



# District Board Meeting

3rd Wednesday of the Month

5:00 pm

Administration Building

**Blackhawk Technical College**

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## DISTRICT BOARD MEETING

### AGENDA

**DATE:** SEPTEMBER 15, 2021

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

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

### CALL TO ORDER

A. Roll Call

B. 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.*

### DISTRICT BOARD PROFESSIONAL DEVELOPMENT AND SPECIAL REPORTS

A. Recognition of BTC Retiree Terri Dodge (*Chairperson Thornton and Dr. Tracy Pierner*)

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

### INFORMATION/DISCUSSION

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

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

1. Community Engagement Update
2. Internal Communications
3. Review of College Events
4. Upcoming Events
5. Other Communications

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

D. WTCS Consortium Update (*Information – Representative*)

### 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.

A. Approval of the August 18, 2021, District Board Annual Retreat Meeting Minutes (*Action*)

B. Approval of the August 18, 2021, District Board Regular Meeting Minutes (*Action*)

C. Approval of Current Bills (*Action – Renea Ranguette*)

D. Approval of Training Contracts (*Action – Dr. Karen Schmitt*)

## ACTION ITEMS

- A. Approval of Resolution Awarding the Sale of \$1,500,000 General Obligation Promissory Notes, Series 2021D (*Action – Renea Ranguette and Robert W. Baird Representative*)
- B. Approval of Award of Contract for the Conference Center, Student Commons, and Café Remodels (*Action – Renea Ranguette*)
- C. Request for Nominations of the 2022 Board Member of the Year Award (*Action – Dr. Tracy Pierner*)
- D. Approval of the Second Reading of Policy C-300 Compensation (*Action – Chairperson Thornton*)
- E. Approval of the Second Reading of Policy C-370 Employee Code of Ethics (*Action – Chairperson Thornton*)
- F. Approval of the Second Reading of Policy J-625 Student Financial Aid (*Action – Chairperson Thornton*)
- G. Approval of Policy E-219 Nondiscrimination (*Action – Chairperson Thornton*)
- H. Approval of Policy E-220 Equal Opportunity (*Action – Chairperson Thornton*)
- I. Approval of Policy E-221 Prohibition of Harassment (*Action – Chairperson Thornton*)

## COMMITTEES

### FINANCE

Finance Committee Meeting – No September Meeting Scheduled

### PERSONNEL

Personnel Committee Meeting – No September Meeting Scheduled

## NEW BUSINESS

- A. Fall 2021 Enrollment Report (*Information – Dr. Jon Tysse*)

## OTHER BUSINESS

- A. Staff Changes (*For Information Only, Not for District Board Action*).
  - a. New Hires
    - i. Dianne Low, Administrative Assistant – IT Services, August 25, 2021
    - ii. Katie Letcher, Administrative Assistant – WCD Training, September 27, 2021
  - b. New Positions – None at this time.
  - c. Resignations – None at this time.
    - i. Matthew Young, Early College Specialist, September 3, 2021
    - ii. Adrian Sanchez, ERP Business Analyst, August 16, 2021
    - iii. Renee Peterson, Mathematics Instructor, September 6, 2021
    - iv. Jonathan Reseburg, Educational Technology Specialist, November 1, 2021
  - d. Retirements – None at this time.

## FUTURE AGENDA ITEMS

## ADJOURNMENT



SEPTEMBER 15, 2021

# INFORMATION/DISCUSSION

➤ Financial Statement



# INFORMATION/DISCUSSION ITEM A.

## BLACKHAWK TECHNICAL COLLEGE Summary of Revenue and Expenditures as of August 31, 2021

<u>COMBINED FUNDS</u>	2021-22 CURRENT BUDGET	2021-22 ACTUAL TO DATE	2021-22 PERCENT INCURRED	2020-21 ACTUAL TO DATE	2020-21 PERCENT INCURRED
<b>REVENUE &amp; OTHER RESOURCES:</b>					
Local Government	\$ 16,920,108	\$ -	0.0%	\$ 14,624	0.1%
State Aids	15,097,073	991,959	6.6%	995,552	6.8%
Statutory Program Fees	5,388,810	3,062,145	56.8%	2,801,635	50.9%
Material Fees	387,644	167,244	43.1%	162,823	59.3%
Other Student Fees	724,250	412,740	57.0%	475,401	55.9%
Institutional	2,658,920	113,577	4.3%	150,291	5.5%
Federal	13,228,658	1,410	0.0%	-	0.0%
Other Sources (Bond/Transfer from Other Fund)	<u>10,474,625</u>	<u>3,900,000</u>	37.2%	<u>70,000</u>	1.4%
Total Revenue & Other Resources	<u>\$ 64,880,088</u>	<u>\$ 8,649,075</u>	12.2%	<u>\$ 4,670,326</u>	8.4%
<b>EXPENDITURES BY FUNCTION:</b>					
Instruction	\$ 18,859,103	\$ 1,797,070	9.5%	\$ 1,644,584	8.8%
Instructional Resources	3,888,826	266,762	6.9%	858,906	28.5%
Student Services	13,083,482	614,643	4.7%	465,932	3.9%
General Institutional	8,802,124	1,228,653	14.0%	1,741,378	22.8%
Physical Plant	26,806,513	805,275	3.0%	578,110	4.2%
Auxiliary Services	385,394	236,413	61.3%	215,533	69.5%
Other Uses (Transfer to Other Fund)	<u>174,625</u>	<u>-</u>	0.0%	<u>-</u>	0.0%
Total Expenditures & Other Uses	<u>\$ 72,000,067</u>	<u>\$ 4,948,816</u>	6.9%	<u>\$ 5,504,443</u>	9.9%
<b>EXPENDITURES BY FUNDS:</b>					
General	\$ 28,517,614	\$ 3,439,756	12.1%	\$ 3,609,617	12.9%
Special Revenue	5,540,168	263,051	4.7%	271,652	9.1%
Capital Projects	18,877,080	900,431	4.8%	1,289,708	21.3%
Debt Service	9,243,788	34,300	0.4%	32,500	0.4%
Enterprise	146,394	5,808	4.0%	4,135	5.0%
Internal Service	239,000	230,605	96.5%	211,398	93.1%
Trust & Agency	9,261,398	74,865	0.8%	85,433	0.9%
Other Uses (Transfer to Other Fund)	<u>174,625</u>	<u>-</u>	0.0%	<u>-</u>	0.0%
Total Expenditures	<u>\$ 72,000,067</u>	<u>\$ 4,948,816</u>	6.9%	<u>\$ 5,504,443</u>	9.9%
Fund Balances, Beginning	\$ 25,202,384	\$ 25,202,384		\$ 18,357,562	
Change in Fund Balance	<u>(7,119,979)</u>	<u>3,852,206</u>		<u>(834,117)</u>	
Fund Balances, Ending	<u>\$ 18,082,405</u>	<u>\$ 29,054,590</u>		<u>\$ 17,523,445</u>	

