

Blackhawk Technical College  
Regular District Board Meeting  
May 20, 2020

**Virtual Meeting**

**Call-in Number for Meeting: (312) 626-6799; Pass Code: 980 5602 2228 (Listen Only)**  
5:00 PM

**AGENDA**

1. Call to Order
2. 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 Board meeting when the subject is properly noticed on the agenda. Unless requested by the Board Chair from the audience, regarding a specific agenda topic, public comments or dialogue are not allowed during other portions of the Board meeting and/or discussion.*

3. Special Reports

Enc. #1

- a. Recognition of BTC Retirees (Pattie DeGarmo, Deb Heder, Glenn Hoffarth, Kent Marsden, John Norland, Jon Thomason, Joe Wollinger) (Chairperson Tillman and Dr. Tracy Pierner)
- b. Student Representative to the Board Report (James Henry)

Enc. #2

- c. Presentation on Community Survey Results (Information – Sue Peterson, School Perceptions)

4. District Board Professional Development

5. Information/Discussion

Enc. #3

- a. Financial Statement (Information – Renea Ranguette)
- b. President's Report (Information - Dr. Tracy Pierner)
  1. Community Engagement Update
  2. Internal Communications
  3. Review of College Events
  4. Upcoming Events

5. Other Communications

Enc. #4 c. Update on Public Safety & Transportation Training Center Project  
(Information/Discussion – Dr. Tracy Pierner)

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

Enc. #5 a. Approval of Minutes of the Regular Meeting of the District Board on  
April 15, 2020 (Action)

Enc. #6 b. Approval of Current Bills (Action – Renea Ranguette)

Enc. #7 c. Acceptant of Resignation (William Hodge) (Action – Brian Gohlke)

Enc. #8 d. Confirmation of Administrative Employment Contract Issued for the  
Position of Purchasing Manager (Tamara Szlamczynski) (Action –  
Brian Gohlke)

7. Action Items

Enc. #9 a. Adoption of Resolution Awarding the Sale of \$1,500,000 General  
Obligation Promissory Notes, Series 2020A (Action – Renea  
Ranguette)

Enc. #10 b. Adoption of Fiscal Year 2020-21 Budget for Presentation at Public  
Hearing; Setting Date for Public Hearing (Action – Renea Ranguette)

Enc. #10a c. Adoption of Resolution Supporting Creation of a Community Task  
Force on COVID-19 Response, Reopening, and Recovery (Action – Dr.  
Tracy Pierner)

8. Committee Reports

Finance Committee  
Mr. Eric Thornton, Chairperson

Enc. #11 Meeting Held 4/15/20 – Minutes Enclosed  
No Action Taken

Meeting Scheduled – 5/20/20 – 4:30 p.m.

Personnel Committee

Mr. Rick Richard, Chairperson

Enc. #12 Meeting Held 4/15/20 – Minutes Enclosed  
No Action Taken

Meeting Scheduled – 5/20/20 – 4:00 p.m.

Enc. #13 a. Approval to Issue Layoff Notices (Personnel Committee  
Recommendation – Action)

9. New Business

Enc. #14 a. Workforce and Community Development Update (Information – Mark  
Borowicz)

Enc. #15 b. Review of Fiscal Year 2020-21 Marketing Plan (Information – Jennifer  
Thompson)

10. Other Business

a. District Boards Association Summer Meeting, July 24-25,  
Marshfield/Wisconsin Rapids

b. ACCT Leadership Congress, September 30-October 3, Chicago

11. Future Agenda Items

## ENCLOSURE #1

### 3. Special Reports

- a. Recognition of BTC Retirees (Pattie DeGarmo, Deb Heder, Glenn Hoffarth, Kent Marsden, John Norland, Jon Thomason, Joe Wollinger) (Chairperson Tillman and Dr. Tracy Pierner)

**Pattie DeGarmo**, Human Resource Instructor, will retire at the end of the Spring 2020 semester, with 19 years of service to the District. She was an adjunct instructor for the Administrative Professional Program, a full-time LTE for the Legal Administrative Program (3 semesters), a full-time instructor for the Administrative Professional Program, and taught between the Administrative Professional and Human Resource Programs. Patti has been involved in the Internal Revenue Service Voluntary Income Tax Assistance (VITA) Program, a free service intended to help low income and elderly citizens which is a combined effort of BTC's second-year Accounting students and Administrative Professional students. The VITA program allows our students to hone their skills in a real-world working environment while under the supervision of their instructors. She has served on many on-going committees including Online Learning, Customer Service, and CPI Teams. Patti is most proud of the overall success of the VITA Program in providing a much-needed service to the local community, as well as my flexibility to assist in several programs (on a short-term basis) for the overall benefit of the College. Her retirement plans includes being closer to her daughter. Her and her husband recently relocated to the Fox Valley area and they are looking forward to exploring all that the area has to offer.

**Deb Heder**, Nursing Instructor, will retire at the end of the Spring 2020 semester, with 10 years of service to the District. She has taught, 2nd semester nursing courses: Health Alterations lecture course and both clinical courses; Clinical Care Across the Lifespan and Introduction to clinical Care Management. Third semester nursing courses: Advanced Nursing Skills on an occasional basis. First semester nursing courses: Nursing Fundamentals, Nursing Skills and Introduction to Clinical Care. Fourth semester nursing courses: Complex Health Alterations 2, Nursing Management, Advanced Clinical Practice and Nursing Transition. Deb has served on various college-wide committees including the Academic Technology Committee, the Classroom Standardization Committee, the Renovation Team for the Health Sciences area, and the Program Review Committee. She has also served on committees for Nursing Program Accreditation: Education Resources, Accreditation, Admissions and Promotions, and several ad hoc committees. She has indicated that she is extremely proud to being part of a great team of Nursing Faculty. We have prepared our students for success in the nursing world and she is proud of our nursing students. Deb was honored to be nominated and chosen as Faculty Member of the Year for the 2018-2019 school year, which lead to her having the honor of addressing the students as a faculty member at the May 2019 Graduation Ceremony. Deb's retirement plans

include spending more time with her family and plans to return to practice as a Registered Nurse in a hospital near a retirement home up-north.

**Glenn Hoffarth**, Social Science Instructor, will retire at the end of the Spring 2020 semester, with 31 years of service to the District. He has taught American Government, Social Problems, Intro to Diversity, Intro to Sociology, and Microeconomics. He was also a Workplace Literacy Instructor at the General Motors Plant. Glen was an Advisor for Phi Theta Kappa. He has indicated that he is most proud of helping students achieve their academic goals. Glenn's retirement plan is to start a revolution.

**Kent Marsden**, Basic Skills Education Science and Math Instructor, will retire at the end of the Spring 2020 semester, with 32 years of service to the District. He has taught A&P Prep; Chemistry Prep; Non-Human Biology; Physics Prep; Electronics Prep; Pharmacology Prep; Nursing Math; Kinesiology Prep; Microbiology Prep; Radiography Math; Allied Health Math; Math for Business and Industry; GED Science; GED Math; Math II; and Health. Kent tutored students in the Learning Lab in various topics (math and science primarily). He also taught several classes for General Education including Basic Anatomy, Technical Math II, Aviation Physics, and Applied Physics (for the EPD program). In addition to teaching, Kent was involved in the InterVarsity Christian Fellowship, was the President of the Blackhawk Technical Faculty Federation for two years (including the "Act 10" years). He initiated and created the Nursing Math, Pharmacology Prep and Kinesiology Prep courses. Kent indicated that he is most proud of helping students prepare for careers in the health care field (primarily nursing and physical therapist assistants). His retirement plans includes teaching prep classes and tutoring students through my own online business.

Kent will be in attendance at the virtual meeting to be recognized.

**John Norland**, Communication Instructor, will retire at the end of the Spring 2020 semester, with 23 years of service to the District. He has taught communication courses his entire career at BTRC. In addition to teaching, John has been involved in a variety of college-wide committees. John held a leadership role in the Blackhawk Technical Faculty Federation.

**Jon Thomason**, Basic Skills and Gen Ed Instructor, will retire at the end of the Spring 2020 semester, with 25 years of service to the District. He has taught at least 30 different classes: Study Skills; Communications 1; Communications 2; ASE High School English; Composition Prep; Intro to College Writing; Written Communications; Oral Communications; Writing in the Workplace (for the Accounting Dept.); Communications for Dental Assistants; Secretarial Writing (for Forward Services); GED Writing; ESL classes (for 3 different levels); GED Math; Secretarial Math (for Forward Services); Math 1, Math 2, Math 3; Intro to Algebra & Geometry; Nursing Math; Allied Health Math; Radiography Math; Algebra & Geometry for Business & Industry; Math in the Workplace (for the Welding

Department); ModuMath; Shop Math 1; Shop Math 2; College Math; Elementary Algebra; and PreAlgebra. Jon has been involved with a variety of college-wide committees ranging from curriculum to retention to accreditation to, most recently, co-requisite classes. He was on a curriculum committee he helped develop and initiate the Writing Rubric that the Written Communication classes used to assess their students. The rubric is still being used in some of BTC's writing classes. Jon is most proud of impacting students. What makes his day is when a student tells him that he has helped them see math in a way they had never seen before or how they really understand a math concept for the first time. Helping them overcome that fear is, I think, the biggest step to helping them succeed in the classroom. Jon is also proud of the fact that he's been able to make the transition from face-to-face classes to online classes during this pandemic. He never taught an online class before. Jon's retirement plans include looking forward to some golf. He would like to travel. He has family in Montana, Minnesota, and Georgia. Jon also plans on doing some writing. He's been working on a children's math book for a while now.

**Joe Wollinger**, Culinary Instructor, will retire at the end of the Spring 2020 semester, with 32 years of service to the District. Chef Joe has taught all culinary courses at least once over the past 32 years. In addition to his teaching responsibilities, Chef Joe has been involved in many committees. He initiated the Counselor Breakfast, The Soul Food Luncheon, Gourmet Meals, and later The Presidents Table at the Gourmet Meals. Chef Joe is very proud of his students and graduates, establishing the Gourmet meals, winning a national teaching award, and the community relations that were generated for the College by the Culinary Arts Program. Also, the perfect scores the program earned for American Culinary Federation program accreditation. He is very proud of the well-attended Buckhorn Scholarship Dinner and the Externship Program and being State Champions in Hot Foods competitions numerous times. Chef Joe is pleased to have been a part of leaving a very healthy amount of money in the Culinary Endowment. His retirement plans are to enjoy life, three 3-year olds, the farm, and travel.

Chef Joe will be in attendance at the virtual meeting to be recognized.

## ENCLOSURE #2

### 3. Special Reports

- c. Presentation on Community Survey Results (Information – Sue Peterson, School Perceptions)

Blackhawk Technical College Foundation Board engaged the services of School Perceptions to conduct a community survey to determine for construction of the Public Safety & Transportation Training Center. The survey concluded March 31, 2020.

Sue Peterson, Project Manager and Strategic Communication Specialist, will join the meeting to share the survey results and answer any questions.

## Enclosure #3

### BLACKHAWK TECHNICAL COLLEGE Summary of Revenue and Expenditures as of April 30, 2020

<u>COMBINED FUNDS</u>	2019-20 CURRENT BUDGET	2019-20 ACTUAL TO DATE	2019-20 PERCENT INCURRED	2018-19 ACTUAL TO DATE	2018-19 PERCENT INCURRED
<b>REVENUE &amp; OTHER RESOURCES:</b>					
Local Government	\$ 15,746,275	\$ 15,750,265	100.0%	\$ 14,879,933	99.2%
State Aids	15,886,890	14,266,776	89.8%	13,946,857	89.2%
Statutory Program Fees	5,362,200	5,404,348	100.8%	5,714,850	102.2%
Material Fees	372,579	383,526	102.9%	376,584	101.1%
Other Student Fees	907,236	992,784	109.4%	1,061,212	124.0%
Institutional	2,820,851	1,283,126	45.5%	1,226,549	44.6%
Federal	8,538,228	7,134,559	83.6%	7,793,328	91.1%
Other Sources (Bond/Transfer from Other Fund)	<u>4,850,000</u>	<u>3,200,000</u>	66.0%	<u>2,900,000</u>	96.6%
Total Revenue & Other Resources	<u>\$ 54,484,259</u>	<u>\$ 48,415,384</u>	86.9%	<u>\$ 47,899,313</u>	85.1%
<b>EXPENDITURES BY FUNCTION:</b>					
Instruction	\$ 19,472,508	\$ 14,509,120	74.5%	\$ 14,729,083	71.5%
Instructional Resources	2,260,391	1,479,628	65.5%	1,729,306	69.6%
Student Services	12,853,586	10,332,697	80.4%	11,167,891	89.6%
General Institutional	6,608,813	5,026,295	76.1%	4,556,487	77.1%
Physical Plant	13,770,313	11,050,469	80.2%	12,637,360	88.5%
Auxiliary Services	335,050	278,158	83.0%	261,485	74.1%
Other Uses (Transfer to Other Fund)	<u>150,000</u>	<u>-</u>	0.0%	<u>-</u>	0.0%
Total Expenditures & Other Uses	<u>\$ 55,450,661</u>	<u>\$ 42,676,367</u>	77.2%	<u>\$ 45,081,612</u>	80.4%
<b>EXPENDITURES BY FUNDS:</b>					
General	\$ 28,068,296	\$ 21,490,214	76.6%	\$ 21,099,194	76.6%
Special Revenue	3,220,279	2,169,322	67.4%	2,266,515	60.2%
Capital Projects	5,849,063	2,560,078	43.8%	4,432,675	63.7%
Debt Service	8,309,274	8,268,158	99.5%	8,320,535	101.7%
Enterprise	125,050	69,014	55.2%	73,241	51.3%
Internal Service	210,000	207,809	99.0%	188,244	89.6%
Trust & Agency	9,518,699	7,911,772	83.1%	8,701,208	93.9%
Other Uses (Transfer to Other Fund)	<u>150,000</u>	<u>-</u>	0.0%	<u>-</u>	0.0%
Total Expenditures	<u>\$ 55,450,661</u>	<u>\$ 42,676,367</u>	77.2%	<u>\$ 45,081,612</u>	80.4%
Fund Balances, Beginning	\$ 16,642,060	\$ 16,642,060		\$ 19,075,531	
Change in Fund Balance	<u>(966,402)</u>	<u>5,739,017</u>		<u>2,817,701</u>	
Fund Balances, Ending	<u>\$ 15,675,658</u>	<u>\$ 22,381,077</u>		<u>\$ 21,893,232</u>	

<b>Debt Service Detail</b>					
Principal Payments	7,285,000	7,285,000	100.0%	7,135,000	102.9%
Interest Payments	956,274	947,208	99.1%	1,151,885	130.6%
Other Debt Service Expenses	<u>68,000</u>	<u>35,950</u>	52.9%	<u>33,650</u>	88.6%
Total Debt Service Payments	<u>\$ 8,309,274</u>	<u>\$ 8,268,158</u>		<u>\$ 8,320,535</u>	

ENCLOSURE #4

5. Information/Discussion

- c. Update of Public Safety & Transportation Training Center Project  
(Information/Discussion – Dr. Tracy Pierner)

Dr. Pierner will provide an update on the status of the project.

