

Regular Meeting
of the
Blackhawk Technical College District Board

May 17, 2017

Minutes

The regular meeting of the Blackhawk Technical College Board was held on Wednesday, May 17, 2017, at the BTC Administrative Center, 6004 S. County Road G, Janesville, in the Board Room. The following members were present: Eric Thornton, Chairperson; Laverne Hays, Secretary; Rick Richard, Treasurer; Tom Heeg (departed meeting at 6:00 p.m.); Mark Mayer; and Malik Surani (joined the meeting at 4:25 p.m.). Board member absent: Barbara Tillman, Vice Chairperson; Traci Davis; Dr. Karen Schulte. Staff present: Dr. Tracy Pierner; Lynn Neitzel; Renea Ranguette; Brian Gohlke; Jackie Pins; Dr. Jon Tysse; Dr. Gina McConoughey; Alicia Acker; Gary Kohn; and Lois Swanson.

Chairperson Thornton called the meeting to order in open session at 4:17 p.m. and stated the Board would immediately adjourn to a closed session pursuant to Wis. Stats. 19.85 (1)(c) for the purpose of beginning the process for the annual review of the President. No action would be taken in closed session.

It was moved by Mr. Richard and seconded by Mr. Hays to adjourn to a closed session pursuant to Wis. Stats. 19.85 (1)(c) for the purpose of beginning the process for the annual review of the President.

The roll was called with the following members voting affirmatively: Mr. Hays, Mr. Mayer, Mr. Richard, Mr. Heeg, Mr. Thornton.

Motion carried.

Dr. Pierner remained during closed session.

Mr. Surani joined the closed session via phone at 4:25 p.m. and voted to go into closed session.

It was moved by Mr. Hays and seconded by Mr. Richard to adjourn the closed session at 5:12 p.m.

The roll was called with the following members voting affirmatively: Mr. Hays, Mr. Mayer, Mr. Surani, Mr. Richard, Mr. Heeg, Mr. Thornton.

Motion carried

Chairperson Thornton called the meeting to session in open session. Following a brief recess, the meeting was reconvened at 5:15 p.m.

It was moved by Mr. Mayer and seconded by Mr. Surani to remove Enclosure #21, Campus Security discussion, and Enclosure #22, Professional Development Expectations for Board Members, from the May 17, 2017, agenda.

Motion carried.

Chairperson Thornton called for Public Comment. There was none.

Chairperson Thornton called for Special Reports.

In the absence of a Student Representative, Alicia Acker provided a summary of SGA's recent and planned activities.

BTC retirees Bruce Hund, Bonnie Nagler, and Lois Swanson were recognized for their upcoming retirements from the District after 26, 20, and 34 years of service, respectively.

Chairperson Thornton called for Information/Discussion items.

The April financial statement was reviewed.

Dr. Pierner presented the President's monthly report, which included local and state meetings attended. Companies visited include Evonik, Cummins, SHINE, NFI, and Jones Dairy Farm. Local law enforcement administrators were on campus for Criminal Justice mock interviews; Dr. Pierner joined them for a luncheon. BTC hosted a table at the Green County Development Corp. Annual Dinner. The College was the site of a political event entitled "The Future of Work," which was sponsored by Congressman Pocan. Events which have been held included: Scholarship Donor Breakfast, College Completion Day, Spring 2017 CPI Team Report-Outs, Junk Yard Wars (Milton), the Student Awards Ceremony, and a golf fundraiser for the DASH grant. Dr. Pierner participated as a judge for Gourmet finals and was the speaker at the Janesville Noon Rotary annual scholarship luncheon. BTC surpassed employee giving to United Way by 50% from the previous year. The State Board approved a 1.4% tuition increase for the WTCS for Fiscal Year 2017-18. A brief legislative update was provided—the Joint Finance Committee is slated to discuss WTCS budget-related items on May 18. BTC articles featured in local media were shared. Dr. Pierner stated the Vice President of Academic Affairs position has seven candidates participating in initial interviews. Second-round interviews will be held at Central Campus. Board members are invited to a Meet & Greet session to meet the candidates; additional information will be shared when available.

Chairperson Thornton called for the Consent Agenda.