<b>Debt Service Detail</b>					
Principal Payments	7,495,000	-	0.0%	-	0.0%
Interest Payments	1,646,788	-	0.0%	-	0.0%
Other Debt Service Expenses	<u>102,000</u>	<u>34,300</u>	33.6%	<u>32,500</u>	38.7%
Total Debt Service Payments	<u>\$ 9,243,788</u>	<u>\$ 34,300</u>		<u>\$ 32,500</u>	





SEPTEMBER 15, 2021

## CONSENT AGENDA

- August 18, 2021, District Board Annual Retreat Meeting Minutes
- August 18, 2021, District Board Regular Meeting Minutes
- Current Bills
- Training Contracts



# CONSENT AGENDA ITEM A.



BLACKHAWK Technical College

DISTRICT BOARD ANNUAL RETREAT  
WEDNESDAY, AUGUST 18, 2021  
8:30 A.M.

## MINUTES

### CALL TO ORDER

The BTC District Board and Foundation Board held a joint Retreat on Wednesday, August 18, 2021, at the Janesville Country Club 2615 West Memorial Drive, Janesville, in the Terrace Room.

**Board Members Present:** Eric Thornton, Chairperson; Barbara Barrington-Tillman, Vice-Chairperson; Rich Deprez, Secretary; Rick Richard, Treasurer (arrived 11:00 a.m.); Laverne Hays; and Steve Pophal (arrived noon).

**Board Members Absent:** Suzann Holland and Kathy Sucus.

**Staff Present:** Dr. Tracy Pierner; Kathy Broske; Tony Landowski; Renea Ranguette; Dr. Karen Schmitt; Jennifer Thompson; Dr. Jon Tysse; Julie Barreau; Mark Borowicz; Moira Lafayette; Katie Lange; Lynn Neitzel; Greg Phillips; and Helen Proeber.

**Foundation Board Members:** Mark Cullen, Elizabeth Menz, Rob Hendrickson, and Dave Holterman  
Lisa Hurda introduced Marcy Heim.

### DISTRICT BORD TRAINING

Marcy Heim provided district Board Professional Development training, a Certified Speaking Professional (CSP), Certified Fund Raising Executive (CFRE), and Certified Professional Life Coach (PLCC). The Artful Asker Cycle of Successful Relationships was reviewed, and the following exercises were completed:

- Creating Your Own Plan to Become an Effective Development Ambassador
- How I can Support the Artful Asker Cycle of Successful Relationships / Beginning the Conversation and Creating a Joyful Giver
- Supporting the Artful Ask
- Speaking the Artful Ask
- Expressing Gratitude

### LUNCH

The District Board recessed for lunch at noon in the Terrace Room at the Janesville Country Club, and no business was discussed.

### THE YEAR AHEAD

After lunch, Dr. Tracy Pierner provided a presentation on the College Path Forward. He reviewed the Strategic Plan; Organization Highlights; the Year of Facilities; a SWOT Analysis; and Presidential Goals.

### ADJOURNMENT

Due to time constraints, the District Board did not adjourn into a closed session to conduct the District Board Self-Evaluation process. This self-evaluation will be rescheduled for a future date.

As there was no additional business, the Annual Retreat adjourned at 2:50 p.m.

**Motion carried.**

Richard Deprez

Secretary



**REGULAR DISTRICT BOARD MEETING  
WEDNESDAY, AUGUST 18, 2021  
3:00 P.M.**

**MINUTES**

**CALL TO ORDER**

The Blackhawk Technical College District Board Regular meeting was held on Wednesday, August 18, 2021, at the Janesville Country Club, Terrace Room, 2615 West Memorial Drive, Janesville, WI 53548.

**Board Members Present:** Eric Thornton, Chairperson; Barbara Barrington-Tillman, Vice-Chairperson; Rich Deprez, Secretary; Rick Richard, Treasurer; Laverne Hays; Rob Hendrickson; and Steve Pophal.

**Board Members Absent:** Suzann Holland and Kathy Sukus.

**Staff Present:** Dr. Tracy Pierner; Kathy Broske; Tony Landowski; Renea Ranguette; Dr. Karen Schmitt; Jennifer Thompson; Dr. Jon Tysse; Julie Barreau; and Dr. Helen Proeber.

**Student Representative:** None.

**Guests:** John Mehan.

Chairperson Thornton called the Blackhawk Technical College District Board meeting to order at 3:03 p.m.

Chairperson Thornton called for Public Comment. There were no comments.

**OATH OF OFFICE**

Newly appointed member Rob Hendrickson signed his oath of office.

**DISTRICT BOARD PROFESSIONAL DEVELOPMENT AND SPECIAL REPORTS**

District Board Professional Development was held earlier in the day during the District Board Retreat.

**INFORMATION/DISCUSSION**

Chairperson Thornton called for Information/Discussion items.

- A. The June Financial Statement and Quarterly Update were reviewed.
- B. Dr. Tracy Pierner presented his monthly report.
  - Community Engagement Update: Rotary meetings, WTCS Board meetings; Blackhawk Bank Luncheon; KANDU/BTC Collaboration meeting with the Human Services program; DBA Summer Meeting; hosted a manufacturing company at Central Campus; met with Dr. Spearman, President of Rock Valley College; Johnson Controls meeting, Frito Lay and Shine Event for the IDEAL Scholarship; SWWDB Luncheon; and a Rock County 911 Center Meeting.
  - Internal Meetings: Strategic Leadership Structure Meeting.
  - College Events: 2021 Convocation took place on August 11, 2021.
  - Other: If any of the District Board Members are interested in the Janesville Gazette's The Best of the Best Gala, please let Dr. Tracy Pierner or Ms. Barreau know.

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C. Public Safety & Transportation Center (PSTC) Project Update.

Three (3) PSTC design meetings have been scheduled.

D. WTCS Consortium Update.

District Board Member Deprez stated that the WTCS Insurance Trust met on June 24, 2021. They approved Insurance Premiums for a total of \$79,000. Blackhawk Technical College's portion is \$2,671, an increase of \$200.

