

Regular Meeting
of the
Blackhawk Technical College District Board

October 18, 2017

Minutes

The regular meeting of the Blackhawk Technical College Board was held on Wednesday, October 18, 2017, at the BTC Advanced Manufacturing Training Center, 15 Plumb Street, Milton, in Room 118. The following members were present: Eric Thornton, Chairperson; Barbara Tillman, Vice Chairperson; Laverne Hays, Secretary; Rick Richard, Treasurer; Traci Davis; Mark Mayer; Dr. Karen Schulte; and Malik Surani (arrived 5:03 p.m.). Board members absent: Tom Heeg. Staff present: Dr. Tracy Pierner; Brian Gohlke; Renea Ranguette; Dr. Zahi Atallah; Jackie Pins; Jon Tysse; Joe Wollinger; Elisa Colson; and Gary Kohn (arrived 5:11 p.m.).

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 Erika Kropp provided a report on past and future student activities and events.

Chairperson Thornton called for Information/Discussion items.

The September financial statement and quarterly update were reviewed.

Dr. Pierner presented the President's monthly report. Attendance at community meetings and visits to local companies were shared. He attended and provided comments at the IBEW graduation ceremony for apprentices and attended the ACCT Conference in Las Vegas. An excellent Harvest Dinner was hosted at the Buckhorn Supper Club for the annual Culinary scholarship fundraiser. Joseph Newborn will begin as the new Resource Development & Community Relations Manager in mid-November. A Manufacturing Day event was held on October 6, 2017; 600 students and 27 businesses participated. A meeting was held with Best Events to hold initial discussion regarding a collaboration to utilize The Armory for the proposed Culinary Production Specialist program. Upcoming events include BTC hosting the State Board meeting on November 7-8; and a meeting next week with Dr. Smiley of the School District of Janesville (SDJ) and Dr. Annie Wu to discuss how BTC can connect with SDJ and Chinese students interested in technical education opportunities. Interviews will be held in the near future for finalists for the Director of Student Services; Board members will be invited to meet final candidates. The SDJ has an opportunity to obtain a federal grant to bring a fiber line to BTC to serve Rock University students; 80% of the funding is provided by the federal

government. Development of a Memorandum of Understanding (MOU) is underway whereby BTC would have access to the fiber line; access would enable BTC to eliminate its contract with Charter Communications.

Chairperson Thornton called for the Consent Agenda.

It was moved by Mr. Surani and seconded by Ms. Davis to approve the consent agenda, which included the minutes of the Regular Meeting held on September 20, 2017; current bills from the month of September – Voucher #00242538 to and including #00243489 and direct deposit expense reimbursements in the total amount of \$1,375,680.11 (includes student related payments), a payroll total for the month of September of \$936,258.14, payroll tax wire transfers for the month of September of \$357,653.38, other wire transfers for the month of September of \$56,827.30, WRS wire transfers for the month of September of \$222,347.77, P-card disbursements for the month of September of \$214,228.89, a bond payment for the month of September of \$568,599.38, and a health insurance wire transfer for the month of September of \$283,256.32, for a grand total of \$4,014,851.29; 40 training contracts negotiated since the last meeting totaling \$83,880; adoption of a resolution to designate district positions subject to Wisconsin's Code of Ethics; approval of a request from Sarah Chilson for an extended leave of absence without pay; confirmation of an administrative employment contract issued to Jason Sanders for the position of Network Engineer at a salary of \$62,000, effective October 16, 2017; confirmation of an administrative employment contract issued to Mark Brown for the position of Program Coordinator – Law Enforcement Academy at a salary of \$76,000, effective October 16, 2017; and acceptance of a resignation from Matthew Albers, Programmer Analyst, effective October 20, 2017.

Motion carried.

Chairperson Thornton called for Action Items.

It was moved by Mr. Mayer and seconded by Dr. Schulte to approve Board Policy B-326 – Public Comment at Board Meetings, as presented.

Motion carried.

It was moved by Mr. Surani and seconded by Dr. Schulte to approve the first reading of revisions to District Board Bylaw B-211 – Notification of Board Meetings and B-324 – Agenda, as presented.

Motion carried.

Administration requested approval of the Concept Review for a Culinary Production Specialist Technical Diploma Program. In BTC's six-county service area, labor market data reflects a gap of 1,300 line cook positions between 2017 and 2022. Occupational data for our service area also projects a 5% increase in Food Preparation and Serving Related Occupations. At the state level, the projected increase is 4.1%. The current Culinary Arts program prepares

students to manage kitchens as head chefs. The proposed program would incorporate some of the courses included within the Associate Degree program and develop additional courses to address particular requirements of the industry. The Concept Review is the first step in the Wisconsin Technical College System program development process. Pending District Board approval, documentation will be submitted for State Board approval. If approved, the anticipated start time for the program is May 2018.

