

Regular Meeting
of the
Blackhawk Technical College District Board

October 17, 2018

Minutes

The regular meeting of the Blackhawk Technical College Board was held on Wednesday, October 17, 2018, at the BTC Advanced Manufacturing Training Center, 15 Plumb Street, Milton, in Room 117. The following members were present: Barbara Tillman, Chairperson; Eric Thornton, Vice Chairperson; Laverne Hays, Secretary; Rick Richard, Treasurer; Traci Davis; Mark Mayer; Steve Pophal (arrived 5:23 p.m.) and Malik Surani. Board members absent: Rachel Andres. Staff present: Dr. Tracy Pierner; Dr. Zahi Atallah; Brian Gohlke; Renea Ranguette; Dr. Jon Tysse; Jackie Pins; Jennifer Thompson (departed 5:08 p.m.); Tony Landowski; Sheryl Hooker. Guests: Jim Henry, SGA.

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

Chairperson Tillman called for public comment. There was none.

Chairperson Tillman called for Special Reports.

A student success story was shared by Sarah Meadus, Josh Shope, and Bryan Williams, IT Web Development students selected to participate in the gBETA Beloit Startup Accelerator Program.

Student Representative to the Board Kyle Kuntz provided a report on Student Government activities.

BTC Retiree Mary Thompson was recognized for 26½ years of service.

Chairperson Tillman called for Information/Discussion items.

The September financial statement and quarterly update were reviewed.

Dr. Pierner presented the President's monthly report, which included community engagement and a review of College events. Other communications shared included: 1) Initial Nursing scholarships were awarded for the Nancy B. Parker Scholarship Program. 2) Katie Lange will be traveling to China later in October. 3) Tim McKearn has begun as the College's new Foundation Director. 3) Ivy Tech representatives visited AMTC to learn about how the College is integrating competency-based learning with local industry needs. An upcoming event is a Manufacturing Day Appreciation Breakfast on November 15.

Chairperson Tillman called for the Consent Agenda.

It was moved by Mr. Surani and seconded by Mr. Richard to approve the consent agenda, which included the minutes of the Regular Meeting held on September 19, 2018; current bills from the month of September – Voucher #00265328 to and including #00266406 and direct deposit expense reimbursements in the total amount of \$1,903,834.60 (includes student related payments), a payroll total for the month of September of \$889,180.17, payroll tax wire transfers for the month of September of \$242,240.74, other wire transfers for the month of September of \$18,435.61, WRS wire transfers for the month of September of \$169,214.52, P-card disbursements for the month of September of \$140,758.03, a bond payment for

the month of September of \$553,218.38, and a health insurance wire transfer for the month of September of \$288,199.28, for a grand total of \$4,205,082.33; 15 training contracts negotiated since the last meeting totaling \$36,363; adoption of a resolution to designate district positions subject to Wisconsin's Code of Ethics; acceptance of an intent to retire for Julie Bellman, Mathematics instructor, effective the end of the 2018-19 academic year; acceptance of the resignation of Janet Zoellner, Associate Degree Nursing Instructor, effective January 8, 2019; and confirmation of an instructional employment contract issued to Beverly Hart for the position of Nursing Assistant Instructor at a salary of \$58,000, effective October 1, 2018.

Motion carried.

Chairperson Tillman called for Action Items.

Administration requested approval of the Concept Review for an Associate of Applied Science Organizational Leadership program. The proposed program would provide training in leadership, human relations, quality, health and safety, problem solving and team building, organizational development, supervision, project management, and lean and six sigma and prepare individuals to become a department manager, supervisor, or team leader. Pending District Board approval, documentation will be submitted for State Board approval. If approved, the anticipated start time for the program is Fall 2019.

It was moved by Mr. Richard and seconded by Mr. Thornton to approve the Concept Review for an Associate of Applied Science Organizational Leadership Program.

Motion carried unanimously.