## CONSENT AGENDA

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

- A. July 12, 2021, District Board Annual and Regular Meeting Minutes.
  - B. Current Bills – The July bills include:
    - Starting Check Number #000282659 and Ending Check Number #00282877
    - Direct Deposit Expense Reimbursements = \$3,038,686.76 (includes student related payments)
    - Payroll = \$1,000,135.37
    - Payroll Tax Wire Transfers = \$407,505.72
    - Other Wire Transfers = \$50,960.95
    - WRS Wire Transfers = \$201,256.54
    - P-card Disbursements = \$76,655.39
    - Bond Payment = \$0
    - Health Insurance Wire Transfer = \$297,474.34
    - Grand Total for the Month = 5,072,685.07
  - C. Training Contracts – Report Totals:
    - Number Served: 269
    - Estimated FTEs: 3
    - BTC Cost Formula: \$79,603
    - LAB Cost Formula: \$49,555
    - Actual Contract Cost: \$79,603
  - D. Alcoholic Beverages at the October 14, 2021, Business After 5 Event Held at the Advanced Manufacturing and Transportation Center.
  - E. Instructional Employment Contract Issued to Michael Amidzich, Accounting & Business Management Instructor – August 11, 2021.
  - F. Instructional Employment Contract Issued to Heather Gray, Surgical Technology Instructor – August 11, 2021.
  - G. Instructional Employment Contract Issued to Brian Hauri, LTE Electrical Apprenticeship & Construction Instructor – August 11, 2021.
  - H. Instructional Employment Contract Issued to Hakim Salaam, Culinary Arts & Hospitality Instructor – August 11, 2021.
  - I. Instructional Employment Contract Issued to Elliott Schultz, Basic Skills Instructor I – August 11, 2021.
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- J. Instructional Employment Contract Issued to Mark Stone, Basic Skills Instructor I – August 11, 2021.

**All in favor. Motion Carried.**

## ACTION ITEMS

Chairperson Thornton called for Action Items:

- A. John Mehan of Robert W. Baird reviewed results from the competitive bids received to borrow \$5,000,000 for building construction/improvements, and annual capital equipment included within the Fiscal Year 2021-22 budget.

It was moved by Mr. Hays and seconded by Ms. Barrington-Tillman to adopt the attached Resolution Awarding the Sale of \$5,000,000 General Obligation School Building Bonds, Series 2021C to Colliers Securities LLC, at an interest rate of 2.2198% and a net interest cost of \$1,889,916.

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

**All in favor. Motion Carried.**

- B. It was moved by Mr. Deprez and seconded by Mr. Pophal to approve the Resolution Authorizing the Issuance of \$1,500,000 General Obligation Promissory Notes, Series 2021D, of Blackhawk Technical College District, Wisconsin.

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

**All in favor. Motion Carried.**

- C. Dr. Karen Schmitt presented on the Associate of Arts Concept Review. The Liberal Arts - Associate of Arts degree provides a greater concentration on social sciences and humanities. It also provides a foundation if you intend to continue your education at a baccalaureate degree-granting college or university by offering Liberal Arts courses equal to those found in the first two years of a four-year degree.

It was moved by Mr. Pophal and seconded by Mr. Deprez to approve the Associate of Arts Concept Review.

**All in favor. Motion carried.**

- D. Dr. Karen Schmitt presented on the Associate of Science Concept Review. The Liberal Arts - Associate of Science degree provides a greater concentration on natural sciences and mathematics. It also provides a foundation if you intend to continue your education at a baccalaureate degree-granting college or university by offering Liberal Arts courses equal to those found in the first two years of a four-year degree.

It was moved by Mr. Pophal and seconded by Mr. Deprez to approve the Associate of Science Concept Review.

**All in favor. Motion carried.**

## COMMITTEES

Chairperson Thornton called for Committee Reports.

## FINANCE

- A. Finance Committee Meeting – No July Meeting Scheduled.
- B. Modifications to the Fiscal Year 2020-21 Budget were reviewed.

It was moved by Mr. Richard and seconded by Ms. Barrington-Tillman to approve Modifications 2 through 14 and omitting/deleting Modification 1 (Allocate Contingency between Functions) to the Fiscal Year 2020-21 Budget.

**All in favor. Motion carried.**

- C. Modifications to the Fiscal Year 2021-22 Budget were reviewed.

It was moved by Mr. Pophal and seconded by Ms. Barrington-Tillman to approve the Modifications to the Fiscal Year 2021-22 Budget.

**All in favor. Motion carried.**

## PERSONNEL

- A. Personnel Committee Meeting – No July Meeting Scheduled.

## NEW BUSINESS

- A. Dr. Jon Tysse, Director of Institutional Research and Effectiveness, presented the Summer Enrollment and Success Report.
- B. The first reading of revised and new District Board Policies listed below was reviewed.
  1. New Board Policy C-300 Compensation
  2. Revised Board Policy C-370 Employee Code of Ethics
  3. Revised Board Policy J-625 Student Financial Aid

## OTHER BUSINESS

Chairperson Thornton called for Other Business:

- A. Staff changes consisting of new hires, new positions, resignations, and retirements were reviewed.
- B. A July District Board Association Summer Meeting Report was provided to the District Board Members.

Chairperson Thornton informed the District Board Members that committees had been formed. Ms. Barreau will email the list to the District Board Members.

## FUTURE AGENDA ITEMS

Chairperson Thornton called for Future Agenda Items. There were none

## ADJOURNMENT

It was moved by Ms. Barrington-Tillman and seconded by Mr. Richard to adjourn the meeting at 4:23 p.m.