It was moved by Mr. Mayer and seconded by Mr. Hays to approve the Concept Review for a Culinary Production Specialist Technical Diploma Program.

Motion carried unanimously.

Chairperson Thornton called for Committee Reports.

The Finance Committee met prior to the start of the regular Board meeting. Acting Committee Chairperson Mayer provided a recap of meeting discussion. The September Financial Statement and quarterly update were reviewed. The Committee recommended approval of the following action items.

District Board action was requested to establish the mill rate and tax levy for fiscal year 2017-18. The College's operational levy is capped at the 2010 levy amount plus an annual valuation factor for net new construction within the District. The 2017 valuation factor (1.62403%) for the District is applied to total revenue which is defined in statute as the total tax levy (net of debt service) from the previous year plus the property tax relief aid received in the previous year. The valuation factor of 1.62403% reflects an operational levy increase of \$267,723 due to net new construction in the District. The increase for net new construction brings the operational levy to \$6,955,491 and will generate a mill rate of 0.56412. The debt service levy is \$7,874,179 and generates a debt service mill rate of .63863. The total levy proposed is \$14,829,670 with a total mill rate of 1.20275 per \$1,000 equalized valuation. The total levy reflects an increase of 4.4%; the mill rate reflects a decrease of 0.8%.

It was moved by Mr. Surani and seconded by Mr. Richard to authorize a \$14,829,670 tax levy of 1.20275 mills (including debt service) on \$12,329,756,115 of equalized value, and that the clerks of the various taxing entities be properly informed of their appropriate share of the District's levy.

Motion carried unanimously.

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

Motion carried unanimously.

It was moved by Mr. Richard and seconded by Mr. Surani to approve the attached modifications to the Fiscal Year 2017-18 Budget, as recommended.

Motion carried unanimously.

Board approval was requested for the 2016-2017 Procurement Annual Report. A listing of vendors paid \$50,000 or more during the year was shared.

It was moved by Mr. Richard and seconded by Ms. Davis to accept the Procurement Annual Report as recommended.

Motion carried unanimously.

Chairperson Thornton called for New Business.

A review of three Bylaws and one Policy was conducted. A first reading of the revisions proposed for Bylaw B-350 and approval of revisions to Policy B-450 will be scheduled at the November Board Meeting.

Chairperson Thornton called for Other Business.

A reminder was provided on the District Boards Association Fall Meeting being held in Waukesha on November 2-4.

A report was provided on the ACCT 2017 Leadership Congress which was held in Las Vegas in September. Mr. Hays volunteered as an ambassador at the Conference.

Chairperson Thornton called for Future Agenda Items. There was none

It was moved by Mr. Mayer and seconded by Dr. Schulte to adjourn the meeting at 6:08 p.m.

Motion carried.



Laverne E. Hays
Secretary

ENCLOSURE #5

5. Consent Agenda

d. Adoption of Resolution to Designate District Positions Subject to Wisconsin's Code of Ethics (Action – Dr. Tracy Pierner)

Annually, the Wisconsin Ethics Commission requests the District Board to reaffirm its prior designations of positions in the District, appropriately identified as deputy, associate, or assistant district directors. These positions are subject to the Code of Ethics, a requirement of which is that these individuals must file “statements of economic interest.” The Board previously identified the following positions:

President/District Director
Vice President, Learning
Vice President, Administrative Services
Executive Director, Human Resources
Executive Dean, Student Services

The titles for two (2) of the above positions were changed over the past year. Vice President, Learning is now Vice President, Academic Affairs; and, Executive Dean, Student Services is now Director, Student Services. An additional position is recommended for designation as a position subject to Wisconsin's Code of Ethics – Director, Institutional Research and Effectiveness.

As a result, the following list is recommended to be designated as positions subject to Wisconsin's Code of Ethics:

President/District Director
Vice President, Academic Affairs
Vice President, Administrative Services
Executive Director, Human Resources
Director, Student Services
Director, Institutional Research and Effectiveness

The District Board is requested to confirm the above positions as subject to Wisconsin's Code of Ethics by adoption of the following resolution which will be communicated to the Ethics Commission:

RESOLVED that for purposes of Wisconsin's Code of Ethics for Public Officials and Employees, sec. 19.41 through 19.59, Stats., the Blackhawk Technical College District Board designated the above named positions deputy, associate, or assistant district directors and indicated its understanding that the current occupants of those positions and their successors to those positions are state public officials to whom Wisconsin's Ethics Code applies.

