$27,781	\$242,957
	December	\$54,312	\$601,336	\$18,026	\$140,176	\$54,656	\$307,644	\$34,393	\$343,716	\$33,481	\$276,438
3rd	January	\$50,873	\$652,209	\$30,791	\$170,967	\$12,501	\$320,145	\$34,793	\$378,509	\$79,645	\$356,083
	February	\$103,533	\$755,742	\$31,829	\$202,796	\$48,571	\$368,716	\$63,011	\$441,520	\$52,717	\$408,800
	March	\$75,337	\$831,079	\$48,171	\$250,967	\$60,958	\$429,674	\$37,786	\$479,306		
4th	April	\$2,663	\$833,742	\$26,869	\$277,836	\$26,321	\$455,995	\$68,919	\$548,225		
	May	\$2,464,616	\$3,298,358	\$1,675,805	\$1,953,641	\$1,637,142	\$2,093,137	\$57,853	\$606,078		
	June	\$70,739	\$3,369,097	\$27,698	\$1,981,339	\$29,771	\$2,122,908	\$1,451,081	\$2,057,159		
	YTD TOTAL		\$3,369,097		\$1,981,339		\$2,122,908		\$2,057,159		\$408,800

Historical Reference

FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24
WAT Grants: \$123,702	WAT Grants: \$145,703	Customized Instruction: \$234,389	Customized Instruction: \$279,252	Customized Instruction: \$152,388
TC w/HS: \$2,464,616*	TC w/HS: \$1,652,700	Technical Assistance: \$221,718	Technical Assistance: \$226,705	Technical Assistance: \$153,359
HSED w/HS: \$15,082	HSED w/HS: \$13,788	High School Customized Instruction: \$62,817	High School Customized Instruction: \$107,368	High School Customized Instruction: \$92,074
		WAT Grants: \$39,864	WAT Grants: \$52,024	WAT Grants: \$3,143
		High School At Risk: \$8,752	High School At Risk: \$21,595	High School At Risk: \$6,836
		Transcripted Credit: \$1,637,142	Transcripted Credit: \$1,382,463	Transcripted Credit: \$0

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



FEBRUARY 21, 2024

POLICY REVIEW

- Proposed Standard Definitions for Policies and Procedures
- Policy H-275 – Public Assembly (Revised)
- Policy J-650 – Student Financial Obligation (Revised)

POLICY REVIEW ITEM A.

Proposed Standard Definitions for Policies and Procedures

Terms Currently Defined:

College – Blackhawk Technical College District

District Board – Blackhawk Technical College District Board of Trustees

Additional Terms to Define:

Child – A person under the age of 14 who is not enrolled, accepted for enrollment, or seeking enrollment at the College.

College Community – Includes trustees, students, and employees of the College as well as any independent contractors or other third parties to the extent articulated under contractual agreements.

College Premises – Property and facilities owned by, or under the control of, the College.

- Replace alternative terms such as Campus, Facilities, etc.

College Resources - Tangible and intangible assets owned, leased, or employed by the College, including but not limited to equipment, software, logo, Employees, and College Premises.

College Sanctioned Events – Activities that are initiated, authorized, supervised by the College, or that involve representations of the College.

- Replaces College Sponsored Events, etc.

Employee – An individual currently employed by the College.

Guests – Means persons who are not members of the College Community who are invited by the College to the College Premises.

Minor – A person under the age of eighteen who is not enrolled, accepted for enrollment, seeking enrollment, or utilizing testing center services at the College.

- Replaces Child in some places.

Student – An individual who is registered at the College, either full or part-time, in a credit or non-credit course or courses, who has either paid or made arrangement for payment of tuition and/or fees.

Visitors – Means persons who are not members of the College Community who are on College Premises.

POLICY REVIEW ITEM B.



BLACKHAWK TECHNICAL COLLEGE SECTION H – SAFETY AND SECURITY POLICY

H-275 – PUBLIC ASSEMBLY

Authority	District Board
Effective Date	January 17, 2017
Revision Date(s)	May 19, 2021; December 16, 2020; <u>February 21, 2024</u>
Reviewed Date(s)	
Related Forms	
Related Policies and/or Procedures	E-270 – Code Conduct for Visitors and Guests E-275 – Free Speech F-200 – Community Use of Facilities
In Compliance With	

The College recognizes the rights set forth in the First Amendment. ~~The property and facilities of the College are~~ College Facilities are dedicated primarily to the academic, co-curricular, and administrative functions necessarily involved with the College's mission. To accomplish this mission while also recognizing First Amendment rights, the College will place reasonable, content-neutral limitations on the time, place, and manner in which individuals can express ideas and assemble ~~on the College's owned or controlled property at~~ College Facilities.