**All in Favor. Motion carried.**

Richard Deprez  
Secretary

# CONSENT AGENDA ITEM C.

Blackhawk Technical College

## BILL LIST SUMMARY

Period Ending August, 2021

Starting Check Number           00282878  
Ending Check Number           00283105     Plus Direct Deposits

### PAYROLL TAXES

Federal	413,404.36	
State	<u>84,730.82</u>	498,135.18

### PAYROLL BENEFIT DEDUCTIONS & FRINGE PAYMENTS

Retirement	-	
Health and Dental Insurance	22,946.94	
Miscellaneous	<u>12,942.23</u>	35,889.17

### STUDENT RELATED PAYMENTS

51,218.02

### CURRENT NON CAPITAL EXPENSES

445,852.24

### CAPITAL

817,758.87

### DEBT

11,000.00

### TOTAL BILL LISTING AND PAYROLL TAXES

1,859,853.48

### PAYROLL-NET

886,105.18

### SUB TOTAL BILL LISTING AND PAYROLL

2,745,958.66

### PLUS OTHER WIRE TRANSFERS

53,335.24

### PLUS WRS WIRE TRANSFERS

163,924.62

### P-CARD DISBURSEMENTS

143,634.10

### WIRE FOR LAND PURCHASE

-

### PLUS BOND PAYMENT

-

### HEALTH INSURANCE WIRES

302,472.00

### GRAND TOTAL FOR THE MONTH

3,409,324.62



## CONSENT AGENDA ITEM D.

### CONTRACT TRAINING REPORT SEPTEMBER 2021

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

Customized Instruction Contract Detail						
Contract #	Business/Industry	# Served	Est. FTEs	BTC Cost Formul	LAB Cost Formula	Actual Contract Amount
2022-1051	Rock Cty Human Resources <i>Leadership</i>	20	0.37	\$3,958	\$3,130	\$3,958
2022-1052	Rock Cty Human Resources <i>Leadership</i>	20	0.37	\$3,958	\$3,130	\$3,958
2022-1062	Generac <i>Forklift/Reach Truck Safety</i>	15	0.10	\$1,471	\$1,120	\$1,471
2022-1066	Frito Lay <i>Leadership For Mentors</i>	14	0.09	\$2,765	\$2,186	\$2,765
		<b>69</b>	<b>0.93</b>	<b>\$12,152</b>	<b>\$9,566</b>	<b>\$12,152</b>

Technical Assistance Contract Detail						
Contract #	Business/Industry	# Served	Est. FTEs	BTC Cost Formul	LAB Cost Formula	Actual Contract Amount
2022-1070	Frito Lay <i>ELDT/CDL</i>	1	na	\$7,867	\$7,437	\$7,867
2022-1071	Frito Lay <i>ELDT/CDL</i>	1	na	\$7,867	\$7,437	\$7,867
2022-1072	Frito Lay <i>ELDT/CDL</i>	1	na	\$7,867	\$7,437	\$7,867
		<b>3</b>	<b>0</b>	<b>\$ 23,601</b>	<b>\$ 22,311</b>	<b>\$ 23,601</b>

High School Customized Instruction Contract Detail						
Contract #	Business/Industry	# Served	Est. FTEs	BTC Cost Formul	LAB Cost Formula	Actual Contract Amount
2022-1064	Monroe High School <i>English Comp 1</i>	14	1.40	\$6,455	\$5,366	\$6,455
2022-1065	Milton/Edgerton High School <i>Certified Nursing Assistant</i>	14	1.40	\$8,499	\$8,474	\$8,499
2022-1067	Stateline Boys & Girls Club <i>Certified Nursing Assistant</i>	8	0.80	\$4,891	\$4,884	\$4,891
2022-1068	Brodhead/Juda/Monticello <i>Medical Terminology</i>	11	1.10	\$5,271	\$3,591	\$5,271
		<b>47</b>	<b>4.7</b>	<b>\$25,116</b>	<b>\$22,315</b>	<b>\$25,116</b>

WAT Grant Customized Instruction Contract Detail						
Contract #	Business/Industry	# Served	Est. FTEs	BTC Cost Formul	LAB Cost Formula	Actual Contract Amount
2022-1063	IPM Foods <i>Fundamentals of DC Circuits</i>	6	0.20	\$2,525	\$2,338	\$2,525
	IPM Foods	6				\$783
	--WAT Grant Funding					\$1,742
		<b>6</b>	<b>0.2</b>	<b>\$ 2,525</b>	<b>\$ 2,338</b>	<b>\$ 2,525</b>

<b>Combined Contract Totals</b>						
		<b># Served</b>	<b>Est. FTEs</b>	<b>BTC Cost Formul</b>	<b>LAB Cost Formula</b>	<b>Actual Contract Amount</b>
		<b>125</b>	<b>5.83</b>	<b>\$63,394</b>	<b>\$56,530</b>	<b>\$63,394</b>

<b>High School At Risk Detail</b>						
<b>Contract #</b>	<b>Business/Industry</b>	<b># Served</b>	<b>Est. FTEs</b>	<b>BTC Cost Formul</b>	<b>LAB Cost Formula</b>	<b>Actual Contract Amount</b>
		<b>0</b>	<b>0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

<b>Transcribed Credit Contract Detail</b>						
<b>Contract #</b>	<b>Business/Industry</b>	<b># Served</b>	<b>Est. FTEs</b>	<b>BTC Cost Formul</b>	<b>LAB Cost Formula</b>	<b>Actual Contract Amount</b>
		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

<b>All Contracts</b>		<b>125</b>	<b>5.83</b>	<b>\$63,394</b>	<b>\$56,530</b>	<b>\$63,394</b>
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**CONTRACT TRAINING APPROVED BY BTC DISTRICT BOARD**

	Month	FY 2017-18		FY 2018-19		FY 2019-20		FY 2020-21		FY 2022-22	
		Month's \$	YTD \$	Month's \$	YTD \$	Month's \$	YTD \$	Month's \$	YTD \$	Month's \$	YTD \$
1st Qtr.	July	\$60,763	\$60,763	\$15,141	\$15,141	\$306,616	\$306,616	\$0	\$0	\$34,748	\$34,748
	August	\$92,778	\$153,541	\$265,212	\$280,353	\$93,966	\$400,582	\$16,389	\$16,389	\$79,603	\$114,351
	September	\$355	\$153,896	\$110,603	\$390,956	\$51,844	\$452,426	\$17,532	\$33,921	\$63,394	\$177,745
2nd Qtr.	October	\$83,880	\$237,776	\$36,363	\$427,319	\$18,826	\$471,252	\$29,073	\$62,994		
	November	\$53,542	\$291,318	\$48,817	\$476,136	\$75,772	\$547,024	\$59,156	\$122,150		
	December	\$44,997	\$336,315	\$67,999	\$544,135	\$54,312	\$601,336	\$18,026	\$140,176		
3rd Qtr.	January	\$24,683	\$360,998	\$101,678	\$645,813	\$50,873	\$652,209	\$30,791	\$170,967		
	February	\$53,006	\$414,004	\$56,091	\$701,904	\$103,533	\$755,742	\$31,829	\$202,796		
	March	\$45,199	\$459,203	\$47,919	\$749,823	\$75,337	\$831,079	\$48,171	\$250,967		
4th Qtr.	April	\$729,308	\$1,188,511	\$118,534	\$868,357	\$2,663	\$833,742	\$26,869	\$277,836		
	May	\$43,748	\$1,232,259	\$1,105,126	\$1,973,483	\$2,464,616	\$3,298,358	\$1,675,805	\$1,953,641		
	June	\$134,996	\$1,367,255	\$70,739	\$2,044,222	\$70,739	\$3,369,097	\$27,698	\$1,981,339		
	<b>YTD TOTAL \$</b>		<b>\$1,367,255</b>		<b>\$2,044,222</b>		<b>\$3,369,097</b>		<b>\$1,981,339</b>		<b>\$177,745</b>