ENCLOSURE #5

Regular Meeting

of the

Blackhawk Technical College District Board

April 15, 2020

Minutes

The regular meeting of the Blackhawk Technical College Board was held virtually on Wednesday, April 15, 2020. The following members were present: Barbara Tillman, Chairperson; Eric Thornton, Vice Chairperson; Laverne Hays, Secretary; Rick Richard, Treasurer; Rachel Andres; Traci Davis; Rich Deprez; Amy Kenyon; and Steve Pophal. Board members absent: None. Staff present: Dr. Tracy Pierner; Renea Ranguette; Brian Gohlke; Jackie Pins; Julie Barreau; Dr. Jon Tysse; Tony Landowski; Jennifer Thompson; Mark Borowicz.

Chairperson Tillman called the meeting to order at 5:00 p.m.

Chairperson Tillman called for Public Comment. There was none. Chairperson Tillman stated communication with the College during the pandemic has been open and ongoing.

Chairperson Tillman called for Special Reports.

The Student Representative to the Board was not present. Ms. Pins provided the report on Student Government activities. Dr. Pierner noted the Student Awards Ceremony will be held online, and Commencement has been rescheduled to August 1.

Chairperson Tillman called for Board Professional Development.

Chairperson Tillman called for Information/Discussion items.

A facilitated session was held by Walter Jankowski to collect feedback and guidance from the Board on the Fiscal Year 2020 Strategic Plan.

The March financial statement and quarterly update were reviewed.

Dr. Pierner presented the President's monthly report, which included virtual attendance at local and state meetings. Of note were: meeting with Chief Moore regarding a potential scholarship project; a presentation on the Public Safety project at the Janesville Noon Rotary; met with SGA leadership team; shared leadership team meeting; and a meeting with the student housing developer. Internal communications included meetings with ESP leadership and leadership of BIG/GPS. All College events continue to be cancelled due to the pandemic. Other

communications shared included: Ms. Tillman, Mr. Thornton, and Dr. Pierner executed a decision to approve the Beloit Public Library project at a slightly higher cost; resolution of an issue with Oracle continues to be discussed; the Hendricks Family Foundation was honored to be nominated for two awards; the second round of V.P. Academic Affairs interviews will be conducted in late April with tentative plans to narrow the pool to 2-3 candidates to come to campus in late May/early June; and the Executive Director of Human Resources position is posted, with interviews planned in May. COVID-19 response highlights were shared. BTC will receive \$2.2 million from the CAREs Act; \$1.1 million must be distributed directly to students. The remaining \$1.1 million comes to BTC with no parameters but the College must document solid reasons to utilize the funds. Mr. Thornton noted BTC has been very generous to the healthcare organizations within the District during COVID-19. He also recognized Prent Corporation for providing plastic face shields for healthcare employees. These efforts were greatly appreciated.

An update was provided on the Public Safety & Transportation Training Center project. School Perceptions has provided the initial report on the community survey. The results were very favorable. A formal presentation will be made to the Board in May.

Chairperson Tillman called for the Consent Agenda.

It was moved by Mr. Pophal and seconded by Mr. Richard to approve the consent agenda, which included the minutes of the Regular Meeting held on March 18, 2020; current bills from the month of March – Voucher #0027397 to and including #00274230 and direct deposit expense reimbursements in the total amount of \$821,204.25 (includes student related payments), a payroll total for the month of March of \$770,189.22, payroll tax wire transfers for the month of March of \$532,331.13, other wire transfers for the month of March of \$68,942.80, WRS wire transfers for the month of March of \$162,398.30, P-card disbursements for the month of March of \$147,946.27, a bond payment for the month of March of \$7,851,171.88, and a health insurance wire transfer for the month of March of \$294,665.98, for a grand total of \$10,648,849.83; two (2) training contracts negotiated since the last meeting totaling \$2,663; approval to issue continuing contract/employment letters to the attached list faculty and project faculty for the 2020-21 academic year; and approval to rescind the intent to retire for Terri Dodge.

Motion carried.

Chairperson Tillman called for Action Items.

Administration requested District Board approval of a resolution to authorize borrowing of \$1.5 million for Fiscal Year 2019-20 for construction of a new road and skid pad and for building improvements at Central Campus and the Beloit Public Library leased space.

It was moved by Mr. Deprez and seconded by Ms. Davis to adopt the attached resolution authorizing the issuance of \$1,500,000 General Obligation Promissory Notes, Series 2020A, of Blackhawk Technical College District, Wisconsin.

The roll was called and the following members voted affirmatively: Ms. Andres, Ms. Kenyon, Mr. Deprez, Mr. Hays, Mr. Pophal, Mr. Thornton, Ms. Davis, Mr. Richard, and Ms. Tillman.

Motion carried unanimously.

It was moved by Mr. Hays and seconded by Ms. Kenyon to nominate Hendricks Family Foundation for the District Boards Association 2020 Technical Education Champion (TECh) Award.

Motion carried.

Aid Code 60 courses do not qualify for state aid, and therefore, the goal of fees is to recover costs. A recommendation was presented to maintain the current hourly rate of \$5.00 per hour for Aid Code 60 classes with no senior discount.

It was moved by Mr. Pophal and seconded by Mr. Thornton to approve maintaining the avocational fee rate of \$5.00 per hour, plus material fees, for 2020-21, with no senior citizen discount on Aid Code 60 courses.

Motion carried.

The emergency vehicle operations pad construction project is slated for Wisconsin Technical College System Board (WTCSB) approval at its May meeting and after the project's Environmental Impact Study final report is approved. In anticipation of the approval, a bidding process for the project was conducted by Batterman Engineering. Three bids were received – Frank Silha & Sons Construction, Ayre Excavating, and Rock Road Co. Administration recommended award of the contract to the low bid of \$699,274 from Frank Silha & Sons, contingent upon the WTCSB approval of the project. Alternates were bid, however, the \$743,000 new construction limit did not allow the College to consider the alternates.

It was moved by Mr. Hays and seconded by Ms. Davis to award a contract for the emergency vehicle operations pad construction project to Frank Silha & Sons, Janesville, at a base bid of \$699,274, contingent upon Wisconsin Technical College System Board approval of the project.

Motion carried.

A bidding process was conducted for a refresh project of the Central Campus 2500 wing. The project was included within the FY20 capital budget. Five bids were received – Advanced Building, Gilbank Construction, Corporate Contractors, Draeving Construction, and Bachmann Construction. Administration recommended award of the contract to the lowest responsive bidder, Advanced Building, McFarland, at a cost of \$297,100. Mr. Thornton recommended award of the contract to the second lowest bidder, Gilbank Construction, at a cost of \$299,600, as the company is located within the District and their bid reflected only a minimal increase in cost.

It was moved by Mr. Thornton and seconded by Mr. Richard to award a contract for the 2500 wing remodel project to Gilbank Construction, Clinton, at a cost of \$299,600.

Motion carried unanimously.

A bidding process was conducted for the 1500 wing construction and remodel. The project includes work related to the relocation of Rock University High School to the 1500 wing. A Memorandum of Understanding with the School District of Janesville (SDJ) reaffirms its commitment to fund construction of new restrooms to serve students and staff within the wing. Also included in the project are Commons restroom refresh, minor remodel, and exterior entrance, fire suppression, and mechanical system improvements. Funding for the work was included in in the FY20 capital budget. Five bids were received – Gilbank Construction, Corporate Contractors, Klobucar Construction, Advanced Building, and Bachmann Construction. Administration recommended award of contract to the lowest responsive bidder, Gilbank Construction, Clinton, at a total amount of \$532,300. The SDJ reviewed the bid results and authorized award of the contract for their portion of the work.

It was moved by Mr. Pophal and seconded by Ms. Davis to award a contract for the 1500 wing construction and remodel project to Gilbank Construction, Clinton, at a cost total cost of \$532,300.

Motion carried unanimously.

Chairperson Tillman called for Committee Reports.

The Finance Committee met earlier in the evening. The proposed Fiscal Year 2020-21 budget was presented and the finance statement and quarterly update reviewed.

The Personnel Committee met earlier in the evening. The results of a compensation study for administrative staff was reviewed. A similar study for support staff will be brought before the Committee at a future date.

Chairperson Tillman called for New Business.

The BTC Local Equity Report was presented.

Board member consensus was to hold the annual Retreat on August 19; the tentative location is the Rock County Airport conference room.

Chairperson Tillman called for Other Business.

A brief report was provided on the District Boards Association (DBA) Spring Board meeting which was held virtually earlier in the month. District Board members expressed continued frustration with the DBA due to lack of providing their Board's meeting agendas far

enough in advance of meetings to allow information to be shared and discussed at a BTC Board meeting. Due to action taken at the DBA Board meeting on April 3, Mr. Hays was asked to not vote on future DBA items unless the BTC District Board has provided input/direction on a topic and given him authorization to do so. Mr. Hays affirmed he understood the BTC District Board members' directions with regard to not voting on any DBA topic unless discussion has been held at a BTC District Board meeting with input and direction received from the full Board.

Mr. Hays and Mr. Richard expressed interest in attending the ACCT Leadership Congress in September.

Chairperson Tillman called for Future Agenda Items. There were none. Chairperson Tillman reminded members to file their Statement of Economic Interests by the deadline date.

It was moved by Mr. Thornton and seconded by Mr. Richard to adjourn the meeting at 7:51 p.m.

Motion carried.

Laverne E. Hays  
Secretary

ENCLOSURE #6

6. Consent Agenda

b. Approval of Current Bills (Action – Renea Ranguette)

The April bills include Voucher #00274231 to and including #00274394 and direct deposit expense reimbursements in the total amount of \$795,345.26 (includes student related payments), a payroll total for the month of April of \$933,314.83, payroll tax wire transfers for the month of April of \$249,150.44, other wire transfers for the month of April of \$36,048.56, WRS wire transfers for the month of April of \$164,891.78, P-card disbursements for the month of April of \$94,779.73, and a health insurance wire transfer for the month of April of \$291,213.12, for a grand total of 2,564,743.72.

Blackhawk Technical College

BILL LIST SUMMARY  
Period Ending April, 2020

Starting Check Number	00274231		
Ending Check Number	00274394	Plus Direct Deposits	
PAYROLL TAXES			
Federal	209,793.84		
State	<u>39,356.60</u>		
			249,150.44
PAYROLL BENEFIT DEDUCTIONS & FRINGE PAYMENTS			
Retirement	-		
Health and Dental Insurance	26,701.35		
Miscellaneous	<u>13,648.22</u>		
			40,349.57
STUDENT RELATED PAYMENTS			
			26,043.97
CURRENT NON CAPITAL EXPENSES			
			589,361.98
CAPITAL			
			139,589.74
DEBT			
			<u>-</u>
TOTAL BILL LISTING AND PAYROLL TAXES			1,044,495.70
PAYROLL-NET			<u>933,314.83</u>
SUB TOTAL BILL LISTING AND PAYROLL			1,977,810.53
PLUS OTHER WIRE TRANSFERS			36,048.56
PLUS WRS WIRE TRANSFERS			164,891.78
P-CARD DISBURSEMENTS			94,779.73
WIRE FOR LAND PURCHASE			-
PLUS BOND PAYMENT			-
HEALTH INSURANCE WIRES			<u>291,213.12</u>
GRAND TOTAL FOR THE MONTH			<u><u>2,564,743.72</u></u>

ENCLOSURE #7

6. Consent Agenda

d. Acceptance of Resignation (William Hodge) (Action – Brian Gohlke)

William Hodge, IT Networking Instructor, has submitted his resignation effective at the end of the Spring 2020 semester.

It is our recommendation you accept the resignation with regret and with best wishes for future endeavors.

ENCLOSURE #8

6. Consent Agenda

- e. Confirmation of Administrative Employment Contract Issued for the Position of Purchasing Manager (Tamara Szlamczynski) (Action – Brian Gohlke)

Tamara Szlamczynski has been issued an administrative employment contract for the position of Purchasing Manager at a salary of \$72,000, effective July 6, 2020. She holds a B.S. degree in Industrial Engineering and Management from Clarkson University. For past 1½ years she has held the position of Senior Buyer at Ansen Corporation, Ogdensburg, New York. Prior employment included positions of Senior Buyer at Akwesasne Mohawk Casino, Hogansburg, New York; Senior Buyer at Ansen Corporation, Ogdensburg, New York; Manager at Easy Home in Potsdam, New York; Senior Buyer at Anderson Packaging in Rockford, Illinois, Contracts Manager at Young & Franklin, Liverpool, New York; and Senior Buyer/Material Manager at Orion Pwr/US Generating at Syracuse, New York.

Confirmation of Ms. Szlamczynski's contract is requested.

ENCLOSURE # 9

7. Action Item

- a. Resolution Awarding the Sale of \$1,500,000 General Obligation Promissory Notes, Series 2020A (Action – Renea Ranguette and Robert W. Baird Representative)

The Board adopted a resolution in April authorizing the borrowing of \$1,500,000 for new construction and building improvements. This amount is included in the FY 2020-21 budget.

