

Regular Meeting
of the
Blackhawk Technical College District Board

August 17, 2016

Minutes

The regular meeting of the Blackhawk Technical College Board was held on Wednesday, August 17, 2016, at the BTC Administrative Center, 6004 S. County Road G, Janesville, in the Board Room. The following members were present: Eric Thornton, Chairperson; Barbara Tillman, Vice Chairperson; Laverne Hays, Secretary; Rick Richard, Treasurer; Traci Davis; Tom Heeg, and Malik Surani. Board members absent: Mark Mayer and Dr. Karen Schulte. Staff present: Dr. Tracy Pierner; Brian Gohlke; Renea Ranguette; Ed Robinson; Jackie Pins; Gary Kohn; Dr. Gina McConoughey; Dr. Sally Vogl-Bauer; and Megan Ostrowsky. Guest: Jim Fowler and five additional members of the public.

Prior to the start of the meeting, District Board members participated in a tour of the recently renovated Health Sciences wing. No business was conducted.

Chairperson Thornton called the meeting to order at 6:23 p.m.

Chairperson Thornton called for public comment. Jim Fowler addressed the Board regarding the Milton woodworking community education class. He asked that students be notified when the second class is reinstated, be provided clarification on the registration procedure, and be advised the cost elements of the class if the fees are reassessed.

Chairperson Thornton called for Special Reports. There were none.

Chairperson Thornton called for Information/Discussion items.

The July financial statement and quarterly update were reviewed. A revised financial statement was provided to reflect the correct Beginning Fund Balance indicated under the Pre-Audit column.

Dr. Pierner presented the President's monthly report, which reflected attendance at two Presidents' Association meetings, the DBA Summer meeting, the Janesville Innovation Center Board meeting, a legislative breakfast in Beloit where he met Lt. Gov. Kleefisch, the Let's Go Further Faster fundraising event held at the Beloit Club, and student events held on campus. Meetings were held throughout the community with: local economic development leaders; the Beloit, Janesville, and Milton City Managers; the new Town Administrator for Beloit Township; Lindsay Healless of Beloit School District; Rhonda Suda of the Southwest Wisconsin Workforce Development Board; Janesville School District leadership team; and John Larsen, President of WP&L and Julie Bauer, Executive Director of the Alliant Energy Foundation. Dr. Pierner toured Beloit Health Systems and SSI Technologies and met with the CTE Director at Beloit Public Schools and toured Beloit Memorial High School and their Automotive Lab. A meeting was held with Edgerton Fire Department to discuss how BTC could better serve their Department.

He also met with Dr. Joy Ngobi regarding her organization, Hope Institute of Uganda, about their start-up of a technical school in Uganda. Dr. Pierner has joined the Janesville Noon Rotary Club. A presentation was made to the Greater Beloit Chamber of Commerce Board. The State Office informed Administration the College cannot move forward with the purchase of the AMTC. BTC had several press releases of note—the JP Cullen award and Chef Mark Olson's cooking exhibition at the State Fair. A small realignment has been implemented—the Monroe Campus Director will report to the Vice President of Learning and the Director of Institutional Effectiveness and the Marketing Manager will report to the President. The Executive Team held a retreat in early August. An internal team consisting of individuals who work with K-12 outreach and business outreach have begun to meet to develop recommendations to better serve these areas. A Culinary Arts graduation event was held for individuals who completed a Southwest Wisconsin Workforce Development Board training program. The Rock University High School Board met at BTC Executive Leadership on August 22; a potential opportunity exists in becoming a partner with that high school by having the high school being located at Central Campus. This would be a very unique opportunity for the Janesville School District and BTC.

Information was shared on a change to community education Aid Code 60 course pricing. Effective with Spring 2017, the BCD Office will price Aid Code 60 courses to include the actual documented cost to offer the course. Implementing this practice will allow the College to attain cost recovery for courses which have documented costs that are not covered by tuition.

Chairperson Thornton called for the Consent Agenda.

It was moved by Mr. Hays and seconded by Mr. Richard to approve the consent agenda, which included the minutes of the Annual and Regular Meeting held on July 11, 2016; the minutes of the special meeting held on July 29, 2016; current bills from the month of July – Voucher #00237159 to and including #00237324 and direct deposit expense reimbursements in the total amount of \$2,504,803.57 (includes student related payments), a payroll total for the month of July of \$1,239,800.43, payroll tax wire transfers for the month of July of \$384,101.83, other wire transfers for the month of July of \$45,949.58, WRS wire transfers for the month of July of \$158,548.56, P-card disbursements for the month of July of \$100,963.98, a bond payment for the month of July of \$0, and a health insurance wire transfer for the month of July of \$324,554.30, for a grand total of \$4,758,722.25; 34 training contracts negotiated since the last meeting totaling \$1,912,357; confirmation of a non-exempt non-instructional employment contract issued to Anthony Landowski for the position of Program Advisor at a salary of \$54,847, effective August 8, 2016; and confirmation of an instructional employment contract issued to David Linton for the position of IT Web Software Development Instructor at a salary of \$68,780, effective August 22, 2016.

