

Annual and Regular Meeting  
of the  
Blackhawk Technical College District Board

July 9, 2018

Minutes

The combined annual and regular meeting of the Blackhawk Technical College Board was held on Monday, July 9, 2018, at the BTC Administrative Center, 6004 S. County Road G, Janesville, in the Board Room. The following members were present: Eric Thornton, Chairperson; Barbara Tillman, Vice Chairperson; Laverne Hays, Secretary; Rick Richard, Treasurer; Rachel Andres; Traci Davis; Mark Mayer; and Steve Pophal. Board members absent: Malik Surani. Staff present: Dr. Tracy Pierner; Dr. Zahi Atallah; Brian Gohlke; Renea Ranguette; Dr. Jon Tysse; Tony Landowski; Jackie Pins; Joe Newborn; Jen Thompson; and Sheryl Hooker.

Chairperson Thornton called the meeting to order at 5:08 p.m.

Reappointed Board member Traci Davis and newly appointed members Rachel Andres and Steve Pophal signed their oaths of office.

President Tracy Pierner temporarily chaired the meeting and called for nominations for the office of Chairperson of the Board for FY 2018-19.

Mr. Thornton nominated Barbara Tillman for the office of Chairperson of the Board.

Following three calls for nominations, it was moved by Mr. Mayer and seconded by Ms. Davis to close nominations for the office of Chairperson of the Board for FY 2018-19 and to cast one unanimous ballot for Barbara Tillman for the office of Chairperson of the Board for FY 2018-19.

Motion carried.

Chairperson Tillman called for nominations for the office of Vice Chairperson of the Board for FY 2018-19.

Mr. Mayer nominated Eric Thornton for the office of Vice Chairperson of the Board.

Following three calls for nominations, it was moved by Ms. Davis and seconded by Mr. Pophal to close nominations and to cast one unanimous ballot for Eric Thornton for the office of Vice Chairperson of the Board for FY 2018-19.

Motion carried.

Chairperson Tillman called for nominations for the office of Secretary of the Board for FY 2018-19.

Mr. Thornton nominated Laverne Hays for the office of Secretary of the Board.

Following three calls for nominations, it was moved by Ms. Davis and seconded by Mr. Thornton to close nominations and to cast one unanimous ballot for Laverne Hays for the office of Secretary of the Board for FY 2018-19.

Motion carried.

Chairperson Tillman called for nominations for the office of Treasurer of the Board for FY 2018-19.

Mr. Hays nominated Rick Richard for the office of Treasurer of the Board for FY 2018-19.

Following three calls for nominations, it was moved by Mr. Mayer and seconded by Ms. Andres to close nominations and to cast one unanimous ballot for Rick Richard for the office of Treasurer of the Board for FY 2018-19.

Motion carried.

Chairperson Tillman welcomed the new members to the Board. Ms. Andres and Mr. Pophal provided brief introductions.

Chairperson Tillman called for public comment. There was none.

Chairperson Tillman called for Special Reports. There were none.

Chairperson Tillman called for Information/Discussion items.

The June financial statement was presented.

Dr. Pierner presented the President's monthly report. Of note, the BTC Foundation received a significant contribution. The Parker Family Foundation contributed \$250,000, with matching \$250,000 possible if the Foundation raises \$500,000. The endowment will provide scholarships for the Nursing program. Jennifer Thompson began as our Marketing & Communications Manager. Upcoming events include a Leadership Team Retreat on July 10 to update the Strategic Plan work in the upcoming year, State Board meeting in La Crosse this week, an inaugural meeting of the Parker Scholars Committee this week, the DBA Summer Meeting July 13-14, Rock Internship Graduation Event in the North Commons on July 20, and hosting potential Chinese investors on July 25.

Chairperson Tillman called for Annual Meeting Business.

It was moved by Mr. Hays and seconded by Mr. Pophal to hold regular monthly meetings of the Board on the third Wednesday of each month at the Administrative Center of Blackhawk Technical College at 5:00 p.m.

Motion carried.

It was moved by Mr. Hays and seconded by Mr. Thornton to hold the August Board meeting on August 16 at 3:00 PM in the Galbraith Room at the Janesville Country Club.

Motion carried.