**Historical Reference**

1. FY 2017-18 - WAT Grant total: \$300,167; Transcribed Credit contracts with high schools total: \$693,632; HSED contracts with high schools total: \$20,240
2. FY 2018-19 - WAT Grant total: \$273,707; Transcribed Credit contracts with high schools total: \$1,401,292; HSED contracts with high schools total: \$23,572
3. FY 2019-20 - WAT Grant total: \$123,702; Transcribed Credit contracts with high schools total: \$2,464,616\* ; HSED contracts with high schools total: \$15,082
4. FY 2020-21 - WAT Grant total: \$145,703; Transcribed Credit contracts with high schools total: \$1,652,700 ; HSED contracts with high schools total: \$13,788
5. FY 2021-22 - WAT Grant total: \$31,908; Transcribed Credit contracts with high schools total: \$0 ; HSED contracts with high schools total: \$0

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



SEPTEMBER 15, 2021

## ACTION ITEMS

- Resolution Awarding the Sale of \$5,000,000 General Obligation School Building Bonds, Series 2021C
- Award of Contract for the Conference Center, Student Commons, and Café Remodels
- 2022 Board Member of the Year Award
- Policy C-300 Compensation
- Policy C-370 Employee Code of Ethics
- Policy J-625 Student Financial Aid
- Policy E-219 Nondiscrimination
- Policy E-220 Equal Opportunity
- Policy E-221 Prohibition of Harassment



## **ACTION ITEMS ITEM A.**

### **Resolution Awarding the Sale of \$1,500,000 General Obligation Promissory Notes, Series 2021D**

The Board adopted a resolution in August authorizing the borrowing of \$1,500,000 for building improvements. This amount is in the FY 2021-22 budget to support remodel of the Student Commons.

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 AWARDING THE SALE OF \$1,500,000  
GENERAL OBLIGATION PROMISSORY NOTES, SERIES 2021D

WHEREAS, on August 18, 2021, 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 2021D (the "Notes") in the amount of \$1,500,000 for the public purpose of financing building remodeling and improvement projects (the "Project");

WHEREAS, the District caused a Notice to Electors to be published in the Janesville Gazette on August 25, 2021 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 the Notes;

WHEREAS, no petition for referendum has been filed with the District and the time to file such a petition expires on September 24, 2021;

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

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 September 15, 2021;

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 referendum is filed by September 24, 2021 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 2021D"; shall be issued in the aggregate principal amount of \$1,500,000; shall be dated October 6, 2021; 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 April 1, 2022. 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, 2029 and thereafter are subject to redemption prior to maturity, at the option of the District, on April 1, 2028 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 2021 through 2030 for the payments due in the years 2022 through 2031 in the amounts set forth on the Schedule.

(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.

#### 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 2021D" (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. 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 11. 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 12. 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 13. 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 14. 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 15. 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 16. 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 17. 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 18. 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.

DRAFT

Section 19. 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 September 15, 2021.

\_\_\_\_\_  
Eric A. Thornton  
Chairperson

ATTEST:

\_\_\_\_\_  
Rich Deprez  
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 2021D

MATURITY DATE: ORIGINAL DATE OF ISSUE: INTEREST RATE: CUSIP:  
April 1, \_\_\_\_\_ October 6, 2021 \_\_\_\_\_% \_\_\_\_\_

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 April 1, 2022 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 purpose of financing building remodeling and improvement projects, as authorized by resolutions adopted on August 18, 2021 and September 15, 2021. Said resolutions are recorded in the official minutes of the District Board for said dates.

The Notes maturing on April 1, 2029 and thereafter are subject to redemption prior to maturity, at the option of the District, on April 1, 2028 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 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: \_\_\_\_\_  
Eric A. Thornton  
Chairperson

(SEAL)

By: \_\_\_\_\_  
Rich Deprez  
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)

## **ACTION ITEMS ITEM B**

### **Award of Contract For Conference Center, Student Commons, and Café Remodels**

In May, the District Board approved the Central Campus Conference Center remodel estimated at \$1,385,000. In June, the Board approved the Central Campus Student Commons and Café Service Area remodel projects which were estimated to cost \$1,500,000 and \$275,000, respectively.

Construction bid documents were released August 12th, a pre-bid walk thru with contractors was held on August 18th, and the bid opening is scheduled for Thursday, September 9th. Angus-Young Architects will assist the College by reviewing bids for completeness and conformity with bid requirements.

A summary of bids received and a recommendation for award of contract will be presented to the District Board at the September 15th meeting.



# **ACTION ITEMS ITEM C.**

## **2022 Board Member of the Year**

The Association's Awards Committee requests your board's help identifying nominees for the 20221 Board Member of the Year. This award recognizes a district board member who has made an outstanding contribution to technical and vocational education through participation as a trustee on the local, state, regional and national levels. The award will be presented at the January 2022 Boards Association meeting.

Each district may nominate only one individual. Any district board member, not previously selected as Board Member of the Year, is eligible to be nominated. Each district may use the process it thinks appropriate to select a nominee. Boards may nominate a trustee from another board.

Nominations are due November 1, 2020.

## PURPOSE

To recognize a district board member who has made an outstanding contribution to technical and vocational education through participation as a trustee on the local, state, regional and national levels.

Nomination submissions must be formatted as follows: size 12 Font, double-spaced, and no more than 2 pages. Submissions that do not follow this format will be disqualified.

Nominations must be received no later than November 1, 2021.

Past Board Member of the Year winners are not eligible to be nominated.

