

Blackhawk Technical College
District Board Meeting
February 15, 2017
Central Campus – Administrative Center – Board Room
5:00 PM

AGENDA

1. Call to Order
2. Public Comment
Persons who wish to address the District Board may make a statement as long as it pertains to a specific agenda item. Persons who raise issues not on the agenda may be invited back to repeat their comments at a later Board meeting when the subject is properly noticed on the agenda. Unless requested by the Board Chair from the audience, regarding a specific agenda topic, public comments or dialogue are not allowed during other portions of the Board meeting and/or discussion.
3. Special Reports
 - a. Student Representative to the Board Report (Information – Nicci Gilson)
 - Enc. #1 b. Recognition of BTC Retiree David Gile (Chairperson Thornton and Dr. Tracy Pierner)
4. Information/Discussion
 - Enc. #2 a. Financial Statement (Information – Renea Ranguette)
 - b. President’s Report (Dr. Tracy Pierner)
 1. Activities for the Month
 2. Legislative Update
 3. BTC in the News
 4. Other Communications
5. Consent Agenda
Consent Agenda items will be approved in one motion; however, any Board member may ask that any individual item be acted on separately.
 - Enc. #3 a. Approval of Minutes of the Regular Meeting Held on January 18, 2017 (Action)

ENCLOSURE #1

3. Special Reports

b. Recognition of BTC Retiree David Gile (Chairperson Thornton and Dr. Tracy Pierner)

David Gile will retire on February 22, 2017, after 34½ years of service to the College. He was hired in August 1982 as an Economics and Mathematics Teacher. For the past 10 years he has taught Economics and Ethics courses. In addition to teaching within the General Education Division, he taught Quality Improvement and Statistical Process Control through the Continuing Education & Development Division's contracted training and had over 55 companies and organizations as clients over the years. In recent years, David also taught Student Success classes and train-the-trainer sessions for many others.

David has participated on many, many committees and projects. He designed the curriculum for Economics, Statistics, Ethics, and many quality improvement programs for external clients, and presented at a national conference on teaching Quality Improvement to business and industry for technical colleges. David was integrally involved in the Core Abilities project, with the largest contributions in the area of communicating effectively. As a member of the Blackhawk Technical Faculty Federation, he served as President and Negotiations Chair as well as various other duties throughout the years.

David has indicated he is most proud of turning the Economic and Ethics classes from dreaded requirements to a student's favorite class. He has taught over 10,000 students, in over 540 classes, at every BTC campus location with the exception of the Advanced Manufacturing Training Center. He has indicated that his retirement plans remain to be determined.

We wish David a long and happy retirement and thank him for his dedication to the College. He will be in attendance at the meeting to be recognized.

ENCLOSURE #2

BLACKHAWK TECHNICAL COLLEGE Summary of Revenue and Expenditures as of January 31, 2017

<u>COMBINED FUNDS</u>	2016-17 CURRENT BUDGET	2016-17 ACTUAL TO DATE	2016-17 PERCENT INCURRED	2015-16 ACTUAL TO DATE	2015-16 PERCENT INCURRED
REVENUE & OTHER RESOURCES:					
Local Government	\$ 14,206,843	\$ 14,212,584	8.6%	\$ 13,665,061	146.9%
State Aids	14,838,251	2,908,675	19.6%	2,990,848	20.1%
Statutory Program Fees	5,412,765	5,099,941	94.2%	5,487,053	85.3%
Material Fees	344,988	366,318	106.2%	369,563	92.8%
Other Student Fees	653,261	624,080	95.5%	573,206	80.0%
Institutional	1,464,348	537,167	36.7%	723,296	57.1%
Federal	10,989,260	4,152,693	37.8%	5,206,437	39.2%
Other Sources (Bond/Transfer from Other Fund)	<u>5,095,000</u>	<u>1,500,000</u>	29.4%	<u>7,360,000</u>	64.2%
Total Revenue & Other Resources	<u>\$ 53,004,716</u>	<u>\$ 29,401,458</u>	52.9%	<u>\$ 36,375,464</u>	52.7%
EXPENDITURES BY FUNCTION:					
Instruction	\$ 18,276,824	\$ 9,743,871	53.3%	\$ 11,405,860	52.9%
Instructional Resources	2,704,455	1,004,092	37.1%	1,092,693	29.3%
Student Services	14,392,870	6,062,662	42.1%	7,304,126	43.3%
General Institutional	5,469,412	2,779,768	50.8%	3,225,694	56.2%
Physical Plant	13,444,569	3,998,236	29.7%	6,745,128	33.3%
Auxiliary Services	470,900	232,690	49.4%	232,897	66.1%
Other Uses (Transfer to Other Fund)	<u>95,000</u>	<u>-</u>	0.0%	<u>60,000</u>	36.9%
Total Expenditures & Other Uses	<u>\$ 54,854,030</u>	<u>\$ 23,821,319</u>	43.5%	<u>\$ 30,066,398</u>	43.8%
EXPENDITURES BY FUNDS:					
General	\$ 25,595,199	\$ 14,567,767	56.9%	\$ 15,040,668	54.9%
Special Revenue	2,946,071	1,268,635	43.1%	1,428,161	53.9%
Capital Projects	6,204,944	2,481,503	40.0%	6,973,078	41.5%
Debt Service	8,069,650	665,582	8.2%	646,577	8.6%
Enterprise	160,900	47,733	29.7%	32,985	21.3%
Internal Service	310,000	184,957	59.7%	199,912	101.2%
Trust & Agency	11,472,266	4,605,142	40.1%	5,685,017	41.4%
Other Uses (Transfer to Other Fund)	<u>95,000</u>	<u>-</u>	0.0%	<u>60,000</u>	36.9%
Total Expenditures	<u>\$ 54,854,030</u>	<u>\$ 23,821,319</u>	43.5%	<u>\$ 30,066,398</u>	43.8%
Fund Balances, Beginning	\$ 13,581,021	\$ 13,581,021		\$ 18,544,717	
Change in Fund Balance	<u>(1,849,314)</u>	<u>5,580,139</u>		<u>6,309,066</u>	
Fund Balances, Ending	<u>\$ 11,731,707</u>	<u>\$ 19,161,160</u>		<u>\$ 24,853,783</u>	