It was moved by Mr. Hays and seconded by Ms. Davis to hold the following Board meetings at off-site locations: October 17, 2018, will be held at 5:00 PM at the Advanced Manufacturing Training Center in Milton in Room 117; and, March 20, 2019, will be held at 5:00 p.m. at the Monroe Campus in Rooms 413-414.

Motion carried.

It was moved by Mr. Hays and seconded by Ms. Davis to hold the annual organizational and regular meeting on Monday, July 8, 2019, at 5:00 p.m. at the Administrative Center of Blackhawk Technical College.

Motion carried.

It was moved by Mr. Richard and seconded by Mr. Mayer to name the Beloit Daily News, as next in rotation, as the official newspaper of Blackhawk Technical College for FY 2018-19 and 2019-20.

Motion carried.

It was noted that Laverne Hays would continue to serve as the Board's voting delegate to the Wisconsin Technical College District Boards Association for FY 2018-19.

The following designations were made for the District Boards Association committees:

External Partnerships Committee Representatives

Traci Davis  
Rick Richard  
Malik Surani

Internal Best Practices Committee Representatives

Laverne Hays  
Mark Mayer  
Eric Thornton  
Barbara Tillman

Bylaws, Policies & Procedures Committee Representatives

Laverne Hays

Awards Committee Representatives

Traci Davis

It was moved by Mr. Thornton and seconded by Mr. Richard to approve the attached resolution designating the depositories in which District funds will be deposited and the individuals authorized to make transactions for FY 2018-19.

Motion carried.

It was moved by Mr. Pophal and seconded by Ms. Davis to designate Attorney David Moore of Nowlan & Mouat LLP, Janesville, as legal counsel for local legal issues, and Attorney Michael Aldana of Quarles & Brady LLP, Milwaukee, as legal counsel for labor relations and general higher education legal issues for FY 2018-19.

Motion carried.

It was noted that no action would be needed on the designation of an auditor for the Blackhawk Technical College District. Wipfli LLP was awarded a 3-year contract in April 2014, with optional renewals through fiscal year ending 2018.

Chairperson Tillman called for the Consent Agenda.

It was moved by Mr. Mayer and seconded by Mr. Thornton to approve the consent agenda, which included the combined minutes of the Public Hearing on the FY 2018-19 Budget and Regular Meeting held on June 20, 2018; current bills from the month of June – Voucher #00264645 to and including #00264894 and direct deposit expense reimbursements in the total amount of \$814,106.02 (includes student related payments), a payroll total for the month of June of \$879,083.41, payroll tax wire transfers for the month of June of \$224,207.73, other wire transfers for the month of June of \$18,460.79, WRS wire transfers for the month of June of \$154,313.71, P-card disbursements for the month of June of \$224,472.61, a bond payment for the month of June of \$0, health insurance wire transfers for the month of June of \$282,321.40, for a grand total of \$2,596,965.67; five (5) training contracts totaling \$15,141; confirmation of an administrative employment contract issued to Kristin Hesselbacher for the position of Grants Administrator at a salary of \$72,500, effective July 1, 2018; confirmation of a limited-term instructional employment contract issued to Shaun Walker for the position of Welding Instructor at a salary of \$60,000, effective August 22, 2018; acceptance of the resignation of Julie Patrick, Associate Degree Nursing Instructor, effective June 30, 2018; and, acceptance of the intent to retire of Patrick Lane, Criminal Justice Instructor, effective the end of the Fall 2018 semester.

Motion carried.

Chairperson Tillman called for Action Items.

It was moved by Mr. Hays and seconded by Ms. Davis to submit the nomination of David Hataj for the District Board Association's 2018 Distinguished Alumni Award.

Motion carried.

The Three-year Facilities Plan was reviewed. The Plan is an annual requirement of the WTCS Board. Projects included within the upcoming year include acquisition of land to support future construction of an outdoor training track for public safety emergency vehicle operations and commercial truck driver training needs, remodel of student support spaces to encompass the library resource center for expanded services to students and improved operational efficiency, and routine capital improvements for facilities, parking lot, and grounds improvements.

It was moved by Mr. Thornton and seconded by Ms. Davis to approve the Three-Year Facilities Plan for July 1, 2018 – June 30, 2021, and to submit the document to the WTCS Board.

Motion carried.

Chairperson Tillman called for Committee Reports.

The Committees did not meet this month.