### **1. Local (65 points)**

- Attendance at district board meetings
- Demonstrates dedication and a significant contribution to the college
- Demonstrates a positive and supportive attitude about the college
- Demonstrates involvement with community, educational entities, business and industry, and government

### **2. State (30 points)**

- Attendance at District Boards Association meetings
- Attends and participates in Boards Association committee meetings
- Participates in state level functions, such as legislative advocacy and attending State Board functions

### **3. Regional/National (5 points)**

- Attendance at district board meetings
- Demonstrates dedication and a significant contribution to the college
- Demonstrates a positive and supportive attitude about the college
- Demonstrates involvement with community, educational entities, business and industry, and government

**District Board Association**  
**Past Board Member of the Year Award Winners**

- 1976** William Pierce, Waukesha Co.
- 1978** Walter Calvert, Southwest WI
- 1979** Leah Rigler, WI Indianhead
- 1980** Ben Guthrie, Nicolet
- 1990** Jacqueline DeBaker, Lakeshore
- 1991** Joan Jenstead, Waukesha Co.
- 1992** Donald McGrath, Blackhawk
- 1993** Conrad Zander, Nicolet
- 1994** Ruth Harker, Lakeshore
- 1995** James Munro, Blackhawk
- 1995** Jerald Schoenike, Fox Valley
- 1996** Ken Day, Northcentral
- 1997** Deborah Streuli, WI Indianhead
- 1998** Linda Christman, Madison
- 1999** Robert Beaver, Mid-State
- 2000** Philip Baranowski, Moriane Park
- 2001** Audrey Hein, Blackhawk
- 2002** Sandra Haasl, Mid-State
- 2003** Ruth Mundt, Southwest WI
- 2004** Joan Jenstead, Waukesha Co.
- 2005** David Logghe, Wisconsin Indianhead
- 2006** Jean Trempe, Northcentral
- 2007** James Munro, Blackhawk
- 2008** John Lukas, Lakeshore
- 2009** Ronald Bertieri, Waukesha Co.
- 2010** Lauren Baker, Milwaukee Area
- 2011** Vernon Jung, Moraine Park
- 2012** Russell Moyer, Southwest WI
- 2013** Patrick Costello, Mid-State
- 2014** Ramona Mathews, Chippewa Valley
- 2015** John Lukas, Lakeshore
- 2016** Ramona Mathews, Chippewa Valley
- 2017** Robert Beaver, Mid-State
- 2018** John Lukas, Lakeshore
- 2019** Betty Bruski Mallek, Mid-State
- 2020** Carla Hedtke, Northeast WI
- 2021** Lorraine Laberee, Northwood





<b>C-300 – COMPENSATION</b>	
<b>Authority</b>	President/District Director
<b>Effective Date</b>	
<b>Revision Date(s)</b>	
<b>Reviewed Date(s)</b>	
<b>Related Policies/ Forms</b>	
<b>In compliance with</b>	2011 Wisconsin Code Chapter 109 Fair Labor Standards Act The Equal Pay Act 34 Code of Federal Regulations Part 668

The College will compensate employees in accordance with all applicable state and federal laws and the College’s wage and salary schedules.

The College shall not provide any commission, bonus, or other incentive payment based, directly or indirectly, on the success in securing enrollments or financial aid, to any person or entity engaged in any student recruiting or admission activities or in making decisions regarding the award of student financial assistance.



# ACTION ITEMS ITEM E.



## Policy Human Resources

### C-370 – EMPLOYEE CODE OF ETHICS

Authority	President/District Director
Effective Date	October 21, 1981
Revision Date(s)	November 21, 2006; September 15, 2004; November 14, 2001
Reviewed Date(s)	January 18, 2017; December 17, 2008
Related Policies	
In compliance with	Wis. Stats. 19.59 (general) Wis. Stats. 19.41-19.59 (Ethics Code for State Public Officials)

It shall be the duty of all District employees to comply with Wisconsin Statutes with respect to the proper and appropriate conduct of their positions. In keeping with the District's ~~goals to develop quality education programs consistent with its philosophy and objectives which lead to gainful employment of students~~ mission, vision, values and strategic plan, District employees:

- Shall perform all mandatory, nondiscretionary, and ministerial duties of their positions within the time and in the manner required by law.
- Shall devote full attention to their duties, uphold the law, and conduct District business with fairness, integrity, and professionalism.
- Shall never act in excess of lawful authority or College policy or commit an act forbidden by law within their official capacity.
- Shall not, by act of commission or omission, in their capacity as an employee ~~of this District~~ exercise a discretionary power in a manner inconsistent with the duties of their position or the rights of others or with the intent to obtain a dishonest advantage for themselves or for another.
- Shall not in their capacity as ~~an employees~~ make an entry in an account or record book or return, certificate, report or statement which in a material respect ~~he/she/they~~ intentionally ~~falsifies~~ falsify.
- Shall not ~~under color of their position as District employees~~ in their capacity as an employee intentionally solicit or accept for the performance of any service or duty anything of value including but not limited to any gift, loan, favor, or service given for the purpose of influencing ~~him/her/them~~ in the discharge of official duties.
- Shall not use District property, facilities or resources for private or personal gain for themselves, family or others.

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Shall not use their position to obtain personal or family financial gain or to benefit an organization with which they are associated.

## Policy

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- Shall not use confidential information for personal gain or benefit or that of their family or others.
  - Shall endeavor to meet all the requirements of state and federal laws and regulations pertaining to education including the regulations of the Wisconsin Technical College System District Board.
  - Shall observe pertinent policies of the District Board.
  - Shall act in what is, in their opinion, conceived to be the best interest of the citizens of the entire District. Similarly, shall grant no special considerations, or treatment to any citizens beyond that which is available to every other citizen.
  - Shall utilize all due diligence in carrying out the directives of the District Board.
  - Shall not participate either directly or indirectly in purchases for personal use for less than full value or utilizing discounts allowed to the District for personal gain.

Nothing in this policy shall deny an employee the rights of a citizen under the Constitution of the United States of America, Constitution of the State of Wisconsin, Wisconsin Statutes, or any other bona fide regulations of this State.

In the event an action is brought against any employee for violation of this policy, the District Board may consider any and all appropriate discipline, including discharge.

Annually, upon request of the ~~State Ethics District Board~~ Wisconsin Ethics Commission, the President/District Director shall identify those positions subject to the submission of financial disclosure a statement of economic interests.

#### OUTSIDE EMPLOYMENT

- Employees may have other employment or a financial pursuit provided they do not interfere or conflict with the full and faithful discharge of duties to the College. Employees must notify the President/District Director, or designee, prior to accepting outside employment to ~~insure~~ ensure no conflict of interests exists.
- The College must, by necessity, specifically prohibit those activities that will cause a conflict of interest. Therefore, employees may not accept employment with a business that is subject to direct or indirect control, review, audit, or enforcement by the College unless approved by the President/District Director, or designee.