Motion carried.

Chairperson Thornton called for Action Items. There were none.

Chairperson Thornton called for Committee Reports.

The Finance Committee did not meet in July or August.

It was moved by Mr. Richard and seconded by Mr. Hays to approve the attached modifications to the Fiscal Year 2015-16 budget as presented.

Motion carried unanimously.

It was moved by Mr. Heeg and seconded by Mr. Hays to approve the attached modifications to the Fiscal Year 2016-17 budget as presented.

Motion carried unanimously.

The Personnel Committee did not meet in July or August.

Negotiations with the Educational Support Professionals concluded without reaching an agreement. Administration recommended a 0% base wage increase and a provision of one (1) unpaid furlough day in 2016-17.

It was moved by Mr. Richard and seconded by Mr. Surani to approve a 0% base wage increase in 2016-17 for support staff employees represented by the Blackhawk Technical College Educational Support Professionals and to include a provision of one (1) unpaid furlough day in the 2016-17.

Motion carried unanimously.

Chairperson Thornton called for New Business. There was none.

Chairperson Thornton called for Other Business.

A brief report was provided on the District Boards Association Summer Meeting held in July in Wausau. Initial information was shared on the Association's annual planning meeting being held later in August and the Fall Meeting being held in Milwaukee in October. A reminder was provided on the ACCT Annual Leadership Congress on October 5-8 in New Orleans.

Chairperson Thornton called for Future Agenda Items. Rock County Jail enrollment will be a future agenda item.

Chairperson Thornton indicated the District Board would entertain a motion to move into closed session pursuant to Wisconsin Statutes 19.85 (1)(f) for the purpose of receiving an update on specific personnel issues. No action would be taken.

It was moved by Ms. Tillman and seconded by Mr. Surani to adjourn to a closed session pursuant to Wisconsin Statutes 19.85 (1)(f) for the purpose of receiving an update on specific personnel issues.

The roll was called and the following voted affirmatively: Mr. Hays, Mr. Richard, Ms. Tillman, Mr. Surani, Mr. Heeg, and Mr. Thornton.

Motion carried.

Dr. Pierner and Ms. Pins were present in closed session.

It was moved by Mr. Hays and seconded by Mr. Heeg to adjourn the closed session at 8:01 p.m.


The roll was called and the following voted affirmatively: Mr. Hays, Mr. Richard, Ms. Tillman, Mr. Surani, Mr. Heeg, and Mr. Thornton.

Motion carried.

Chairperson Thornton called the meeting to order in open session.

It was moved by Mr. Richard and seconded by Mr. Surani to adjourn the meeting at 8:02 p.m.

Motion carried.


Laverne E. Hays
Secretary

Proposed Modifications to the FY 2015-16 Budget

		Expenditures	Revenues
General Fund			
1	To provide resources for transcribed credit contract activity		
	Increase Function 1 Instructional Expenditures	775,975	-
	Increase Institutional Revenue	-	775,975
	Total - Amendment 1	775,975	775,975
2	To provide SGA funding for shuttle transportation service		
	Increase Institutional Revenue	-	43,000
	Increase Function 3 Student Services Expenditures	43,000	
	Total - Amendment 2	43,000	43,000
Special Revenue Fund			
3	Allocate special revenue fund revenue budget to correct classification		
	Increase Federal Revenue	-	31,565
	Decrease Institutional Revenue	-	(31,565)
	Total - Amendment 3	-	-
4	Adjust special revenue fund budget to reflect grant awards		
	Increase Function 6 General Institutional Expenditures	22,192	-
	Increase Function 1 Instructional Expenditures	431,626	-
	Increase Function 2 Instructional Resources Expenditures	316	-
	Increase State Aid Other	-	268,800
	Increase Federal Revenue	-	185,334
	Total - Amendment 4	454,134	454,134
Capital Projects Fund			
5	Allocate capital project fund revenue to correct classification		
	Increase Institutional Revenue	-	31,565
	Decrease Federal Revenue	-	(31,565)
	Total - Amendment 5	-	-
6	Increase capital projects fund budget to reflect capital grant award		
	Increase Function 1 Instructional Expenditures	150,000	-
	Increase State Aid Other	-	150,000
	Total - Amendment 6	150,000	150,000
7	Allocate capital expense budget to correct function		
	Increase Function 6 General Institutional Expenditures	5,332	-
	Decrease Function 2 Instructional Resources Expenditures	(5,332)	-
	Total - Amendment 7	-	-
8	Establish FY16 budget for Dental Lab remodeling project		
	Increase Function 7 Physical Plant Expenditures	663,994	-
	Increase Transfers from Reserves and Designated Fund Balances	-	663,994
	Total - Amendment 8	663,994	663,994
Enterprise Fund			