It was moved by Mr. Mayer and seconded by Mr. Richard to approve the consent agenda, which included the minutes of the Regular Meeting held on April 19, 2017; current bills from the month of April – Voucher #00241366 to and including #00241648 and direct deposit expense reimbursements in the total amount of \$616,132.81 (includes student related payments), a payroll total for the month of April of \$826,234.37, payroll tax wire transfers for the month of April of \$387,365.99, other wire transfers for the month of April of \$50,927.68, WRS wire transfers for the month of April of \$149,014.51, P-card disbursements for the month of April of \$241,894.28, a bond payment for the month of April of \$0, and a health insurance wire transfer for the month of April of \$293,329.54, for a grand total of \$2,564,899.18; 15 training contracts negotiated since the last meeting totaling \$35,548; acceptance of the resignation of Kristen Devitt, Law Enforcement Coordinator, effective May 19,

2017; confirmation of an administrative employment contract issued to Ronald Lyons for the position of CDL Instructional Specialist at a salary of \$60,000, effective April 24, 2017; and confirmation of a limited-term administrative employment contract issued to Kevin Holmin for the position of Laboratory Instructional Specialist at a salary of \$52,955, effective May 1, 2017.

Motion carried.

Chairperson Thornton called for Action Items.

It was moved by Mr. Surani and seconded by Mr. Heeg to approve the second 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.

Due to staffing changes, District Board action is needed to update who has the authority to act to request remission authorization of out-of-state tuition for needy and worthy students.

It was moved by Mr. Hays and seconded by Mr. Mayer to approve the delegation of authority to submit out-of-state tuition remission requests for needy and worthy students to the Registrar (Brooke Johnson).

Motion carried.

Chairperson Thornton called for Committee Reports.

The Finance Committee minutes from the April 19 were reviewed.

The 2017-18 preliminary budget and three-year projections were reviewed. The total operational budget is proposed to be \$29,051,985. The combined budget for all funds is proposed to be \$53,422,528. Capital borrowing is slated to be \$5,000,000. Based on an estimated 2.0% increase to the equalized value of the District, the proposed operational mill rate is .57004 and the proposed debt service mill rate is .68227, for a total mill rate of 1.25231. A couple of changes were noted since the April Finance Committee meeting—the addition of a 1.4% tuition increase and a transfer of funds from the Enterprise Fund into expenditures due to increased Police Recruit Academy activity. The budget is balanced, with funds for contingency and new initiatives built into the budget and not funded from Fund Balance. Board members complimented Dr. Pierner and Ms. Ranguette on the work which was done to present a balanced budget.

It was moved by Mr. Mayer and seconded by Mr. Surani to approve the FY 2017-18 Budget for presentation at a public hearing and to hold the public hearing on June 21, 2017, at 4:30 p.m. at the Administrative Center in the Board Room.

Motion carried unanimously.

Mr. Richard reported the Personnel Committee met earlier today and will present its recommendations related to 2017-18 wages for BTC employees. The minutes from the April 19 meeting were also reviewed.

A 1.26% base wage increase for administrative employees, compensation adjustments for individuals whose salary is below midpoint/market rate, and adjustments for position reclassifications was presented to the Personnel Committee. Total cost for the adjustments is \$119,612 for Fiscal Year 2017-18 and impacts 69 administrative staff members.

It was moved by Mr. Surani and seconded by Mr. Mayer to approve the administrative staff salaries for Fiscal Year 2017-18, as recommended.

Motion carried.

A 2% adjustment to wages paid to part-time employees was presented to the Personnel Committee. Approximately 367 part-time instructional and support staff members are within this employee group. The projected impact of these wage adjustments in Fiscal Year 2017-18 is \$43,495.

It was moved by Mr. Richard and seconded by Mr. Hays to approve a 2% adjustment to part-time staff wages for Fiscal Year 2017-18.

Motion carried.

Administration and the Educational Support Professionals (ESP) concluded negotiations for a base wage increase for Fiscal Year 2017-18. The ESP voted to ratify the tentative agreement, which provides for a base wage increase of 1.26%. The cost for this increase in Fiscal Year 2017-18 is \$17,014 and impacts 33 members.

It was moved by Mr. Surani and seconded by Mr. Richard to approve the ratification of the 2017-18 base wage agreement with the Blackhawk Technical College Education Support Professionals.

Motion carried.

Administration presented a recommendation to the Committee for compensation adjustments for support staff whose wage is below grade midpoint, for range advancement, and for reclassification of positions with significant changes in responsibilities. The recommended adjustments impact 33 support staff at a cost of \$32,159.

It was moved by Mr. Surani and seconded by Mr. Hays to approve 2017-18 compensation adjustments of \$32,159 for support staff individuals whose wage rate is below grade midpoint, range advancement, and reclassification of positions with significant changes.

Motion carried.