Proposed Modifications to the FY 2017-18 Budget

		<u>Expenditures</u>	<u>Revenues</u>
General Fund			
1	To establish estimated transcribed credit contract budget		
	Increase Institutional Revenue	-	1,200,000
	Increase Function 1 Instructional Expenditures	1,200,000	-
	Total - Amendment 1	1,200,000	1,200,000
2	To establish estimated budget for employee internal professional development		
	Increase Tuition Revenue	-	3,966
	Increase Other Student Fees Revenue	-	1,034
	Increase Function 6 General Institutional Expenditures	5,000	-
	Total - Amendment 2	5,000	5,000
3	To increase property tax revenue due to net new construction greater than budgeted; to account for City of Janesville property tax refund, to allocate budget for new initiatives funding		
	Increase Local Government Revenue	-	118,850
	Increase Function 2 Instructional Resources Expenditures	27,526	-
	Increase Function 3 Student Services Expenditures	27,526	-
	Increase Transfers to Reserves and Designated Fund Balances	63,798	-
	Total - Amendment 3	118,850	118,850
Special Revenue Fund			
4	To increase the special revenue fund to reflect carryover of FY17 Workforce Advancement Training grants		
	Increase State Aid	-	65,432
	Increase Function 1 Instructional Expenditures	65,432	-
	Total - Amendment 4	65,432	65,432
Capital Projects Fund			
5	To establish budget for capital fund projects carried forward from FY17		
	Increase Transfers from Reserves and Designated Fund Balances	-	63,087
	Increase Function 7 Physical Plant Expenditures	63,087	-
	Total - Amendment 5	63,087	63,087
6	To establish budget for capital fund projects carried forward from FY17		
	Increase Transfers from Reserves and Designated Fund Balances	-	397,065
	Increase Other Sources/Uses	154,191	-
	Increase Function 1 Instructional Expenditures	66,471	-
	Increase Function 2 Instructional Resources Expenditures	153,148	-
	Increase Function 6 General Institutional Expenditures	7,524	-
	Increase Function 7 Physical Plant Expenditures	15,731	-
	Total - Amendment 6	397,065	397,065
7	To establish budget for capital fund projects carried forward from FY17		
	Increase Transfers from Reserves and Designated Fund Balances	-	165,655
	Increase Other Sources/Uses	42,841	-
	Increase Function 2 Instructional Resources Expenditures	33,370	-
	Increase Function 6 General Institutional Expenditures	41,123	-
	Increase Function 7 Physical Plant Expenditures	48,321	-
	Total - Amendment 7	165,655	165,655

Proposed Modifications to the FY 2017-18 Budget

		<u>Expenditures</u>	<u>Revenues</u>
8	To establish budget for capital fund projects carried forward from FY17		
	Increase Transfers from Reserves and Designated Fund Balances	-	299,374
	Increase Other Sources/Uses	52,970	-
	Increase Function 2 Instructional Resources Expenditures	28,556	-
	Increase Function 6 General Institutional Expenditures	217,848	-
	Total - Amendment 8	299,374	299,374
9	To establish budget for mid-year capital projects		
	Increase Transfers from Reserves and Designated Fund Balances	-	561,475
	Increase Function 1 Instructional Expenditures	164,461	-
	Increase Function 2 Instructional Resources Expenditures	64,689	-
	Increase Function 3 Student Services Expenditures	38,500	-
	Increase Function 6 General Institutional Expenditures	229,325	-
	Increase Function 7 Physical Plant Expenditures	64,500	-
	Total - Amendment 7	561,475	561,475
10	To adjust debt service revenue and expenditure budgets		
	Increase Other Sources/Uses	-	250,000
	Decrease Local Government Revenue	-	(279,965)
	Decrease Function 7 Physical Plant Expenditures	(29,965)	
	Total - Amendment 10	(29,965)	(29,965)

Proposed Modifications to the FY 2016-17 Budget

		<u>Expenditures</u>	<u>Revenues</u>
General Fund			
1	To reallocate budget to correct function		
	Increase Function 7 Physical Plant Expenditures	5,755	-
	Decrease Function 2 Instructional Resources Expenditures	(1,635)	-
	Decrease Function 3 Student Services Expenditures	(4,120)	-
	Total - Amendment 1	-	-
Trust Fund			
2	To establish budget for federal Bureau of Indian Affairs student financial assistance and Wisconsin Indian student financial assistance		
	Increase Federal Revenue	-	3,500
	Increase State Aid	-	1,100
	Increase Function 3 Student Services Expenditures	4,600	-
	Total - Amendment 2	4,600	4,600
3	To provide resources for increased flexible benefit fund activity		
	Increase Institutional Revenue	-	37,867
	Increase Transfers from Reserves and Designated Fund Balances	-	177
	Increase Function 6 General Institutional Expenditures	25,752	
	Increase Transfers to Reserves and Designated Fund Balances	12,292	
	Total - Amendment 3	38,044	38,044