Proposed Modifications to the FY 2015-16 Budget

		<u>Expenditures</u>	<u>Revenues</u>
9	Utilize fund reserves for new fitness center entry system		
	Increase Function 8 Auxiliary Services Expenditures	5,900	-
	Increase Transfers from Reserves and Designated Fund Balances	-	5,900
	Total - Amendment 9	5,900	5,900
	Agency Fund		
10	To provide SGA support for shuttle transportation service		
	Increase Function 3 Student Services Expenditures	43,000	-
	Increase Transfers from Reserves and Designated Fund Balances	-	43,000
	Total - Amendment 10	43,000	43,000

Proposed Modifications to the FY 2016-17 Budget

		<u>Expenditures</u>	<u>Revenues</u>
General Fund			
1	To record BTC Foundation gift for the purchase of web-based software		
	Increase Institutional Revenue	-	3,015
	Increase Function 1 Instructional Expenditures	3,015	-
	Total - Amendment 1	3,015	3,015
2	Establish budget for HVACR competency exam		
	Increase Other Student Fees	-	540
	Increase Function 1 Instructional Expenditures	540	-
	Total - Amendment 2	540	540
Special Revenue Fund			
3	To record additional state grant awards		
	Increase Function 1 Instructional Expenditures	255,642	-
	Increase Function 3 Student Services Expenditures	10,034	-
	Increase State Aid Other	-	255,309
	Increase Institutional Revenue	-	10,367
	Total - Amendment 3	265,676	265,676
Capital Projects Fund			
4	Carry forward FY16 capital project fund balance for FY17 activity		
	Increase Function 1 Instructional Expenditures	10,000	-
	Increase Transfers from Reserves and Designated Fund Balances	-	10,000
	Total - Amendment 4	10,000	10,000
5	Carry forward capital project fund balance for FY17 activity		
	Increase Function 7 Physical Plant Expenditures	254,689	-
	Increase Transfers from Reserves and Designated Fund Balances	-	254,689
	Total - Amendment 5	254,689	254,689
6	Carry forward FY16 capital project fund balance for FY17 activity		
	Increase Function 7 Physical Plant Expenditures	414,097	-
	Increase Transfers from Reserves and Designated Fund Balances	-	414,097
	Total - Amendment 6	414,097	414,097
7	Carry forward FY16 capital project fund balance for FY17 activity		
	Increase Function 7 Physical Plant Expenditures	233,465	
	Increase Function 2 Instructional Resources Expenditures	220,000	-
	Increase Function 1 Instructional Expenditures	150,000	-
	Increase Function 6 General Institutional Expenditures	123,135	-
	Increase Transfers from Reserves and Designated Fund Balances	-	726,600
	Total - Amendment 7	726,600	726,600
8	Carry forward FY16 capital project fund balance for FY17 activity		
	Increase Function 7 Physical Plant Expenditures	32,327	-
	Increase Function 1 Instructional Expenditures	120,000	-
	Increase Function 6 General Institutional Expenditures	49,710	-
	Increase Transfers from Reserves and Designated Fund Balances	-	202,037
	Total - Amendment 8	202,037	202,037
9	Reduce FY17 budget for Dental Lab remodel project work in FY16		
	Decrease Function 7 Physical Plant Expenditures	(663,994)	-
	Increase Transfers to Reserves and Designated Fund Balances	663,994	-
	Total - Amendment 9	-	-

Proposed Modifications to the FY 2016-17 Budget

		<u>Expenditures</u>	<u>Revenues</u>
Trust Fund			
10	Reclassify trust fund expenditure budget		
	Increase Function 6 General Institutional Expenditures	10,000	-
	Decrease Function 3 Student Services Expenditures	(10,000)	-
Total - Amendment 10		-	-