Administration and the Blackhawk Technical Faculty Federation (BTFF) concluded negotiations for a base wage increase for Fiscal Year 2017-18. The BTFF voted to ratify the tentative agreement, which provides for a base wage increase of 1.26%. The cost of the base wage adjustments for Fiscal Year 2017-18 is \$92,813 and impacts 95 members.

It was moved by Mr. Richard and seconded by Mr. Surani to approve the ratification of the 2017-18 base wage agreement with Blackhawk Technical Faculty Federation, Local 2308.

Motion carried.

Administration presented a recommendation to the Committee on step adjustments to compensate instructors, instructional specialists, and student advisors whose wage is below the top of the salary schedule. The adjustments impact 53 employees at a total cost of \$118,635 for Fiscal Year 2017-18. Concern was expressed at the Committee meeting regarding adjustments based on the top of the salary schedule rather than use of a midpoint.

It was moved by Mr. Richard and seconded by Mr. Surani to approve 2017-18 instructional wage adjustments of \$118,635 for instructors, instructional specialists, and student advisors whose wage is below the top of the salary schedule.

Motion carried with Mr. Mayer voting no.

Chairperson Thornton called for New Business.

The District Board reviewed three Board Policies. Revisions suggested to Policy B-223 reflected earlier Board discussion on professional development expectations for Board members and is reflective of current practice for Board member attendance at meetings/conferences. Board members requested language also be added to strongly encourage attendance at DBA meetings. Board consensus was to also add language to Policy B-222 to reflect new Board members would be assigned a mentor. No revisions were suggested for Policy B-224. Approval of revisions to Policies B-222 and B-223 will be added to the June Board agenda.

Chairperson Thornton called for Other Business.

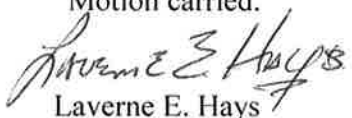
District Board Retreat agenda topics were discussed. Members were asked to submit proposed agenda topics to Chairperson Thornton; he will work with Dr Pierner on creating a draft agenda to be shared at the next meeting. Topics brought forward included: Strategic Plan and projects, revisit debt service plan, summary of feedback received during the strategic planning process, Board self-evaluation, and a mini-training session on how to advocate for the College within the community. A suggestion was to possibly include the Foundation Board members in the mini-training session.

Initial information was provided on the District Boards Association Summer Meeting being held in Kenosha on July 14-15 and on the ACCT Leadership Congress being held in Las Vegas in September.

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

It was moved by Mr. Surani and seconded by Mr. Mayer to adjourn the meeting at 6:25 p.m.

Motion carried.


Laverne E. Hays
Secretary

ENCLOSURE #12

7. Committee Reports

- a. Adoption of Fiscal Year 2017-18 Budget for Presentation at Public Hearing; Setting of Date for Public Hearing (Action – Renea Ranguette)

The Finance Committee reviewed the proposed Fiscal Year 2017-18 Operational, Capital, and Debt Service fund budgets at their meeting on April 5, 2017. The presentation and supporting reports were provided to the District Board members at the April 19, 2017, meeting.

The Trust (student financial aid) & Agency (student clubs & organizations), Internal Service (insurance fund), and Enterprise budgets are added to these fund budgets to establish the combined budget for Fiscal Year 2017-18.

Administration recommends forwarding the Fiscal Year 2017-18 budget as summarized in the attached documents for presentation at a public hearing. This budget is based upon information currently available and may require amendment after the adoption as better information becomes available.

Administration recommends that the public hearing be held in conjunction with the regular Board meeting on June 21, 2017, at 4:30 p.m.

WHEREAS, the total operational budget for 2017-18 is proposed to be \$29,051,985;

WHEREAS, the combined budget for 2017-18 is proposed to be \$53,422,528;

WHEREAS, the proposed combined 2017-18 property tax levy is \$14,966,912;

WHEREAS, the 2017-18 budget proposes borrowing \$5,000,000 for annual capital equipment, building improvement and remodeling projects, and property acquisition;

WHEREAS, the equalized value of the District is estimated to increase 2.0%;

WHEREAS, the proposed 2017-18 operational mil rate is 0.57004, and the proposed debt service mil rate is 0.68227 for a total mil rate of 1.25231;

NOW, THEREFORE, BE IT RESOLVED, by the Blackhawk Technical College District Board that the proposed FY 2017-18 budget be presented to the electors of the District at a public hearing on June 21, 2017, at 4:30 p.m., and that a full hearing be held thereon.