

Blackhawk Technical College  
District Board Meeting  
December 19, 2018  
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
  - Enc. #1 a. Recognition of BTC Retiree Patrick Lane (Chairperson Tillman and Dr. Tracy Pierner)
  - Enc. #2 b. Student Success Story (Caroline Gunn)
  - c. Student Representative to the Board Report (Information – Kyle Kuntz)
4. Information/Discussion
  - Enc. #3 a. Financial Statement (Information – Renea Ranguette)
  - b. President’s Report (Dr. Tracy Pierner)
    1. Community Engagement Update
    2. Review of College Events
    3. Upcoming Events
    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.*

Blackhawk Technical College District Board

December 19, 2018 - Agenda

Page 2

- Enc. #4                    a. Approval of Minutes of the Regular District Meeting Held on November 21, 2018 (Action)
- Enc. #5                    b. Approval of Current Bills (Action – Renea Ranguette)
- Enc. #6                    c. Approval of Contract Training (Action – Dr. Zahi Atallah)
- Enc. #7                    d. Acceptance of Resignations (Daniel Crifase, Dr. Beth Strauss, Jan Systma) (Action – Brian Gohlke)
- Enc. #8                    e. Acceptance of Intents to Retire (Beth Chambers, Laurie Lucas, J. Patrick Wynes) (Action – Brian Gohlke)
- Enc. #9                    f. Confirmation of Instructional Employment Contracts Issued for the Position of Surgical Lab Technician Instructor (Jessica Donahue) (Action – Brian Gohlke)
- Enc. #10                    g. Confirmation of Instructional Employment Contracts Issued for the Position of Biological Science Instructor (Jeremy Ebersole, Adam Fauchaux) (Action – Brian Gohlke)
- Enc. #11                    h. Confirmation of Instructional Employment Contracts Issued for the Position of Nursing Instructor (Marlene Burgos-Stewart, Mallory Bohling) (Action – Brian Gohlke)
- Enc. #12                    i. Confirmation of Administrative Employment Contract Issued for the Position of Dean, Business & General Education (Dr. Helen Proeber) (Action – Brian Gohlke)

6. Action Items

- Enc. #13                    a. Approval of International Travel to China (Action – Dr. Tracy Pierner)

7. Committee Reports

Finance Committee

Barbara Barrington-Tillman, Chairperson

- Enc. #14                    Meeting Held 11/21/18  
Action taken

No December Meeting Scheduled

Personnel Committee

Rick Richard, Chairperson

No November Meeting Held

No December Meeting Scheduled

8. New Business

Enc. #15 a. Advisory Committee Function and Membership (Information –Dr. Zahi Atallah)

Enc. #16 b. Review of New Board Policy – B-810 – Board Conduct (Discussion – Dr. Tracy Pierner)

9. Other Business

a. District Boards Association Legislative Conference/Winter Meeting – January 17-18, Madison

10. Future Agenda Items

## ENCLOSURE #1

### 3. Special Reports

- a. Recognition of BTC Retiree Patrick Lane (Chairperson Tillman and Dr. Tracy Pierner)

Pat Lane will retire at the end of the Fall 2019 semester, after 24½ years of service to the College. He was hired in August 1994 as a Criminal Justice instructor in the Associate Degree program. He has also served as an instructor in the Police Recruit Academy, in Juvenile and Constitutional law, and for the Emergency Vehicle Operations Course.

Throughout his career at the College, Pat has been a devoted member of the Public Safety academic team. In addition to regular duties, he has served on the Safety and Professional Development Committees and initiated an in-service class for local police departments in dignitary protection for local law enforcement. He has indicated he is most proud of contributing to the success of those seeking careers in law enforcement and criminal justice by providing the best possible education and training BTC could offer.

Pat has indicated his retirement plans include seeking another career in the private sector.

We wish Pat a long and happy retirement and thank him for his dedication to the College. He will not be able to attend the Board meeting to be recognized. A retirement plaque will be presented to him prior to his retirement date.

## ENCLOSURE #2

### 3. Special Reports

#### b. Student Success Story (Caroline Gunn)

It all started with a radio advertisement. After years of odd jobs and moving around to several cities, it was time for Caroline Gunn, of Janesville, to settle down and find her path.

She tried attending U-Rock and Madison Area Technical College; she tried jobs like customer service, postal carrier, and pharmacy technician. But after becoming a mom, she wanted more than working 50-plus hours a week at a job she did not love. “Having a child changes everything,” said Caroline.

With some encouragement from her mom, Caroline visited Blackhawk Technical College and fell in love with the Culinary Arts Program. “I’m so glad she made me do it. Moms know best.”

“Caroline made a positive impression upon me the first day of class. I could see immediately she was serious about culinary arts. When I learned that she was a single mother working full-time as well as carrying a full class load, I was further impressed,” said Chef Mark Olson, Culinary Arts faculty member at BTC.

She is in her second year of the Culinary Arts program looking forward to graduation in May 2019. Caroline recently completed her externship at the world-class Hotel Madrid in Milwaukee, and she credits them for being very accommodating with her schedule as a student and a mom. When describing all the delicacies she was able to try during the externship, she closed her eyes, her face lit up and she smiled widely talking about things like antelope, dry aged steak and acorn-fed pig.

But what really lights up Caroline is when she talks about her three-year old daughter. “Baking is my thing,” explained Caroline, “and I love when I get her involved in the creative process.” Baking with a toddler has to be simplified, she explained, and admitted to using a box mix to make things less complicated. The important thing is spending time with the one she loves doing what she loves.

One of the things she appreciates most about the Culinary Arts program is the opportunity to experiment with recipes. “We have the freedom to make recipes our own.”

And make it her own, is what she intends to do. She longs to open her own café, bakery and garden, a place she dreamt up during one of her early program courses, Food Service Industry and Menu Design taught by Chef Katie Koel. Caroline said the idea was inspired by Chef Joe Wollinger, BTC Culinary Arts faculty, and his passion for creating farm-to-table educational opportunities for his students.

“I want to keep ingredients local, from Wisconsin, and to grow what I can in my own garden,” said Caroline.

She describes her BTC culinary instructors as mentors; they are more than teachers. “Everyone wants to give up sometimes. I am thankful I didn’t. I am thankful I found this program and I am thankful for my instructors; my mentors.”

Caroline encourages other adult students looking for more to consider returning to school. “Just do it. Years from now, you’ll remember what you didn’t do. Don’t have regrets. If you don’t try, you will never know.”