Public notice to electors was subsequently published in the District's official newspaper, and the interest rate will be determined on the day of the Board meeting. A Financial Consultant from Robert W. Baird, Inc. will be present at the meeting to share the results of underwriting the issuance with you.

A copy of the blank resolution is attached.

Long- and short-term borrowing requires passage by a roll-call vote of a majority of the quorum.

RESOLUTION NO. \_\_\_\_\_

RESOLUTION AWARDING THE SALE OF  
\$1,500,000 GENERAL OBLIGATION PROMISSORY NOTES, SERIES 2020A

WHEREAS, on April 15, 2020, the District Board of the Blackhawk Technical College District, Rock and Green Counties, Wisconsin (the "District") adopted a resolution (the "Authorizing Resolution") which authorized the issuance of General Obligation Promissory Notes, Series 2020A (the "Notes") in the amount of \$740,000 for the public purpose of financing building remodeling and improvement projects and in the amount of \$760,000 for the public purpose of financing the acquisition of land and construction of additional facilities on the Janesville campus (collectively, the "Project");

WHEREAS, the District caused Notices to Electors to be published in The Beloit Daily News on April 22, 2020 giving notice of adoption of the Authorizing Resolution, identifying where and when the Authorizing Resolution could be inspected, and advising electors of their right to petition for a referendum on the question of the issuance of general obligation promissory notes to finance building remodeling and improvement projects;

WHEREAS, no petition for referendum has been filed with the District and the time to file such a petition expires on May 22, 2020;

WHEREAS, the District has directed Robert W. Baird & Co. Incorporated ("Baird") to take the steps necessary to sell the Notes;

WHEREAS, Baird, in consultation with the officials of the District, prepared an Official Notice of Sale (a copy of which is attached hereto as Exhibit A and incorporated herein by this reference) setting forth the details of and the bid requirements for the Notes and indicating that the Notes would be offered for public sale on May 20, 2020;

WHEREAS, the Secretary (in consultation with Baird) caused notice of the sale of the Notes to be published and/or announced and caused the Official Notice of Sale to be distributed to potential bidders offering the Notes for public sale;

WHEREAS, the District has duly received bids for the Notes as described on the Bid Tabulation attached hereto as Exhibit B and incorporated herein by this reference (the "Bid Tabulation"); and

WHEREAS, it has been determined that the bid proposal (the "Proposal") submitted by the financial institution listed first on the Bid Tabulation fully complies with the bid requirements set forth in the Official Notice of Sale and is deemed to be the most advantageous to the District. Baird has recommended that the District accept the Proposal. A copy of said Proposal submitted by such institution (the "Purchaser") is attached hereto as Exhibit C and incorporated herein by this reference.

NOW, THEREFORE, BE IT RESOLVED by the District Board of the District that:

Section 1. Ratification of the Official Notice of Sale and Offering Materials. The District Board hereby ratifies and approves the details of the Notes set forth in Exhibit A attached hereto as and for the details of the Notes. The Official Notice of Sale and any other offering materials prepared and circulated by Baird are hereby ratified and approved in all respects. All actions taken by officers of the District and Baird in connection with the preparation and distribution of the Official Notice of Sale and any other offering materials are hereby ratified and approved in all respects.

Section 1A. Award of the Notes. For the purpose of paying the cost of the Project, there shall be borrowed pursuant to Section 67.12(12), Wisconsin Statutes, the principal sum of ONE MILLION FIVE HUNDRED THOUSAND DOLLARS (\$1,500,000) from the Purchaser in accordance with the terms and conditions of the Proposal. The Proposal of the Purchaser offering to purchase the Notes for the sum set forth on the Proposal, plus accrued interest to the date of delivery, is hereby accepted, (subject to the condition that no valid petition for a referendum is filed by May 22, 2020 with respect to the Notes). The Chairperson and Secretary or other appropriate officers of the District are authorized and directed to execute an acceptance of the Proposal on behalf of the District. The good faith deposit of the Purchaser shall be applied in accordance with the Official Notice of Sale, and any good faith deposits submitted by unsuccessful bidders shall be promptly returned. The Notes shall bear interest at the rates set forth on the Proposal.

Section 2. Terms of the Notes. The Notes shall be designated "General Obligation Promissory Notes, Series 2020A"; shall be issued in the aggregate principal amount of \$1,500,000; shall be dated June 10, 2020; shall be in the denomination of \$5,000 or any integral multiple thereof; shall be numbered R-1 and upward; and shall bear interest at the rates per annum and mature on April 1 of each year, in the years and principal amounts as set forth on the Pricing Summary attached hereto as Exhibit D-1 and incorporated herein by this reference. Interest shall be payable semi-annually on April 1 and October 1 of each year commencing on October 1, 2020. Interest shall be computed upon the basis of a 360-day year of twelve 30-day months and will be rounded pursuant to the rules of the Municipal Securities Rulemaking Board. The schedule of principal and interest payments due on the Notes is set forth on the Debt Service Schedule attached hereto as Exhibit D-2 and incorporated herein by this reference (the "Schedule").

Section 3. Redemption Provisions. The Notes maturing on April 1, 2028 and thereafter are subject to redemption prior to maturity, at the option of the District, on April 1, 2027 or on any date thereafter. Said Notes are redeemable as a whole or in part, and if in part, from maturities selected by the District, and within each maturity by lot, at the principal amount thereof, plus accrued interest to the date of redemption.

Section 4. Form of the Notes. The Notes shall be issued in registered form and shall be executed and delivered in substantially the form attached hereto as Exhibit E and incorporated herein by this reference.

Section 5. Tax Provisions.

(A) Direct Annual Irrepealable Tax Levy. For the purpose of paying the principal of and interest on the Notes as the same becomes due, the full faith, credit and resources of the District are hereby irrevocably pledged, and there is hereby levied upon all of the taxable property of the District a direct annual irrepealable tax in the years 2020 through 2029 for the payments due in the years 2020 through 2030 in the amounts set forth on the Schedule. The amount of tax levied in the year 2020 shall be the total amount of debt service due on the Notes in the years 2020 and 2021; provided that the amount of such tax carried onto the tax rolls shall be abated by any amounts appropriated pursuant to subsection (D) below which are applied to payment of interest on the Notes in the year 2020.

(B) Tax Collection. So long as any part of the principal of or interest on the Notes remains unpaid, the District shall be and continue without power to repeal such levy or obstruct the collection of said tax until all such payments have been made or provided for. After the issuance of the Notes, said tax shall be, from year to year, carried onto the tax roll of the District and collected in addition to all other taxes and in the same manner and at the same time as other taxes of the District for said years are collected, except that the amount of tax carried onto the tax roll may be reduced in any year by the amount of any surplus money in the Debt Service Fund Account created below.

(C) Additional Funds. If at any time there shall be on hand insufficient funds from the aforesaid tax levy to meet principal and/or interest payments on said Notes when due, the requisite amounts shall be paid from other funds of the District then available, which sums shall be replaced upon the collection of the taxes herein levied.

(D) Appropriation. The District hereby appropriates from taxes levied in anticipation of the issuance of the Notes, proceeds of the Notes or other funds of the District on hand a sum sufficient to be irrevocably deposited in the segregated Debt Service Fund Account created below and used to pay debt service on the Notes coming due in 2020 as set forth on the Schedule.

Section 6. Segregated Debt Service Fund Account.

(A) Creation and Deposits. There be and there hereby is established in the treasury of the District, if one has not already been created, a debt service fund, separate and distinct from every other fund, which shall be maintained in accordance with generally accepted accounting principles. Debt service or sinking funds established for obligations previously issued by the District may be considered as separate and distinct accounts within the debt service fund.

Within the debt service fund, there hereby is established a separate and distinct account designated as the "Debt Service Fund Account for General Obligation Promissory Notes, Series 2020A" (the "Debt Service Fund Account") and such account shall be maintained until the indebtedness evidenced by the Notes is fully paid or otherwise extinguished. There shall be deposited into the Debt Service Fund Account (i) all accrued interest received by the District at the time of delivery of and payment for the Notes; (ii) any premium which may be received by

the District above the par value of the Notes and accrued interest thereon; (iii) all money raised by the taxes herein levied and any amounts appropriated for the specific purpose of meeting principal of and interest on the Notes when due; (iv) such other sums as may be necessary at any time to pay principal of and interest on the Notes when due; (v) surplus monies in the Borrowed Money Fund as specified below; and (vi) such further deposits as may be required by Section 67.11, Wisconsin Statutes.

(B) Use and Investment. No money shall be withdrawn from the Debt Service Fund Account and appropriated for any purpose other than the payment of principal of and interest on the Notes until all such principal and interest has been paid in full and the Notes canceled; provided (i) the funds to provide for each payment of principal of and interest on the Notes prior to the scheduled receipt of taxes from the next succeeding tax collection may be invested in direct obligations of the United States of America maturing in time to make such payments when they are due or in other investments permitted by law; and (ii) any funds over and above the amount of such principal and interest payments on the Notes may be used to reduce the next succeeding tax levy, or may, at the option of the District, be invested by purchasing the Notes as permitted by and subject to Section 67.11(2)(a), Wisconsin Statutes, or in permitted municipal investments under the pertinent provisions of the Wisconsin Statutes ("Permitted Investments"), which investments shall continue to be a part of the Debt Service Fund Account. Any investment of the Debt Service Fund Account shall at all times conform with the provisions of the Internal Revenue Code of 1986, as amended (the "Code") and any applicable Treasury Regulations (the "Regulations").

(C) Remaining Monies. When all of the Notes have been paid in full and canceled, and all Permitted Investments disposed of, any money remaining in the Debt Service Fund Account shall be transferred and deposited in the general fund of the District, unless the District Board directs otherwise.

Section 7. Proceeds of the Notes; Segregated Borrowed Money Fund. The proceeds of the Notes (the "Note Proceeds") (other than any premium and accrued interest which must be paid at the time of the delivery of the Notes into the Debt Service Fund Account created above) shall be deposited into a special fund (the "Borrowed Money Fund") separate and distinct from all other funds of the District and disbursed solely for the purpose or purposes for which borrowed. Monies in the Borrowed Money Fund may be temporarily invested in Permitted Investments. Any monies, including any income from Permitted Investments, remaining in the Borrowed Money Fund after the purpose or purposes for which the Notes have been issued have been accomplished, and, at any time, any monies as are not needed and which obviously thereafter cannot be needed for such purpose(s) shall be deposited in the Debt Service Fund Account.

Section 8. No Arbitrage. All investments made pursuant to this Resolution shall be Permitted Investments, but no such investment shall be made in such a manner as would cause the Notes to be "arbitrage bonds" within the meaning of Section 148 of the Code or the Regulations and an officer of the District, charged with the responsibility for issuing the Notes, shall certify as to facts, estimates, circumstances and reasonable expectations in existence on the date of delivery of the Notes to the Purchaser which will permit the conclusion that the Notes are not "arbitrage bonds," within the meaning of the Code or Regulations.

Section 9. Compliance with Federal Tax Laws. (a) The District represents and covenants that the projects financed by the Notes and the ownership, management and use of the projects will not cause the Notes to be "private activity bonds" within the meaning of Section 141 of the Code. The District further covenants that it shall comply with the provisions of the Code to the extent necessary to maintain the tax-exempt status of the interest on the Notes including, if applicable, the rebate requirements of Section 148(f) of the Code. The District further covenants that it will not take any action, omit to take any action or permit the taking or omission of any action within its control (including, without limitation, making or permitting any use of the proceeds of the Notes) if taking, permitting or omitting to take such action would cause any of the Notes to be an arbitrage bond or a private activity bond within the meaning of the Code or would otherwise cause interest on the Notes to be included in the gross income of the recipients thereof for federal income tax purposes. The Secretary or other officer of the District charged with the responsibility of issuing the Notes shall provide an appropriate certificate of the District certifying that the District can and covenanting that it will comply with the provisions of the Code and Regulations.

(b) The District also covenants to use its best efforts to meet the requirements and restrictions of any different or additional federal legislation which may be made applicable to the Notes provided that in meeting such requirements the District will do so only to the extent consistent with the proceedings authorizing the Notes and the laws of the State of Wisconsin and to the extent that there is a reasonable period of time in which to comply.

Section 10. Designation as Qualified Tax-Exempt Obligations. The Notes are hereby designated as "qualified tax-exempt obligations" for purposes of Section 265 of the Code, relating to the ability of financial institutions to deduct from income for federal income tax purposes, interest expense that is allocable to carrying and acquiring tax-exempt obligations.

Section 11. Execution of the Notes; Closing; Professional Services. The Notes shall be issued in printed form, executed on behalf of the District by the manual or facsimile signatures of the Chairperson and Secretary, authenticated, if required, by the Fiscal Agent (defined below), sealed with its official or corporate seal, if any, or a facsimile thereof, and delivered to the Purchaser upon payment to the District of the purchase price thereof, plus accrued interest to the date of delivery (the "Closing"). The facsimile signature of either of the officers executing the Notes may be imprinted on the Notes in lieu of the manual signature of the officer but, unless the District has contracted with a fiscal agent to authenticate the Notes, at least one of the signatures appearing on each Note shall be a manual signature. In the event that either of the officers whose signatures appear on the Notes shall cease to be such officers before the Closing, such signatures shall, nevertheless, be valid and sufficient for all purposes to the same extent as if they had remained in office until the Closing. The aforesaid officers are hereby authorized and directed to do all acts and execute and deliver the Notes and all such documents, certificates and acknowledgements as may be necessary and convenient to effectuate the Closing. The District hereby authorizes the officers and agents of the District to enter into, on its behalf, agreements and contracts in conjunction with the Notes, including but not limited to agreements and contracts for legal, trust, fiscal agency, disclosure and continuing disclosure, and rebate calculation services. Any such contract heretofore entered into in conjunction with the issuance of the Notes is hereby ratified and approved in all respects.