Debt Service Detail					
Principal Payments	6,900,000	-	0.0%	-	0.0%
Interest Payments	1,034,650	596,719	0.0%	544,401	0.0%
Other Debt Service Expenses	<u>135,000</u>	<u>68,863</u>	51.0%	<u>102,176</u>	43.1%
Total Debt Service Payments	<u>\$ 8,069,650</u>	<u>\$ 665,582</u>		<u>\$ 646,577</u>	

ENCLOSURE #3

Regular Meeting

of the

Blackhawk Technical College District Board

January 18, 2017

Minutes

The regular meeting of the Blackhawk Technical College Board was held on Wednesday, January 18, 2017, 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; Tom Heeg; Mark Mayer. Board members absent: Traci Davis, Dr. Karen Schulte, and Malik Surani. Staff present: Dr. Tracy Pierner; Dr. Diane Nyhammer; Renea Ranguette; Edward Robinson; Brian Gohlke; Jackie Pins; Dr. Gina McConoughey; Matt Urban; Andy McGrath; Gary Kohn; and Terese Craig.

Chairperson Thornton called the meeting to order at 5:10 p.m.

Chairperson Thornton called for Public Comment. There was none.

Chairperson Thornton called for Special Reports.

There was no Student Representative to the Board Report.

Layla Merrifield, Executive Director of the Wisconsin Technical College District Boards Association provided an Association update.

Dr. John Delany, Giraffe, LLC, provided information on the strategic planning process. Strategy development will be completed during a two-day workshop in late February/early March. The draft plan will be brought forward for Board approval in April. Consensus was to hold a focus group session with Board members at the February 15 Board meeting.

Chairperson Thornton called for Information/Discussion items.

The January financial statement and quarterly update were reviewed.

Dr. Pierner presented the President's monthly report, which included local and state meetings attended. Companies which he visited included Scot Forge and Miniature Precision Components. In collaboration with SWWDB, BTC hosted a group of companies to discuss apprenticeship opportunities; approximately 90 attendees from manufacturing participated. Dr. Pierner was asked to become a member of the Madison Region Economic Partnership Board. He attended the District Boards Association legislative seminar/winter meeting. BTC legislator visits were conducted with the focus of conversation being growth K-12 partnerships. Several BTC articles from local news were shared. A State of the College was given at in-service earlier in the

day. Meetings will be held with individual departments across the College during the spring semester to gather information on improving processes/systems. New Continuous Process Improvement teams for the Spring 2017 semester will be launched in the near future.

Chairperson Thornton called for the Consent Agenda. Two points of clarification were provided—for Enclosure #6 it was noted Dr. Rezel was resigning her position for the purpose of retirement; for Enclosure #10, Acceptance of Grant Awards for Fiscal Year 2016-17, a revised Page #4 was distributed to correct the narrative for the ACT for Healthcare Project Abstract.

It was moved by Mr. Hays and seconded by Mr. Richard to approve the consent agenda, which included the minutes of the Regular Meeting held on December 21, 2016; current bills from the month of December – Voucher #00239353 to and including #0029569 and direct deposit expense reimbursements in the total amount of \$684,377.23 (includes student related payments), a payroll total for the month of December of \$1,054,628.67, payroll tax wire transfers for the month of December of \$376,004.65, other wire transfers for the month of December of \$55,840.06, WRS wire transfers for the month of December of \$147,417.67, P-card disbursements for the month of December of \$78,715.99, a bond payment for the month of December of \$0, and a health insurance wire transfer for the month of December of \$293,672.22, for a grand total of \$2,690,656.49; five training contracts negotiated since the last meeting totaling \$63,520; acceptance of the resignation of Dr. Elizabeth Rezel, Director of Learning Resources, to retire effective June 1, 2017; acceptance of an intent to retire for Bonnie Nagler, Associate Degree Nursing Instructor, effective the end of the Spring 2017 semester; confirmation of an exempt administrative employment contract issued to Brooke Johnson for the position of Registrar at a salary of \$60,000, effective January 9, 2017; confirmation of an instructional employment contract issued to Eric Moe for the position of Fire Protection Technician/EMS Instructor at a salary of \$71,042, effective January 18, 2017; acceptance of the attached grant awards for 2016-17 totaling \$2,276,223.