Board action was requested to adopt a resolution authorizing the issuance of \$2,900,000 general obligation promissory notes for annual capital building and grounds improvements and movable equipment

for Fiscal Year 2018-19. 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 August 16, 2018, meeting. The existing and projected debt service plan was also reviewed.

It was moved by Mr. Thornton and seconded by Mr. Pophal to adopt the attached resolution authorizing the issuance of \$2,900,000 general obligation promissory notes, Series 2018B, of Blackhawk Technical College District, Wisconsin.

The roll was called and the following members voted affirmatively: Mr. Hays, Ms. Davis, Ms. Andres, Mr. Mayer, Mr. Thornton, Mr. Pophal, Mr. Richard, and Ms. Tillman.

Motion carried unanimously.

The Personnel Committee minutes from June were reviewed.

Negotiations for base wage increases for positions within the BTC Faculty Federation concluded without reaching an agreement. Administration recommended a 2.13% base wage increase for eligible faculty within the unit. The Federation's leadership notified Administration that members had rejected the proposal because employees at or above salary grade maximum of the new compensation structure would not be eligible for an increase in salary. District Board approval of the 2.13% base wage increase was requested. The estimated cost for Fiscal Year 2018-19 will be \$71,896.

It was moved by Mr. Richard and seconded by Mr. Pophal to approve a 2.13% base wage increase for eligible faculty represented by the Blackhawk Technical Faculty Federation (BTFF).

Motion carried unanimously

Chairperson Tillman called for New Business.

An enrollment report was provided for 2017-18 year-end was provided.

A report was provided on donations greater than \$5,000 which were received by the BTC Foundation from July 1-June 30, 2018. Total cash and in-kind donations was \$36,000.

The 2018 Outcomes-Based Funding Report was reviewed.

Chairperson Tillman called for Other Business.

A reminder was provided on the District Boards Association Summer Meeting being held July 13-14 in Green Bay. Discussion was held on Board member attendance at the ACCT Leadership Congress being held in October in New York; no Board members will be attending the conference.

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

It was moved by Mr. Thornton and seconded by Ms. Davis to adjourn to a closed session at 6:55 p.m. pursuant to Wis. Statutes 19.85 (1)(c) for the purpose of continuing the process for the annual review of the President.

The roll was called and the following voted affirmatively: Mr. Hays, Ms. Davis, Ms. Andres, Mr. Mayer, Mr. Thornton, Mr. Pophal, Mr. Richard, and Ms. Tillman.

Motion carried.

All staff were excused from closed session.

Dr. Pierner was called into the closed session.

Dr. Pierner was excused then recalled into the closed session.

It was moved by Mr. Thornton and seconded by Mr. Richard to adjourn closed session at 8:45 p.m.

The roll was called and the following voted affirmatively: Mr. Hays, Ms. Davis, Ms. Andres, Mr. Mayer, Mr. Thornton, Mr. Pophal, Mr. Richard, and Ms. Tillman.

Motion carried.


Chairperson Tillman called the meeting to order in open session.

It was moved by Mr. Thornton and seconded by Mr. Richard to approve an annual salary of \$175,950 for FY 2018-19 for President Tracy Pierner, which is a 3.5% merit increase to his base salary, to increase the contribution to a tax sheltered annuity of Dr. Pierner's choice by \$5,000 for a total amount of \$12,000, and to extend Dr. Pierner's contract through June 30, 2021.

Motion carried unanimously.

It was moved by Mr. Thornton and seconded by Mr. Mayer to adjourn the meeting at 8:49 p.m.

Motion carried.

  
Laverne E. Hays  
Secretary

## BOARD RESOLUTION

RESOLVED BY THE BOARD OF THE BLACKHAWK TECHNICAL COLLEGE DISTRICT, A WISCONSIN TECHNICAL COLLEGE DISTRICT, WITH PRINCIPAL OFFICES LOCATED AT 6004 S. County Road G, Janesville, Rock County, Wisconsin, that the following named banking institutions:

### Checking and Depository Institutions

Blackhawk Bank of Beloit and Town Bank of Monroe for the purpose of depositing funds in accordance with Section 34.05 of Wisconsin State Statutes and disbursing funds in accordance with Section 66.0607 of Wisconsin State Statutes.