Section 12. Payment of the Notes; Fiscal Agent. The principal of and interest on the Notes shall be paid by the District Secretary or the District Treasurer (the "Fiscal Agent").

Section 13. Persons Treated as Owners; Transfer of Notes. The District shall cause books for the registration and for the transfer of the Notes to be kept by the Fiscal Agent. The person in whose name any Note shall be registered shall be deemed and regarded as the absolute owner thereof for all purposes and payment of either principal or interest on any Note shall be made only to the registered owner thereof. All such payments shall be valid and effectual to satisfy and discharge the liability upon such Note to the extent of the sum or sums so paid.

Any Note may be transferred by the registered owner thereof by surrender of the Note at the office of the Fiscal Agent, duly endorsed for the transfer or accompanied by an assignment duly executed by the registered owner or his attorney duly authorized in writing. Upon such transfer, the Chairperson and Secretary shall execute and deliver in the name of the transferee or transferees a new Note or Notes of a like aggregate principal amount, series and maturity and the Fiscal Agent shall record the name of each transferee in the registration book. No registration shall be made to bearer. The Fiscal Agent shall cancel any Note surrendered for transfer.

The District shall cooperate in any such transfer, and the Chairperson and Secretary are authorized to execute any new Note or Notes necessary to effect any such transfer.

Section 14. Record Date. The 15th day of the calendar month next preceding each interest payment date shall be the record date for the Notes (the "Record Date"). Payment of interest on the Notes on any interest payment date shall be made to the registered owners of the Notes as they appear on the registration book of the District at the close of business on the Record Date.

Section 15. Utilization of The Depository Trust Company Book-Entry-Only System. In order to make the Notes eligible for the services provided by The Depository Trust Company, New York, New York ("DTC"), the District agrees to the applicable provisions set forth in the Blanket Issuer Letter of Representations, which the Secretary or other authorized representative of the District is authorized and directed to execute and deliver to DTC on behalf of the District to the extent an effective Blanket Issuer Letter of Representations is not presently on file in the District office.

Section 16. Official Statement. The District Board hereby approves the Preliminary Official Statement with respect to the Notes and deems the Preliminary Official Statement as "final" as of its date for purposes of SEC Rule 15c2-12 promulgated by the Securities and Exchange Commission pursuant to the Securities and Exchange Act of 1934 (the "Rule"). All actions taken by officers of the District in connection with the preparation of such Preliminary Official Statement and any addenda to it or final Official Statement are hereby ratified and approved. In connection with the Closing, the appropriate District official shall certify the Preliminary Official Statement and any addenda or final Official Statement. The Secretary shall cause copies of the Preliminary Official Statement and any addenda or final Official Statement to be distributed to the Purchaser.

Section 17. Undertaking to Provide Continuing Disclosure. The District hereby covenants and agrees, for the benefit of the owners of the Notes, to enter into a written undertaking (the "Undertaking") if required by the Rule to provide continuing disclosure of certain financial information and operating data and timely notices of the occurrence of certain events in accordance with the Rule. The Undertaking shall be enforceable by the owners of the Notes or by the Purchaser on behalf of such owners (provided that the rights of the owners and the Purchaser to enforce the Undertaking shall be limited to a right to obtain specific performance of the obligations thereunder and any failure by the District to comply with the provisions of the Undertaking shall not be an event of default with respect to the Notes).

To the extent required under the Rule, the Chairperson and Secretary, or other officer of the District charged with the responsibility for issuing the Notes, shall provide a Continuing Disclosure Certificate for inclusion in the transcript of proceedings, setting forth the details and terms of the District's Undertaking.

Section 18. Record Book. The Secretary shall provide and keep the transcript of proceedings as a separate record book (the "Record Book") and shall record a full and correct statement of every step or proceeding had or taken in the course of authorizing and issuing the Notes in the Record Book.

Section 19. Bond Insurance. If the Purchaser determines to obtain municipal bond insurance with respect to the Notes, the officers of the District are authorized to take all actions necessary to obtain such municipal bond insurance. The Chairperson and Secretary are authorized to agree to such additional provisions as the bond insurer may reasonably request and which are acceptable to the Chairperson and Secretary including provisions regarding restrictions on investment of Note proceeds, the payment procedure under the municipal bond insurance policy, the rights of the bond insurer in the event of default and payment of the Notes by the bond insurer and notices to be given to the bond insurer. In addition, any reference required by the bond insurer to the municipal bond insurance policy shall be made in the form of Note provided herein.

Section 20. Conflicting Resolutions; Severability; Effective Date. All prior resolutions, rules or other actions of the District Board or any parts thereof in conflict with the provisions hereof shall be, and the same are, hereby rescinded insofar as the same may so conflict. In the event that any one or more provisions hereof shall for any reason be held to be illegal or invalid, such illegality or invalidity shall not affect any other provisions hereof. The foregoing shall take effect immediately upon adoption and approval in the manner provided by law.

Adopted, approved and recorded May 20, 2020.

\_\_\_\_\_  
Barbara J. Barrington-Tillman  
Chairperson

ATTEST:

\_\_\_\_\_  
Laverne E. Hays  
Secretary

(SEAL)

EXHIBIT A

Official Notice of Sale

To be provided by Robert W. Baird & Co. Incorporated and incorporated into the Resolution.

(See Attached)

DRAFT

EXHIBIT B

Bid Tabulation

To be provided by Robert W. Baird & Co. Incorporated and incorporated into the Resolution.

(See Attached)

DRAFT

EXHIBIT C

Winning Bid

To be provided by Robert W. Baird & Co. Incorporated and incorporated into the Resolution.

(See Attached)

DRAFT

EXHIBIT D-1

Pricing Summary

To be provided by Robert W. Baird & Co. Incorporated and incorporated into the Resolution.

(See Attached)

DRAFT

EXHIBIT D-2

Debt Service Schedule and Irrepealable Tax Levies

To be provided by Robert W. Baird & Co. Incorporated and incorporated into the Resolution.

(See Attached)

DRAFT

EXHIBIT E

(Form of Note)

REGISTERED UNITED STATES OF AMERICA DOLLARS  
STATE OF WISCONSIN  
ROCK AND GREEN COUNTIES  
NO. R-\_\_\_ BLACKHAWK TECHNICAL COLLEGE DISTRICT \$\_\_\_\_\_  
GENERAL OBLIGATION PROMISSORY NOTE, SERIES 2020A

MATURITY DATE: ORIGINAL DATE OF ISSUE: INTEREST RATE: CUSIP:  
April 1, \_\_\_\_\_ June 10, 2020 \_\_\_\_\_% \_\_\_\_\_

DEPOSITORY OR ITS NOMINEE NAME: CEDE & CO.

PRINCIPAL AMOUNT: \_\_\_\_\_ THOUSAND DOLLARS  
(\$\_\_\_\_\_)

FOR VALUE RECEIVED, the Blackhawk Technical College District, Rock and Green Counties, Wisconsin (the "District"), hereby acknowledges itself to owe and promises to pay to the Depository or its Nominee Name (the "Depository") identified above (or to registered assigns), on the maturity date identified above, the principal amount identified above, and to pay interest thereon at the rate of interest per annum identified above, all subject to the provisions set forth herein regarding redemption prior to maturity. Interest shall be payable semi-annually on April 1 and October 1 of each year commencing on October 1, 2020 until the aforesaid principal amount is paid in full. Both the principal of and interest on this Note are payable to the registered owner in lawful money of the United States. Interest payable on any interest payment date shall be paid by wire transfer to the Depository in whose name this Note is registered on the Bond Register maintained by the Secretary or District Treasurer (the "Fiscal Agent") or any successor thereto at the close of business on the 15th day of the calendar month next preceding each interest payment date (the "Record Date"). This Note is payable as to principal upon presentation and surrender hereof at the office of the Fiscal Agent.

For the prompt payment of this Note together with interest hereon as aforesaid and for the levy of taxes sufficient for that purpose, the full faith, credit and resources of the District are hereby irrevocably pledged.

This Note is one of an issue of Notes aggregating the principal amount of \$1,500,000, all of which are of like tenor, except as to denomination, interest rate, maturity date and redemption provision, issued by the District pursuant to the provisions of Section 67.12(12), Wisconsin Statutes, for the public purposes of financing building remodeling and improvement projects (\$740,000) and the acquisition of land and construction of additional facilities on the Janesville campus (\$760,000), as authorized by resolutions adopted on April 15, 2020 and May 20, 2020. Said resolutions are recorded in the official minutes of the District Board for said dates.

The Notes maturing on April 1, 2028 and thereafter are subject to redemption prior to maturity, at the option of the District, on April 1, 2027 or on any date thereafter. Said Notes are redeemable as a whole or in part, and if in part, from maturities selected by the District, and within each maturity by lot (as selected by the Depository), at the principal amount thereof, plus accrued interest to the date of redemption.

In the event the Notes are redeemed prior to maturity, as long as the Notes are in book-entry-only form, official notice of the redemption will be given by mailing a notice by registered or certified mail, overnight express delivery, facsimile transmission, electronic transmission or in any other manner required by the Depository, to the Depository not less than thirty (30) days nor more than sixty (60) days prior to the redemption date. If less than all of the Notes of a maturity are to be called for redemption, the Notes of such maturity to be redeemed will be selected by lot. Such notice will include but not be limited to the following: the designation, date and maturities of the Notes called for redemption, CUSIP numbers, and the date of redemption. Any notice provided as described herein shall be conclusively presumed to have been duly given, whether or not the registered owner receives the notice. The Notes shall cease to bear interest on the specified redemption date provided that federal or other immediately available funds sufficient for such redemption are on deposit at the office of the Depository at that time. Upon such deposit of funds for redemption the Notes shall no longer be deemed to be outstanding.

It is hereby certified and recited that all conditions, things and acts required by law to exist or to be done prior to and in connection with the issuance of this Note have been done, have existed and have been performed in due form and time; that the aggregate indebtedness of the District, including this Note and others issued simultaneously herewith, does not exceed any limitation imposed by law or the Constitution of the State of Wisconsin; and that a direct annual irrepealable tax has been levied sufficient to pay this Note, together with the interest thereon, when and as payable.

This Note has been designated by the District Board as a "qualified tax-exempt obligation" pursuant to the provisions of Section 265(b)(3) of the Internal Revenue Code of 1986, as amended.

This Note is transferable only upon the books of the District kept for that purpose at the office of the Fiscal Agent, only in the event that the Depository does not continue to act as depository for the Notes, and the District appoints another depository, upon surrender of the Note to the Fiscal Agent, by the registered owner in person or his duly authorized attorney, together with a written instrument of transfer (which may be endorsed hereon) satisfactory to the Fiscal Agent duly executed by the registered owner or his duly authorized attorney. Thereupon a new fully registered Note in the same aggregate principal amount shall be issued to the new depository in exchange therefor and upon the payment of a charge sufficient to reimburse the District for any tax, fee or other governmental charge required to be paid with respect to such registration. The Fiscal Agent shall not be obliged to make any transfer of the Notes (i) after the Record Date, (ii) during the fifteen (15) calendar days preceding the date of any publication of notice of any proposed redemption of the Notes, or (iii) with respect to any particular Note, after such Note has been called for redemption. The Fiscal Agent and District may treat and consider the Depository in whose name this Note is registered as the absolute owner hereof for the

purpose of receiving payment of, or on account of, the principal or redemption price hereof and interest due hereon and for all other purposes whatsoever. The Notes are issuable solely as negotiable, fully-registered Notes without coupons in the denomination of \$5,000 or any integral multiple thereof.

No delay or omission on the part of the owner hereof to exercise any right hereunder shall impair such right or be considered as a waiver thereof or as a waiver of or acquiescence in any default hereunder.

IN WITNESS WHEREOF, the Blackhawk Technical College District, Rock and Green Counties, Wisconsin, by its governing body, has caused this Note to be executed for it and in its name by the manual or facsimile signatures of its duly qualified Chairperson and Secretary; and to be sealed with its official or corporate seal, if any, all as of the original date of issue specified above.

BLACKHAWK TECHNICAL COLLEGE  
DISTRICT  
ROCK AND GREEN COUNTIES, WISCONSIN

By: \_\_\_\_\_  
Barbara J. Barrington-Tillman  
Chairperson

(SEAL)

By: \_\_\_\_\_  
Laverne E. Hays  
Secretary

ASSIGNMENT

FOR VALUE RECEIVED, the undersigned sells, assigns and transfers unto

\_\_\_\_\_  
(Name and Address of Assignee)

\_\_\_\_\_  
(Social Security or other Identifying Number of Assignee)

the within Note and all rights thereunder and hereby irrevocably constitutes and appoints \_\_\_\_\_, Legal Representative, to transfer said Note on the books kept for registration thereof, with full power of substitution in the premises.

Dated: \_\_\_\_\_

Signature Guaranteed:

\_\_\_\_\_  
(e.g. Bank, Trust Company  
or Securities Firm)

\_\_\_\_\_  
(Depository or Nominee Name)

NOTICE: This signature must correspond with the name of the Depository or Nominee Name as it appears upon the face of the within Note in every particular, without alteration or enlargement or any change whatever.

\_\_\_\_\_  
(Authorized Officer)

ENCLOSURE # 10

6. Action Items

- b. Adoption of Fiscal Year 2020-21 Budget for Presentation at a Public Hearing; Setting of Date for Public Hearing (Action – Renea Ranguette)

The Finance Committee reviewed the proposed FY2020-21 Governmental fund budgets (operational, capital, and debt service) at their meeting on April 15, 2020; with the presentation and supporting materials provided to the full District Board. Minor adjustments are reflected in the attached budget summary.

Budgets for the remaining funds (enterprise, internal services, trust and agency) have been completed which when added to the governmental funds, comprise the combined budget for Fiscal Year 2020-21.

Administration recommends forwarding the Fiscal Year 2020-21 budget as summarized in the attached documents for presentation at a public hearing. This budget is based upon the best information currently available and may require amendment after adoption as better information becomes available.

Administration recommends that the public hearing be held in conjunction with the regular Board meeting on June 17, 2020, at 4:30 p.m.