Motion carried.

Chairperson Thornton called for Action Items.

John Mehan, of Robert W. Baird, reviewed results from the sale of bonds for the borrowing of \$3,500,000 for annual capital equipment and building improvements which were included within the Fiscal Year 2016-17 budget.

It was moved by Mr. Mayer and seconded by Ms. Tillman to adopt the attached resolution awarding the bid for borrowing of \$3,500,000 to UMB Bank, N.A., Kansas City, Missouri, at an interest rate of 1.9418% and a net interest cost of \$485,022.

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

Motion carried unanimously.

It was moved by Mr. Mayer and seconded by Mr. Heeg to approve revisions to Policies A-231 – Board Composition and Terms of Office, A-240 – President/District Director, and K-210 – Public Records Law (Public's Right to Know) as presented; and to rescind Policy C-400 – President/District Director.

Motion carried.

It was moved by Mr. Hays and seconded by Ms. Tillman to approve the collaborative educational agreement between Madison Area Technical College and Blackhawk Technical College.

Motion carried.

It was moved by Mr. Richard and seconded by Mr. Mayer to approve the joint educational amended agreement between Highland Community College and Blackhawk Technical College.

Motion carried.

Administration presented information on the Beloit Center lease amendment which reflects a 35% reduction in space at the Beloit Center. The landlord has agreed to a corresponding 35% reduction in the lease rate effective February 1, 2017.

It was moved by Mr. Mayer and seconded by Mr. Hays to approve the lease amendment for Beloit Center space contingent upon Wisconsin Technical College System Board (WTCSB) approval and o request WTCSB approval of the lease amendment.

Motion carried.

Chairperson Thornton called for Committee Reports.

Minutes from the January 3 Committee meeting were reviewed. The Finance Committee also met prior to tonight's Board meeting. Information discussed included an analysis of options related to the relocation of Center for Transportation Studies' programming as well as near and longer term facilities priorities for other College facilities.

It was moved Mr. Mayer and seconded by Ms. Tillman to approve the attached modifications to the Fiscal Year 2016-17 Budget, as presented.

Motion carried unanimously.

Personnel Committee minutes from December 21 were reviewed. The Committee did not meet in January.

Chairperson Thornton called for New Business.

Information from the BTC Foundation was reviewed for in-kind and cash donations exceeding \$5,000 received July 1-December 30, 2016; donations totaled \$82,000.

The programs approved for operation in Fiscal Year 2017-18 were reviewed. A question was raised about whether an IT Security Certificate could be offered.

Chairperson Thornton called for Other Business.

District Board members reviewed three (3) policies. Revisions were recommended for Policy B-800 – Board Member Ethics and C-201 – Equal Opportunity Education and Employment. No revisions were recommended for Policy C-200 – Employee Code of Ethics. Action to approve recommended revisions will be scheduled for the February Board meeting.

Information was shared on the nomination for the District Boards Association's 2017 Media Award. This year's nominee will be a story which was written by Catherine Idzerda entitled "Soft Skills, permanent jobs" which ran in *The Janesville Gazette* on October 3, 2016.

A brief report was provided on the winter meeting of the District Boards Association, which was held in Madison on January 12-13, 2017.

Chairperson Thornton called for Future Agenda Items. A determination was made to include hold the strategic planning discussion with Giraffe LLC upon conclusion of regular agenda business during the February 15 Board meeting.

It was moved by Mr. Mayer and seconded by Ms. Tillman to adjourn the meeting at 6:48 p.m.

Laverne E. Hays
Secretary

ENCLOSURE #4

Special Meeting

of the

Blackhawk Technical College District Board

January 23, 2017

Minutes

A special meeting of the Blackhawk Technical College Board was held on Monday, January 23, 2017, at the BTC Administrative Center, 6004 S. County Road G, Janesville, in the Board Room. The following members were present: Barbara Tillman, Vice Chairperson; Laverne Hays, Secretary; Rick Richard, Treasurer (via phone); Traci Davis (via phone); Mark Mayer (via phone); Dr. Karen Schulte (via phone); and Malik Surani. Board members absent: Eric Thornton, Chairperson; Tom Heeg. BTC staff present: Dr. Tracy Pierner, Renea Ranguette, Dr. Diane Nyhammer, and Jackie Pins.

Vice Chairperson Tillman called the meeting to order at 7:32 a.m.

Dr. Pierner stated a counter-offer of \$400,000 has been received for the Aviation Center property and requested Board consideration to accept the offer. Minimal interest has been shown in the property since it was listed for sale over 3½ years ago. Use of the property is very restricted due to FAA regulations. The property has additional limitations due to the ratio of administrative space vs. hangar space and hangar door height. Initial appraisal in 2014 reflected a value of \$949,000 based on like-properties within the industry. In recent research, the College learned the values for other hangar properties at the Southern Wisconsin Regional Airport range between \$10/SF to \$30/SF; BTC's Aviation Center would be approximately \$20/SF. Each Board member shared input during brief discussion.

