

Regular Meeting
of the
Blackhawk Technical College District Board

November 16, 2016

Minutes

The regular meeting of the Blackhawk Technical College Board was held on Wednesday, November 16, 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; Mark Mayer; Dr. Karen Schulte; and Malik Surani. Board members absent: None. Staff present: Dr. Tracy Pierner; Dr. Diane Nyhammer; Brian Gohlke; Renea Ranguette; Ed Robinson; Jackie Pins; Nancy Lightfield; Gary Trulson; Rob Balsamo, Gary Kohn; Dr. Gina McConoughey; and Terese Craig.

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

Chairperson Thornton called for Public Comment. There was none.

Chairperson Thornton called for Special Reports.

Student Representative to the Board Joel Haerberlin provided a report on past and future student activities and events.

Chairperson Thornton called for Information/Discussion items.

Ms. Ranguette stated the October Summary of Revenues and Expenses Report, Enclosure #1, contained incorrect information within the 2015-16 Percent Incurred Column. A corrected report was distributed and reviewed.

Dr. Pierner presented the President's monthly report. State and local meetings attended were shared. The College attended the Rock Regional Business Expo Luncheon and exhibited at the Expo. A grand opening of the Health Sciences wing was held in October and a ribbon cutting event was held at the Monroe Campus for the Job Center office. Dr. Pierner was invited to be a banquet speaker at an IBEW event. He also provided a presentation at the Rock County Board of Supervisors meeting and welcomed/toured the Rock County Leadership Development Academy participants at the AMTC. Visits/tours of area businesses continued and included Monroe Truck, Colony Brands, Prent, Frito Lay, Orchid International, Industrial Combustion, Kuhn North America, Faith Engineering, Precision Drive & Control, and Minhas Brewery. Orchid International discussed BTC training space to launch welding training in Green County. The launch of a Medical Assistant Program in Fall 2017 at the Monroe Campus is being explored. Also in the investigation stage is a part-time Nursing Program in collaboration with Monroe Clinic & Hospital. A Needs Analysis is underway to determine the viability of an entry-level Machine Operator Program. The Welding Program will be launching on-demand delivery

in Fall 2017; delivery in this manner may allow the College to sustain a Welding Program at the Monroe Campus. A Next Generation Learning Team was launched; 22 faculty have signed up to modularize curriculum (on-demand education). In Milton, Math classes will be via flexible delivery starting in January 2017. Internal discussions were held on facilities planning for potential expansion of Rock University High School at Central Campus and to reduce the footprint in Beloit and Monroe. For Monroe, a consolidation of facility operations was discussed which would provide the opportunity to lease out the original section of the building. It was also noted the Monroe Campus facility as it currently exists is not the correct type of building for bringing in some of the types of programs (ag-related and manufacturing) being discussed. BTC has one new legislator following the November 8 election – Don Vruwink, 43rd Assembly District Representative. On December 9, the four (4) work teams (Shared Leadership, High School Enrollment, Guided Pathways, and Website RFP) will be reporting out on their work this past semester; Board members were invited to the Town Hall Meeting to hear the reports and comments. A reminder was provided that the FY 2016-17 capital borrowing will be an action item on the December Board agenda.

An update was provided on the relocation of the programming currently offered at the Center for Transportation Studies. Options which have been considered include: relocation of the Automotive Technician program to Central Campus; relocation of Diesel & Heavy Equipment Technician program to Milton; and relocation of the Diesel program to a new space at Central Campus. A remodel at the Milton facility is not a viable option; the State Office has indicated the College cannot add to the footprint of the facility and any renovations must be paid for by the owner with the lease adjusted accordingly. Relocation of both programs to Central Campus would be a long-term benefit to the College. The final decision has not yet been made.

Chairperson Thornton called for the Consent Agenda.

It was moved by Mr. Surani and seconded by Mr. Mayer to approve the consent agenda, which included the minutes of the Regular Meeting held on October 19, 2016; current bills from the month of October – Voucher #00238470 to and including #00239060 and direct deposit expense reimbursements in the total amount of \$1,187,555.27 (includes student related payments), a payroll total for the month of October of \$996,124.13, payroll tax wire transfers for the month of October of \$373,914.04, other wire transfers for the month of October of \$42,890.44, WRS wire transfers for the month of October of \$145,700.47, P-card disbursements for the month of October of \$184,692.40, a bond payment for the month of October of \$0, and a health insurance wire transfer for the month of October of \$299,157.60, for a grand total of \$3,230,034.35; seven (7) training contracts negotiated since the last meeting totaling \$26,617; confirmation of an exempt administrative employment contract issued to Terese Craig for the position of Director of Resource Development and Community Relations at a salary of \$80,000, effective September 26, 2016; and acceptance of two intents to retire—Basic Skills Instructor Lois M. Swanson, effective the end of the spring semester in May 2017; and Science Instructor Bruce Hund, effective May 26, 2017.