WHEREAS, the total operational budget for 2020-21 is proposed to be \$30,293,380;

WHEREAS, the combined budget for 2020-21 is proposed to be \$53,524,824;

WHEREAS, the proposed combined 2020-21 property tax levy is \$15,945,881;

WHEREAS, the 2020-21 budget proposes borrowing \$5,000,000 for annual capital equipment, building improvement and remodeling projects, and property acquisition;

WHEREAS, the equalized value of the District is estimated to increase 2.0%;

WHEREAS, the proposed 2020-21 operational mil rate is 0.52512, and the proposed debt service mil rate is 0.58751 for a total mil rate of 1.11451;

NOW, THEREFORE, BE IT RESOLVED, by the Blackhawk Technical College District Board that the proposed FY 2020-21 budget be presented to the electors of the District at a public hearing on June 17, 2020, at 4:30 p.m., and that a full hearing be held thereon.



2020-2021  
Preliminary Budget and  
Three-Year Projection



**BLACKHAWK TECHNICAL COLLEGE  
PRELIMINARY 2020-2021 OPERATIONAL BUDGET**

	2015-16 Actual	2016-17 Actual	2017-18 Actual	2018-19 Actual	2019-20 Budget	2020-21 Projected	2021-22 Projected	2022-23 Projected
<b>Revenue</b>								
Local Government	\$ 6,481,601	\$ 6,687,768	\$ 6,955,491	\$ 7,196,413	\$ 7,367,275	\$ 7,545,881	\$ 7,725,000	\$ 7,905,000
Local Government - Other	\$ 11,695	\$ 12,394	\$ 33,302	\$ 5,495	\$ 163,000	\$ 11,394	\$ 11,000	\$ 11,000
Tax Levy Refunds	\$ (8,834)	\$ (3,085)	\$ (29,506)	\$ (7,007)	\$ (25,000)	\$ (22,000)	\$ (22,000)	\$ (22,000)
State Aid	\$ 12,643,000	\$ 12,609,560	\$ 12,603,909	\$ 12,521,083	\$ 13,098,731	\$ 13,098,731	\$ 13,098,000	\$ 13,098,000
State Grants	\$ 888,622	\$ 832,560	\$ 1,184,515	\$ 1,433,094	\$ 1,779,384	\$ 786,191	\$ 786,000	\$ 786,000
Program Fees	\$ 5,673,556	\$ 5,349,605	\$ 5,347,353	\$ 5,676,106	\$ 5,792,175	\$ 5,503,459	\$ 5,586,000	\$ 5,670,000
Material Fees	\$ 385,666	\$ 392,382	\$ 383,909	\$ 372,364	\$ 389,778	\$ 274,600	\$ 275,000	\$ 275,000
Other Student Fees	\$ 389,666	\$ 447,712	\$ 461,709	\$ 583,376	\$ 547,236	\$ 490,859	\$ 491,000	\$ 491,000
Institutional - Contract	\$ 1,092,002	\$ 1,457,254	\$ 1,407,542	\$ 1,575,473	\$ 1,530,000	\$ 1,530,000	\$ 1,530,000	\$ 1,530,000
Institutional - Other	\$ 476,428	\$ 573,917	\$ 582,282	\$ 657,137	\$ 532,341	\$ 481,532	\$ 510,000	\$ 510,000
Federal	\$ 1,039,649	\$ 948,385	\$ 689,488	\$ 657,987	\$ 712,228	\$ 550,733	\$ 551,000	\$ 551,000
Transfers In			\$ 23,372	\$ 60,471	\$ 42,000	\$ 42,000	\$ 42,000	\$ 42,000
<b>Total Revenue</b>	<b>\$ 29,073,051</b>	<b>\$ 29,308,454</b>	<b>\$ 29,643,367</b>	<b>\$ 30,731,992</b>	<b>\$ 31,929,148</b>	<b>\$ 30,293,380</b>	<b>\$ 30,583,000</b>	<b>\$ 30,847,000</b>
	-0.4%	0.8%	1.1%	3.7%	3.9%	-5.1%	1.0%	0.9%
<b>Expenditures</b>								
Administrative Salaries	\$ 5,548,155	\$ 5,171,926	\$ 5,210,502	\$ 5,687,930	\$ 5,959,322	\$ 6,007,034	\$ 6,097,000	\$ 6,189,000
Faculty Association Salaries	\$ 7,823,146	\$ 7,166,014	\$ 7,270,334	\$ 7,311,957	\$ 7,198,720	\$ 6,711,314	\$ 6,812,000	\$ 6,915,000
Instructional Hourly	\$ 901,080	\$ 865,560	\$ 1,137,601	\$ 1,649,894	\$ 2,034,710	\$ 1,457,839	\$ 1,480,000	\$ 1,503,000
Support Salaries	\$ 1,679,840	\$ 1,500,489	\$ 1,444,012	\$ 1,449,536	\$ 1,548,566	\$ 1,539,927	\$ 1,563,000	\$ 1,587,000
Support Hourly	\$ 1,233,416	\$ 1,165,381	\$ 1,016,007	\$ 918,854	\$ 1,119,837	\$ 437,396	\$ 444,000	\$ 451,000
Other Compensation	\$ -	\$ -	\$ 28,697	\$ 17,179	\$ 15,000	\$ 892,000	\$ 906,000	\$ 920,000
Health Insurance	\$ 3,075,017	\$ 2,786,566	\$ 2,627,651	\$ 2,620,694	\$ 2,758,157	\$ 2,713,774	\$ 2,714,000	\$ 2,714,000
Dental Insurance	\$ 288,803	\$ 275,281	\$ 269,768	\$ 278,314	\$ 284,834	\$ 294,553	\$ 295,000	\$ 295,000
Other Fringe Benefits	\$ 2,407,562	\$ 2,256,856	\$ 2,235,538	\$ 2,400,595	\$ 2,402,350	\$ 2,284,750	\$ 2,285,000	\$ 2,285,000
Travel, Training & Memberships	\$ 261,719	\$ 266,137	\$ 320,205	\$ 399,521	\$ 623,885	\$ 530,217	\$ 530,000	\$ 530,000
Supplies, Books, Reference & Software	\$ 1,313,276	\$ 1,428,162	\$ 1,389,108	\$ 1,393,436	\$ 1,567,287	\$ 1,296,631	\$ 1,297,000	\$ 1,297,000
Postage, Copiers, Promotion & Certification	\$ 510,564	\$ 584,651	\$ 626,791	\$ 576,013	\$ 538,559	\$ 444,910	\$ 445,000	\$ 445,000
Contracted Services	\$ 2,218,564	\$ 2,791,091	\$ 2,597,465	\$ 3,032,980	\$ 3,079,963	\$ 2,844,510	\$ 2,845,000	\$ 2,845,000
Equipment & Facility Rental	\$ 661,495	\$ 698,429	\$ 477,763	\$ 412,522	\$ 386,775	\$ 360,129	\$ 360,000	\$ 360,000
Professional & Uncollected Student Fees	\$ 150,455	\$ 294,451	\$ 188,793	\$ 206,913	\$ 139,060	\$ 157,400	\$ 157,000	\$ 157,000
Insurance & Unemployment	\$ 227,821	\$ 278,883	\$ 266,664	\$ 247,268	\$ 274,000	\$ 266,500	\$ 266,000	\$ 266,000
Utilities	\$ 822,877	\$ 836,246	\$ 787,405	\$ 793,664	\$ 751,169	\$ 757,347	\$ 758,000	\$ 758,000
Student Grants & Organizations	\$ 62,482	\$ 86,003	\$ 78,457	\$ 94,165	\$ 333,900	\$ 74,404	\$ 75,000	\$ 75,000
Transfers out	\$ -	\$ 92,699	\$ 787,634	\$ 797,771	\$ 40,000	\$ 42,000	\$ 42,000	\$ 42,000
Current portion of OPEB	\$ -	\$ 130,000	\$ -	\$ 55,000	\$ 55,000	\$ 55,000	\$ 55,000	\$ 55,000
New Initiatives & Contingency	\$ 1,421	\$ -	\$ 6,565	\$ 7,744	\$ 9,249	\$ 600,000	\$ 600,000	\$ 600,000
Reserve for enrollment decline	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500,000	\$ 500,000	\$ 500,000
<b>Total Expenditures</b>	<b>\$ 29,187,693</b>	<b>\$ 28,674,826</b>	<b>\$ 28,766,960</b>	<b>\$ 30,351,950</b>	<b>\$ 31,120,343</b>	<b>\$ 30,267,635</b>	<b>\$ 30,526,000</b>	<b>\$ 30,789,000</b>
	-2.7%	-1.8%	0.3%	5.5%	2.5%	-2.7%	0.9%	0.9%
<b>Revenues Over (Under) Expenditures &amp; Change to Fund Balance at Proposed Budget &amp; Tax Levy</b>	<b>\$ (114,642)</b>	<b>\$ 633,628</b>	<b>\$ 876,407</b>	<b>\$ 380,042</b>	<b>\$ 808,804</b>	<b>\$ 25,745</b>	<b>\$ 57,000</b>	<b>\$ 58,000</b>

**BLACKHAWK TECHNICAL COLLEGE  
PRELIMINARY 2020-2021 OPERATIONAL BUDGET**

	<b>2015-16 Actual</b>	<b>2016-17 Actual</b>	<b>2017-18 Actual</b>	<b>2018-19 Actual</b>	<b>2019-20 Budget</b>	<b>2020-21 Projected</b>	<b>2021-22 Projected</b>	<b>2022-23 Projected</b>
<b>ENROLLMENT ASSUMPTIONS</b>								
Associate Degree	1,195	1,078	1,052	1,134	1,180	1,180	1,180	1,180
Technical Diploma	270	276	308	287	185	185	185	185
Vocational Adult	46	39	36	40	38	38	38	38
Non-Postsecondary	114	106	102	96	70	70	70	70
Community Services	5	4	4	4	2	2	2	2
<b>BTC Total FTEs</b>	<b>1,630</b>	<b>1,502</b>	<b>1,502</b>	<b>1,561</b>	<b>1,475</b>	<b>1,475</b>	<b>1,475</b>	<b>1,475</b>
Assoc/Tech Degree FTE Percentage Change	-10.52%	-7.61%	0.48%	4.49%	-3.94%	0.00%	0.00%	0.00%
BTC Total FTE Percentage Change	-10.39%	-7.87%	0.02%	3.93%	-5.51%	0.00%	0.00%	0.00%
<b>TUITION ASSUMPTIONS</b>								
<b>Tuition Rate</b>	<b>\$128.40</b>	<b>\$130.35</b>	<b>\$132.20</b>	<b>\$134.20</b>	<b>\$136.50</b>	<b>\$138.90</b>	<b>\$141.00</b>	<b>\$143.14</b>
<b>Tuition Rate Change</b>	<b>2.0%</b>	<b>1.5%</b>	<b>1.4%</b>	<b>1.5%</b>	<b>1.7%</b>	<b>1.8%</b>	<b>1.5%</b>	<b>1.5%</b>
<b>TAX LEVY ASSUMPTIONS</b>								
Operational Tax Levy	\$ 6,481,601	\$ 6,687,768	\$ 6,955,491	\$ 7,065,104	\$ 7,365,881	\$ 7,545,881	\$ 7,725,881	\$ 7,905,881
Debt Service Tax Levy	\$ 7,188,785	\$ 7,522,075	\$ 7,874,179	\$ 7,816,858	\$ 8,241,000	\$ 8,400,000	\$ 8,200,000	\$ 8,001,000
<b>Total Tax Levy</b>	<b>\$ 13,670,386</b>	<b>\$ 14,209,843</b>	<b>\$ 14,829,670</b>	<b>\$ 14,881,962</b>	<b>\$ 15,606,881</b>	<b>\$ 15,945,881</b>	<b>\$ 15,925,881</b>	<b>\$ 15,906,881</b>
<b>Tax Levy % Change</b>								
Operational Levy Change	2.4%	3.2%	4.0%	1.6%	4.3%	2.4%	2.4%	2.3%
Debt Service Levy Change	17.8%	4.6%	4.7%	-0.7%	5.4%	1.9%	-2.4%	-2.4%
<b>Total Tax Levy Increase</b>	<b>9.9%</b>	<b>3.9%</b>	<b>4.4%</b>	<b>0.4%</b>	<b>4.9%</b>	<b>2.2%</b>	<b>-0.1%</b>	<b>-0.1%</b>
<b>Equalized Property Value Growth</b>	<b>1.9%</b>	<b>2.8%</b>	<b>5.2%</b>	<b>5.6%</b>	<b>7.7%</b>	<b>2.00%</b>	<b>3.00%</b>	<b>3.00%</b>
<b>Equalized Property Value</b>	<b>11,400,609,427</b>	<b>11,717,072,877</b>	<b>12,329,756,115</b>	<b>13,020,909,894</b>	<b>14,026,990,474</b>	<b>14,307,530,283</b>	<b>14,736,756,192</b>	<b>15,178,858,878</b>
<b>Mill Rate Projections</b>								
Operational Mill Rate	0.56853	0.57077	0.56412	0.54260	0.52512	0.52741	0.52426	0.52085
Debt Service Mill Rate	0.63056	0.64198	0.63863	0.60033	0.58751	0.58710	0.55643	0.52711
<b>Total Mill Rate</b>	<b>1.19909</b>	<b>1.21275</b>	<b>1.20275</b>	<b>1.14293</b>	<b>1.11263</b>	<b>1.11451</b>	<b>1.08069</b>	<b>1.04796</b>
<b>Mill Rate % Change</b>								
Operational Mill Rate	0.5%	0.4%	-1.2%	-3.8%	-3.2%	0.4%	-0.6%	-0.7%
Debt Service Mill Rate	15.6%	1.8%	-0.5%	-6.0%	-2.1%	-0.1%	-5.2%	-5.3%
Total Mill Rate Increase	7.9%	1.1%	-0.8%	-5.0%	-2.7%	0.2%	-3.0%	-3.0%