It was moved by Dr. Schulte and seconded by Ms. Davis to accept Meisner Aircraft's purchase counter-offer of \$400,000 for the Aviation Center facility contingent upon Wisconsin Technical College System President approval.

Motion carried unanimously

Administration will notify the real estate broker of the Board's acceptance of Meisner Aircraft's counter-offer and begin the next steps in the sale process.

It was moved by Mr. Surani and seconded by Mr. Hays to adjourn the meeting at 7:43 p.m.

Motion carried.

Laverne E. Hays
Secretary

ENCLOSURE #5

5. Consent Agenda

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

The January bills include Voucher #00239570 to and including #00239721 and direct deposit expense reimbursements in the total amount of \$400,357.03 (includes student related payments), a payroll total for the month of January of \$737,148.93, payroll tax wire transfers for the month of January of \$519,337.03, other wire transfers for the month of January of \$67,580.96, WRS wire transfers for the month of January of \$145,516.84, P-card disbursements for the month of January of \$196,295.24, a bond payment for the month of January of \$0, and a health insurance wire transfer for the month of January of \$291,879.80, for a grand total of \$2,358,115.83.

Blackhawk Technical College

BILL LIST SUMMARY

Period Ending January, 2017

Starting Check Number 00239570
 Ending Check Number 00239721 Plus Direct Deposits

PAYROLL TAXES			
Federal		439,564.48	
State		<u>79,772.55</u>	
			519,337.03
PAYROLL BENEFIT DEDUCTIONS & FRINGE PAYMENTS			
Retirement		-	
Health and Dental Insurance		23,136.59	
Miscellaneous		<u>16,503.79</u>	
			39,640.38
STUDENT RELATED PAYMENTS			29,238.72
CURRENT NON CAPITAL EXPENSES			272,223.02
CAPITAL			59,254.91
DEBT			<u>-</u>
TOTAL BILL LISTING AND PAYROLL TAXES			919,694.06
PAYROLL-NET			<u>737,148.93</u>
SUB TOTAL BILL LISTING AND PAYROLL			1,656,842.99
PLUS OTHER WIRE TRANSFERS			67,580.96
PLUS WRS WIRE TRANSFERS			145,516.84
P-CARD DISBURSEMENTS			196,295.24
PLUS BOND PAYMENT			-
HEALTH INSURANCE WIRES			<u>291,879.80</u>
GRAND TOTAL FOR THE MONTH			<u><u>2,358,115.83</u></u>

Memo

Bill List Total 400,357.03
 Wire Transfer - Payroll Taxes 519,337.03

5. Consent Agenda

d. Approval of Contract Training (Action - Dr. Diane Nyhammer)

The following training contracts have been negotiated since the last meeting:

Contract #	Business/Industry	FULL CONTRACT DETAIL INFORMATION				Actual Contract Cost
		# Served	Est. FTEs	BTC Cost Formula	LAB Cost Formula	
2017-1065	ABM <i>Forklift Safety</i>	7	0.02	\$707	\$472	\$707
2017-1077	AMTEC <i>Forklift Train the Trainer</i>	2	0.01	\$562	\$450	\$562
2017-1075	Beloit Health System <i>Leadership Development II</i>	22	0.44	\$5,807	\$4,049	\$5,807
2017-1074	Blackhawk Community Credit Union <i>Professional Development - Technical Assistance</i>	150	0.00	\$1,128	\$4,786	\$11,258
2017-1079	Bytec, Inc. <i>Confined Space Training</i>	25	0.08	\$931	\$600	\$931
2017-1090	Chemtool, Inc. <i>Effective Meetings - Technical Assistance</i>	50	0.00	\$375	\$176	\$375
2017-1073	Community Action Inc. <i>Student Success</i>	24	0.32	\$4,264	\$4,049	\$4,264
2017-1089	Rock County Human Resources <i>Leadership Training</i>	30	0.45	\$4,829	\$3,313	\$4,829
	<i>Report Subtotal</i>	310	1.32	\$18,603	\$17,895	\$28,733