Caroline will be present at the meeting to share additional information.

# ENCLOSURE #3

## BLACKHAWK TECHNICAL COLLEGE Summary of Revenue and Expenditures as of November 30, 2018

<u>COMBINED FUNDS</u>	2018-19 CURRENT BUDGET	2018-19 ACTUAL TO DATE	2018-19 PERCENT INCURRED	2017-18 ACTUAL TO DATE	2017-18 PERCENT INCURRED
<b>REVENUE &amp; OTHER RESOURCES:</b>					
Local Government	\$ 14,996,271	\$ 118	0.0%	\$ (198)	0.0%
State Aids	15,944,656	2,858,595	17.9%	2,720,817	17.8%
Statutory Program Fees	5,515,110	4,639,815	84.1%	4,361,836	78.4%
Material Fees	398,190	296,027	74.3%	298,540	73.6%
Other Student Fees	855,710	758,115	88.6%	606,852	72.1%
Institutional	2,637,982	433,147	16.4%	493,282	19.3%
Federal	8,474,669	3,961,046	46.7%	3,734,180	39.5%
Other Sources (Bond/Transfer from Other Fund)	<u>2,994,000</u>	<u>2,900,000</u>	96.9%	<u>3,750,000</u>	70.0%
Total Revenue & Other Resources	<u>\$ 51,816,588</u>	<u>\$ 15,846,863</u>	29.1%	<u>\$ 15,965,309</u>	28.3%
<b>EXPENDITURES BY FUNCTION:</b>					
Instruction	\$ 20,702,977	\$ 6,626,543	32.0%	\$ 6,523,960	33.1%
Instructional Resources	2,413,807	797,687	33.0%	849,421	31.2%
Student Services	12,389,363	5,698,315	46.0%	5,153,827	40.1%
General Institutional	5,804,725	2,184,796	37.6%	2,336,497	38.7%
Physical Plant	12,578,878	3,131,496	24.9%	2,072,373	14.4%
Auxiliary Services	352,700	216,828	61.5%	203,019	61.6%
Other Uses (Transfer to Other Fund)	<u>94,000</u>	<u>-</u>	0.0%	<u>250,000</u>	70.0%
Total Expenditures & Other Uses	<u>\$ 54,336,450</u>	<u>\$ 18,655,665</u>	34.4%	<u>\$ 17,389,097</u>	30.6%
<b>EXPENDITURES BY FUNDS:</b>					
General	\$ 27,514,857	\$ 9,836,652	35.8%	\$ 9,727,813	35.6%
Special Revenue	3,966,391	1,071,232	27.0%	855,993	27.8%
Capital Projects	5,333,433	2,402,477	45.0%	1,544,971	21.6%
Debt Service	7,854,858	586,869	7.5%	602,849	7.4%
Enterprise	142,700	29,392	20.6%	28,120	23.5%
Internal Service	210,000	187,436	89.3%	174,899	83.3%
Trust & Agency	9,220,211	4,541,607	49.3%	4,204,452	42.1%
Other Uses (Transfer to Other Fund)	<u>94,000</u>	<u>-</u>	0.0%	<u>250,000</u>	70.0%
Total Expenditures	<u>\$ 54,336,450</u>	<u>\$ 18,655,665</u>	34.4%	<u>\$ 17,389,097</u>	30.6%
Fund Balances, Beginning	\$ 16,841,194	\$ 16,841,194		\$ 13,778,644	
Change in Fund Balance	<u>(2,519,862)</u>	<u>(2,808,802)</u>		<u>(1,423,788)</u>	
Fund Balances, Ending	<u>\$ 14,321,332</u>	<u>\$ 14,032,392</u>		<u>\$ 12,354,856</u>	

<b>Debt Service Detail</b>					
Principal Payments	6,935,000	-	0.0%	-	0.0%
Interest Payments	881,858	553,219	62.7%	568,599	55.0%
Other Debt Service Expenses	<u>38,000</u>	<u>33,650</u>	88.6%	<u>34,250</u>	25.4%
Total Debt Service Payments	<u>\$ 7,854,858</u>	<u>\$ 586,869</u>		<u>\$ 602,849</u>	

# ENCLOSURE #4

Regular Meeting

of the

Blackhawk Technical College District Board

November 21, 2018

## Minutes

The regular meeting of the Blackhawk Technical College Board was held on Wednesday, November 21, 2018, at the BTC Administrative Center, 6004 S. County Road G, Janesville, in the Board Room. The following members were present: Barbara Tillman, Chairperson; Eric Thornton, Vice Chairperson; Laverne Hays, Secretary; Rick Richard, Treasurer; Rachel Andres; Traci Davis; and Mark Mayer. Board members absent: Steve Pophal and Malik Surani. Staff present: Dr. Tracy Pierner; Dr. Zahi Atallah; Brian Gohlke; Renea Ranguette; Dr. Jon Tysse; Jackie Pins; Tony Landowski; Jennifer Thompson; and Rubina Jan (departed at 5:26 p.m.).

Chairperson Tillman called the meeting to order at 5:17 p.m.

Chairperson Tillman called for Public Comment. There was none.

Chairperson Tillman called for Special Reports.

Human Services student Maria Mendoza was highlighted as the student success story for November.

There was no Student Representative to the Board report.

Chairperson Tillman called for Information/Discussion items.

The October Finance Statement was reviewed.

Dr. Pierner presented the President's monthly report, including community engagement and a review of College events. Other communications shared included: a student housing survey being conducted reflects a significant interest in on-campus housing; business/healthcare providers are writing letters of support to the District's legislators for the WTCS biennial budget requests; Dr. Pierner accepted a position on a state-wide apprenticeship Board and will provide a presentation at an upcoming conference; hosted a delegation from Hessen, Germany in Milton; and, the Foundation Board is interested in purchasing the land on which the AMTC building is located. Upcoming events include: CNA Lab Ribbon Cutting ceremony in Beloit on November 27; hosting a Chinese delegation on campus November 29; Law Enforcement Recruit Academy graduation on December 7; Machine Operators Boot Camp graduation (program developed for Rock County inmates) on December 13; Employee Holiday Reception on December 18; and Mercyhealth Ribbon Cutting/check presentation/news conference on December 19, recognizing their significant donation to the Nancy B. Parker Scholarship fund.



A final item shared – the National Science Foundation has selected the IT Networking Instructors to participate in Mentor Connect, a one-year program that will result in a proposal for a small project's grant. BTC was one of 20 colleges selected to participate in the program.