The College is a non-public forum, except for those areas that are designated public forums available for the exercise of expression by sStudents, eEmployees, and ~~members of the public~~ Guests or Visitors.

The College designates areas generally available to sStudents, ~~and e~~Employees, Guests, and Visitors, defined as including grassy areas, walkways, and other similar common areas as public forums for eExpressive aActivities which are lawful. These areas are chosen to provide visibility and allow communication to ~~a large number of students, administrators, faculty~~ the College Community, and others walking or traveling on campus but also so as not to disrupt the academic, co-curricular, and administrative responsibilities of the College.

The College designates areas as non-public forums as necessary to prevent the substantial disruption of the orderly operation of the College. Areas of the College that are non-public forums specifically include college offices, classrooms, storage areas, maintenance areas, locker rooms, and any other areas not by tradition or designation a forum for public communication.

The College will designate space assigned as a limited public forum, referred to as the Public Assembly Area, based on the request.

All eExpressive aActivities must comply with Policy E-275 – Free Speech, Policy E-270 – Code of Conduct for Visitors and Guests, and requests to utilize facilities for pPublic aAssembly will comply with Policy F-200 – Community Use of District Facilities.

H-275 – PUBLIC ASSEMBLY

All applicable college regulations, state and federal laws, and municipal ordinances must be followed when engaging in activities on campus. Failure to do so may result in immediate removal from the campus and any other appropriate action by college officials and/or college security.

DEFINITIONS

For purposes of this Policy, the terms below are defined as follows:

Public Assembly – A gathering of persons for the purpose of expressing, promoting, pursuing, or defending ideas.

~~**Campus** – All property and facilities owned or controlled by the College.~~

~~**Employees** – All individuals currently employed by the College.~~

Expressive Activity – Demonstrations, picketing, vigils, rallies, or performances. For purposes of this Policy, expressive activity does not include social, random, or other everyday communications.


Non-public Forum – Public property that has not by tradition or designation been opened as a public forum.

Public Assembly Area(s) – The specific indoor and outdoor portion(s) of campus designated by the College for **Public Assembly** and **Expressive Activity**.

Public Forum – A place that has a long-standing tradition of being used for, is historically associated with or has been dedicated by government act to the free exercise of the right to speech and public debate and assembly.

~~**Student** – All persons currently enrolled in courses at the College, either full- or part-time.~~

POLICY REVIEW ITEM C.

 BLACKHAWK TECHNICAL COLLEGE SECTION J – STUDENT SERVICES POLICY	
J-650 – STUDENT FINANCIAL OBLIGATION	
Authority	District Board
Effective Date	May 15, 2002
Revision Date(s)	October 21, 2020; September 4, 2018; February 7, 2017; January 16, 2008; October 19, 2005; January 24, 2024 February 21, 2024
Reviewed Date(s)	April 21, 2010
Related Forms	
Related Policies and/or Procedures	D-370 – Tuition/Fee Payment J-320- Withholding of Student Records
In Compliance With	
<p>Students are expected to pay all program and material fees, student fees, student loan obligations, or other financial/property obligations owed by a student to the District in full prior to the first scheduled day of the semester or class. The student must select an approved payment plan or have accepted their Financial Aid award which covers their full tuition and fees. Any student who has not paid his/her financial obligations may have a hold placed on their record and/or may be withdrawn from all their classes. A hold will prevent the student from registering or enrolling in any other program or classes until the past-due obligation is paid. The College will not release student transcripts or other student documents until the outstanding financial obligation has been paid. The College reserves the right to withhold student transcripts in full or in part, or other student documents until the outstanding financial obligation has been paid, except when prohibited from doing so under 34 CFR 668.14(b).</p> <p>The District reserves the right, after exhausting reasonable efforts to collect past due financial obligations, to use a collection agency or to initiate legal action against anyone with unpaid fees, except when prohibited from doing so under 34 CFR 668.14(b).</p> <p>The President/District Director or designeeThe College will establish and maintain an accounting system for identifying and tracking student financial obligations. The system shall include procedures for turning past due obligations over to a collection agency or when to initiate legal action.</p>	
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FEBRUARY 21, 2024

ACTION ITEMS

- Adoption of Resolution to Approve the Remodeling of the Dental Suite Upon Wisconsin Technical College System Board (WTCSB) Approval and to Request WTCSB Approval of Project
- Approval of the Updated Three-Year Facilities Plan

Finance Committee Action Items

- No Action Items

Personnel Committee Action Items

- No Action Items

ACTION ITEMS ITEM A.