5. Consent Agenda

Contract #	Business/Industry	MULTIPLE RECIPEINT, GRANT OR OTHER COMPLEX CONTRACT BREAKDOWN INFORMATION				FULL CONTRACT DETAIL INFORMATION					
		# Served	Est. FTEs	BTC Cost Formula	LAB Cost Formula	Actual Contract Cost	# Served	Est. FTEs	BTC Cost Formula	LAB Cost Formula	Actual Contract Cost
2017-1078	Blackhawk Transport, Inc. <i>Legal Aspects of HR Management</i> --WAT Grant Funding						57	0.19	\$2,892	\$2,176	\$897
											\$1,994
2017-1080	Blackhawk Transport, Inc. <i>Training and Coaching Employees</i> --WAT Grant Funding						57	0.19	\$2,892	\$2,029	\$897
											\$1,994
2017-1081	Blackhawk Transport, Inc. <i>Recruiting High Quality Employees</i> --WAT Grant Funding						57	0.19	\$1,608	\$1,063	\$499
											\$1,109
2017-1082	Blackhawk Transport, Inc. <i>Applying Leadership Skills</i> --WAT Grant Funding						57	0.19	\$2,090	\$1,501	\$649
											\$1,442
2017-1076	Emmi Roth USA, Inc. <i>Communication Skills - Written</i> --WAT Grant Funding						30	0.10	\$1,804	\$1,001	\$560
											\$1,244
2017-1084	Emmi Roth USA, Inc. <i>Communication Skills - Oral</i> --WAT Grant Funding						30	0.10	\$1,804	\$1,001	\$560
											\$1,244
2017-1085	Emmi Roth USA, Inc. <i>Dealing with Difficult Behavior</i> --WAT Grant Funding						30	0.10	\$1,804	\$1,001	\$560
											\$1,244
2017-1086	SSI Technologies, Inc. <i>Time Management</i> --WAT Grant Funding						16	0.05	\$694	\$466	\$215
											\$478

* BTC charges do not meet LAB formula.

CONTRACT TRAINING APPROVED BY BTC BOARD

	Month	FY 2012-13		FY 2013-14		FY 2014-15		FY 2015-16		FY 2015-16	
		Month's \$	YTD \$	Month's \$	YTD \$	Month's \$	YTD \$	Month's \$	YTD \$	Month's \$	YTD \$
1st Qtr.	July	\$3,535	\$3,535	\$52,148	\$52,148	\$36,837	\$36,837	\$64,607	\$64,607	\$17,083	\$17,083
	August	\$5,555	\$9,090	\$40,224	\$92,372	\$88,157	\$124,994	\$31,803	\$96,410	\$1,912,317	\$1,929,400
	September	\$2,797	\$11,887	\$43,942	\$136,314	\$4,242	\$129,236	\$22,000	\$118,410	\$373,076	\$2,302,476
2nd Qtr.	October	\$49,820	\$61,707	\$25,200	\$161,514	\$26,983	\$156,219	\$52,506	\$170,916	\$210,046	\$2,512,522
	November	\$21,902	\$83,609	\$34,725	\$196,239	\$56,992	\$213,211	\$622,564	\$793,480	\$26,617	\$2,539,139
	December	\$11,439	\$95,048	\$307,342	\$503,581	\$408,509	\$621,720	\$275,514	\$1,068,994	\$24,362	\$2,563,501
3rd Qtr.	January	\$342,694	\$437,742	\$0	\$503,581	\$76,855	\$698,575	\$52,828	\$1,121,822	\$63,520	\$2,627,021
	February	\$306,330	\$744,072	\$455,099	\$958,680	\$124,335	\$822,910	\$14,624	\$1,136,446	\$45,218	\$2,672,239
	March	\$150,257	\$894,329	\$46,981	\$1,005,661	\$56,331	\$879,241	\$64,158	\$1,200,604		\$2,672,239
4th Qtr.	April	\$76,884	\$971,213	\$72,840	\$1,078,501	\$35,193	\$914,434	\$16,268	\$1,216,872		\$2,672,239
	May	\$45,068	\$1,016,281	\$50,185	\$1,128,686	\$52,003	\$966,437	\$85,469	\$1,302,341		\$2,672,239
	June	\$5,252	\$1,021,533	\$47,797	\$1,176,483	\$3,851	\$970,288	\$6,124	\$1,308,465		\$2,672,239
YTD TOTAL \$			<u>\$1,021,533</u>		<u>\$1,176,483</u>		<u>\$970,288</u>		<u>\$1,308,465</u>		<u>\$2,672,239</u>

Historical Reference

1. FY 2012-13 - WAT Grant total: \$86,233; Transcribed Credit contracts with high schools total: \$719,956
2. FY 2013-14 - WAT Grant total: \$229,793; Transcribed Credit contracts with high schools total: \$707,169
3. FY 2014-15 - WAT Grant total: \$179,200; Transcribed Credit contracts with high schools total: \$597,665
4. FY 2015-16 - WAT Grant total: \$117,606; Transcribed Credit contracts with high schools total: \$900,167; HSED contracts with high schools total: \$47,438
5. FY 2016-17 - WAT Grant total: \$52,926; Transcribed Credit contracts with high schools total: \$2,408,840; HSED contracts with high schools total: \$13,234

ENCLOSURE #7

6. Action Items

- a. Approval of Revisions to Board Policies--#B-800 – Board Member Ethics and #C-201 – Equal Opportunity Education and Employment (Action – Chairperson Thornton)

During review of policies at the January Board meeting, consensus was to move the recommended revision of two (2) policies forward for approval. The policies are:

Policy B-800 – Board Member Ethics – Significant revisions are recommended to bring the policy in line with the ethical expectations for State of Wisconsin public officials and employees. The recommended revisions are consistent with the content of board member ethics policies at other technical colleges within the State.