Administration requested approval of the Concept Review for an Associate of Applied Science Digital Marketing program. Principles of marketing, sales, digital and social media, and integrated marketing communications will be components of the program. Employment opportunities are with profit and non-profit organizations as well as new business development and start-ups. An embedded technical diploma in Graphic Design will also be built into the program. Pending District Board approval, documentation will be submitted for State Board approval. If approved, the anticipated start time for the program is Fall 2019.

It was moved by Mr. Thornton and seconded by Ms. Davis to approve the Concept Review for an Associate of Applied Science Digital Marketing Program.

Motion carried unanimously.

Administration requested approval of the Concept Review for an Associate of Applied Science Customer Service & Sales Management program. The program will prepare students for a leadership position by providing a comprehensive background in business practices and principles, finance, marketing, supervision, and project management. Pending District Board approval, documentation will be submitted for State Board approval. If approved, the anticipated start time for the program is Fall 2019.

It was moved by Mr. Surani and seconded by Ms. Davis to approve the Concept Review for an Associate of Applied Science Customer Service & Sales Management Program.

Motion carried unanimously.

Administration requested approval of the Concept Review for an Associate of Applied Science Alcohol & Other Drug Abuse (AODA) program. The program prepares students in the human services

cluster for a career in alcohol and other drug abuse/substance abuse use disorder with a pathway in substance abuse and behavioral disorder counseling. Pending District Board approval, documentation will be submitted for State Board approval. If approved, the anticipated start time for the program is Fall 2019.

It was moved by Mr. Hays and seconded by Mr. Thornton to approve the Concept Review for an Associate of Applied Science Alcohol & Other Drug Abuse (AODA) Program.

Motion carried unanimously.

Chairperson Tillman called for Committee Reports.

The Finance Committee met prior to the Board meeting. Committee Chairperson Tillman provided a recap of meeting discussion. 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 2018-19. The 2018 valuation factor (1.25860%) 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 1.25860% reflects an operational levy increase of \$210,851 due to net new construction in the District. State Statutes also provide the District Board authority to recapture any prior year levy which was refunded/rescinded. The Department of Revenue reported \$30,071 was the total amount refunded/rescinded in the 2017 levy. The increase for net new construction and recaptured prior year levy refunded/rescinded brings the operational levy to \$7,196,143 and generates a mill rate of 0.55268. The debt service levy is \$7,816,858 and generates a debt service mill rate of .60033. The total levy proposed is \$15,013,271 with a total mill rate of 1.15301 per \$1,000 equalized valuation. The total levy reflects an increase of 1.2%; the mill rate reflects a decrease of 4.1%.

It was moved by Mr. Mayer and seconded by Mr. Richard to authorize a \$15,013,271 tax levy of 1.15301 mills (including debt service) on \$13,020,909,894 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 Mr. Surani and seconded by Mr. Pophal to accept the Procurement Annual Report as presented.

Motion carried.

Administration requested the District Board to approve the reauthorization of the construction of the Agriculture Training Center at the Monroe Campus at an estimated cost of \$634,000. Pending approval by the State Board, a bidding process will begin as soon as possible. Construction would be slated to begin in Spring 2019.

It was moved by Mr. Hays and seconded by Mr. Mayer to reauthorize the Monroe Agriculture Training Center construction project contingent upon approval of the Wisconsin Technical College State Board (WTCSB) and to request WTCSB approval of the project.

Motion carried unanimously.

It was moved by Mr. Surani and seconded by Mr. Thornton to approve the attached modifications to the Fiscal Year 2018-19 Budget, as presented.

Motion carried unanimously.

Chairperson Tillman called for New Business.

Student success data related to the flexible learning initiative was presented for Fall 2017/Spring 2018 semesters.

Chairperson Tillman called for Other Business.

A brief report was provided on the District Boards Association's Fall Meeting held last week in Appleton.

Mr. Richard urged Administration to continue to seek business sponsorships on construction projects like the Monroe Ag Center. Dr. Pierner indicated discussions are in progress with regard to significant donations for several areas of the College. The new Foundation Director will be working on these projects as well as donation opportunities for the Ag Center and future construction to move CTS programming to Central Campus

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

It was moved by Mr. Surani and seconded by Mr. Thornton to adjourn the meeting at 6:32 p.m.