Adoption of Resolution to Approve the Remodeling of the Dental Suite upon Wisconsin Technical College System Board (WTCSB) Approval and to Request WTCSB Approval of Project (Action – James Nemeth)

The College plans to expand its existing Dental Suite. The planned renovation would remodel a classroom to add 5 operatories to the Dental Suite. These operatories would replace 3 mobile units and increase the number of operatories to 11. The elimination of mobile units would create a more equitable learning experience, and the added operatories would allow the Dental Hygienist Program to add 2-4 additional slots in each cohort.

In addition, the sterile processing area would be expanded to increase sterilization capacity to meet the needs of the Dental Hygienist Program. A new classroom, to replace the classroom being remodeled for operatories, would also be added in an area that was formerly a stairwell.

Lastly, to improve patient access to the Dental Suite, an existing fire road onto the back of campus would be replaced with a 2-lane drive to the rear of the building with parking along the side of the drive. A vestibule would be constructed to enter the building adjacent to an existing stairwell, which leads to the Dental Suite. The existing stairwell would be opened up to allow patients direct access to the Dental Suite. In addition to improving access to the Dental Suite, the improved drive would replace an existing fire road that is narrow, has a steep grade, and runs along a steep ridge, which has been identified by local fire officials as needing improvement.

This project will remodel approximately 3,117 square feet of space. JP Cullen is to serve as the construction manager. The estimate project costs are:

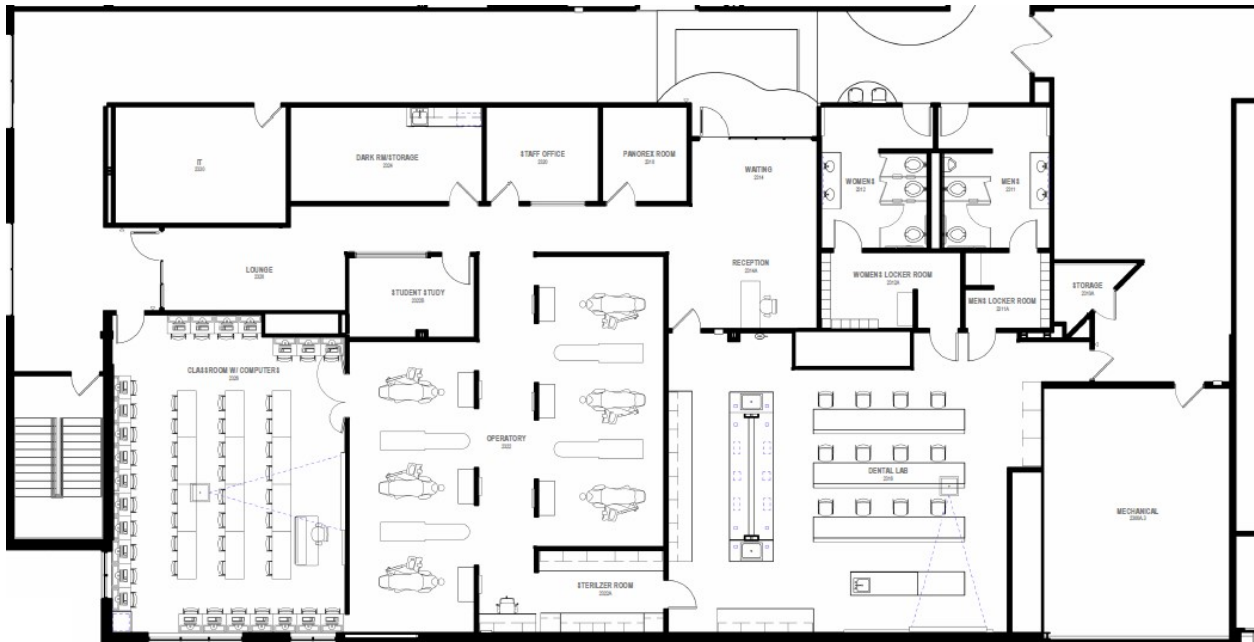
Construction Total	\$1,298,273
Contingencies	82,727
Professional and other fees	119,000
Total	<u><u>\$1,500,000</u></u>

The remodel of the Dental Suite will be included in the College's Updated Three-Year Facilities Master plan. The project will be funded through a debt issue of \$1,500,000.

In January 2024, the State of Wisconsin created a grant to develop or expand dental programs. The College is eligible for up to \$1,430,000 in grant funding with a 20% matching requirement for the College. The grant is an allocation grant, meaning it will be rewarded to the College upon the successful completion of the grant application and review by WTCS. If the College is awarded the grant, the project will be funded through the grant and capital reserve funds.

With District Board approval, the request will be submitted for WTCS Board consideration of approval at their March 19-20th meeting.

Existing Dental Suite Floorplan



Proposed Remodeled Dental Suite Floorplan



Proposed Sitework



Administration recommends District Board approval of the following resolution to remodel the Dental Suite.