Motion carried.

Chairperson Thornton called for Action Items.

A Request for Proposals was issued for commercial real estate brokerage firm services to assist with the sale of the Center for Transportation Studies (CTS) property. One proposal was submitted by the November 7 deadline - Coldwell Banker Commercial McGuire Mears & Associates of Janesville. Coldwell Banker's proposal included a 3% commission if they are the sole broker of the sale and a 5% commission if they work with another brokerage firm to sell the property. Sale of the CTS property would be contingent upon approval of the WTCS President and WTCS Board approval of remodel/construction project(s) to accommodate relocation of the programming currently at CTS.

It was moved by Ms. Tillman and seconded by Dr. Schulte to award a contract for commercial real estate brokerage firm services for the sale of the Center for Transportation Studies property to Coldwell Banker Commercial McGuire Mears & Associates, Janesville.

Chairperson Thornton called for discussion. Concerns were expressed with relocation plans for CTS programming, whether the CTS sale price would cover the costs incurred to relocate programming (renovation and/or construction), and lack of additional real estate brokerage proposals to consider. Several Board members suggested the decision to award a contract be tabled.

Following completion of discussion, Ms. Tillman withdrew her motion.

It was moved by Mr. Hays and seconded by Mr. Mayer to table the decision on the award of a contract for commercial real estate brokerage services for the sale of the Center for Transportation Studies property.

Motion carried unanimously.

Administration was directed to provide better documentation on the costs for a replacement building to locate the Diesel program at Central Campus, to identify the location of the building on Central Campus, to provide the costs for renovation of the former HVAC/R lab for the Automotive Technician program, and to provide the reasons other commercial real estate brokers did not submit proposals.

A Request for Proposals was issued for strategic planning consultant services to assist with the new strategic planning process. Six firms submitted proposals with Giraffe, LLC of Barrington, Illinois, being the firm selected. The total estimated cost for plan development is \$52,000. Dr. Pierner noted the proposal also included an add-on component which would provide assistance with implementation; the College is not requesting approval of the additional option.

It was moved by Mr. Hays and seconded by Mr. Surani to award a contract for strategic planning consultant services to Giraffe LLC, Barrington, Illinois.

Chairperson Thornton called for discussion. Board members questioned the source of funding to cover the contract cost and the length of strategic plan. Administration responded that contingency funding will be utilized to pay for these services; no fund balance would be used. The Plan will be developed as a three-year rolling plan. As the plan reaches its final year, new

priorities will be added for years four and five; the plan will continually be updated at the end of cycles and not require completion of another comprehensive strategic planning process.

The question was called.

Motion carried.

Chairperson Thornton called for Committee Reports.

The minutes from the Finance Committee meeting held on October 19, 2016, were reviewed.

Chairperson Thornton called for New Business.

A Learning Operations Report was provided on Human and Protective Services programming.

Information was shared on cash/in-kind donations received by the BTC Foundation in Fiscal Year 2015-16 which were \$5,000 or greater. Future reports were requested to also include donation totals by business segment, i.e., manufacturing, healthcare, etc.

District Board members reviewed three (3) policies. No revisions were suggested for Policies A-100 – District Legal Status and A-210 – District Board Authority. Policy A-220 – District Board Powers and Duties had proposed revisions to bring it up-to-date with statutory language. Approval of the proposed revisions to Policy A-220 will be added to the December Board agenda.

Chairperson Thornton called for Other Business.

A report was provided on the District Board Association's Fall Meeting. Initial information was shared on the Association's Legislative Seminar/Winter Meeting being held in Madison on January 12-13, 2017.

Chairperson Thornton called for Future Agenda Items. A Personnel Committee meeting will be scheduled for December 21, 2016.

It was moved by Mr. Heeg and seconded by Mr. Surani to adjourn the meeting at 6:50 p.m.

Motion carried.

Laverne E. Hays
Secretary