

Regular Meeting
of the
Blackhawk Technical College District Board

April 18, 2018

Minutes

The regular meeting of the Blackhawk Technical College Board was held on Wednesday, April 18, 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 (via phone); Laverne Hays, Secretary (departed at 6:09 p.m.); Rick Richard, Treasurer; Mark Mayer (via phone); and Malik Surani. Board members absent: Traci Davis, Tom Heeg, and Dr. Karen Schulte. Staff present: Dr. Tracy Pierner; Renea Ranguette; Brian Gohlke; Jackie Pins; Dr. Jon Tysse; Dr. Helen Proeber; Kent Marsden.

Chairperson Thornton called the meeting to order at 5:09 p.m.

Chairperson Thornton called for Public Comment. There was none.

Chairperson Thornton called for Special Reports.

The Student Representative to the Board's report was shared by Ms. Pins.

Chairperson Thornton called for Information/Discussion items.

The March financial statement and quarterly update were reviewed.

Dr. Pierner presented the President's monthly report. A presentation was made to the Beloit City Council regarding the decision to terminate the Beloit Center lease and relocate programming to other locations within Beloit. Several citizens shared concerns during the Council's public comment period with regard to the Beloit Center leaving the Eclipse Center. Meetings were held with a number of local companies and with the Clinton Superintendent and High School Principal. Dr. Pierner attended a Beloit 2020 meeting to share the College's plans in Beloit and to provide input on future opportunities with the Beloit School District that would be included within the Superintendent search. A summary of Dr. Pierner's trip to China was provided; several of the colleges there want BTC to return in June. BTC did not receive funding for English Language Learner programming currently held at the Beloit Center/Brother Dutton School and Rock County Jail. However, these programs were funded within the budget proposal shared at the Finance Committee meeting earlier this evening. At the Spring DBA meeting, the College's Media Award nominee, Hannah Flood – NBC 15, received the 2018 DBA Media Award. The Diagnostic Medical Sonography program had an accreditation visit several weeks ago; several findings will require follow-up. A welcome was provided for a Junior Achievement event held on Central Campus recently. Over 100 people attended a meeting held at Central Campus to learn information

about the FoxConn project's bidding process. Upcoming events include: Enterprise Center Grand Opening at the Monroe Campus on April 19; Student Awards Ceremony on April 28; GED Graduation on May 10; Law Enforcement Academy Graduation on May 11; Nursing Pinning Ceremony on May 17; and the Graduation Ceremony on May 19.

Chairperson Thornton called for the Consent Agenda.

It was moved by Mr. Surani and seconded by Mr. Hays to approve the consent agenda, which included the minutes of the Regular Meeting held on March 21, 2018; current bills from the month of March – Voucher #00245578 to and including #00246075 and direct deposit expense reimbursements in the total amount of \$775,683.73 (includes student related payments), a payroll total for the month of March of \$996,645.57, payroll tax wire transfers for the month of March of \$353,448.18, other wire transfers for the month of March of \$41,955.05, WRS wire transfers for the month of March of \$145,311.59, P-card disbursements for the month of March of \$171,093.73, a bond payment for the month of March of \$7,671,457.71, and a health insurance wire transfer for the month of March of \$296,482.08, for a grand total of \$10,452,077.64; 25 training contracts negotiated since the last meeting totaling \$729,308; approval to issue continuing contract/employment letters to the attached list faculty and project faculty for the 2018-19 academic year; acceptance of two resignations – Jill Benson, Accounting Manager, effective May 4, 2018, and Ronald Lyons, CDL Instructional Specialist, effective March 30, 2018; confirmation of an exempt, non-instructional employment contract issued to Carol Kaufman for the position of Librarian at a salary of \$63,252, effective March 30, 2018; confirmation of a non-exempt, non-instructional employment contract issued to Shane Thomas for the position of Academic Advisor and Enrollment Specialist at a salary of \$51,708, effective May 7, 2018; and confirmation of an administrative employment contract issued to Joshua Verdin for the position of IT Systems Engineer at a salary of \$75,000, effective April 16, 2018.

Motion carried.

Chairperson Thornton called for Action Items.

It was moved by Mr. Richard and seconded by Mr. Hays to approve revisions to Board Policy D-650 – Equipment and Property Disposal, as presented.

Motion carried.

It was moved by Mr. Hays and seconded Mr. Richard to approve adjustment of 38.14 contract rates, as presented.

Motion carried unanimously.

Aid Code 60 courses do not qualify for state aid, and therefore, the goal of fees is to recover costs. A recommendation was presented to increase the hourly rate for Aid Code 60 classes from \$4.00 to \$5.00 per hour and to eliminate the 15% senior discount.

It was moved by Mr. Richard and seconded by Mr. Surani to approve the avocational fee rate of \$5.00 per hour, plus material fees, for 2018-19, and to discontinue the senior citizen discount on Aid Code 60 courses.

Motion carried unanimously.

Chairperson Thornton called for Committee Reports.

The Finance Committee met earlier in the evening. The proposed Fiscal Year 2018-19 budget and modifications to the current year's budget were presented. The Committee presented its recommendation regarding action to approve the budget modifications.

It was moved by Mr. Hays and seconded by Mr. Surani to approve the attached modifications to the Fiscal Year 2017-18 budget, as presented.

Motion carried unanimously.

The Personnel Committee met earlier in the evening; there was no report.

Chairperson Thornton called for New Business.

A presentation was made on the labor market gap analysis process being utilized to identify future program opportunities for the College.

Board member consensus was to hold the annual Retreat on August 16, 2018. Retreat agenda topics suggested were advocacy training, Strategic Plan update, Dr. Pierner's review, and Board self-evaluation. Board members were asked to think about additional topics and be prepared to discuss further at the May Board meeting. Ms. Pins will confirm a location for the Retreat/meeting. A draft agenda will be provided for Board review at a future meeting.

The Outreach Center Annual Report was reviewed.

A review was done of Board Policy D-680. Approval of the recommended revisions will be scheduled at the May meeting.

A report on the College's shuttle transportation services was reviewed. The data reported duplicated ridership as a system is not in place to track individual student ridership. A student ID swipe system is being implemented for classrooms/labs. A possibility exists to add usage of this system to track shuttle ridership to obtain unduplicated data. If a minimal number of students ride the shuttle, Mr. Richard suggested the College may want to look at the cost/benefit and possibly use smaller vehicles which would be more cost effective to operate.

Mr. Hays departed the meeting at 6:09 p.m.

An update was provided on Beloit programming plans. Through partnerships, classes will be offered at 4-6 locations within Beloit. Locations must be close to public transit, day care/other services, be added to the BTC Shuttle routes, and be more distributed throughout the city. Memorandums of Understanding are under development with multiple community locations. Two listening sessions will be scheduled in Beloit in both May and June to hear about what else BTC should be doing within Beloit. A longer-term growth plan will be developed following these sessions.

Chairperson Thornton called for Other Business.

A brief report was provided on the District Boards Association Spring meeting in Richland Center April 13-14.

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

It was moved by Mr. Surani and seconded by Mr. Richard to adjourn the meeting at 6:25 p.m.

Laverne E. Hays
Secretary