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 17, 2018, and the Special Meeting held on October 26, 2018; current bills from the month of October – Voucher #00266407 to and including #00266985 and direct deposit expense reimbursements in the total amount of \$1,102,531.51 (includes student related payments), a payroll total for the month of October of \$905,239.14, payroll tax wire transfers for the month of October of \$503,713.79, other wire transfers for the month of October of \$108,345.81, WRS wire transfers for the month of October of \$153,858.21, P-card disbursements for the month of October of \$156,178.10, a bond payment for the month of October of \$0, and a health insurance wire transfer for the month of October of \$276,606.50, for a grand total of \$3,206,473.06; 14 training contracts negotiated since the last meeting totaling \$48,817; confirmation of an administrative employment contract issued to Timothy McKearn for the position of Foundation Director at a salary of \$80,000, effective October 26, 2018; confirmation of an administrative employment contract issued to Mitch Miller for the position of Director, Information Technology Services at a salary of \$117,000, effective October 22, 2018; confirmation of an administrative employment contract issued to Jonathan Reseburg for the position of Educational Technology Specialist at a salary of \$62,000, effective November 1, 2018; confirmation of an instructional employment contract issued to Mitchell Ziolkowski for the position of Criminal Justice instructor at a salary of \$64,000, effective December 3, 2018; confirmation of an instructional employment contract issued to William Walsh for the position of Criminal Justice instructor at a salary of \$70,000, effective January 14, 2019; and acceptance of two (2) intents to retire—Culinary Arts Instructor Katie Koel, effective May 18, 2019, and IT Manager-Administrative Services Bonnie Cisewski, effective May 3, 2019.

Motion carried.

Chairperson Tillman called for Action Items.

Chairperson Tillman called for Committee Reports.

The minutes from the Finance Committee meeting held on October 17, 2018, were reviewed. The Committee met earlier and provided the following recommendations regarding requested District Board action.

It was moved by Mr. Mayer and seconded by Ms. Davis to approve the FY 2017-18 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, 2018.

Motion carried unanimously.

It was moved by Mr. Thornton and seconded by Ms. Andres to award a contract for architectural and engineering services to Angus-Young, Janesville, Wisconsin.

Motion carried unanimously.

Chairperson Tillman called for New Business.

A report on BTC student demographics over the last four years was reviewed. A request was made to include information on ethnicity vs. district representation in future comparison of student demographics.

Chairperson Tillman called for Other Business.

A report was shared on the District Board Association's Fall Meeting. Initial information was shared on the Association's Legislative Conference/Winter Meeting being held in Madison on January 17-18, 2019.

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

It was moved by Ms. Davis and seconded by Mr. Mayer to adjourn the meeting at 6:14 p.m.

Motion carried.

Laverne E. Hays  
Secretary

ENCLOSURE #5

5. Consent Agenda

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

The November bills include Voucher #00266986 to and including #00267308 and direct deposit expense reimbursements in the total amount of \$672,652.87 (includes student related payments), a payroll total for the month of November of \$949,798.83, payroll tax wire transfers for the month of November of \$248,444.67, other wire transfers for the month of November of \$16,907.60, WRS wire transfers for the month of November of \$152,016.20, P-card disbursements for the month of November of \$228,804.61, a bond payment for the month of November of \$0, and a health insurance wire transfer for the month of November of \$276,818.74, for a grand total of \$2,545,443.52.

Blackhawk Technical College

BILL LIST SUMMARY

Period Ending November, 2018

Starting Check Number           00266986  
 Ending Check Number           00267308     Plus Direct Deposits

PAYROLL TAXES			
Federal		209,104.18	
State		<u>39,340.49</u>	
			248,444.67
PAYROLL BENEFIT DEDUCTIONS & FRINGE PAYMENTS			
Retirement		-	
Health and Dental Insurance		23,808.88	
Miscellaneous		<u>14,017.38</u>	
			37,826.26
STUDENT RELATED PAYMENTS			145,137.87
CURRENT NON CAPITAL EXPENSES			269,140.08
CAPITAL			220,548.66
DEBT			<u>-</u>
TOTAL BILL LISTING AND PAYROLL TAXES			921,097.54
PAYROLL-NET			<u>949,798.83</u>
SUB TOTAL BILL LISTING AND PAYROLL			1,870,896.37
PLUS OTHER WIRE TRANSFERS			16,907.60
PLUS WRS WIRE TRANSFERS			152,016.20
P-CARD DISBURSEMENTS			228,804.61
PLUS BOND PAYMENT			-
HEALTH INSURANCE WIRES			<u>276,818.74</u>
GRAND TOTAL FOR THE MONTH			<u><u>2,545,443.52</u></u>

Memo

Bill List Total	672,652.87
Wire Transfer - Payroll Taxes	248,444.67

5. Consent Agenda

c. Approval of Contract Training (Action - Dr. Zahi Atallah)

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	
2019-1149	<b>Beloit Health System</b> <i>Real Colors</i>	10	0.03	\$1,017	\$620	\$1,017
2019-1146	<b>Blackhawk Transport, Inc.</b> <i>CDLA Refresh - Technical Assistance</i>	1	0.00	\$1,000	\$0	\$1,000
2019-1137	<b>Charter NEX Films</b> <i>Aerial/Scissor Lifts TTT - Technical Assistance</i>	1	0.00	\$834	\$255	\$834
2019-1145	<b>Community Action, Inc.</b> <i>Student Success</i>	28	0.90	\$6,308	\$3,147	\$5,117
2019-1148	<b>Head Start</b> <i>School Bus Driving</i>	8	0.05	\$2,425	\$2,067	\$2,425
2019-1144	<b>Rock County Sheriff Dept.</b> <i>Review and Edit Papers - Technical Assistance</i>	1	0.00	\$150	\$212	\$212
6810-002	<b>School District of Beloit</b> <i>HSED Preparation for High School At-Risk Student(s)</i>	2	2.00	\$3,874	N/A	\$3,874
<i>Report Subtotal</i>		51	2.98	\$15,608	\$6,301	\$14,479

\* BTC charges do not meet LAB formula.

