

Regular Meeting  
of the  
Blackhawk Technical College District Board

December 21, 2016

Minutes

The regular meeting of the Blackhawk Technical College Board was held on Wednesday, December 21, 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; and Malik Surani. Board members absent: Dr. Karen Schulte. Staff present: Dr. Tracy Pierner; Dr. Diane Nyhammer; Brian Gohlke; Renea Ranguette; Ed Robinson; Jackie Pins; Gary Kohn; Nancy Lightfield, Matt Urban, Julie Barreau.

Chairperson Thornton called the meeting to order at 5:07 p.m.

Chairperson Thornton called for Public Comment. There was none.

Chairperson Thornton called for Special Reports.

BTC retirees Timothy Cantwell, Lucille Olson, and Kay Sanden were recognized for their years of service to the College.

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

Dan Walker, Wipfli, LLP, was present to review the activities associated with the fiscal year 2015-16 audit. The independent auditors report reflected a clean, unmodified opinion by the audit firm. The Statements of Net Position now includes Component Unit information. The Component Unit represents financial information for the BTC Foundation, which is considered as such due to its relationship with the College. Prior period adjustments were made for July 1, 2015 and 2014. GASB 72 requires a new disclosure – Fair Value Measurements. Major footnotes within the Foundation's audit are also reported in the College's footnotes. No findings were reported within compliance for major federal and state programs (financial aid and grants). The Management Letter was reviewed. There were no internal control matters.

It was moved by Mr. Heeg and seconded by Mr. Surani to approve the FY 2015-16 audit report as submitted by Wipfli, LLP, Eau Claire, and to forward the report to the Wisconsin Technical College System Board no later than January 31, 2017.

Motion carried unanimously.

Chairperson Thornton called for Information/Discussion items.

The November Summary of Revenues and Expenses was reviewed.

Dr. Pierner presented the President's monthly report. State and local meetings attended were shared and included Southwest Wisconsin Workforce Development Board (is a new Board member) and Future Wisconsin Economic Summit. He also participated in a meeting with Student Government. Presentations were made to the Janesville and Beloit Rotaries, the Golden K Kiwanis in Janesville, and the Green County Leaders group. He attended the Nursing Pinning and Law Enforcement Graduation ceremonies. Several meetings were held with Milton School District to discuss the creation of a collaboration that would be unique to Wisconsin. Collaboration on a kids' camp was discussed in a meeting with the YWCA Rock County. A follow-up meeting was held with Mercyhealth to talk about next steps in beginning an Associate Degree program within Public Safety which would be a complete degree for individuals with a paramedic/fire science background. The degree would prepare individuals for first-line supervisory positions within the paramedic and fire fields. Dr. Pierner participated in tours at North American Tool and Panoramic and attended the Rotary Holiday Social and Beloit Chamber Taste of the Chamber event. A Holiday Reception was held for employees on Dec. 20. Since the last meeting, the strategic planning process and the Next Generation Learning Team have been launched. Messrs. Hays, Heeg, and Richard were thanked for attending the Work Team Report-outs on December 9. The teams have subsequently met with Executive Council to further discuss their plans, with the largest portions of the plans approved. Changes implemented immediately included elimination of the new student \$30 application fee for Spring 2017 or later admission and elimination of the cost for a student's initial Accuplacer test. A legislative update included sharing information on a change the State Office is implementing for capital purchase limits. Within the next three years, capital purchase limits will be raised from the current amount of \$500 to \$1000 to \$3000 to \$5000. Capital purchases which would fall within those purchase limits would need to be treated as minor equipment purchases within the operational budget rather than included in capital purchases funded through bond sales. A facilities update was given. The north portion of the Monroe Campus building will be vacated by January 9; renovations are being explored at the site to accommodate the addition of a part-time Medical Assistant program and discussion continues on the possibility of building a lab/garage for agriculture/expansion of programs. Administration is finalizing revisions to the Beloit Center lease to reflect a smaller footprint; the Early Childhood Education program will transition back to Central Campus over Summer 2017. The BTC Foundation is expected to close on the purchase of the Advanced Manufacturing Training Center property on Dec. 29. Final information shared were new articles featuring the College.