**BLACKHAWK TECHNICAL COLLEGE  
PRELIMINARY 2020-2021 OPERATIONAL BUDGET**

	2015-16 Actual	2016-17 Actual	2017-18 Actual	2018-19 Actual	2019-20 Budget	2020-21 Projected	2021-22 Projected	2022-23 Projected
<b>Analysis of Fund Balance - Operational Funds</b>								
<b>Total Operational Year Expenditures &amp; Transfers-out (Fund 1000-2000)</b>	\$ 29,187,693	\$ 28,674,826	\$ 28,766,960	\$ 30,351,950	\$ 31,120,343	\$ 30,267,635	\$ 30,526,000	\$ 30,789,000
<b>General State Aid</b>	\$ 2,906,186	\$ 2,870,942	\$ 2,840,216	\$ 2,762,627	\$ 2,762,627	\$ 2,762,627	\$ 2,762,627	\$ 2,762,627
<b>End of Year Fund Balance</b>	\$ 10,008,944	\$ 10,642,572	\$ 11,518,979	\$ 11,899,020	\$ 12,707,824	\$ 12,733,569	\$ 12,790,569	\$ 12,848,569
Designated for Operations	\$ 6,911,617	\$ 7,132,096	\$ 7,611,272	\$ 7,740,071	\$ 7,750,000	\$ 7,566,909	\$ 7,631,500	\$ 7,697,250
Designated for State Aid Fluctuations	\$ 313,000	\$ 290,000	\$ 284,000	\$ 275,000	\$ 275,000	\$ 275,000	\$ 275,000	\$ 275,000
Designated for Subsequent Years	\$ 470,000	\$ 435,000	\$ 425,000	\$ 400,213	\$ 415,000	\$ 415,000	\$ 415,000	\$ 415,000
Designated for Subsequent Year	\$ 2,062,664	\$ 2,607,061	\$ 3,069,496	\$ 3,380,731	\$ 4,167,824	\$ 4,376,660	\$ 4,369,069	\$ 4,361,319
Reserved for Prepays	\$ 251,663	\$ 178,414	\$ 135,776	\$ 103,005	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
<b>Percentage of Expenditures (1):</b>								
Designated for Operations (16.7-25%)	23.68%	24.87%	26.46%	25.50%	24.90%	25.00%	25.00%	25.00%
<b>Percentage of State Aid Revenue (2)</b>								
Designated for State Aid Fluctuations (10%)	10.77%	10.10%	10.00%	9.95%	9.95%	9.95%	9.95%	9.95%
Designated for Subsequent Years (15%)	16.17%	15.15%	14.96%	14.49%	15.02%	15.02%	15.02%	15.02%
<b>Percentage of Expenditures (3)</b>								
Designated for Subsequent Year	7.07%	9.09%	10.67%	11.14%	13.39%	14.46%	14.31%	14.17%
<b>Percentage of Total Fund Balance to Subseq E</b>	34.90%	37.00%	37.95%	38.24%	41.98%	41.71%	41.54%	40.91%

(1) % of Current Fiscal Year's Budgeted (or Actual) Expenditures & Transfers Out

(2) % of Current Year's Budgeted State Aid Revenue

(3) All Fund Balance not reserved or designated above

**Blackhawk Technical College  
Preliminary 2020-2021 Budget and Projection  
Capital Projects Funds**

	2015-16 Actual	2016-17 Actual	2017-18 Actual	2018-19 Actual	2019-20 Budget	2020-21 Projected	2021-22 Projected	2022-23 Projected
Fund Balance - Beginning	\$ 6,104,509	\$ 1,181,571	\$ 2,546,165	\$ 4,643,754	\$ 2,354,319	\$ 1,277,732	\$ 1,277,732	\$ 1,277,732
Resources:								
State & Federal Aid	82,641	321,465	234,106	72,457	54,845	10,000	10,000	10,000
Institutional Revenue	74,494	433,125	54,075	88,961	85,631	40,000	40,000	40,000
Transfers in			750,000	750,000	-	-	-	-
Bond / Note Proceeds	11,300,000	5,000,000	5,000,000	2,900,000	4,700,000	5,000,000	5,800,000	5,100,000
<b>Total Resources</b>	<b>11,457,135</b>	<b>5,754,590</b>	<b>6,038,181</b>	<b>3,811,418</b>	<b>4,840,476</b>	<b>5,050,000</b>	<b>5,850,000</b>	<b>5,150,000</b>
Expenditures:								
Capital Equipment	6,118,633	2,893,540	2,489,200	2,879,767	3,085,596	2,466,800	2,428,000	2,428,000
Capital Improvements	10,121,920	1,436,456	1,137,391	2,570,550	2,763,467	2,515,200	3,354,000	2,654,000
Land Acquisition	-	-	-	618,536	-	-	-	-
Transfers out	139,520	60,000	314,000	32,000	68,000	68,000	68,000	68,000
<b>Total Expenditures</b>	<b>16,380,073</b>	<b>4,389,996</b>	<b>3,940,592</b>	<b>6,100,853</b>	<b>5,917,063</b>	<b>5,050,000</b>	<b>5,850,000</b>	<b>5,150,000</b>
Fund Balance - Ending	\$ 1,181,571	\$ 2,546,165	\$ 4,643,754	\$ 2,354,319	\$ 1,277,732	\$ 1,277,732	\$ 1,277,732	\$ 1,277,732

Debt Retirement Assumptions	Useful Life
Category 1 Software Updates/Licensing	2
Category 2 Software Equipment	2
Category 3 Computer Equipment	4
Category 4 Other Equipment	6
Category 5 Extended Life Equipment	10
Category 6 Building Improvements	20

**Blackhawk Technical College  
Preliminary 2020-2021 Budget and Projection  
Debt Service Fund**

	2015-16 Actual	2016-17 Actual	2017-18 Actual	2018-19 Actual	2019-20 Budget	2020-21 Projected	2021-22 Projected	2022-23 Projected
<b>Fund Balance - Beginning</b>	\$ 819,388	\$ 1,071,826	\$ 640,385	\$ 725,031	\$ 458,314	\$ 488,040	\$ 488,040	\$ 488,040
<b>Resources:</b>								
Property Taxes	7,188,785	7,522,075	7,874,179	7,816,858	8,241,000	8,400,000	8,200,000	8,001,000
Institutional Revenue	6,165	7,876	17,481	42,192	30,000	12,000	12,000	12,000
Transfers in	139,520	60,000	314,000	32,000	68,000	68,000	68,000	68,000
<b>Total Resources</b>	<b>7,334,470</b>	<b>7,589,951</b>	<b>8,205,660</b>	<b>7,891,050</b>	<b>8,339,000</b>	<b>8,480,000</b>	<b>8,280,000</b>	<b>8,081,000</b>
<b>Expenditures:</b>								
Principal Payment	5,960,000	6,900,000	7,065,000	7,135,000	7,285,000	7,425,000	7,165,000	6,950,000
Interest Payment	986,334	1,017,173	992,014	988,280	956,274	987,000	1,047,000	1,063,000
Other Expenses	135,698	104,219	64,000	34,487	68,000	68,000	68,000	68,000
<b>Total Expenditures</b>	<b>7,082,032</b>	<b>8,021,392</b>	<b>8,121,014</b>	<b>8,157,767</b>	<b>8,309,274</b>	<b>8,480,000</b>	<b>8,280,000</b>	<b>8,081,000</b>
<b>Fund Balance - Ending</b>	<b>\$ 1,071,826</b>	<b>\$ 640,385</b>	<b>\$ 725,031</b>	<b>\$ 458,314</b>	<b>\$ 488,040</b>	<b>\$ 488,040</b>	<b>\$ 488,040</b>	<b>\$ 488,040</b>
<i>Bond Premium on hand</i>			598,347	520,255				
Audit Report *			<b>\$ 1,323,378</b>	<b>\$ 978,569</b>				

\* a recent change in accounting principle results in the addition of bond premium on hand to the debt service fund balance at fiscal year end

**BLACKHAWK TECHNICAL COLLEGE**  
**PROPOSED 2020-2021 BUDGET - ALL FUNDS**

	General Fund	Special Revenue	Operational Funds	Capital Projects	Debt Service	Enterprise Funds	Internal Service	Trust & Agency	Total All Funds
<b>Revenue</b>									
Local Government	\$ 6,871,195	\$ 674,686	\$ 7,545,881		\$ 8,400,000				\$ 15,945,881
Local Government - Other	\$ 11,394	\$ -	\$ 11,394						\$ 11,394
Tax Levy Refunds	\$ (22,000)	\$ -	\$ (22,000)						\$ (22,000)
State Aid	\$ 13,098,731	\$ -	\$ 13,098,731						\$ 13,098,731
State Grants	\$ -	\$ 651,075	\$ 651,075						\$ 651,075
State Grants - Other	\$ 55,000	\$ 80,116	\$ 135,116	\$ 10,000			\$ 839,350		\$ 984,466
Program Fees	\$ 5,503,459	\$ -	\$ 5,503,459						\$ 5,503,459
Material Fees	\$ 274,600	\$ -	\$ 274,600						\$ 274,600
Other Student Fees	\$ 490,859	\$ -	\$ 490,859				\$ 360,000		\$ 850,859
Institutional - Contract	\$ 1,530,000	\$ -	\$ 1,530,000						\$ 1,530,000
Institutional - Other	\$ 481,532	\$ -	\$ 481,532	\$ 40,000	\$ 12,000	\$ 121,000	\$ 227,000	\$ 280,399	\$ 1,161,931
Federal	\$ 11,000	\$ 539,733	\$ 550,733					\$ 7,700,465	\$ 8,251,198
<b>Total Revenue</b>	<b>\$ 28,305,770</b>	<b>\$ 1,945,610</b>	<b>\$ 30,251,380</b>	<b>\$ 50,000</b>	<b>\$ 8,412,000</b>	<b>\$ 121,000</b>	<b>\$ 227,000</b>	<b>\$ 9,180,214</b>	<b>\$ 48,241,594</b>
Long Term Note Proceeds			\$ -	\$ 5,000,000					\$ 5,000,000
Transfers In	\$ 42,000	\$ -	\$ 42,000		\$ 68,000			\$ 30,625	\$ 140,625
Use of Fund Balance			\$ -			\$ 10,000		\$ 132,605	\$ 142,605
<b>Total Revenue &amp; Other Sources</b>	<b>\$ 28,347,770</b>	<b>\$ 1,945,610</b>	<b>\$ 30,293,380</b>	<b>\$ 5,050,000</b>	<b>\$ 8,480,000</b>	<b>\$ 131,000</b>	<b>\$ 227,000</b>	<b>\$ 9,343,444</b>	<b>\$ 53,524,824</b>
<b>Expenditures</b>									
Administrative Salaries	\$ 5,353,488	\$ 653,546	\$ 6,007,034					\$ 110,856	\$ 6,117,890
Faculty Association Salaries	\$ 6,446,287	\$ 265,027	\$ 6,711,314						\$ 6,711,314
Instructional Hourly	\$ 1,163,476	\$ 294,363	\$ 1,457,839			\$ 5,000			\$ 1,462,839
Support Salaries	\$ 1,462,639	\$ 77,288	\$ 1,539,927						\$ 1,539,927
Support Hourly	\$ 402,261	\$ 35,135	\$ 437,396			\$ 31,300		\$ 90,743	\$ 559,439
Other Compensation	\$ 892,000	\$ -	\$ 892,000						\$ 892,000
Health Insurance	\$ 2,488,977	\$ 224,797	\$ 2,713,774					\$ 33,864	\$ 2,747,638
Dental Insurance	\$ 272,446	\$ 22,107	\$ 294,553					\$ 3,786	\$ 298,339
Other Fringe Benefits	\$ 2,093,744	\$ 191,006	\$ 2,284,750			\$ 3,015		\$ 17,608	\$ 2,305,373
Travel, Training & Memberships	\$ 469,793	\$ 60,424	\$ 530,217						\$ 530,217
Supplies, Books, Reference & Software	\$ 1,265,477	\$ 31,154	\$ 1,296,631			\$ 17,050			\$ 1,313,681
Postage, Copiers, Promotion & Certification	\$ 444,360	\$ 550	\$ 444,910			\$ 10,700			\$ 455,610
Contracted Services	\$ 2,783,701	\$ 60,809	\$ 2,844,510			\$ 10,900		\$ 145,000	\$ 3,000,410
Equipment & Facility Rental	\$ 360,129	\$ -	\$ 360,129			\$ 5,000			\$ 365,129
Professional & Uncollected Student Fees	\$ 157,400	\$ -	\$ 157,400						\$ 157,400
Insurance & Unemployment	\$ 266,500	\$ -	\$ 266,500				\$ 227,000		\$ 493,500
Utilities	\$ 757,347	\$ -	\$ 757,347						\$ 757,347
Student Grants & Organizations	\$ 45,000	\$ 29,404	\$ 74,404					\$ 8,941,587	\$ 9,015,991
Capital Improvements & Equipment	\$ -	\$ -	\$ -	\$ 4,982,000					\$ 4,982,000
Debt Service	\$ -	\$ -	\$ -		\$ 8,480,000				\$ 8,480,000
Current portion of OPEB	\$ 55,000	\$ -	\$ 55,000						\$ 55,000
New Initiatives & Contingency	\$ 600,000	\$ -	\$ 600,000						\$ 600,000
Enrollment Decline Reserve	\$ 500,000	\$ -	\$ 500,000						\$ 500,000
<b>Total Expenditures</b>	<b>\$ 28,280,025</b>	<b>\$ 1,945,610</b>	<b>\$ 30,225,635</b>	<b>\$ 4,982,000</b>	<b>\$ 8,480,000</b>	<b>\$ 82,965</b>	<b>\$ 227,000</b>	<b>\$ 9,343,444</b>	<b>\$ 53,341,044</b>
Transfers out	\$ 42,000	\$ -	\$ 42,000	\$ 68,000		\$ 42,000			\$ 152,000
Applied to Fund Balance	\$ 25,745	\$ -	\$ 25,745			\$ 6,035			\$ 31,780
<b>Total Expenditures &amp; Other Uses</b>	<b>\$ 28,347,770</b>	<b>\$ 1,945,610</b>	<b>\$ 30,293,380</b>	<b>\$ 5,050,000</b>	<b>\$ 8,480,000</b>	<b>\$ 131,000</b>	<b>\$ 227,000</b>	<b>\$ 9,343,444</b>	<b>\$ 53,524,824</b>
<b>Revenues/Sources Over (Under)</b>									
<b>Expenditures/Uses</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

ENCLOSURE #10a

7. Action Items

- c. Adoption of Resolution Supporting Creating of a Community Task Force on COVID-19 Response, Reopening, and Recovery (Action – Dr. Tracy Pierner)

Recent conversations between Rock County Community leaders has resulted in the suggested creation of a community task force on COVID-19 response, recovery and reopening. In light of the Supreme Court's decision to overturn the Safer-at-Home order, governing bodies within the county have been urged to support creation of this task force.