Policy C-201 – Equal Opportunity Education and Employment – Several revisions are recommended for the policy. The first revision on Page 1 is the addition of the Americans with Disabilities Act Amendments Act of 2008 to the list of federal, state, and local anti-discrimination laws and executive orders. Revisions on Page 2 reflect organizational changes which have occurred at the College with respect to the positions responsible for reporting and resolving of complaints.

District Board approval of the revisions to Policies B-800 and C-201 are requested.

~~District Board members are subject to the Wisconsin Code of Ethics for Public Officials and Employees, and are required to file Statements of Economic Interests with the State of Wisconsin Ethics Board.~~

Each member of the District Board is an appointed representative of the citizens of the entire District and therefore embraces the public's trust. The Board members' obligations, as a group, are both legal and ethical. Each member promises to carry out his/her duties with the very highest ethical conduct, and to carry out the Board's requirements under the applicable education code provisions of the State of Wisconsin and such other local, state, and federal laws as apply.

1. Board members must maintain unconflicted loyalty to the interests of the ownership. This accountability supersedes any conflicting loyalty such as that to advocacy or interest groups and membership on other boards or staffs. This accountability supersedes the personal interest of any Board member acting as an individual consumer of college services.
2. Board members must assure that all actions and decisions are done to better serve students since this is the primary reason for the College's existence.
3. Board members must understand that the positive relationship between the student and instructor is critical, but of equal value are all the student-centered types of activities that support instruction and the individual needs of students.
4. Board members must be responsible for the balance of appropriate programs, services, facilities, resources, staffing, and financial support necessary to meet the needs of current students in such a manner that assures their success in meeting their educational and occupational goals.
5. Board members must accept the responsibility of becoming well informed of the major initiatives of the College, the global perspective of the Wisconsin Technical College System, and being well informed of related national activities such that each Board member is better able to make the necessary decisions that maintain or strengthen our commitment to students of the College.
6. Board members must help create and sustain an atmosphere in which controversial issues or different philosophical stances can be presented fairly and in which the dignity of each individual is maintained.
7. Board members must avoid any conflict of interest with respect to their fiduciary responsibility.

8. Board members must maintain confidentiality of privileged information and refuse to use his/her position on the Board or any confidential information in any way for personal gain.
9. Board members must not use their positions to obtain employment by the College or the furnishing of services or goods to the College for or by themselves, family members, friends, or associates.
10. Board members must recognize that each member is only one member of a team, and that all Board actions are taken as a group in such a manner that the best interests of the entire College community are advanced.
11. Board members' interaction with the President or with staff must recognize the lack of authority in any individual Board member or group of members except as noted previously in Board policies.
12. Board member's interaction with the public, press, or other entities must recognize the same limitation and the similar inability of any Board member of Board members to speak for the Board.
13. Board members will express no judgments of the President's or staff performance except as that performance is assessed in accordance with explicit Board policies.
14. Board members will observe the Wisconsin Open Meeting Law.
15. Board members will submit an annual Statement of Economic Interests to the State of Wisconsin Ethics Commission.

Reference: Wis. Stats. 19.41 to and including 19.46

Policy Adopted: June 16, 1982

Revised: January 19, 2000

Reviewed: June 21, 2006; September 17, 2008

EQUAL OPPORTUNITY EDUCATION & EMPLOYMENT C-201

POLICY STATEMENT FOR THE BLACKHAWK TECHNICAL COLLEGE DISTRICT

The Blackhawk Technical College District is committed to the execution of equal employment and educational opportunities within the institution. It is District policy that the College will provide equal opportunity in all of its employment practices without regard to age, race, creed, color, religion, disability, marital status, sex, national origin, ancestry, arrest record, conviction record, sexual orientation, membership in the national guard, state defense force or any reserve component of the military forces of the United States or this state, political affiliation, genetic testing and the use or non-use of lawful products off the employer's premises during non-working hours. The District does not discriminate against students on the basis of race, color, creed, religion, sex, national origin, disability, ancestry, age, sexual orientation, pregnancy, marital status or parental status. Discrimination means a difference in the treatment in any service, program, course or facility of BTC on the basis of any of these protected statuses.

Equal opportunity will be provided in accordance with federal, state and local anti-discrimination and laws and executive orders, including: Titles VI and VII of the Civil Rights Act of 1964 as amended, Title IX of the Education Amendments Act of 1972, Section 504 of the Rehabilitation Act, the Americans with Disabilities Act of 1990, [Americans with Disabilities Act Amendments Act of 2008](#), the Civil Rights Act of 1991, the Carl D. Perkins Vocational Education Act, the Equal Pay Act of 1973, the Age Discrimination Acts of 1967 and 1975, the Civil Rights Restoration Act of 1987, the Wisconsin Fair Employment Law, other appropriate laws and executive orders and/or administrative directives and codes, including the Office for Civil Rights Guidelines for Eliminating Discrimination and Denial of Services on the Basis of Race, Color, National Origin, Sex and Handicap in Vocational Programs.