It was moved by Mr. Mayer and seconded by Mr. Surani to take award of a contract for commercial real estate brokerage firm services for the sale of the Center for Transportation Studies property off the table.

Motion carried.

Action was tabled at the November 16, 2016, District Board meeting on the award of a contract for commercial real estate brokerage firm services for the sale of the Center for Transportation Studies (CTS) property. Administration was requested to provide additional data on the relocation plan and costs and reasons for lack of additional brokerage proposals prior to the award of a real estate broker contract being decided. Administration shared information on

why additional proposals were not submitted for consideration. An estimate to build a 12,500/SF garage at a cost of \$1.17 million, to house both CTS programs, has been received from JP Cullen. The proposed site for the structure is in the north parking lot at Central Campus. Administration requested approval to move forward with placing the CTS property for sale at a price of \$1.5 million. Administration will simultaneously continue to work on details to move forward with plans to construct the new building. If this option moves forward, net operational savings are reduced from prior estimates due to added building square footage. Board member concerns shared: selling one facility to build another building, no site plans for the proposed building, and decreased amount of operational savings in comparison to original discussion on consolidation of sites. Dr. Pierner stated the number of sites BTC operates cannot be sustained. The request before the Board is to contract with a broker to place the CTS property on the market; the property would not be sold until all contingencies have been met and approval obtained from the District Board and the State Board. The earliest anyone could take occupancy at CTS would be September 2017. Administration will provide a detailed presentation on analysis completed thus far to the Finance Committee in January. A full design process will not begin until it is likely that we will move forward. Messrs. Mayer and Richard requested Administration continue to pursue additional options and provide an analysis of renovation of current space versus a new building. A detailed report was requested.

It was moved by Ms. Davis and seconded by Mr. Surani 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.

Motion carried with Mr. Richard voting no.

Chairperson Thornton called for the Consent Agenda.

It was moved by Mr. Mayer and seconded by Mr. Hays to approve the consent agenda, which included the minutes of the Regular Meeting held on November 16, 2016; the minutes of the Special Meeting held on December 6, 2016; current bills from the month of November – Voucher #00239061 to and including #00239352 and direct deposit expense reimbursements in the total amount of \$890,739.44 (includes student related payments), a payroll total for the month of November of \$815,456.30, payroll tax wire transfers for the month of November of \$372,474.06, other wire transfers for the month of November of \$60,046.76, WRS wire transfers for the month of November of \$144,216.40, P-card disbursements for the month of November of \$175,940.75, a bond payment for the month of November of \$0, and a health insurance wire transfer for the month of November of \$305,441.40, for a grand total of \$2,764,315.11; eleven (11) training contracts negotiated since the last meeting totaling \$24,362; acceptance of an intent to retire for Sharon Ackerman, Administrative Assistant at the Monroe Campus, effective May 16, 2017; and acceptance of three (3) resignations—G. Scott Davis, Director of Institutional Effectiveness, effective December 19, 2016; Theresa Laws-Dahl, Accounting Instructor, effective December 21, 2016; and Terry Prindle, Virtualization and Systems Engineer, effective January 6, 2017.

Motion carried.

Dr. Pierner thanked Julie Barreau for accepting an interim role of Institutional Effectiveness Administrator due to the resignation of Scott Davis.

Chairperson Thornton called for Action Items.

It was moved by Mr. Richard and seconded by Ms. Tillman to approve revisions to Board Policy A-220 – District Board Powers and Duties, as recommended.

Motion carried.

Administration requested approval of the Concept Review for an Associate of Applied Science Human Services Program. The degree will help prepare students interested in entry-level positions in the growing Human Services field. The program will be built from existing courses utilizing current faculty and adjunct faculty with an anticipated start in Fall 2017.

It was moved by Mr. Mayer and seconded by Mr. Heeg to approve the Concept Review for the Associate of Applied Science Human Services Program and to forward documentation to the WTCS State Board for approval.

Motion carried unanimously.