5. Consent Agenda

Contract #	Business/Industry	MULTIPLE RECEIPT, GRANT OR OTHER COMPLEX CONTRACT BREAKDOWN INFORMATION				FULL CONTRACT DETAIL INFORMATION				Actual Contract Cost	
		# Served	Est. FTEs	BTC Cost Formula	LAB Cost Formula	Actual Contract Cost	# Served	Est. FTEs	BTC Cost Formula		LAB Cost Formula
2019-1145	<b>Beloit Health System</b> <i>Spanish Basic</i> --WAT Grant Funding						270	0.9	\$6,308	\$3,147	\$1,476
2019-1150	<b>Corporate Contractors Inc.</b> <i>Real Colors</i> --WAT Grant Funding						10	0.03	\$671	\$365	\$162
2019-1151	<b>Corporate Contractors Inc.</b> <i>Human Rel/Employee Engagement</i> --WAT Grant Funding						10	0.07	\$898	\$545	\$279
2019-1152	<b>Corporate Contractors Inc.</b> <i>Leadership Development</i> --WAT Grant Funding						10	0.13	\$1,651	\$1,091	\$512
2019-1085	<b>Emmi-Roth Kase USA/Klondike Cheese Inc.</b> <i>Oral Communication</i> --WAT Grant Funding						12	0.04	\$766	\$455	\$238
2019-1086	<b>Emmi-Roth Kase USA/Klondike Cheese Inc.</b> <i>Written Communication</i> --WAT Grant Funding						12	0.04	\$766	\$455	\$238
2019-1104	<b>Emmi-Roth Kase USA/Klondike Cheese Inc.</b> <i>Dealing with Difficult Behavior</i> --WAT Grant Funding						12	0.04	\$967	\$399	\$300
2019-1106	<b>Emmi-Roth Kase USA/Klondike Cheese Inc.</b> <i>Time Management</i> --WAT Grant Funding						15	0.05	\$1,136	\$455	\$353
2019-1108	<b>Emmi-Roth Kase USA/Klondike Cheese Inc.</b> <i>Conflict Resolution</i> --WAT Grant Funding						12	0.04	\$1,027	\$455	\$319
											\$708

\* BTC charges do not meet LAB formula.

5. Consent Agenda

Contract #	Business/Industry	MULTIPLE RECEIPT, 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
2019-1128	<b>Emmi-Roth Kase USA/Klondike Cheese Inc.</b> <i>Applying Leadership Skills</i> --WAT Grant Funding						12	0.04	\$1,027	\$455	\$319
2019-1129	<b>Emmi-Roth Kase USA/Klondike Cheese Inc.</b> <i>Coaching for Performance</i> --WAT Grant Funding						15	0.05	\$1,136	\$455	\$708
2019-1102	<b>Industrial Combustion</b> <i>Problem Solving</i> --WAT Grant Funding						51	0.17	\$2,262	\$1,109	\$353
2019-1139	<b>Industrial Combustion</b> <i>Real Colors</i> --WAT Grant Funding						44	0.15	\$1,914	\$595	\$783
2019-1140	<b>Industrial Combustion</b> <i>Counseling &amp; Correcting Employees</i> --WAT Grant Funding						20	0.07	\$1,226	\$747	\$702
2019-1142	<b>Pratt (Beloit Corrugating), LLC</b> <i>Greenbelt Training</i> --WAT Grant Funding						6	0.43	\$18,705	\$15,686	\$1,560
2019-1101	<b>Precision Drive &amp; Control, Inc.</b> <i>Beginning Excel 2010</i> --WAT Grant Funding						24	0.08	\$1,462	\$455	\$338
2019-1103	<b>Precision Drive &amp; Control, Inc.</b> <i>Beginning Excel 2010</i> --WAT Grant Funding						24	0.08	\$1,327	\$335	\$1,576
2019-1105	<b>Precision Drive &amp; Control, Inc.</b> <i>Basic Electricity</i> --WAT Grant Funding						15	0.05	\$982	\$288	\$338
2019-1107	<b>Precision Drive &amp; Control, Inc.</b> <i>Intermediate Excel 2010</i> --WAT Grant Funding						24	0.08	\$1,327	\$335	\$933

\* BTC charges do not meet LAB formula.





## CONTRACT TRAINING APPROVED BY BTC BOARD

	Month	FY 2014-15		FY 2015-16		FY 2016-17		FY 2017-18		FY 2018-19	
		Month's \$	YTD \$	Month's \$	YTD \$	Month's \$	YTD \$	Month's \$	YTD \$	Month's \$	YTD \$
1st Qtr.	July	\$36,837	\$36,837	\$64,607	\$64,607	\$17,083	\$17,083	\$60,763	\$60,763	\$15,141	\$15,141
	August	\$88,157	\$124,994	\$31,803	\$96,410	\$1,912,317	\$1,929,400	\$92,778	\$153,541	\$265,212	\$280,353
	September	\$4,242	\$129,236	\$22,000	\$118,410	\$373,076	\$2,302,476	\$355	\$153,896	\$110,603	\$390,956
2nd Qtr.	October	\$26,983	\$156,219	\$52,506	\$170,916	\$210,046	\$2,512,522	\$83,880	\$237,776	\$36,363	\$427,319
	November	\$56,992	\$213,211	\$622,564	\$793,480	\$26,617	\$2,539,139	\$53,542	\$291,318	\$48,817	\$476,136
	December	\$408,509	\$621,720	\$275,514	\$1,068,994	\$24,362	\$2,563,501	\$44,997	\$336,315	\$67,999	\$544,135
3rd Qtr.	January	\$76,855	\$698,575	\$52,828	\$1,121,822	\$63,520	\$2,627,021	\$24,683	\$360,998		\$544,135
	February	\$124,335	\$822,910	\$14,624	\$1,136,446	\$45,218	\$2,672,239	\$53,006	\$414,004		\$544,135
	March	\$56,331	\$879,241	\$64,158	\$1,200,604	\$15,257	\$2,687,496	\$45,199	\$459,203		\$544,135
4th Qtr.	April	\$35,193	\$914,434	\$16,268	\$1,216,872	\$40,876	\$2,728,372	\$729,308	\$1,188,511		\$544,135
	May	\$52,003	\$966,437	\$85,469	\$1,302,341	\$35,548	\$2,763,920	\$43,748	\$1,232,259		\$544,135
	June	\$3,851	\$970,288	\$6,124	\$1,308,465	\$150,542	\$2,914,462	\$134,996	\$1,367,255		\$544,135
YTD TOTAL \$			<u>\$970,288</u>		<u>\$1,308,465</u>		<u>\$2,914,462</u>		<u>\$1,367,255</u>		<u>\$544,135</u>

### Historical Reference

1. FY 2014-15 - WAT Grant total: \$179,200; Transcribed Credit contracts with high schools total: \$597,665
2. 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
3. FY 2016-17 - WAT Grant total: \$147,804; Transcribed Credit contracts with high schools total: \$2,408,840; HSED contracts with high schools total: \$32,174
4. FY 2017-18 - WAT Grant total: \$300,167; Transcribed Credit contracts with high schools total: \$693,632; HSED contracts with high schools total: \$20,240
5. FY 2018-19 - WAT Grant total: \$129,730; Transcribed Credit contracts with high schools total: \$311,318; HSED contracts with high schools total: \$6,174

ENCLOSURE #7

5. Consent Agenda

d. Acceptance of Resignations (Daniel Crifase, Dr. Beth Strauss, Jan Systma) (Action – Brian Gohlke)

Daniel Crifase, Welding Instructor, has submitted his resignation, effective December 20, 2018.

