

Regular Meeting
of the
Blackhawk Technical College District Board

April 19, 2017

Minutes

The regular meeting of the Blackhawk Technical College Board was held on Wednesday, April 19, 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; Traci Davis; Tom Heeg; Dr. Karen Schulte; and Malik Surani. Board member absent: Mark Mayer. Staff present: Dr. Tracy Pierner; Lynn Neitzel; Renea Ranguette; Brian Gohlke; Jackie Pins; Dr. Jon Tysse; Dr. Gina McConoughey; Dr. Garry Krause; Julie Barreau; Matt Urban; Sharon Ackermann; Jon Staebell; and Jeff Kropp. Guests: Rhonda Urban and Craig Ackermann.

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.

BTC retiree Sharon Ackermann was recognized for her upcoming retirement from the District after 20 years of service.

Roger Haecker presented a report on Student Government activities and events.

Chairperson Thornton called for Information/Discussion items.

The March financial statement and quarterly update were reviewed.

Dr. Pierner presented the President's monthly report, which included local and state meetings attended. Companies visited included Rath Gibson, Dollar General, Stainless Tank & Equipment, Tigre-ADS USA, and Pratt Industries. Randy and Willie Hughes were hosted at a gourmet lunch, during which training and opportunities in the ag community were discussed. Dr. Duffy, President of Upper Iowa University, visited campus; discussion was initiated regarding the possibility of pursuing a B.S. Nursing completion program at BTC. Dr. Pierner met Congressman Mark Pocan during a Town Hall meeting he held at Central Campus. Closing documents were executed for the sale of the Aviation Center; the sale will be finalized on April 21 when the County Board terminates BTC's lease and approves a lease for the new owner. The Advanced Manufacturing Training Center had a NIMS accreditation site visit and received accolades. A legislative update was provided—non-fiscal-related budget items were removed from Governor's proposed budget by the Joint Finance Committee and the one-third tuition recovery for Early College was not taken out of the budget. The WTCS continues to advocate for elimination of the latter item from the budget. BTC news articles were shared and included the upcoming release of Amy Goldstein's new book on Janesville after General Motors and

a corresponding PBS film special. Dr. Pierner introduced Lynn Neitzel, Interim Vice President of Academic Affairs, and Dr. Jon Tysse, Director of Institutional Research & Effectiveness.

Chairperson Thornton called for the Consent Agenda.

It was moved by Mr. Richard and seconded by Mr. Surani to approve the consent agenda, which included the minutes of the Regular Meeting held on March 15, 2017; current bills from the month of March – Voucher #00240680 to and including #00241365 and direct deposit expense reimbursements in the total amount of \$821,284.26 (includes student related payments), a payroll total for the month of March of \$820,178.26, payroll tax wire transfers for the month of March of \$367,634.46, other wire transfers for the month of March of \$34,063.85, WRS wire transfers for the month of March of \$146,921.85, P-card disbursements for the month of March of \$255,090.23, a bond payment for the month of March of \$7,513,723.82, and a health insurance wire transfer for the month of March of \$295,547.82, for a grand total of \$10,254,444.55; 13 training contracts negotiated since the last meeting totaling \$40,876; approval to issue continuing contract/employment letters to the attached list faculty and project faculty for the 2017-18 academic year; acceptance of three (3) resignations – Renae Boydston, Nursing Assistant Instructor, effective July 7, 2017; Dr. Diane Nyhammer, Vice President of Learning, effective March 31, 2017; and Edward Robinson, Vice President of Student Services, effective June 30, 2017; and confirmation of a non-exempt administrative employment contract issued to Elisa Colson for the position of Student Engagement/Recruitment Specialist at a salary of \$42,016, effective April 7, 2017.

Motion carried.

Chairperson Thornton called for Action Items.

It was moved by Mr. Surani and seconded by Ms. Davis to approve the first reading of revisions to District Board Bylaws B-210 – Officers; B-211.1 – District Board Chair; B-212.2 – Vice Chair; B-212.3 – Secretary; and B-212.4 - Treasurer.

Motion carried.

The Southwest Wisconsin Workforce Development Board is seeking administrative space at the BTC Beloit Center for their Food Share Program personnel. The proposed lease agreement would provide space for up to five employees at a cost of \$800 per month. The proposed lease term is June 1, 2017, through September 30, 2018, the point in time when the grant funding for the program concludes. If continued funding is obtained, District Board action would be required to approve a lease beyond September 30, 2018. Landlord approval of the request has been obtained.

