

Regular Meeting  
of the  
Blackhawk Technical College District Board

November 15, 2017

Minutes

The regular meeting of the Blackhawk Technical College Board was held on Wednesday, November 15, 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 (via phone); Rick Richard, Treasurer; Traci Davis; Tom Heeg; and Mark Mayer (via phone). Board members absent: Eric Thornton, Chairperson; Dr. Karen Schulte; and Malik Surani. Staff present: Dr. Tracy Pierner; Dr. Zahi Atallah; Brian Gohlke; Renea Ranguette; Dr. Jon Tysse; Jackie Pins; Joe Newborn; Gary Kohn; and Elisa Colson.

Vice Chairperson Tillman called the meeting to order at 5:00 p.m.

Vice Chairperson Tillman called for Public Comment. There was none.

Vice Chairperson Tillman called for Special Reports.

Student Representative to the Board Erika Kropp 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 2016-17 audit. The independent auditors report reflected a clean, unmodified opinion by the audit firm. The audit includes a change in accounting principles with the implementation of GASB Statement No. 74, *Financial Reporting for Postemployment Benefit Plans Other Than Pension Plans*, and GASB Statement 75, *Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions*, both related to the College having an employee pension trust. The audit reflected an increase to the College's net assets of approximately \$430,000. The Notes to Financial Statements were reviewed. No internal control findings were noted. Compliance testing was done for federal and state programs, also with no findings to report.

It was moved by Ms. Davis and seconded by Mr. Richard to approve the FY 2016-17 audit report as submitted by Wipfli, LLP, Eau Claire, and to forward the report to the Wisconsin Technical College System Board no later than December 31, 2017.

Motion carried unanimously.

Vice Chairperson Tillman called for Information/Discussion items.

The October Finance Statement was reviewed.

Dr. Pierner presented the President's monthly report, which included state and local meetings attended. On-campus meetings held included: UW-Rock County leadership; Dr. Annie Wu regarding partnering with polytechnics schools in China; an advisory committee focused on Advanced Manufacturing to discuss framework being developed for a career pipeline effort to share with school districts; and Rock River Reclamation District which culminated in a desire to bring a group of individuals together from wastewater treatment plants to discuss workforce needs/program opportunities. Collaboration of initiatives was also the focus of a meeting with the Monroe Fire Department. Dr. Pierner attended the DBA meeting/legal seminar held in Waukesha. BTC hosted the State Board Meeting at which SSI Technologies received the Futuremaker Partner Award. The WTCS Presidents' Association Meeting was also hosted at BTC. There is a new program in the state whereby foster children are to receive free tuition within the WTCS. The Presidents have begun to collect areas of budgetary need and strategize for the next biennium budget. Statewide news shared included Nicolet Area Technical College receiving approval to deliver one (1) degree in competency-based education; they are the first college in Wisconsin to be able to do so. BTC is very interested in pursuing this opportunity in the future. Madison College was awarded a Title III grant to support efforts in serving underserved populations; BTC will also be pursuing a Title III Grant in the near future. Wisconsin veterans' benefits have expanded to include spouses and children. Internal news at BTC was shared. No final candidate was identified in the search for a new Dean of the MATT Division; Gary Saganski has agreed to stay on as interim Dean for the remainder of the academic year. Joe Newborn began on November 13 as the Resource Development & Community Relations Manager. There are four (4) finalists for Director of Student Services position. The College hosted BTC retirees at a luncheon; approximately 39 individuals attended. Upcoming events at which Dr. Pierner will be involved were shared. Final information reported included the Fall 2017 Semester CPI Team Report-Outs being held on Friday, December 1, at 9:00 AM and the Law Enforcement Graduation on December 8 at 10:00 AM; both events will be held in the North Commons.

Vice Chairperson Tillman called for the Consent Agenda.