Dr. Beth Strauss, Nursing Instructor, has submitted her resignation, effective January 5, 2019.

Jan Systma, CDL Driving Specialist, has submitted her resignation, effective January 6, 2019.

It is our recommendation you accept the resignations with regret and with best wishes for future endeavors.

ENCLOSURE #8

5. Consent Agenda

- e. Acceptance of Intentions to Retire (Beth Chambers, Laurie Lucas, J. Patrick Wynes)  
(Action – Brian Gohlke)

Beth Chambers, Human Resources Program Instructor, has submitted her intent to retire at the end of the Spring 2019 spring semester, after 20 years of service to the College.

Laurie Lucas, Administrative Assistant – Information Technology Services, has submitted her intent to retire on June 28, 2019, after 13½ years of service to the College.

J. Patrick Wynes, Science Instructor, has submitted his intent to retire at the end of the Spring 2019 semester, after 29 years of service to the College.

Acceptance of the intentions to retire is recommended.

ENCLOSURE #9

5. Consent Agenda

f. Confirmation of Instructional Employment Contract Issued for the Position of Surgical Lab Technician Instructor (Jessica Donahue) (Action – Brian Gohlke)

Jessica Donahue has been issued an instructional employment contract for the position of Surgical Lab Technician Instructor at an annual salary of \$53,000, effective January 2, 2019.

Ms. Donahue holds a Surgical Assistant Program Certificate from Milwaukee Area Technical College, a Surgical Technology Associate Degree from Waukesha County Technical College, and is a Certified Surgical Technologist through the National Board of Surgical Technology & Surgical Assisting. For the past year she has been employed as a Surgical Technologist II by Mercyhealth Hospital and Medical Center Walworth. Prior employment included positions as Surgical Technology Education Coordinator at Mercyhealth Hospital & Trauma Center, Janesville, and Lead Surgical Technologist at Aurora Lakeland Medical Center in Elkhorn.

Confirmation of Ms. Donahue's contract is requested.

ENCLOSURE #10

5. Consent Agenda

- g. Confirmation of Instructional Employment Contracts Issued for the Position of Biological Science Instructor (Jeremy Ebersole, Adam Faucheux) (Action – Brian Gohlke)

**Jeremy Ebersole** has been issued an instructional employment contract for the position of Biological Science Instructor at an annual salary of \$64,500, effective January 2, 2019.

Mr. Ebersole holds an M.S. degree in Medical Biotechnology from the University of Illinois, College of Medicine, Rockford, Illinois; an M.S. degree in Molecular, Cellular, and Systemic Physiology from Southern Illinois University of Carbondale, Carbondale, Illinois; a B.S. degree in Health Science from Aurora University, Aurora, Illinois; and an Associate in Science degree from Sauk Valley Community College, Dixon, Illinois. For the past seven (7) years, he has been employed at UIC College of Pharmacy, Chicago/Rockford, beginning as Class Coordinator, transitioning to Laboratory Instructor, and most recently, Course Coordinator, Physiology. Previous employment included positions as Research & Development Intern, Graduate Teaching Assistant, Graduate Research Assistant, Production Coordinator, and Laboratory Technician at varying educational institutions and businesses located in Illinois.

**Adam Faucheux** has been issued an instructional employment contract for the position of Biological Science Instructor at an annual salary of \$65,000, effective January 2, 2019.

Mr. Faucheux holds an M.S. degree in Biology from University of Memphis, Memphis, Tennessee; and a B.S. in Biology from Rhodes College, Memphis, Tennessee. For the past seven (7) years he has held the position of Biology Instructor at L.E. Fletcher Technical Community College in Schriever, Louisiana. In addition, he has volunteer experience at St. Jude's Research Hospital, Memphis, Tennessee, and at The Neuroblastoma Children's Cancer Society, Schaumburg, Illinois.

Confirmation of Messrs. Ebersole's and Faucheux's contracts is requested.

ENCLOSURE #11

5. Consent Agenda

- h. Confirmation of Instructional Employment Contracts Issued for the Position of Nursing Instructor (Marlene Burgos-Stewart. Mallory Bohling) (Action – Brian Gohlke)

**Marlene Burgos-Stewart** has been issued an instructional employment contract for the position of Nursing Instructor at an annual salary of \$65,000, effective January 2, 2019.

Ms. Burgos-Stewart holds an M.S. degree in Nursing from Edgewood College, Madison; a B.S. degree in Nursing from Viterbo University, LaCrosse; and an Associate Degree in Nursing from BTC. She has been employed at BTC during the Fall 2018 semester as an Adjunct Nursing Instructor in the Skills Lab. Prior employment included positions of Director of Nursing/Per Diem Nurse at Monroe Manor Skilled Nursing Center, Monroe; Director of Nursing and Clinical Supplies at Pearl Pavilion Skilled Nursing Center, Freeport; Director of Nursing –Wisconsin State Operations at REM Wisconsin/The MENTOR Network; Registered Nurse at Advance Correctional Health Care, Peoria; and varying Nursing positions at Maxim Healthcare Services, Madison.

**Mallory Bohling** has been issued an instructional employment contract for the position of Nursing Instructor at an annual salary of \$65,000, effective January 2, 2019.