**POLITICAL ACTIVITIES**

It is College policy to encourage ~~members of the College~~ faculty and staff, who wish to do so as a personal activity, to express their viewpoints on political issues, to participate in political campaigns, to offer themselves as candidates for non-partisan office, and to hold such an office. All College employees should feel free to engage in such political activities so far as they are able to do so consistent with their full obligations to the College and in accordance with applicable laws.

The only limitations the College imposes are those reasonably necessary to protect its independence in academic and business matters, and to ~~insure~~ensure its adherence to its mission and its compliance with the laws under which it operates. More specifically, those limitations are:

- To preserve, in fact and in appearance, the College's non-partisan, independent, tax-exempt status;
- To preserve College resources of all sorts (including among others, faculty and staff time, ~~College space~~facilities, equipment, supplies and services) for the College's educational, research, and related functions; and,
- To protect against any conflicts of interest or time which may infringe on the ability of College personnel to perform their official duties and meet their responsibilities with maximum effectiveness and objectivity.

**Restrictions**

College ~~E~~employees may engage in lawful political activities. However, such activity, like any other personal, non-official undertaking, must be done on the employee's own time and should not interfere with College duties. Accordingly, employees may not:

- Campaign during work hours.
- Use College supplies or equipment, including ~~telecommunication~~ technology resources, computer equipment and systems, for campaign purposes.
- Represent their political views or the views of any candidate as being those of the College unless there has been specific authorization by the administration to do so.
- Use employee mailing labels (either home or office addresses) produced by the College for distributing campaign materials. A candidate may obtain addresses from the College student, faculty and staff directories, or other published addressed lists.
- Distribute campaign material through campus mail unless it has been received by a federal post office and is properly postmarked.
- Run for partisan political office without first taking a leave of absence from the College.

Questions regarding political activity may be directed to the President/District Director's office.

# ACTION ITEMS ITEM F.



## Policy Student Services

J-625 – STUDENT FINANCIAL AID	
Authority	Executive Director of Student Services/CSSO
Effective Date	August 24, 1977
Revision Date(s)	April 23, 2019; January 16, 2008; October 19, 2005; April 17, 2002; June 21, 1989; <b>June 21 2021</b>
Reviewed Date(s)	May 20, 2019; April 21, 2010
Related Policies	J-222 – Tuition and Fee Refunds
In compliance with	<p><u>Higher Education Amendments of 1965 as amended from time to time</u> <u>Higher Education Amendments of 1998 as amended from time to time</u> <u>Higher Education Reconciliation Act of 2005</u> <u>U. S. Department of Education Financial Aid Handbook (current edition)</u> <u>20 U.S. Code Sections 1070 et seq.</u></p> <p><u>34 Code of Federal Regulations Part 668 (U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended)</u></p>

The Blackhawk Technical College District Board authorizes the President/District Director or designee to apply for and accept funding from federal, state, and private sources to be used for financial assistance for qualified students. The President/District Director or their designee shall ensure that appropriate policies and procedures are in place to properly administer, award and account for all financial aid funds.

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All financial aid programs will adhere to guidelines, procedures and standards issued by the funding agency, and will incorporate federal, state, and other applicable regulatory requirements. The programs of financial aid to students will include, but is not limited to, scholarships, grants, loans, and work and employment programs.

College financial aid staff will be knowledgeable about the current laws and regulations and ensure that College processes are in compliance with 34 CFR § 668 and applicable guidance. The College shall communicate at least annually by email with students to inform them of financial aid policies and procedures, as well as via various means on an ongoing basis, such as the catalog, individualized counseling, and information sessions.

~~The Blackhawk Technical College District Board authorizes the President/District Director or designee to apply for and accept funding from federal, state, and private sources to be used for financial assistance for qualified students.~~

~~The President/District Director or their designee shall establish, publicize, and apply satisfactory academic progress standards for participants in Title IV student aid programs. The College shall develop and maintain a procedure that refunds unearned aid in compliance with 34 CFR § 668.22.~~

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### Misrepresentation

Consistent with the applicable federal regulations for federal financial aid, the College shall not engage in “substantial misrepresentation” of:

1. the nature of its educational program,
2. the nature of its financial charges, or
3. the employability of its graduates.

The President/District Director or their designee shall establish procedures for regularly reviewing the College’s website and other informational materials for accuracy and completeness and for training College employees and vendors providing educational programs, marketing, advertising, recruiting, or admission services concerning the College’s educational programs, financial charges, and employment of graduates to assure compliance with this policy.

The President/District Director or their designee shall establish procedures wherein the College shall periodically monitor employees’ and vendors’ communications with prospective students and members of the public and take corrective action where needed.

This policy does not create a private cause of action against the College or any of its representatives or service providers. The College and its District Board do not waive any defenses or governmental immunities by enacting this policy.

~~The President/District Director is directed to administer financial aid programs in accordance with applicable federal and state laws and regulations and corresponding provisions of any future or amended laws and regulations governing financial aid programs.~~

### **POLICY**

~~The President/District Director or his/her designee shall ensure that appropriate policies and procedures are in place to properly administer, award and account for all financial aid funds. The College shall establish and maintain minimum academic progress standards, in accordance with the Higher Education Amendments of 1965 as may be amended, necessary for a student to remain eligible for financial aid. The College shall develop and~~

~~maintain a procedure that refunds unearned aid in compliance with the Higher Education Amendments of 1998 as may be amended and the U. S. Department of Education Financial Aid Handbook.~~

~~College financial aid staff will be knowledgeable about the current laws and regulations and ensure that College processes are in compliance. The College shall communicate annually with students informing them of financial aid policies and procedures. Appropriate communications shall include, but are not be limited to, the College Catalog, Student Handbook/Calendar, and various flyers/brochures prepared for individual financial aid counseling, entrance/exit loan counseling, student orientation sessions, etc.~~

~~The Blackhawk Technical College District Board annually approves, through the College budget, the use of matching funds to maximize program access for students and may provide additional resources for students with financial need.~~





**E-219 – NONDISCRIMINATION**

<b>Authority</b>	Executive Director of Human Resources/CHRO
<b>Effective Date</b>	
<b>Revision Date(s)</b>	
<b>Reviewed Date(s)</b>	
<b>Related Policies</b>	E-220 – Equal Opportunity E-221 – Prohibition of Harassment
<b>In compliance with</b>	Title VI of the Civil Rights Act of 1964; Title VII of the Civil Rights Act of 1964; Title IX of the Education Amendments Act of 1972; The Age Discrimination in Employment Act of 1967; Age Discrimination Act of 1975; Americans with Disabilities Act of 1990; ADA Amendments Act of 2008; Section 504 of the Rehabilitation Act of 1975; Title II of the Genetic Information Nondiscrimination Act of 2008; Pregnancy Discrimination Act of 1978; Guidelines for Eliminating Discrimination and Denial of Services on the Basis of Race, Color, National Origin, Sex and Handicap in Vocational Education Programs; Wisconsin Fair Employment Act

The College is committed to equal opportunity in educational programs, employment, and all access to institutional programs and activities. The College, and each individual who represents the College, shall provide access to its services, classes, and programs without regard to an individual’s legally protected status.