The attached resolution is presented to the District Board for consideration of adoption. College leadership will continue to work with community leaders to address these issues within our community and discuss next steps.

District Board adoption of the resolution is recommended.

Dr. Tracy Pierner will provide additional information and answer questions.

## Resolution

### Supporting Creation of a Community Task Force on COVID-19 Response, Reopening, and Recovery

WHEREAS, in order to combat the COVID-19 Pandemic, flatten the curve, and save lives, on March 24, 2020, Secretary-designee Andrea Palm of the Wisconsin Department of Health Services issued Emergency Order #12, Safer at Home Order (“Safer at Home Order”) requiring that everyone in Wisconsin stay at their home or place of residence except in limited circumstances until April 24, 2020; and

WHEREAS, on April 16, 2020, Secretary-designee Palm extended the Safer at Home Order, with certain modifications, to May 26, 2020, pursuant to Emergency Order #28; and

WHEREAS, COVID-19 continues to present a substantial threat to the health, safety and wellbeing of Rock County, which currently has the ninth highest growth rate of Covid-19 cases in the country, according to data collected by the New York Times; and

WHEREAS, as of May 12, 2020, Rock County had 369 lab-confirmed positive cases, 3,553 negative tests, and 13 confirmed deaths from COVID-19; and

WHEREAS, recently 5 of 6 gating criteria for loosening restrictions statewide as identified in the Governor’s Badger Bounce Back Plan have been met; and

WHEREAS, the effect of COVID-19 on the local economy, including unemployment, are expected to be at historic levels; and

WHEREAS, the need to provide basic services to affected members of the community will be significant; and

WHEREAS, as statewide restrictions change, the Rock County community will need to collaboratively plan for and coordinate a localized response addressing many areas.

NOW, THEREFORE, BE IT RESOLVED that the Blackhawk Technical College District Boards duly assembled this 20<sup>th</sup> day of May, 2020 does hereby declare its support for the creation of a local task force of community partners that could review localized metrics and develop plans related to response, reopening, and recovery in Rock County; serve as a focal point for community information sharing and input; conduct collaborative problem solving on identified gaps; and share resources as needed to address priority areas of concern.

BE IT FURTHER RESOLVED, College staff are directed to work collaboratively with local governments, health providers, businesses, nonprofits, K-12 and post-secondary education, the faith community, Public Health, Emergency Operations Center, congregate facilities, agriculture, tourism, and other stakeholder groups on participating in such a task force.

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Barbara J. Barrington-Tillman, Chair

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Laverne E. Hays, Secretary

ENCLOSURE #11

BLACKHAWK TECHNICAL COLLEGE

Finance Committee  
Wednesday – April 15, 2020  
Virtual Meeting via Zoom

**MINUTES**

Members Present: Eric Thornton, Chairperson  
Rich Deprez  
Laverne Hays  
Barbara Tillman

Members Absent: None

Other Board Present: Traci Davis  
Amy Kenyon  
Steve Pophal  
Rick Richard

BTC Staff Present: Dr. Tracy Pierner, Renea Ranguette, Brian Gohlke, Jackie Pins, Julie Barreau

Chairperson Thornton called the meeting to order at 4:01 p.m.

Finance Statement and Quarterly Update – Total General Fund revenues increased approximately \$689,000 from the prior year, mainly due to an increase in net new construction for the current year, a close out of a tax increment district in Beloit, and an increase in state funding for Wisconsin Technical Colleges. Expenditures are up approximately \$191,800 from last year, mainly due to increases in salaries and benefits, software, and contractual services. Special Revenue Fund revenues reflect an approximate increase of \$61,000; expenditures reflect a slight increase of approximately \$7,000. Capital Projects Fund revenue is up approximately \$273,200 due to an increase in the annual capital bond proceeds. This year there was a debt issuance of \$3.2 million compared to \$2.9 million last year. Expenditures are down significantly from last year due to the number and size of projects as well as the timing of projects. The Debt Service Fund reflects an approximate increase of \$396,300 which resulted from an increase in property tax funds allocated to the Fund. Expenses in the Fund decreased approximately \$52,400 as a result of a decrease in interest expense offset by an increase in principal expense. The Enterprise Fund expenditures and revenues are tracking very close to last year. The Internal Service Fund is tracking even in revenues while expenditures increased approximately \$18,800 mainly due to an increase in workers' compensation insurance. Agency Fund revenue increased by approximately \$59,800 and expenditures increased by approximately \$37,700, both attributed to hosting the WTC Purchasing Consortium's Coordinator position. Trust Agency Fund revenues and expenditures decreased due to the decline in student financial aid.

Presentation of Fiscal Year 2020-21 Budget – Operational funds, capital funding, and debt service were presented for the proposed Fiscal Year 2020-21 budget. Uncertainties at this point in time include enrollment and state aid funding and a \$500,000 reserve for a potential enrollment decline. The leadership team has looked at a worst case scenario of 25% declines in enrollment and state aid funding which would result in a \$2.5 million revenue shortfall. The proposed budget includes funding set aside for specific purposes. All but \$800,000 of a potential revenue shortfall could be covered using those set aside funds.

The proposed budget includes flexibility through \$150,000 in contingency funding, \$450,000 in new initiatives funding, a \$248,000 grant temporary release of payroll, and \$690,000 for one-time funding. Operating revenue assumptions include: 1) Projected valuation increase of 2% and net new construction increase of \$180,000; 2) State aid predicted to be flat (outcomes based and formula); 3) A decrease of \$1 million in state funding; 4) Credit-bearing enrollment is projected at a 2% decline; 5) Tuition reflects an increase of 1.75% as approved by the WTCS Board; and, 6) Federal grants are projected to decrease \$112,000 due to the Perkins formula utilized. The total operating revenues of \$30,251,380 reflect a decline of 3.8% from the FY20 budget. Operating expense assumptions include: 1) Personnel reflects a net change of a 5.6% decrease due to attrition, retirement savings, and grant reduction, salary and wage increases; 2) Employee benefits are anticipated to decline 1.8% - any recommended changes in employer contributions for benefits would be taken from the wage increase funds reserved within the budget; and, 3) Non-personnel expenses include a \$500,000 reserve built into the budget in anticipation of an enrollment decline, which results in the net change being an increase of 0.6%. Overall expenditures of \$30,225,635 reflect a decline of 3.4% from the FY20 budget.

The Operating Fund Balance is projected to close with a year-end fund balance of \$12,250,000. However, the impacts of COVID-19 on instructional-related costs are unknown at this time. Leadership continues to work through worst case scenarios related to tuition refunds if students cannot finish their labs/courses.

The long-range capital investment plan includes two (2) issues in FY21 for capital investment totaling \$5 million. Fiscal Year 2021-22 and 2022-23 capital investment plans were noted but could change as a potential exists for the District to hold a referendum to construction related to the Public Safety and Transportation Training Center project. Capital fund sources for FY21 include bond proceeds of \$5 million and interest income of \$25,000. Annual capital detail was reviewed – facilities improvements total \$1,048,200, equipment costs total \$2,416,800, and cost of bond issuance is \$35,000.

FY20's equalized values were 7.8%; the projection for FY21 is 2%. Based on a 2% increase, the operational levy would be \$7,535,275, and the debt service levy would be \$8,400,000 for a total levy of \$15,935,275, or an increase of 2.1%. Also based on the 2% valuation increase, the operational mill rate would be 0.52666 and the debt service mill rate would be 0.58710 for a total mill rate of 1.11377, or a mill rate change of 0.1%.

Finance Committee Minutes  
April 15, 2020  
Page 3

The proposed budget will be brought to the May Board meeting for action to adopt the budget for presentation at a public hearing and establishing a date for the public hearing.

As there was no further business, the meeting was adjourned at 4:49 p.m.

ENCLOSURE #12

BLACKHAWK TECHNICAL COLLEGE

Personnel Committee  
Wednesday – April 15, 2020  
Virtual Meeting via Zoom

**MINUTES**

Members Present: Rick Richard, Chairperson  
Traci Davis  
Amy Kenyon  
Steve Pophal

Members Absent: Rachel Andres

Other Board Present: Laverne Hays  
Barbara Tillman

BTC Staff Present: Dr. Tracy Pierner, Brian Gohlke, Renea Ranguette, Jackie Pins, Julie Barreau, Jen Moore

Chairperson Richard called the meeting to order at 3:32 p.m.

Administrative Compensation Study Results – The results were shared for an updated study conducted on the administrative compensation system. Rebekah Temple, Compensation Consultant from QTI, was present to review the results. Twenty-nine administrative staff positions were studied to assess the program’s health and external competitiveness. Within the current structure, midpoints lagged the market approximately 6.6%. With the proposed structure, there are no employees below the range minimum, one employee above the range maximum, and the majority of employees positioned below the range midpoint. The study was being finalized at the outset of the COVID-19 outbreak. The 2020 structure increase projections were reported by organizations in 2019 prior to the pandemic. QTI recommended the College continue to monitor these numbers to understand changing trends which could result from the pandemic. Mr. Richard inquired into why a 50<sup>th</sup> percentile was used as the midpoint rather than a lower percentage in light of the College’s benefit package. Dr. Pierner stated the College has not increased benefits for a number of years. Keeping the salary structure competitive with the market is critical in some positions to attract talent. The salary bands are wide enough to allow flexibility in salary for critical positions. There were no additional questions. Administration will implement the modified structure within the administration compensation system.

Educational Support Professionals Compensation Study Results – Additional data is being reviewed on the compensation study conducted for support staff. Initial information raised questions regarding how some positions were placed within the structure. The final report will be presented at a future date.

Finance Committee Minutes  
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As there was no further business, the meeting was adjourned at 4:00 p.m.

ENCLOSURE #13

8. Committee Reports

a. Approval to Issue Layoff Notices (Personnel Committee Recommendation - Action)

The Personnel Committee met in closed session earlier in the evening to receive information from the administrative team with regard to the issuance of layoff notices to specific employees of the College. The layoffs result from the need to close the Fiscal Year 20-21 budget gap and reductions in grant funding which will impact several positions.

The Personnel Committee will present its recommendation to the full Board.

ENCLOSURE #14

9. New Business

a. Workforce and Community Development Update (Information – Mark Borowicz)

Blackhawk Technical College’s Workforce & Community Development (WCD) Division is a catalyst for businesses and individuals seeking to enhance current skills, build new skills or develop partnerships with the college to meet their current and future workforce needs. Our divisional mission is consistent with the college’s approach in that WCD delivers business and community solutions in a flexible and supportive environment. WCD business solutions address several aspects of business and employee development, individual growth and collaboration efforts that connect our community to the college.

Key solutions in the 2019-2020 year included highlights in the four specific aspects the WCD team provides to business and community stakeholders.

[Corporate Solutions](#) = Incumbent worker training offered on-site or at BTC and can be customized to meet employer training requirements. Contracted programs and services include topics such as: Leadership, Communication, Soft Skill Development, Real Colors, MS Office products, Supervision, One-on-one Coaching, Industrial and Technical Skill Development, and Truck Driving.

Key Highlights

- Over 1,700 corporate students served through contract training programs
- Over \$215K sold in contract revenue to date
- Over \$100K sold in truck driver training revenue
- \$204,554 generated in Workforce Advancement Training Grant revenue
- District Employers served include the following:

SSI	Freedom Graphics	Klondike Cheese
Pratt Industries	Tigre	Bytec
Blackhawk Transport	Emmi-Roth	Prent Corporation
GSM Transportation	Schenck	Precision Drive
Beloit Health Systems	Frehner Family Dental	Orchid
CCI	Serta Simmons	Monroe Truck Equip.
SWWDB	Scot Forge	Novares
Upper Lakes Foods	Rock County	Janesville High School
Community Action	Andritz	
Edgerton High School	CareerTek	
Industrial Combustion	Blackhawk Credit Union	
GOEX	Head Start	
DM Manufacturing	City of Janesville	
Frito Lay	Green-Tek	
Corner Stone Construction	Kuhn	
Fairbanks Morse	NorthStar Medical Radioisotopes	

**Community Outreach** = WCD community outreach courses include a mix of personal enrichment courses for individuals who want to explore something new, professional development courses for those seeking to grow existing employability skills and continuing education courses that will enhance a skill set or help secure a credential.

**Key Highlights**

- Courses offered include; Acrylic Painting, Woodworking, Gardening, Homemade soups, Furniture refinishing, Re-upholstery, Custom Cards, Welding, MSHA 8 Hour, MS Excel
- 148 Enrolled participants
- Over \$12K generated in revenue

**Strategic Partnerships** = WCD's outreach to employers includes addition services such as; Employer Services, Career Fair support, Apprenticeship Coordination, Collaboration with Credit Programming and Alignment with Workforce & Economic Development agencies in the region.