Ms. Bohling holds an M.S. degree in Nursing from Western Governor University, Salt Lake City, Utah; a B. S. degree in Nursing from Chamberlain College of Nursing, Addison, Illinois; and an Associate Degree in Nursing from Madison Area Technical College. For the past three (3) years she has been employed as a Registered Nurse at Aurora Medical Center, Summit, Wisconsin, and self-employed as a Registered Nurse, Respiratory Care Specialist. During this timeframe, she was also employed by UW-Milwaukee for two (2) years as a Clinical Instructor. Prior employment included positions as Float Nurse at Fort Healthcare, Fort Atkinson; Home Care CNA/LPN, Travel CNA/LPN at Country Nurses, Jefferson; and CNA/Medication Administration Aide at Countryside Nursing Home, Jefferson.

Confirmation of Mses. Burgos-Stewart's and Bohling's contracts is requested.

ENCLOSURE #12

5. Consent Agenda

i. Confirmation of Administrative Employment Contract Issued for the Position of Dean, Business & General Education (Dr. Helen Proeber) (Action – Brian Gohlke)

Dr. Helen Proeber has been issued an administrative employment contract for the position of Dean, Business & General Education at an annual salary of \$99,000, effective December 11, 2018.

Dr. Proeber holds a Doctorate of Education Leadership and Management from Capella University, Minneapolis, Minnesota; an M.S. degree in Management from Cardinal Stritch University, Milwaukee; a B.S. degree in Business from Upper Iowa University, Fayette, Iowa; and an Associate Degree in Supervisory Management from BTC. For the past four (4) months, Dr. Proeber has held the position of Interim Dean, Business & General Education at BTC. Prior positions held at BTC include Director, Workforce & Community Development; Associate Dean, Business & Economic Development; Business Management/Leadership/Human Resource Management Instructor; Business Adjunct Faculty, Business & Community Development Trainer; and Leadership Program Adjunct Faculty. Within the private sector, Dr. Proeber was employed for 24 years at Regal Beloit in positions ranging from Machinist, Production Control Coordinator, Production Control Manager, and Materials Manager.

Confirmation of Dr. Proeber's contract is requested.

## ENCLOSURE #13

### 6. Action Items

#### a. Approval of International Travel to China (Action – Dr. Tracy Pierner)

Discussions have continued between the College, School District of Janesville, and several educational institutions in China regarding international exchange opportunities. Katie Lange, Enrollment Development Coordinator, traveled to China late October/early November. Three (3) weeks ago, BTC hosted a delegation from Hefei, Anhui Province, China.

Administration anticipates a high likelihood that up to four (4) employees will make return trips to China in calendar year 2019 to continue the development of partnerships. The projected cost for each employee is \$3,000, for a total commitment of \$12,000. Given the length of time required to obtain the necessary documentation for travel, District Board approval of the potential international travel is requested at this time.

Dr. Pierner will be present to answer questions related to the travel.



BLACKHAWK TECHNICAL COLLEGE

Finance Committee  
Wednesday – November 21, 2018  
Board Room

**MINUTES**

Members Present: Barbara Tillman, Chairperson  
Traci Davis  
Laverne Hays  
Mark Mayer (arrived 3:49 p.m.)

Members Absent: None

Other Board Present: Rachel Andres (arrived 4:54 p.m.)  
Rick Richard  
Eric Thornton (arrived 3:51 p.m.)

BTC Staff Present: Dr. Tracy Pierner, Renea Ranguette, Jackie Pins, Brian Gohlke, Steve Kormanak, Dr. Zahi Atallah (arrived 4:05 p.m.), Jennifer Thompson (arrived 4:40 p.m.), Dr. Jon Tysse (arrived 4:50 p.m.)

Chairperson Tillman called the meeting to order at 3:45 p.m.

Presentation and Acceptance of Fiscal Year 2017-18 Audit Report – Dan Walker, Wipfli, LLP, was present to review the activities associated with the fiscal year 2017-18 audit. The independent auditors report reflected a clean, unmodified opinion by the audit firm. In Fiscal Year 2016-17, the College chose to early implement GASB 75 as it related to the postemployment OPEB plan. In this year's audit, the College adopted the additional component of GASB 75 which relates to Local Retiree Life Insurance (LRLIF). The Statement of Net Position reflects information for Primary Government (BTC) and Component Unit (BTC Foundation). Of note in the Statement, there was a reduction in debt of \$2.1 million and the total net position increased approximately \$1.1 million. The Statement of Revenues and Expenses remained relatively even with last year. The Notes to Financial Statements were reviewed. A prior period adjustment was needed due to full implementation of GASB 75. No internal control findings were noted. Compliance testing was done for federal and state programs, also with no findings to report. The Letter of Disclosure was reviewed.

It was moved by Ms. Davis and seconded by Mr. Mayer to recommend to the full Board that it accept the Fiscal Year 2017-18 Audit Report, as presented.

Motion carried unanimously.

Award of Contract for Architectural and Engineering Services – The College's contract for architectural and engineering services (A&E) expired a year ago. The search and selection of a successor A&E firm was delayed until after the Facilities Master Plan had been updated. The District Board approved the Plan in June 2018. A request for proposals (RFP) for A&E services

was subsequently released with 10 proposals received. Four firms were interviewed. Administration was in the process of conducting reference checks for the top three firms at the time the Committee/Board meeting packets were prepared. One firm was screened out based upon reference feedback. The two remaining firms were Continuum Architects of Milwaukee and Angus-Young of Janesville. Continuum proposes partnering with OTIE Engineering's Madison office for engineering services. Angus-Young offers in-house engineering services with the exception of civil engineering. They propose partnering with Batterman Engineering in Beloit for those services. Both firms have higher education experience.

Scoring for the firms was reviewed. Total scores for the two firms were 93.2 for Continuum and 90.0 for Angus-Young. The firms scored equally in firm/team experience and experience optimizing project resources. They differed slightly in completion of work similar to BTC's master plan and in the fee structure. The WTCS Office advises that Administration must base award of contract on the highest total score of qualified proposers.

In hindsight, Dr. Pierner stated there were factors not included within the rubrics that should be included in future RFP processes, i.e., local presence, drive time, familiarity with College facilities, etc. Mr. Kormanak spoke positively of his experiences working with Angus-Young and Batterman on facilities projects, their familiarity with the College, and the quality of their staff and work. Committee members' questions and comments were shared.

Administration submitted Continuum as the firm recommended to receive the contract but asked the Committee to consider the additional elements discussed when making its final decision.

It was moved by Mr. Thornton and seconded by Mr. Richard to recommend to the full Board that it award the contract for architectural and engineering services to Angus-Young of Janesville.

Chairperson Tillman called for additional discussion. Mr. Hays agreed with the additional elements/conversation but urged Administration to monitor Angus-Young's work.