It was moved by Mr. Richard and seconded by Ms. Davis to approve the consent agenda, which included the minutes of the Regular Meeting held on October 18, 2017; current bills from the month of October – Voucher #00243490 to and including #00243981 and direct deposit expense reimbursements in the total amount of \$690,307.19 (includes student related payments), a payroll total for the month of October of \$678,411.52, payroll tax wire transfers for the month of October of \$373,303.27, other wire transfers for the month of October of \$38,866.04, WRS wire transfers for the month of October of \$142,642.69, P-card disbursements for the month of October of \$155,970.34, a bond payment for the month of October of \$0, and a health insurance wire transfer for the month of October of \$281,647.20, for a grand total of \$2,361,148.25; 16 training contracts negotiated since the last meeting totaling \$53,542; acceptance of two (2) intents to retire—Associate Degree Nursing Instructor Vicki Downs, effective December 21, 2017; and Early Childhood Education Instructor Lori Krasemann, effective the end of the spring semester in May 2018; acceptance of three (3) resignations—IT Network Specialist Instructor Orinda Conway, effective December 21, 2017; Associate Dean of Nursing Dr. Patricia Padjen, effective December 21, 2017; and IT Network Specialist Instructor Denny Wright, effective December 21, 2017; confirmation of an administrative employment contract issued to Joseph Newborn for the position of Resource Development and Community Relations Manager at a salary of \$64,000, effective November 13, 2017; and confirmation of a limited-term instructional

employment contract issued to Timothy Murphy for the position of Medical Assistant Instructor at a salary of \$53,760, effective November 13, 2017.

Motion carried.

Vice Chairperson Tillman called for Action Items.

It was moved by Mr. Heeg and seconded by Ms. Davis to approve the second reading of revisions to District Board Bylaws B-322 – Notification of Board Meetings, and B-324 – Agenda, as presented.

Motion carried.

It was moved by Mr. Richard and seconded by Mr. Heeg to approve the first reading of revisions to District Board Bylaws B-350 – Executive Sessions, as presented.

Motion carried.

It was moved by Ms. Davis and seconded by Mr. Heeg to approve the revisions to District Board Policy B-450 – Policy Review, as presented.

Motion carried.

Vice Chairperson Tillman called for Committee Reports.

The minutes from the Finance Committee meeting held on October 18, 2017, were reviewed.

Administration presented the municipal water service loop extension project for approval. The District Board approved an Annexation and Water Service Agreement with the City of Janesville in May 2015 which provided for the extension of municipal water service to the Central Campus. The Agreement called for two (2) phases for the project, both of which are subject to District Board and State Board approvals. The first phase completed in 2016 brought life safety protection to College facilities and potable water for public consumption. Completion of the second phase will provide higher quality and dependability of water service via the completion of a loop connection service. The estimated cost for Phase 2 of the project is \$1,500,000, which will be funded by a general obligation tax exempt bond issue. District Board approval of the project was requested.

It was moved by Ms. Davis and seconded by Mr. Richard to approve the municipal water service loop extension project contingent upon Wisconsin Technical College System Board (WTCSB) approval and to request WTCSB approval of the project.

Motion carried unanimously.

Board action was requested to adopt a resolution authorizing the issuance of \$1,500,000 general obligation promissory notes for buildings & grounds improvements in support of the

water main Phase 2 project, which was included in the Fiscal Year 2017-18 budget. Following publication of the resolution and subsequent to the passage of the statutory referendum time period, final approval to award the bid on the borrowing would be presented to the Board at the January 17, 2018, meeting.

It was moved by Mr. Mayer and seconded by Mr. Hays to approve the resolution authorizing the issuance of \$1,500,000 General Obligation Promissory Notes, Series 2018A, of Blackhawk Technical College District, Wisconsin.

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

Motion carried unanimously.

Vice Chairperson Tillman called for New Business.

District Board members reviewed two (2) policies. Approval of the proposed revisions to Board Policy D-200 – Annual Budget and Policy D-280 – Budget Management and Transfers will be added to the December Board agenda.


Vice Chairperson Tillman called for Other Business.

Brief reports were provided on the ACCT Leadership Congress which was held in September in Las Vegas, and on the District Board Association's Legal Seminar/Fall Meeting which was held earlier in the month in Waukesha. Initial information was shared on the Association's Winter Meeting being held in Eau Claire on January 26-27, 2018.

Vice Chairperson Tillman called for Future Agenda Items. Dr. Pierner reported a notice was received from the Higher Learning Commission (HLC) advising the College must provide a follow-on report on financial reporting for Fiscal Year 2015-16. In reviewing the concerns shared in the letter, it was determined the information contained within financial reports was not incorrect, however, there was a change made in how we report our estimated service life for assets. The estimated service life of newly constructed buildings was changed from 50 years to 40 years; and, the estimated service life of major renovations was changed from 50 years to 20 years. Moving to a different calculation resulted in a \$1.8 million change in the depreciation of assets, which was footnoted in the College's annual audit. A response will be provided to the HLC during the specified timeframe. Administration does not anticipate a focused visit as a result of the notice.