Employment actions include but are not limited to: recruitment, selection, promotion, performance appraisals, compensation, transfer, layoff, training, demotion, termination, work assignments and other benefits of employment.

Education actions include but are not limited to: recruitment, admission, counseling, financial aid, work study, job placement, comparable facilities, training programs, and physical and program accessibility. An Affirmative Action Plan to ensure non-discrimination in employment and education opportunities will be monitored by the District's Affirmative Action Officer appointed by the President/District Director. All administrators, supervisors, and employees are responsible for implementing Equal Employment Opportunity/Affirmative Action policies and procedures in their work areas. This institution is committed to act affirmatively in its efforts to achieve a balanced representation of protected classes in employment and educational programs indicating compliance with equal opportunity laws.

EQUAL OPPORTUNITY EDUCATION & EMPLOYMENT C-201

District policy prohibits harassment by supervisors, co-workers and non-employees on the basis of sex, race, color, national origin, age, disability, or any other protected status. An affirmative effort will be made to provide an environment free of harassment for employees, students and non-employees.

Employees discriminating against other staff or students will be subject to discipline under appropriate BTC policies. Students discriminating against another student will be subject to discipline under the applicable student code of conduct. The College will take necessary corrective action to remedy any instances where it is determined that discrimination has occurred.

The Blackhawk Technical College District has an established procedure for resolving complaints relating to discrimination, including harassment. Complaints alleging sexual harassment may be filed directly with either the District's ~~Vice President of~~ Executive Director/Chief Human Resources Officer/Affirmative Action Officer, ~~Diversity Specialist~~, or Title IX Officer. Alleged acts of discrimination may be filed directly with the District's ~~Diversity Specialist or Vice President of~~ Executive Director/Chief Human Resources Officer. Complaints must be filed within 300 days from the date of the action causing the complaint. Reports of alleged acts of discrimination, or inquiries concerning the equal opportunity policies of the District, should be addressed to:

~~Vice President,~~ Executive Director/Chief Human Resources Officer /Affirmative Action Officer

or

~~Diversity Specialist~~

or

Title IX Officer

BLACKHAWK TECHNICAL COLLEGE

6004 S. County Road G

P.O. Box 5009

Janesville, WI 53547-5009

Policy Adopted: September 15, 1982

Revised: March 20, 1991; March 8, 1995; November 14, 2001; September 15, 2004

Reviewed: October 18, 2006

Revised: February 18, 2009;

ENCLOSURE #8

6. Action Items

b. Approval of Award of Contract for Underground Cable Replacement (Action – Renea Ranguette)

The College contracted with Alliant Energy for the testing of our Central Campus underground (electric) cable system. The cable system provides a primary and secondary feed line to serve campus facilities. The test results indicate two primary and several secondary lines contain fault points which may fail at any time. These lines are direct-buried; and, therefore, not easily replaced. The FY16 capital budget included \$60,000 for the repair of cable at the fault points. It has since been determined that replacement is a better approach.

A request for proposal (RFP) for replacement of underground cables was released on January 16, 2017, with bids solicited from five qualified vendors. In addition, a Class 1 advertisement of this RFP was placed in the Janesville Gazette. The request for proposal sought pricing for the replacement of two primary lines and alternate pricing for replacement of secondary lines with fault points. All new cable will be installed with conduit for future service and replacement ease.

One sealed bid was received by the due date:

Main Bid (two primary lines)	\$180,610
Alternate A: (secondary line)	\$68,640
Alternate B: (secondary line)	\$69,690

Reference verifications confirm the company, Westphal Electric, is well qualified to perform the work.

Replacement of the two primary lines (main bid) will ensure that all Central Campus buildings are served by a healthy primary line. The secondary lines should be planned for replacement at a future date to ensure continuity of operations should any primary line fail.

The FY16 capital dollars for the project have been carried forward to the FY17 budget. The FY17 capital budget includes funding for facility branding (carpet, paint, etc.) and classroom/reception updates. The available dollars from these projects are proposed for redirection to support the underground cable replacement work. If approved and weather permits, the work would be concluded over spring break.

Administration recommends award of contract for replacement of the primary underground cables to Westphal Electric at a cost of \$180,610.

ENCLOSURE #9

BLACKHAWK TECHNICAL COLLEGE

Finance Committee
Wednesday – January 18, 2017
Board Room – 3:30 PM

MINUTES

Members Present: Laverne Hays
Mark Mayer

Members Absent: Barbara Tillman, Chairperson
Traci Davis

Other Board Present: Tom Heeg
Rick Richard
Eric Thornton (arrived 4:55 p.m.)

BTC Staff Present: Dr. Tracy Pierner, Renea Ranguette, Dr. Nyhammer, Brian Gohlke, Jackie Pins, Steve Kormanak

In the absence of Chairperson Tillman, Mr. Mayer called the meeting to order at 3:33 p.m.