Chairperson Tillman called the question.

Motion carried.

Proposed Fiscal Year 2019-20 Budget Calendar and Summary of Assumptions– The proposed budget calendar for Fiscal Year 2019-20 was reviewed. Mr. Hays requested the Committee review the District Board's budget for the last five years at its next meeting.

Assumptions for development of the Fiscal Year 2019-20 budget were reviewed. Property tax revenues are projected to increase by \$160,000 due to net new construction. Tuition and fees are anticipated to remain flat. Enrollment is projected to remain flat due to a historically low unemployment rate. General state aid is projected to remain level. The College projects continued maximization of state aid grant funding in FY20. Federal grant funding is expected to remain flat. Adjustments in wages and salaries are projected. Funding earmarked to support

new and emerging initiatives will be 2% of general fund revenues, or approximately \$550,000. Capital borrowing is projected at \$5 million.

Site Improvement for Land Purchased – The approval to purchase 34.86 acres of land adjacent to Central Campus is scheduled for State Board action in January 2019. Regulations limit the College to a total of \$1.5 million for expansion/improvement by campus designation over a two-year period. As the purchase price was \$610,050, approximately \$900,000 remains available for site/track improvements on the purchase land until the next expansion/improvement can be presented to the WTCS Board (January 2021). Administration noted development of the transportation training track would be a multi-phase construction project. Discussion was held regarding moving forward with a first phase in site development. Committee support would allow Administration to bring forward the approval of site/track improvements at the December Board meeting and submit required documentation to the State Office by the deadline for the January State Board meeting.

Moving forward with the sale of CTS could be delayed due to the proposed commitment of \$1.5 million for the land purchase/site development. The CTS property continues to be listed. If an offer to purchase was entertained, programming at CTS would need to be relocated to other sites until a Transportation Center could be approved and constructed at Central Campus (2021 at the earliest). The State Office will not allow the College to sell the facility with a lease-back provision until a new facility is constructed.

The truck driving program is a major area of growth, especially as the program is now financially aidable. Area transportation companies have expressed support for development of a training track. Law enforcement response has also been favorable.

Committee questions were fielded. Committee consensus was for Administration to move forward with bringing site/track improvement action to the full Board in December. The Committee did request a needs analysis be provided regarding a training track and the zoning/permits which would be required. More discussion is also needed on planning for the full scope of the land's use and the pros/cons of continuing to list the CTS property.

It was moved by Mr. Mayer and seconded by Mr. Thornton to adjourn the meeting at 5:11 p.m.

Motion carried.

## ENCLOSURE #15

### 8. New Business

#### a. Advisory Committee Function and Membership (Information – Dr. Zahi Atallah)

The establishment of advisory committees is mandatory for all State Board approved programs in colleges within the Wisconsin Technical College System (WTCS). Membership must include equal representation of employers and employees across the district, with participation by students and K-12. Advisory committees provide advice on curriculum changes and program outcomes, and insight on the knowledge, skills, and equipment needed for an occupation.

At BTC, we have 28 advisory committees with 527 members representing employers, employees, and educators from throughout Green and Rock counties. These committees meet twice a year, review the curriculum and outcome assessments, and contribute future directions and improvement feedback to our respective programs.

Dr. Atallah will present additional information on the purpose and role of advisory committees and answer any questions.

## ENCLOSURE #16

### 8. New Business

#### b. Review of New Board Policy – B-810 – Board Conduct (Discussion – Dr. Tracy Pierner)

An effort was undertaken this past year within the Wisconsin Technical College System (WTCS) to develop a policy for implementation at each of the technical colleges to establish Board member standards of conduct and procedures when an alleged violation occurs. A subcommittee of the presidents within the WTCS worked with Attorney Robert Mulcahy, Michael Best & Friedrich LLP, to craft a document for consideration. A template was provided to each of the technical colleges for review and adaptation to meet its needs, including incorporation of references to specific college policies.

The attached draft of Policy B-810 has been reviewed by the College's legal counsel and is presented for District Board review at the December meeting. Based on feedback received, final approval of the document will be scheduled for action at the January Board meeting.

Dr. Pierner will facilitate discussion and answer questions related to the proposed policy.

1. Statement of Expectations. It is the policy and expectation that each Board Member shall provide leadership, guidance, and direction for the College by promoting the Vision and Mission, upholding the reputation, and fostering the economic well-being of the College. Each Board Member shall:
  - a. Act in the best interests of our students and the entire College community.
  - b. Exercise the duties and responsibilities with integrity, collegiality, and care.
  - c. Represent the College in a positive and supportive manner at all times on and off campus.
  - d. Act according to Board policies and the laws of the United States and the State of Wisconsin, and local ordinances.
  - e. Create an atmosphere in which diversity of opinion is welcomed and respected, controversial issues or different philosophical stances can be presented fairly, and the dignity of each individual is maintained.
  - f. Cultivate a sense of group responsibility for collective rather than individual decisions.
  - g. Refrain from engaging in conduct that may embarrass the College or adversely affect its reputation or the Board's governance.
  - h. Enforce upon themselves whatever discipline is needed to govern with excellence.
  - i. Attend all regular and special Board meetings, unless excused from attendance.
  - j. Accept the responsibility of being informed of the major initiatives of the College, the global perspective of the Wisconsin Technical College System, and 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.
2. Code of Ethics. The Board expects ethical conduct by itself and its members. This includes proper use of authority. Board Member shall carry out their duties with the highest ethical conduct and shall follow these policies and Sec. 19.45. Wis. Stat. entitled *Standards of Conduct; State Public Officials* and the *Wisconsin Code of Ethics for Public Officials and Employees*, Sec. 19.41-19.59, Wis. Stats., and *District Board policy B-800* –

*Code of Conduct*, and District Board Policy B-800 – *Code of Conduct*. Board Members shall:

- a. Maintain unconflicted loyalty to the interests of the College. 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.
  - b. Observe the *Wisconsin Open Meetings Law*, Secs. 19.81-19.98, Wis. Stats., adhere to agenda items for each meeting, and not knowingly participate in closed meetings except as permitted by the *Open Meetings Law*. Board members shall observe the *Wisconsin Public Records and Property Law*, Secs. 19.21-39, Wis. Stats.
  - c. Avoid any exercise of individual authority over the College except as explicitly set forth in Board policies or with specific Board authorization. A Board Member's interaction with the President, staff, public, press, and other entities must recognize the lack of authority in any individual Board Member or group of Board Members except as noted in Board policies or by specific Board authorization. No Board Member or Board Members may speak for the whole Board unless so designated by the Board.
  - d. Not use the Board Member's position to obtain financial gain or anything of value for his/her private benefit or that of a family member for the purpose of influencing a decision or action in the discharge of the Board Member's official duties. A "family member" is defined in Chapter 19, Wis. Stat.
3. Confidentiality. Board Members shall maintain confidentiality of privileged information and shall not use confidential information for personal gain or benefit or for the benefit of family or others. Board Members shall maintain the confidentiality of discussions which occur at legally held closed meetings of the Board and shall not discuss personnel or performance matters in public except in accordance with Board policies or as may be required by law.
4. Conflict of Interest.
- a. Board Members owe a duty of loyalty to the College and to the community. Board Members must avoid conflict of interest or appearance of a conflict of interest with respect to performance of their duties and fiduciary responsibilities.