**Key Highlights**

- Over 35 students from local employers engaged in credit level courses within the MATT division
- \$65,000 value in credits sold in collaboration with industry partners
- Coordination of 30 employers who participated in Manufacturing Days
- Supply Chain / Logistics Boot-camp offered in partnership with SWWDB
- Employers engaged in Manufacturing Apprenticeship programs:

Pratt Industries	Faith Engineering
Klondike Cheese	Novares
Emmi-Roth	Scot Forge
Seneca	Fairbanks Morse
Baker Manufacturing	MPI
Madison Kipp	Latitude Corp.
Badger State Ethanol	Frito Lay
Grande Cheese	
- Employer cohorts engaged in BTC flex model credit courses
  - United Alloy = Welding
  - Monroe Truck Equipment = Welding
  - Stoughton Trailers = Electro-mechanical
  - Badger State Ethanol = Electro-mechanical / CNC Machining
  - Cummins = Diesel & Heavy Equipment Technician

**Safety** = Each semester the WCD team collaborates with local agencies to provide a selection of Traffic Safety, Multiple Offender and Group Dynamics related safety courses for those who need to complete a state requirement. In addition, WCD also provides industrial safety training to employers seeking training in the areas of OSHA, Forklift, First Aid and other industrial related programs.

#### Key Highlights

- 179 Participants served through March 16
- Over \$34,000 in gross revenue achieved
- First time classes offered at BTC Monroe campus

#### On the Horizon...

The following are key initiatives the WCD team is working on to deliver in the upcoming year:

- Divisional Assessment of WCD services to evaluate learning offered through training, programs and services.
- Online Module Learning = over 20 new online modules offered as on-demand learning for the working professional and address key employability skills.
- Corporate Training in Truck Driving = Enhanced services and flexibility to meet the needs of transportation and logistics employers in the region to train drivers.
- COVID Response = short term training topics ready to respond to the needs of the community and businesses for re-engaging those affected by the COVID economic conditions.
- Continuing Education = Enhanced efforts to connect key BTC courses and programming to industry related credentials offered in a non-credit environment.
- Consortium Training Grants = Enhanced effort to build upon a successful consortium grant model for both Green and Rock Counties.

ENCLOSURE #15

9. New Business

b. FY 20-21 Marketing Plan (Information – Jennifer Thompson)

The Marketing Plan consists of two parts: Enrollment Marketing and Brand Marketing. The campaigns and their strategies will aim to help students feel safe at and connected to Blackhawk Technical College. While the plan is designed to market the college as a whole, these strategies and messages can be used to promote departments and programs as well.

Jennifer Thompson, Executive Direction of Marketing and Communication, will be present t to answer questions.

# 2020-2021 Marketing Plan

Prepared by  
Jennifer Thompson  
Executive Director of  
Marketing & Communications



**BLACKHAWK**  
**TECHNICAL COLLEGE**

## 2020-2021 Marketing Plan

### Brief description of the campaigns

In the midst of a global pandemic, now more than ever people want to feel connection. With the safer-at-home order that extends near the end of spring 2020 semester, it is unclear if and when the order will get lifted. When it is lifted, there is a good chance that how we do education will look a bit different. There are lots of uncertainties right now but one thing that is certain is Blackhawk's ability to deliver on our mission of flexible education in a supportive environment.

We don't know how long this will last and the dreams of our students (current and future) do not need to be put on hold. This campaign will run for the 2020-2021 academic year. Based on the public health crisis, it will be evaluated in spring 2021 for possible updating and continuation.

The Marketing Plan consist of two parts:

1. Enrollment Marketing
2. Brand Marketing

The campaigns and their strategies will aim to help students feel safe at and connected to Blackhawk Technical College.

While the plan is designed to market the college as a whole, these strategies and messages can be used to promote departments and programs as well.

# 2020-2021 Marketing Plan

## Key Elements

### Key Messages

- Blackhawk offers flexible education options to help students how, when, and where they learn best.
- Flexible class options allow students to earn credits and get ahead.
- Save time and money by earning transferable general education credits.
- We are here for you.

### Key Themes

- Get Connected at Blackhawk
- Stay Safe, Stay Connected, Stay Focused
- Get Connected (invite)...I am Connected (accepted)...We are Connected (community)

### Marketing Collateral

- Visual branding for social, print and possible billboards
- Scripts for audio and video spots
- Student and faculty spotlights

### Key Target Audiences

Target audiences may have more specific subsets included in action planning. For example, a target audience may be non-traditional, specifically those in the workforce who may be seeking continuing education or professional development.

Current students

Prospective students

- Traditional-aged (18-24)
- Non-traditional
- High school seniors
- Dual credit students

# 2020-2021 Marketing Plan Strategies and Channels

## **Buzz @ BTC**

- Produce the annual magazine.
- Target date: send to printer June 1
- Delivered to district households by USPS on or around July 1

## **Radio**

- Promote virtual student services and summer enrollment through June 10
- Mid-June begin fall promotion
- Mid-Oct. begin spring 2021 promotion

## **Direct Mail**

- Summer registration postcard sent mid-April
- We're Here for You postcard - mid-May
- Fall registration postcard - first week of July
- Spring registration postcard - first week of Nov.
- Additional mailing will target key events: One-Stop Admission, Fast Track Days, Open Houses, etc.

## **Broadcast, Cable, Streaming, OTT**

- These spots will use the same scripts as radio spots for consistency of messaging
- Summer spots live May/June
- Fall spots live June/July/August
- Spring spots live Oct/Nov/Dec/Jan

## **Digital Advertising**

Secure digital ads through SEO, keyword search, Google Ads, and social channels using targets specified under Social Media Marketing.

## **Print Advertising**

Strategically place print ads in local newspapers as appropriate.

## 2020-2021 Marketing Plan Strategies and Channels (cont.)

### Social Media Marketing

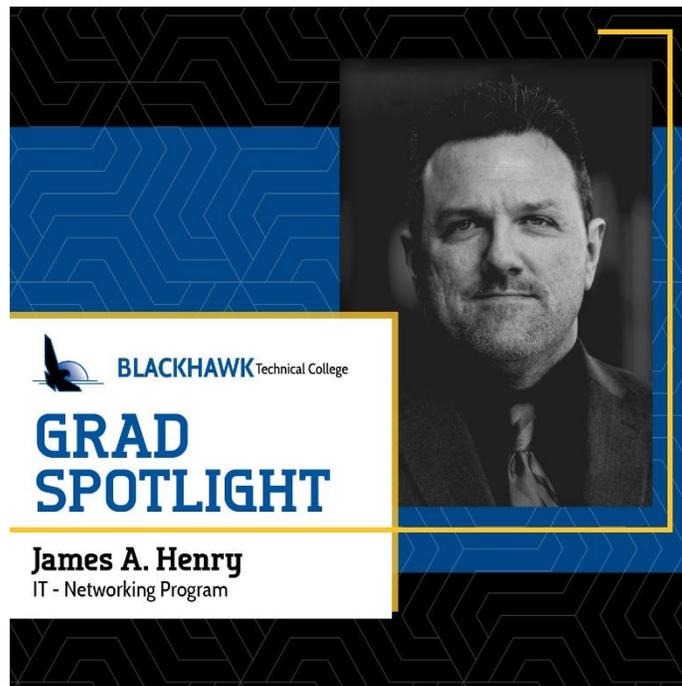
CHANNEL	TARGET AUDIENCE	TYPE OF CONTENT
Facebook	35+ (predominately female)	Catch all content for the widest targets: web links, events, engagement posts, general what's happening at BTC
Instagram	16-24	Strong images and up to :15 videos, student spotlights, lighthearted or entertaining content
Twitter	25 – 45 (predominately male)	Web links, conversation starters, general information
LinkedIn	35+	Career-related, workforce-driven, networking-oriented, job postings
YouTube	16+	Repository for all video content; focus on student employee or event spotlights, how to videos and other helpful content
SnapChat (not yet launched)	13-34	Entertaining, informative short video or photo content
TikTok (not yet launched)	13-24	Entertaining, informative short video content up to :60

### Student Testimonies

Create student spotlight stories using key campaign themes.  
Spotlights will consist of:

- Written stories for In the News (web) and shared where appropriate as media advisories.
- Visual spotlights for use on appropriate social media channels
- Video interviews and b-roll

# 2020-2021 Marketing Plan Collateral

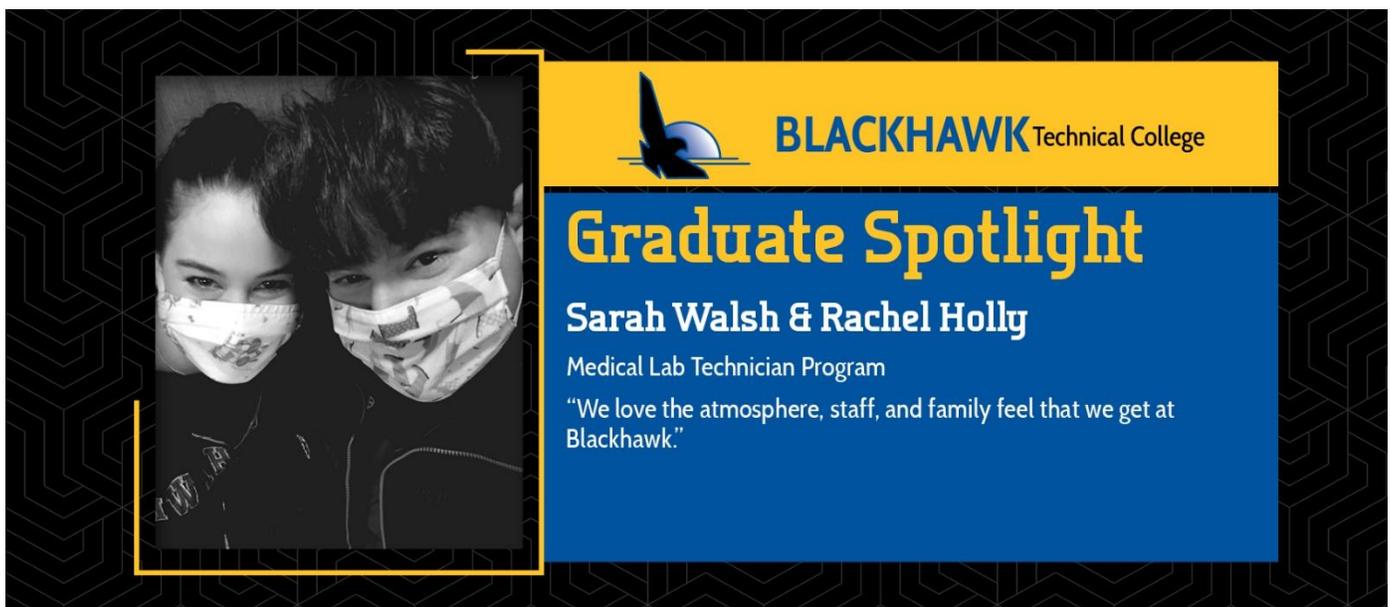


A graphic featuring a black and white portrait of James A. Henry on the right. The background is black with a blue geometric pattern. A white box on the left contains the Blackhawk logo and text.

 **BLACKHAWK** Technical College

**GRAD  
SPOTLIGHT**

**James A. Henry**  
IT - Networking Program



A graphic featuring a black and white photo of two young women wearing face masks on the left. The background is black with a blue geometric pattern. A yellow and blue box on the right contains the Blackhawk logo and text.

 **BLACKHAWK** Technical College

**Graduate Spotlight**

**Sarah Walsh & Rachel Holly**  
Medical Lab Technician Program

"We love the atmosphere, staff, and family feel that we get at Blackhawk."

# 2020-2021 Marketing Plan Collateral



A young man with short brown hair, wearing a white button-down shirt, smiling. The background is a blurred outdoor setting.

**BLACKHAWK** Technical College

***SUPER SENIOR***  
**Canyon Schuenke**  
Craig HS



A young woman with long, dark, wavy hair, wearing a pink top, smiling and leaning against a wooden post. The background is a blurred indoor setting.

***SUPER SENIOR***  
**Billie Jeanae Leigh**  
Hononegah Community HS

“The sonography program seemed like the best option near me, and after meeting with staff and counselors at Blackhawk I was certain it was a great fit for me.”

Diagnostic Medical Sonography

# 2020-2021 Marketing Plan Collateral



**GET CONNECTED  
THIS SUMMER**



Registration **NOW OPEN!**  
BLACKHAWK.edu



**GET CONNECTED  
THIS SUMMER**

Registration **NOW OPEN!**  
BLACKHAWK.edu



**BLACKHAWK** Technical College

**GET CONNECTED  
THIS SUMMER**

Discover our flexible class options that allow you to earn credits & get ahead!

Get started at BLACKHAWK.edu

**Registration NOW OPEN!**



BTC is an EO/AA education employer. For more information, go to blackhawk.edu



Registration **NOW OPEN!**

**GET CONNECTED THIS SUMMER**  
BLACKHAWK.edu

## 2020-2021 Marketing Plan Collateral



During recent months, we have all experienced unexpected changes and challenges in our lives as we face the COVID-19 pandemic together.

At Blackhawk Technical College, we want you to know that we are here for you and want to support you in reaching your goals!

*We want to assist you in taking your next steps!*

Please contact us at:  
info@blackhawk.edu • (608) 757-7710



BTC is an EO/AA educator/employer.  
For more information, go to blackhawk.edu



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# 2020-2021 Marketing Plan Collateral



Dear Blackhawk instructors,

This week, the nation celebrated National Teacher Appreciation Week. We could not do what we do without you. At the start of the pandemic, you were ready and acted quickly to move to remote learning. Throughout this challenging time, you have worked tirelessly to teach, advocate for, and support your students. You are truly living out our mission of flexible education in a supportive environment. I appreciate you today and every day.

Sincerely,  
  
Tracy Pierner, Ph.D.

**BLACKHAWK** Technical College



Blackhawk Technical College  
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**2020-2021 Marketing Plan  
Collateral**

**CONGRATS BLACKHAWK**

**GRAD**

CLASS OF  
**2020**



**BLACKHAWK** Technical College

*Give*

FROM THE HEART

*Support*

Our Students with a  
Strong Foundation

Donate to the Blackhawk Fund to help  
our students during these difficult times.

[tinyurl.com/btcgift](https://tinyurl.com/btcgift)



# 2020-2021 Marketing Plan Collateral