Financial Statement & Quarterly Update – The December Financial Statement was reviewed. Within the General Fund, revenues are down approximately \$500,000 (6%) from last year. The largest decrease is in Program Fees (tuition), which correlates to the enrollment decline. Expenditures are down slightly (1.2%) from last year. The Special Revenue Fund reflects a decrease of \$93,000 in revenues to date due to the timing of payments received for state and federal aid. Total expenditures within the Fund are down by approximately \$126,900. The Capital Projects Fund reflects a decrease of \$5,800,000 in the current year due to the reduction of bond sales. Fund Expenditures are down by slightly over \$3 million due to the reduced number and size of projects. The Debt Service Fund reflects the \$7.5 million adjusted budget which was levied. The Enterprise Fund reflects a slight increase in activity due to Public Safety activities. The Internal Service Fund has had limited activity. The Trust & Agency Fund reflects revenue to date of \$4.5 million compared to \$5.4 million last year; the greatest reduction factor is the decrease in federal revenue (student financial aid).

Approval of Modifications to the Fiscal Year 2016-17 Budget – The proposed modifications to the Fiscal Year 2016-17 budget were reviewed and questions answered. Modifications 1-3 are within the General Fund. Modification 1 provides a reallocation of contingency funds for strategic planning, CPI activities, and Next Generation Learning. Modification 2 provides an adjustment of \$300,273 for mid-year budget changes reflecting staff vacancies, declining state aid, and mid-year elimination of the application fee and testing fees. Modification 3 is a reclassification of expenditures into the correct categories following the reorganization which occurred in Fall 2016. Modification 4 reflects increased grant funds totaling \$69,284 under the Special Revenue Fund. Modifications 5 and 6 are within the Enterprise Fund and adjust the budget to reflect increased instructional activity and equipment repairs within Public Safety.

Modification 7 funds an insurance deductible of \$100,000 within the Internal Service Fund. The Committee recommended approval of the modifications as presented.

It was moved by Mr. Richard and seconded Mr. Heeg to recommend to the full Board that it approve the attached modifications to the Fiscal Year 2016-17 Budget as presented.

Motion carried.

Center for Transportation Studies (CTS) Location Analysis – Dr. Pierner stated work has continued on analysis/options related to the relocation of programming currently housed at CTS. A preliminary JP Cullen estimate received prior to the holiday break reflected a build cost of \$1.1 million for a 12,500 square foot metal facility at Central Campus to house the auto and diesel labs; a tentative location identified was the north parking lot. In a follow-up discussion, we discovered exhaust systems for the building had been omitted from the proposal. The addition of the exhaust system component increased the proposal to \$1.3 million. This option would also utilize vacated HVAC lab space as storage for the programs. A second option discussed was remodeling the former HVAC lab (approx. 4,700 SF) for an Automotive Lab at a cost of \$367,500 and build a new facility (approx. 7,500 SF) for the Diesel Lab at a cost of approximately \$800,000; a suggested location was south of the Student Success Center. Placing the lab in this location would place it closer in proximity to the Auto program. Metal storage units could be located near the training center for Diesel equipment storage.

A SWOT analysis reflected one of the major positive outcomes of moving the programs to Central Campus would be the ability to provide greater services to support students. A drawback to the CTS facility is the cost of running two programs at an isolated location. Estimated annual savings of \$91,000 were identified as a result of relocation to the Central Campus.

Concerns shared by Committee members included: selling one building to build a new building; significant cost savings would be needed as justification.

The Committee noted an approximate \$150,000 cost difference between the build options discussed. Members expressed support of using space that is currently vacant vs. building all new. Administration will continue to research options; additional information is to be shared with the Committee in the near future.

Other Facilities Planning – Dr. Pierner stated the north portion of the Monroe Campus building has been vacated; heat and electricity have been reduced in the space to save operational dollars. This space is not suitable for instructional purposes. Office space and/or storage may be a future use consideration. The College may attempt to rent out the 6,000 square feet as office space. The Medical Assistant program will begin at the site on a part-time basis in Fall 2017; renovation will be needed to accommodate instruction. The return of a part-time Nursing program is also anticipated. Dialog is currently taking place with Monroe Clinic to house the instruction for that program within their new facility. The Food Science program beginning in Fall 2017 is also in

need of a lab. Under the current footprint, a classroom has been identified for Food Science lab space but requires significant renovation. The current Ag lab would work much better for the Food Science lab. The Ag program is also in need of space to house three (3) pieces of equipment which will be purchased through a grant. Administration has discussed utilizing the proceeds from the sale of the Aviation Center to build a small building at the Monroe Campus for Ag lab/storage and potential future programming (CNC, welding) to support Green County businesses and a greenhouse for the Agribusiness program. Any build project undertaken would need to be cost neutral to the College. If the Ag lab relocated to a new location, their current space could be repurposed as lab space for the Food Science program. Committee members indicated support for the addition of desired programs for the Green County area as well as storage space for equipment. Administration was directed to provide more accurate estimates and additional details on proposed options for the Monroe Campus.

Due to the time, discussion related to longer term facilities planning items (Beloit, Rock University High School, Central Campus renovations, and land for EVOC and Truck Driver Training) was deferred to a future meeting.

It was moved by Mr. Richard and seconded by Mr. Heeg to adjourn the meeting at 5:02 p.m.

Motion carried.