### Investment Depositories

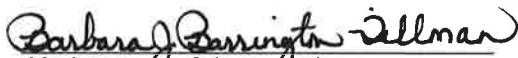
Town Bank, Monroe, WI; First Community Bank, Milton, WI; Mid-America Bank, Janesville, WI; Blackhawk Bank, Beloit, WI; First National Bank & Trust Company, Beloit, WI; Anchor Bank, Janesville, WI; Associated Bank, Janesville, WI; Chase Bank, Janesville, WI; BMO Harris Bank, Janesville, WI; U. S. Bancorp, Madison, WI; Johnson Bank, Janesville, WI; and State of Wisconsin Local Government Investment Pool, Madison, WI; be, and the same hereby are designated as investment depository banks of Blackhawk Technical College District for the purpose of purchasing investments in accordance with Section 66.0603 of the Wisconsin State Statutes;

FURTHER RESOLVED, that there be authorized to sign checks, drafts, certificates and other orders, purchased in the name of the Blackhawk Technical College District, the following named persons, and that for withdrawal of any funds the facsimile or specimen signatures, as indicated below, of any two (2) of the following named persons shall be required:

Chairperson of the Board  
Treasurer of the Board  
President/District Director  
Vice President of Administrative Services  
Controller

Barbara J. Barrington-Tillman  
Rick Richard  
Tracy Pierner  
Renea Ranguette  
Gerri Downing

FURTHER RESOLVED, that the Secretary is authorized and directed to furnish said banking institutions a certified copy of the Resolution, and facsimile signatures for the Chairperson and Treasurer and specimen signatures for the President/District Director and Vice President of Finance & College Operations, and that said banking institutions shall be entitled to rely thereon until written notice to the contrary is received.

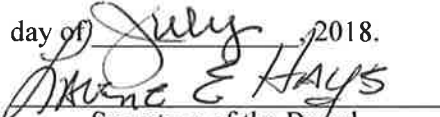
  
Chairperson of the Board

  
Treasurer of the Board

  
President/District Director

  
Vice President of Administrative Services

  
Controller

Signed and sealed this 9<sup>th</sup>  
day of July, 2018.  
  
Secretary of the Board

Affix School Seal

Resolution

RESOLUTION AUTHORIZING THE ISSUANCE OF \$2,900,000  
GENERAL OBLIGATION PROMISSORY NOTES, SERIES 2018B, OF  
BLACKHAWK TECHNICAL COLLEGE DISTRICT, WISCONSIN

WHEREAS, Blackhawk Technical College District, Rock and Green Counties, Wisconsin (the "District") is presently in need of \$685,000 for the public purpose of financing building remodeling and improvement projects and \$2,215,000 for the public purpose of financing the acquisition of movable equipment; and

WHEREAS, the District Board deems it necessary and in the best interest of the District to borrow the monies needed for such purposes 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 \$685,000 for the public purpose of financing building remodeling and improvement projects; and be it further

RESOLVED, that the District shall issue general obligation promissory notes in the amount of \$2,215,000 for the public purpose of financing the acquisition of movable equipment; 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 \$2,900,000 and designated "General Obligation Promissory Notes, Series 2018B" (the "Notes"), the proceeds of which shall be used for the purposes specified above in the amounts authorized for those purposes.

Section 2. Notice to Electors. The District Secretary shall, within ten (10) days hereafter, cause public notice of the adoption of these resolutions to be given to the electors of the District by publishing notices 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 notices to be in substantially the forms set forth on Exhibits A and B 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 9th day of July, 2018.

Barbara J. Barrington-Zillman  
Chairperson

Attest:

Lucienne E. Hayes  
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 July 9, 2018, adopted pursuant to the provisions of Section 67.12(12) of the Wisconsin Statutes, a resolution providing that the sum of \$685,000 be borrowed through the issuance of general obligation promissory notes of the District for the public purpose of financing building remodeling and improvement projects.

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 July 9, 2018.

BY ORDER OF THE DISTRICT BOARD

District Secretary

EXHIBIT B

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 July 9, 2018, adopted pursuant to the provisions of Section 67.12(12) of the Wisconsin Statutes, a resolution providing that the sum of \$2,215,000 be borrowed through the issuance of general obligation promissory notes of the District for the public purpose of financing the acquisition of movable equipment.

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 July 9, 2018.

BY ORDER OF THE DISTRICT BOARD

District Secretary