RESOLUTION:

Whereas, the demand for skilled workers in the healthcare sector is strong and projected to remain high; and

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

Whereas, the remodel project is necessary to improve existing facilities in support of the Dental Program; and

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

It is therefore Resolved, that the Blackhawk Technical College District Board approve the District Office Lower Level Remodel Project, which is contingent upon Wisconsin Technical College System (WTCS) Board approval, and to request WTCS Board approval of the improvements.

ACTION ITEMS ITEM B.

Approval of the Updated Three-Year Facilities Plan

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

Enclosed is an update of the Blackhawk Technical College's Three-Year Facilities Plan for July 1, 2023 – June 30, 2026. The plan is being updated due to a new grant that was enacted to provide funding to develop and expand Dental Programs across the WTCS.

District Board action is requested to approve the updated Plan.

Blackhawk Technical College

Updated Three-Year Facilities Plan

July 1, 2023-June 30, 2026



Serving Rock and Green Counties

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

**BLACKHAWK TECHNICAL COLLEGE
2023-2026 THREE-YEAR FACILITIES PLAN**

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Blackhawk Technical College Three Year Facilities Plan

Section 1 – Executive Summary

Acquisition/Construction

The College received a substantial financial gift to support construction of a new manufacturing facility on the Central Campus. Construction began in November 2023 with completion by August 2024. The College expects to terminate the lease for the facility at 15 Plumb Street, Milton, upon relocation of instructional programs to the new facility.

Remodeling

The Central Campus is scheduled to receive updates over the next three years. Part of the production food service kitchen will be combined with the former Blackhawk Room to create a second modern culinary instruction kitchen. The 1300 Wing will be remodeled to support the Health Science Division and other administrative office needs as well as the new Blackhawk Room. The Administration Building upper and lower levels will be remodeled to support manufacturing program at the Central Campus. The Dental Suite will be expanded using grant funds recently made available by the State of Wisconsin. The 2300 Wing will be remodeled to serve as the Center for Science Excellence for associate of science instructional needs and an Anatomy Learning Center. The Public Safety Division will be updated when these academic programs move to the new education building funded by the capital referenda.

Capital Improvements

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

Blackhawk Technical College Three Year Facilities Plan

Section 2 - Existing Facilities

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

Campus	Location (Address)	Site Size (Acres)	Total Area (sq ft)	Building Replacement Value
Central	6004 Prairie Road, Janesville, WI 53547	120.00	324,733	\$ 66,721,808
Monroe	210 4th Avenue, Monroe, WI 53566	3.00	28,135	\$ 6,860,113

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

Location	Address	Lease Area (sq ft)	Lease Expiration
Advanced Manufacturing Training Center	15 Plumb Street, Milton, WI 53563	110,937	5/21/2028
Beloit Public Library	605 Eclipse Blvd, Beloit, WI 53511	3,434	3/18/2030

Campus	Instruction	Office	General/Support	Non-Assignable	Total
Central	129,407	44,094	58,331	92,901	324,733
Monroe	16,776	3,686	2,211	5,462	28,135

Blackhawk Technical College Three Year Facilities Plan

Section 3 – Three Year Project Summary

2023-2024

Acquisition/Construction

Construct a new facility on Central Campus to support the return of manufacturing instructional programs to the Central Campus. The construction of this building is dependent upon receipt of a gift estimated near \$6.9 million.

Estimate: \$8,000,000

Remodeling

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

Estimate: \$1,500,000

Remodel Central Campus restrooms, offices, and instructional support spaces for improved accessibility and environment.

Estimate: \$1,400,000

Remodel the Central Campus 1300 Wing to create a shared Office Suite.

Estimate: \$1,500,000

Remodel Central Campus Administration Building Upper Level to serve as instructional classroom, offices and related support spaces for manufacturing programs.

Estimate: \$1,041,000

Remodel Central Campus Administration Building Lower Level to support instructional programming and material storage needs.

Estimate: \$1,310,000

Capital Improvements

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

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

2024-2025

Remodeling

The Central Campus 2300 Suite will be remodeled to create state of the art Science Labs in support of associate of science programming.

Estimate: \$1,500,000

Remodel Central Campus former Health Science Division Office to create an Anatomy Learning Center.

Estimate: \$1,500,000

Remodel Central Campus Dental Suite to increase the number of operatories to grow the Dental Programs.

Estimate: \$1,500,000

Capital Improvements

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

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

2025-2026

Remodeling

The Central Campus remodel/refresh of 2600 Wing formerly supporting public safety instruction.

Estimate: \$1,500,000

Capital Improvements

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

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

BLACKHAWK TECHNICAL COLLEGE

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