It was moved by Dr. Schulte and seconded by Mr. Heeg to approve the Southwest Wisconsin Workforce Development Board lease agreement for administrative space in the Beloit Center from June 1, 2017, through September 30, 2018, as presented.

Motion carried.

District Board approval was requested to begin offering four (4) apprenticeship programs. The Wisconsin Bureau of Apprenticeship Standards (BAS) has expressed interest in increasing offerings within apprenticeship. BAS recruits apprentices and enters into a contract with the employer(s) for the

training. BTC would provide the training. Curriculum development would begin for the apprenticeship programs upon approval to offer the programs.

It was moved by Mr. Hays and seconded by Ms. Davis to approve BTC offering the Welding Fabricator Apprenticeship Program (50-442-1).

Motion carried.

It was moved by Mr. Surani and seconded by Ms. Davis to approve BTC offering the Industrial Electrician Apprenticeship Program (50-413-1).

Motion carried.

It was moved by Mr. Heeg and seconded by Mr. Richard to approve BTC offering the Maintenance Technician Apprenticeship Program (51-464-1).

Motion carried.

It was moved by Mr. Hays and seconded by Ms. Davis to approve BTC offering the Mechatronics Apprenticeship Program (50-621-1).

Motion carried.

Chairperson Thornton called for Committee Reports.

The Finance Committee met earlier in April and prior to tonight's Board meeting. Minutes from the March 15 and April 5 meetings were reviewed. Administration presented the proposed FY18 budget at the April 5 meeting. A summary of the proposed FY18 budget was handed out to the Board. A Committee recommendation to the full Board from today's meeting was approval of the modifications to the Fiscal Year 2016-17 Budget.

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

Motion carried unanimously.

Mr. Richard reported the Personnel Committee met earlier today to receive information in closed session and to discuss the process to be used for the President's performance evaluation. The minutes from the March 15 meeting were reviewed.

Chairperson Thornton called for New Business.

Learning Operations Reports were provided on Academic Quality Improvement Program (AQIP) accreditation and the Business Management Program review.

District Board members reviewed two Board Bylaws and two Board Policies. No revisions were suggested for Bylaws B-220.1 and B-221; no revisions were suggested for Policy B-220. Revisions suggested to Policy J-710 included increasing the student activity fee from 5% of tuition to 7% of tuition and deleting language within the policy related to related to student accident insurance

premium fees. SGA pays the insurance premium from the funds collected in the student activity percent fee. The new student activity fee rate would become effective for the fall 2017 semester. Board members agreed with the bylaw/policy suggestions as presented. Approval of revisions to Policy J-710 will be added to the May Board agenda.

Board consensus was to hold the annual Retreat on August 16, 2017, and to hold the August Board meeting immediately following the conclusion of the Retreat. Anticipated start time for the Board meeting is 3:00 PM. Retreat agenda topics will include Strategic Plan discussion. Board members were asked to think about additional topics and be prepared to discuss further at the May Board meeting. Ms. Pins will confirm a location for the Retreat/meeting.

Chairperson Thornton called for Other Business.

Discussion was held on the expectations of professional development opportunities for Board members. Dr. Pierner requested membership to professional organizations be reevaluated. Board members supported the continuance of attendance at District Boards Association quarterly meetings with an allocation of \$8,000 within the Board's budget. Dr. Pierner will provide information at the May meeting on additional national organization memberships which could be considered.

A report was provided on the District Boards Association Spring Meeting which was held in Elkhart Lake on April 7-8.

Chairperson Thornton called for Future Agenda Items. There was none.

It was moved by Ms. Davis and seconded by Dr. Schulte to adjourn the meeting at 6:55 p.m.

Motion carried.