Motion carried.


Laverne E. Hays
Secretary

ENCLOSURE #7

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

The District Board is requested to reconfirm 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.

As a result of that discussion, Administration recommends retaining the design with some aesthetic elements added (windows, wainscoting, and a slight increase in roof pitch) resulting in the following cost estimate by trade:

General construction (includes greenhouse)	\$405,000
Electrical, plumbing and fire protection	\$123,000
Heating, ventilating and air conditioning	\$32,000
Profession & other fees	\$63,000
Contingency	<u>\$11,000</u>
TOTAL	\$634,000

Administration recommends the District Board approve the following resolution reauthorizing the construction of the Agriculture Training Center at the Monroe Campus at a projected cost of \$634,000:

RESOLUTION:

Whereas, area employers in the agriculture-related industry identified the technical skills gap present in this region; and

Whereas, area employers project future retirements, turnover, and the ongoing demand in the agriculture sector of our district will result in a workforce shortage; and

Whereas, Agribusiness Specialist and Agribusiness Science & Technology programs are established to meet the workforce needs of the agricultural-related industry in this region; and

Whereas, the existing training facility is insufficient to meet the instructional training needs of the Agribusiness Specialist and Agribusiness Science & Technology programs; and

Whereas, the fiscal year 2018-19 capital projects fund balance has sufficient funds available to support this project;

It is therefore Resolved, that the Blackhawk Technical College District Board approve the capital construction of the Agriculture Training Center at the Monroe Campus, which is contingent upon WTCS Board approval and to request Wisconsin Technical College System Board approval of this capital project.

The Finance Committee will present its recommendation.

Proposed Modifications to the FY 2018-19 Budget		
	Expenditures	Revenues
General Fund		
1	Budget transfer between functions due to position reassignment	
	Increase Function 6 General Institutional Expenditures	40,504 -
	Decrease Function 2 Instructional Resources Expenditures	(40,504) -
	Total - Amendment 1	- -
2	Budget transfer between functions for purchase of on-line subscription renewal	
	Increase Function 2 Instructional Resources Expenditures	5,440 -
	Decrease Function 1 Instructional Expenditures	(5,440) -
	Total - Amendment 2	- -
3	To allocate FY19 state aid and property tax revenue adjustments	
	Increase Local Government Revenue	- 90,923
	Decrease State Aid	- (80,558)
	Increase Transfers to Reserves and Designated Fund Balances	10,365
	Total - Amendment 3	10,365 10,365
4	Budget transfer between functions for approved one-time budget imitative (facility rental for WCD driving range)	
	Increase Function 7 Physical Plant Expenditures	14,000 -
	Decrease Function 1 Instructional Expenditures	(14,000) -
	Total - Amendment 4	- -
Special Revenue Fund		
5	To increase the Special Revenue fund to reflect WTCS Leadership grants and Wisconsin Fast Forward Dual Credit for Teachers and High School Student Certification grant initiatives	
	Increase State Aid	- 439,753
	Increase Function 1 Instructional Expenditures	399,753 -
	Increase Function 3 Student Services Expenditures	40,000 -
	Total - Amendment 5	439,753 439,753
Capital Projects Fund		
6	Budget transfer between functions for ID badges and related equipment	
	Increase Function 6 General Institutional Expenditures	2,180 -
	Decrease Function 7 Physical Plant Expenditures	(2,180) -
	Total - Amendment 6	- -
Debt Service Fund		
7	To reduce FY19 property tax levy and interest expense budgets in the Debt Service fund	
	Decrease Local Government Revenue	- (163,142)
	Decrease Function 7 Physical Plant Expenditures	(163,142)
	Total - Amendment 7	(163,142) (163,142)
Enterprise Fund		
8	Allocate partial fund balance to purchase open-air cooler	
	Increase Transfers from Reserves and Designated Fund Balances	- 12,000
	Increase Function 8 Auxiliary Services Expenditures	12,000
	Total - Amendment 8	12,000 12,000