- b. A conflict of interest exists when the Board Member is in a position to influence, directly or indirectly, College business or College-related decisions which does or could result in personal financial gain for the Board Member or that of a family member, subject to Sec. 946.13, Wis. Stat.
  - c. A Board Member shall timely disclose a conflict of interest to the Board, or for reasons of confidentiality, to the Board Chairperson. When the Board will consider a matter as to which a Member has an unavoidable conflict of interest, the Member shall absent himself/herself from that portion of the meeting at which the matter is considered and voted upon. The Member shall not participate in the discussion or vote on the matter.
  - d. Board Members shall not use their positions to obtain employment at the College for themselves or immediate family members. Immediate family members will be defined as spouse/domestic partner, children, parents, siblings, of the board member or spouse/domestic partner. The aforementioned immediate family will include “step” family members.
  - e. No current or former Board member shall apply for an existing position at the College except under the following circumstances:
    - i. A Board member who intends to apply for College employment shall resign his/her Board position in advance of submitting an application for employment.
    - ii. An application for employment by a former Board member shall also be assessed for potential conflict of interest, including, but not limited to, the relationship of the position to new initiatives created or funded by the Board during the tenure of the former Board member.
    - iii. The College recognizes extenuating circumstances may support such employment, including, but not limited to, a staff shortage, the availability of an adjunct or part-time position, or a Board member’s term occurring after the position was created or available.
5. Sexual Misconduct. The College has a zero tolerance policy for gender and sex-based discrimination and seeks to create and maintain a campus free from sexual misconduct. Board Members shall comply with District Board Policy *E-222 – Sexual Misconduct* and Administrative Regulation *E-222AR – Sexual Misconduct* and avoid all prohibited activity.



6. Sexual Harassment. Board Members shall comply with District Board Policy *C-201 - Equal Opportunity Education and Employment* and Administrative Regulation *C-210 AR – Discrimination/Sexual Harassment Grievance Procedure* and avoid all prohibited activity.
7. Harassment. Board Member shall comply with District Board Policy *C-201 – Equal Opportunity Education and Employment*, Administrative Regulation *C-210 AR – Discrimination/Sexual Harassment Grievance Procedure*, and Employee Handbook *Part II – Employee Guidelines: Section E – Professional Work Environment and Section F – Violence in the Workplace Prohibited* in their conduct with staff, students, Board Members, vendors, and the general public and shall avoid all prohibited activity.
8. Abuse of Power. A Board Member shall not, by virtue of the position as Board Member, expect, demand or coerce special favors, attention or treatment from any other Board Member or employee or student of the College, or any other Entity or Individual.
9. Consensual Relationships.
  - a. A Board Member is strongly discouraged from engaging in a consensual relationship of a romantic or sexual nature involving another Board Member, employee or student. Such relationship may constitute or create a situation of alleged abuse of power, sexual or other harassment, conflict of interest, or other conduct prohibited by these policies.
  - b. A Board Member who is in a consensual relationship shall disclose the nature of the relationship to the Board Chairperson.
10. Board Member Reporting Requirements.
  - a. A Board Member who has a reasonable basis to believe another Board Member has violated a Board Policy shall report the alleged violation to the College President, Chairperson of the Board, or any Officer of the Board.
  - b. A Board Member shall report his/her own alleged violation of Board Policy according to the provisions of Section 10(a). This includes, but is not limited to, conduct that may embarrass the College or adversely affect its reputation or the Board's governance under Section 1(g) of this Policy, including, but not limited to, designation of sex offender status, pending charges under state or federal criminal law, or conviction under state or federal criminal law.

11. Complaint Procedure.

- a. This procedure applies to a Board Member who allegedly violates this Board Policy or any other Board Policy. The College President, Chairperson of the Board, or Officer of the Board who has received a report of an alleged violation is responsible for determining the appropriate procedure to be followed which may include any procedure specified in the underlying Policy.
- b. A report of violation under Section 10 Board Member Reporting Requirements made to the College President, Chairperson of the Board or Officer of the Board shall be promptly referred to the Chairperson of the Board. An alleged violation which involves the Chairperson of the Board shall be referred to the Board Executive Committee or the Officers of the Board. The process under subsections (c) through (g) shall be followed.
- c. The Board Chairperson shall inform the Board Member against whom the allegation is made of the allegation. The Board Chairperson, in his/her sole discretion, may meet with the Board Member at any time prior to, during, or following any investigation to discuss and resolve the matter. If the matter is not resolved, the Board Chairperson shall refer the matter to the Board Executive Committee or the Officers of the Board.
- d. The Board Executive Committee or the Officers of the Board shall inform the Board Member against whom the allegation is made of the allegation if subsection (c) is not applicable. The Board Executive Committee or the Officers of the Board may meet with the Board Member to discuss and resolve the matter.
- e. The President, Board Chairperson, Board Executive Committee, or the Officers of the Board, at any time, may authorize an investigation of the matter by a qualified investigator, internal or external to the College. The final report of the investigation, if any, shall be provided to the Board.
- f. If the matter is not resolved, the Board may vote, by a majority of the full Board, to refer the matter, with or without a recommendation, to the Board Appointment Committee as then constituted pursuant to Sec. 38.10(1) Wis. Stat. The Appointment Committee may, by majority vote, remove the Board Member at pleasure pursuant to Sec. 17.13(1) Wis. Stat.

- g. This policy acknowledges Sec. 17.13(3) Wis. Stat. which provides a Board Member is subject to removal by the judge of the appropriate circuit court, for cause.

Board Policy Adopted:

DRAFT