Laverne E. Hays
Secretary

FULL-TIME FACULTY
CONTRACT RENEWAL FOR 2017-2018

Carol Aslesen	Nursing Assistant
Lavinia Baldivieso	Business Management
Julie Bellman	Mathematics
Tammy Berberich	Basic Skills
Bobbi Jo Bishofberger	Welding
Sarah Chilson	Pharmacy Technician
Nora Elizabeth Chambers	Supervisory Management
Kathryn Church	Radiography
Orinda Conway	IT-Network Specialist
Daniel Crifase	Welding
Patricia DeGarmo	Office Technology
Michael Doubleday	Electric Power Distribution
Victoria Downs	Nursing
Christopher Esser	HVAC/R
Lisa Fahey	Medical Assistant
Melissa Fischer	Nursing
Michael Flory	Mathematics
Kathleen Fratianne	Accounting
Julia (Kathy) Gates	Medical Assistant
Melissa Genovese	Diagnostic Medical Sonography
Susan Griffin	Physical Therapist Assistant
Richard Grossen	CNC Technician
Patrick Haack	Electro-Mechanical Technology
Daniel Harrigan	Laboratory Technician / Math – Science
Cheryl Harsevoort	Behavioral/Social Science
Kimberly Hawkins	Radiography
Deborah Heder	Nursing
Nichole Hinkel	AD-Nursing
Glenn Hoffarth	Economics/Social Science
Cathy Hopkins	Basic Skills
John Horkey	Automated Systems Technology
Sarah Hubert	Nursing Assistant
Rubina Jan	Social Sciences
Benjamin Jedd	Communications
Jeremiah Johnson	Welding
Steven Jones	Diesel
Anthony Jordan	HVAC/R
Kristina Jordan	Emergency Medical Technician
Michelle Jubeck	Medical Administrative/Coding
Katie Koel	Culinary Arts
Lori Krasemann	Early Childhood Education
Jeffrey Kropp	Business Management
Patrick Lane	Police Science
Michael Langdon	Basic Skills
Cindy Leverenz	Marketing

Alexandra Liezert
David Linton
William Lobenstein
Debborah Lohr
Kent Marsden
Mary Mather
Eric Moe
Ronald Mowry
Marshall Mundt
Jason Nado
Sheldon Newkirk
John Norland
Mark Olson
Julie Patrick
Deborah Pessoa
Greg Phillips
Julie Pierce
Thomas Pleuger
Susan Potter
Mark Prosser
Kevin Purcell
Cynthia Ruiz
Michael Salamone
Edward Scoville
Michele Spates
Jon Staebell
James Stec
Beth Strauss
Erica Svejda
Jon Thomason
Michelle Weirich
Dustin Williams
Kathleen Winker
Joseph Wollinger
Denny Wright
John Patrick Wynes
Janet Zoellner

Radiography
IT Web Software Development
Industrial Mechanic
Natural Sciences/Mathematics
Basic Skills Education
Nursing
Fire Protection Technician/EMS
Automotive Technician
Math/Economics
Communications
Automotive Technician
Communications
Culinary Arts
Nursing
Nursing
Electrical Apprenticeship
Nursing
CNC
Nursing
Welding
Police Science
Dental Assistant
Diesel
Computer Service Technician
Diagnostic Medical Sonography
Business Management
Natural Sciences/Mathematics
Nursing
Basic Skills
Communications/Mathematics
Early Childhood Education
Ag Business/Farm Management
Clinical Laboratory Technician
Culinary Arts
IT-Network Specialist
Natural Sciences
Nursing

**FULL-TIME FUNDED TEACHERS
CONTRACT RENEWAL – 2017-2018**

Erika Bemrich
Carol Seichter
Jered Soravia

Basic Skills Instructor/Jail
Basic Skills/Reading
Basic Skills Math and Chemistry

Proposed Modifications to the FY 2016-17 Budget

		<u>Expenditures</u>	<u>Revenues</u>
General Fund			
	Increase budget to reflect participation in TABE Test pilot project		
	Increase Function 1 Instructional Expenditures	675	
	Increase Institutional Revenue	-	675
	Total - Amendment 1	675	675
Capital Projects Fund			
	Transfer unallocated capital from Function 1-Instruction, to Function 6-General Institutional		
2	Decrease Function 1 Instructional Expenditures	(7,922)	
	Increase Function 6 General Institutional Expenditures	7,922	-
	Total - Amendment 2	-	-
	Adjust capital projects budget to account for sale of Airport facility, and to establish reserve for FY18 capital projects		
3	Decrease Function 6 Physical Plant Expenditures	(200,000)	
	Decrease Function 6 General Institutional Expenditures	(63,000)	
	Decrease Function 3 Student Services Expenditures	(37,000)	
	Increase Institutional Revenue	-	380,000
	Increase Transfers to Reserves and Designated Fund Balances	680,000	-
	Total - Amendment 3	380,000	380,000
Enterprise Fund			
4	Reclassify revenue source to correct budget category		
	Decrease Transfers to Reserves and Designated Fund Balances	(16,200)	
	Decrease Other Sources Revenue		(16,200)
	Total - Amendment 4	(16,200)	(16,200)