It was moved by Mr. Richard and seconded by Ms. Davis to adjourn the meeting at 6:24 p.m.

Motion carried.

  
Laverne E. Hays  
Secretary

**RESOLUTION:**

**Whereas, the District entered into an Agreement with the City of Janesville for the extension of municipal water service to the Central Campus; and**

**Whereas, phase one of that extension was approved by the WTCS Board in July 2015; and**

**Whereas, phase one of the water main installation was completed in summer 2016 with service to the Central Campus buildings and hydrants; and**

**Whereas, phase two will complete a loop in the water main system to ensure continuity of service and water quality; and**

**Whereas, the District committed to making a good faith effort to obtain the required approval for phase two loop completion;**

**It is therefore Resolved, that the Blackhawk Technical College District Board approve the capital improvement of a municipal water service extension to complete the loop serving the College's Central Campus, which is contingent upon WTCS Board approval and to request Wisconsin Technical College System Board approval of this capital improvement.**

The Finance Committee will present its recommendation.

RESOLUTION AUTHORIZING THE ISSUANCE OF \$1,500,000  
GENERAL OBLIGATION PROMISSORY NOTES, SERIES 2018A, OF  
BLACKHAWK TECHNICAL COLLEGE DISTRICT, WISCONSIN

WHEREAS, Blackhawk Technical College District, Rock and Green Counties, Wisconsin (the "District") is presently in need of \$1,500,000 for the public purpose of financing Phase 2 of the water main service extension project, which is a building remodeling and improvement project; and

WHEREAS, the District Board deems it necessary and in the best interest of the District to borrow the monies needed for such purpose through the issuance of general obligation promissory notes pursuant to the provisions of Section 67.12(12), Wis. Stats.;

NOW, THEREFORE, BE IT:

RESOLVED, that the District shall issue general obligation promissory notes in the amount of \$1,500,000 for the public purpose of financing Phase 2 of the water main service extension project, which is a building remodeling and improvement project; and be it further

RESOLVED, THAT:

Section 1. Note Authorization. The District shall issue the general obligation promissory notes authorized above in the aggregate principal amount of \$1,500,000 and designated "General Obligation Promissory Notes, Series 2018A" (the "Notes"), the proceeds of which shall be used for the purpose specified above.

Section 2. Notice to Electors. The District Secretary shall, within ten (10) days hereafter, cause public notice of the adoption of this resolution to be given to the electors of the District by publishing a notice thereof in The Janesville Gazette, the official District newspaper published and having general circulation in the District, which newspaper is found and determined to be likely to give notice to the electors, such notice to be in substantially the form set forth on Exhibit A hereto.

Section 3. Official Statement. The District Secretary shall cause an Official Statement to be prepared by Robert W. Baird & Co. Incorporated. The appropriate District officials shall determine when the Official Statement is final for purposes of Securities and Exchange Commission Rule 15c2-12 and shall certify said Statement, such certification to constitute full authorization of such Official Statement under this resolution.

Adopted this 15th day of November, 2017.

  
\_\_\_\_\_  
Vice Chairperson

Attest:

  
\_\_\_\_\_  
Secretary

EXHIBIT A

NOTICE

TO THE ELECTORS OF:

Blackhawk Technical College  
District, Wisconsin

NOTICE IS HEREBY GIVEN that the District Board of the above-named District, at a meeting duly called and held on November 15, 2017, adopted pursuant to the provisions of Section 67.12(12) of the Wisconsin Statutes, a resolution providing that the sum of \$1,500,000 be borrowed through the issuance of general obligation promissory notes of the District for the public purpose of financing Phase 2 of the water main service extension project, which is a building remodeling and improvement project.

A copy of said resolution is on file in the District Office, 6004 South County Road G, Janesville, Wisconsin, and is available for public inspection weekdays, except holidays, between the hours of 8:00 A.M. and 4:00 P.M.

The District Board need not submit said resolution to the electors for approval unless within 30 days after the publication of this Notice there is filed with the Secretary of the District Board a petition meeting the standards set forth in Sec. 67.12(12)(e)5, Wis. Stats., requesting a referendum thereon at a special election.

Dated November 15, 2017.

BY ORDER OF THE DISTRICT BOARD

District Secretary