Legally protected status is defined as: sex or gender, national origin, religion, age, gender identity, gender expression, race, color, genetic information, sexual orientation, disability, military and veteran status, pregnancy and any other protected class established by applicable state, federal, or local law. The President/District Director shall establish College procedures and processes that ensure all members of the College community can present complaints regarding alleged violations of this policy and have their complaints heard in accordance with state and federal laws regarding nondiscrimination.

No College funds shall be used for membership, or for any participation involving financial payment or contribution on behalf of the College or any individual employed by or associated with it, to any organization whose membership practices are discriminatory on the basis of sex or gender, national origin, religion, age, gender identity, gender expression, race, color, genetic information, sexual orientation, disability, military and veteran status, pregnancy and any other protected class established by applicable state, federal, or local law.





**E-220 – EQUAL OPPORTUNITY**

<b>Authority</b>	Executive Director of Human Resources/CHRO
<b>Effective Date</b>	September 15, 1982
<b>Revision Date(s)</b>	February 15, 2017; February 18, 2009; September 15, 2004; November 14, 2001; March 8, 1995; March 20, 1991
<b>Reviewed Date(s)</b>	October 18, 2006
<b>Related Policies</b>	E-219 - Nondiscrimination
<b>In compliance with</b>	Title VI of the Civil Rights Act of 1964; Title VII of the Civil Rights Act of 1964; Title IX of the Education Amendments Act of 1972; The Age Discrimination in Employment Act of 1967; Age Discrimination Act of 1975; Americans with Disabilities Act of 1990; ADA Amendments Act of 2008; Section 504 of the Rehabilitation Act of 1975; Title II of the Genetic Information Nondiscrimination Act of 2008; Pregnancy Discrimination Act of 1978; Guidelines for Eliminating Discrimination and Denial of Services on the Basis of Race, Color, National Origin, Sex and Handicap in Vocational Education Programs; Wisconsin Fair Employment Act

The College desires to build a community in which opportunity is equalized and a climate of acceptance is fostered, with the inclusion of students and employees from a wide variety of backgrounds. The College recognizes that diversity in the academic environment fosters cultural awareness, mutual understanding and respect, and provides suitable role models for all students.

Equal opportunity will be provided in accordance with federal, state, and local non-discrimination laws and executive orders. An Equal Opportunity/Affirmative Action Plan for equal opportunity in employment and education will be monitored by the District's Equal Opportunity Officer appointed by the President/District Director. All administrators, supervisors, and employees are responsible for the implementation of the Equal Opportunity/Affirmative Action Plan and adherence to all nondiscrimination and equal opportunity policies and procedures.

The College will seek assurance from all contractors and suppliers of products and services that they do not discriminate. The purchase of products and services from women, minority and disabled business owners will be encouraged.





**E-221 – PROHIBITION OF HARASSMENT**

<b>Authority</b>	Executive Director of Human Resources/CHRO
<b>Effective Date</b>	
<b>Revision Date(s)</b>	
<b>Reviewed Date(s)</b>	
<b>Related Policies</b>	E-219 - Nondiscrimination E-222 – Prohibition of Sexual Harassment Under Title IX
<b>In compliance with</b>	Title VII of the Civil Rights Act of 1964 The Age Discrimination in Employment Act of 1967 Americans with Disabilities Act of 1990 Wisconsin Fair Employment Act

All forms of harassment are contrary to basic standards of conduct between individuals. State and federal law, and this policy, prohibit harassment and the College will not tolerate harassment.

The College is committed to providing an academic and work environment that is free from harassment. Harassment is unlawful if it is based on any of the following statuses: sex or gender, national origin, religion, age (40 or older), gender identity, gender expression, race, color, genetic information, sexual orientation, disability, military and veteran status, pregnancy and any other protected class established by applicable state, federal, or local law. For the College’s policy regarding sexual harassment under Title IX, see E-222 – Prohibition of Sexual Harassment under Title IX and related procedures.

The College seeks to foster an environment in which employees, students, and other members of the campus community feel free to report incidents of harassment without fear of retaliation or reprisal. Therefore, the College also strictly prohibits retaliation against any individual for filing a complaint of harassment or for participating in a harassment investigation. Individuals who engage in retaliatory conduct are subject to disciplinary action, up to and including termination or expulsion.

Any student, employee, or other member of the campus community who believes that they have been harassed or retaliated against in violation of this policy should immediately report such incidents by following the procedures described in E-221.2 – Discrimination and Harassment Reporting. The College requires employees to report all incidents of harassment and retaliation that come to their attention.

This policy applies to all aspects of the academic environment, including but not limited to classroom conditions, grades, academic standing, employment opportunities,

scholarships, recommendations, disciplinary actions, and participation in any College activity. In addition, this policy applies to all terms and conditions of employment, including but not limited to hiring, assignment, transfer, promotion, evaluation, dismissal, and compensation.

The President/District Director shall ensure that the institution undertakes education and training activities to counter harassment and to prevent, minimize, or eliminate any hostile environment that impairs access to equal education opportunity or impacts the terms and conditions of employment.

The College shall establish procedures that define harassment on campus. The College shall further establish procedures for employees and students, and other members of the campus community that provide for the investigation and resolution of complaints regarding harassment and discrimination. State and federal law and this policy prohibit retaliatory acts by the College, its employees, students, and agents.

The College will publish and publicize this policy and related procedures (including the procedure for harassment and discrimination reporting) to students and employees, particularly when they are new to the institution. The College will make this policy and related procedures (including the procedure for harassment and discrimination reporting) available to students and employees and will post them on the College's website.

Employees who violate this policy and related procedures may be subject to disciplinary action up to and including termination. Students who violate this policy and related procedures may be subject to disciplinary measures up to and including expulsion.



**BLACKHAWK TECHNICAL COLLEGE**

**6004 S COUNTY RD G  
JANESVILLE WI 53546-9458  
[WWW.BLACKHAWK.EDU](http://WWW.BLACKHAWK.EDU)**