Administration requested approval of the Concept Review for an Associate of Applied Science Supply Chain Management Program. The degree provides students with the opportunity to learn about the entire supply chain operation and prepare for careers in a variety of operations, procurement, planning, and logistics roles. The anticipated start time for the program is Fall 2017.

It was moved by Mr. Mayer and seconded by Mr. Surani to approve the Concept Review for the Associate of Applied Science Supply Chain Management Program and to forward documentation to the WTCS State Board for approval.

Motion carried unanimously.

Administration requested approval of the Concept Review for an Associate of Applied Science Foundations of Teacher Education Program. The program is designed to prepare individuals as Para-educators (teaching assistants) in public as well as private schools in the state. The concept was initially brought forward by Beloit School District as they were interested in creating a pathway program for existing high school students who are interested in teaching careers. Eight school districts within Rock and Green Counties have responded favorably to the offering of this program in our District. The anticipated start time for the program is Fall 2017.

It was moved by Ms. Davis and seconded by Ms. Tillman to approve the Concept Review for the Associate of Applied Science Foundations of Teacher Education Program and to forward documentation to the WTCS State Board for approval.

Motion carried unanimously.

Administration requested approval of the Concept Review for a Less-Than-One-Year Technical Diploma Commercial Truck Driving Program. The 12-credit program prepares individuals for work as truck drivers in a wide variety of settings. The College is exploring partnership opportunities for trucks and equipment with local companies. While a goal of starting the program is Fall 2017, launch will be determined once a partnership has been finalized for equipment and space in which to drive the trucks.

It was moved by Mr. Richard and seconded by Ms. Davis to approve the Concept Review for the Less-Than-One-Year Technical Diploma Commercial Truck Driving Program and to forward documentation to the WTCS State Board for approval.

Motion carried.

It was moved by Mr. Surani and seconded by Mr. Mayer to approve the Joint Educational Amended Agreement between Rock Valley College and Blackhawk Technical College.

Motion carried.

Administration presented information on the amendment to the Advanced Manufacturing Training Center (AMTC) lease. The amendment was initiated as a result of the anticipated purchase transaction between the BTC Foundation and the property owner. The Amendment to Lease provides for the original lease to be in full force and effect unless otherwise amended, modified, or supplemented in the Amendment; the lease rate is unchanged during the 10-year term of the lease; WTCS Board approval is required for renewal terms; lease revenue is directed to the Foundation's debt service and ground lease obligations; affirms the College has the right to make improvements, sublease, and made decision regarding recovery from loss; and affirms the College's substantial investment in building improvements. The amended lease document was reviewed by the State Office.

It was moved by Mr. Richard and seconded by Mr. Heeg to approve the amendment to the Advanced Manufacturing Training Center lease, as presented.

Motion carried.

Chairperson Thornton called for Committee Reports.

Administration requested District Board approval of the resolution providing for the sale of \$3,500,000 general obligation promissory notes, Series 2017A, of Blackhawk Technical College District. The borrowing is included within the FY17 budget for annual capital building and grounds improvements and movable equipment.

It was moved by Traci and seconded by Malik to adopt the resolution providing for the sale of \$3,500,000 general obligation promissory notes, Series 2017A, of Blackhawk Technical College District, Wisconsin.

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

Motion carried unanimously.

Chairperson Thornton called for New Business.

A presentation was provided on the National Community College Benchmark Project Report-Out.

District Board members reviewed four (4) policies. Revisions were recommended for Policy A-231-Board Composition and Terms of Office, Policy A-240-President/District Director, and Policy K-210-Public Records Law (Public's Right to Know). Policy C-400-President/District Director was recommended for rescission. Action to approve these recommendations will be scheduled for the January Board meeting.

Chairperson Thornton called for Other Business.

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

Chairperson Thornton called for Future Agenda Items. A request was made for future reports on the annual audit be given in detail at Finance Committee meetings.

It was moved by Mr. Mayer and seconded by Ms. Davis to adjourn the meeting at 8:00 p.m.

Motion carried.

Laverne E. Hays  
Secretary