

Regular Meeting
of the
Blackhawk Technical College District Board

May 16, 2018

Minutes

The regular meeting of the Blackhawk Technical College Board was held on Wednesday, May 16, 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; Tom Heeg; Mark Mayer; Dr. Karen Schulte; and Malik Surani. Board members absent: Traci Davis. Staff present: Dr. Tracy Pierner; Renea Ranguette; Brian Gohlke; Jackie Pins; Dr. Jon Tysse; Tony Landowski; Dr. Gina McConoughey; Dr. Sue Griffin; Tammy Roehl.

Chairperson Thornton called the meeting to order at 5:06 p.m.

Chairperson Thornton called for Public Comment. There was none.

Chairperson Thornton called for Special Reports.

There was no Student Representative to the Board report.

BTC retiree Lori Krasemann was recognized for her 15 years of service to the District.

Layla Merrifield, Executive Director of the Wisconsin Technical College District Boards Association, presented an Association update.

Chairperson Thornton called for Information/Discussion items.

The April financial statement was reviewed.

Dr. Pierner presented the President's monthly report. Community engagement activities included: was the keynote speaker at the inaugural Beloit Memorial High School Manufacturing Banquet; discussion continued with CareerTek on partnership opportunities; an Open House was held at the new Enterprise Center located at the Monroe Campus; met with Mark Cullen on potential support moving forward; met with individuals from Craig and Parker High Schools regarding increased collaboration—BTC will be a grant partner to support acquisition of equipment; meetings continued with UW-Whitewater regarding the possibility of BTC adding a shuttle to our shuttle service to create seamless transportation between UW-Rock County, BTC, and UW-Whitewater; met with Monroe Clinic/SSM about continuation of Medical Assistant program in Monroe and to return Nursing program to Monroe with the goal of graduating 4-6 students annually; and attended Business Education Partnership meeting, GCDC Annual Banquet, State Board meeting, and Presidents' Association meeting. College events held included: a gourmet lunch for support staff members on Administrative Professionals Day; the Student

Awards Ceremony at which Mark Mayer received the Community Partnership Award; 13 high schools competed in Junkyard Wars at AMTC; GED Graduation Ceremony; a signing ceremony was held with UW-Whitewater for a 2+2 transfer opportunity for all of the business programs between BTC and UW-Whitewater; and, Dr. Pierner participated as a judge for the gourmet course finals. Upcoming events include: new Marketing Manager will begin on July 2; Nursing Pinning Ceremony on May 17 at 5:00 PM; the Spring 2018 CPI Retention Team Report-out is 9:00 AM on May 18 in the North Commons with a Strategic Plan Report-out to follow at 10:00 AM; Graduation is May 19 at 11:30 AM; May 21 is Employee Development Day and includes a picnic and employee recognition at Noon; and Sheldon Newkirk will be highlighted as the Teacher of the Month at Beloit Rotary. Other communications include: discussion has been held with the Foundation on moving the delivery of scholarships to be incentive to come to BTC rather than award after students begin; four (4) high school teachers from within the District will be traveling to Florida through a grant opportunity to receive Mechatronics training; The MATT Division has been reorganized to report to Dr. Pierner for one year; work continues on development of one-semester and full-year pricing models for Chinese students to attend BTC and on finalizing information for an 11-day camp – we could have Chinese students here as early as October 2018; Beloit Listening Sessions are scheduled and will conclude by mid-June; worked in partnership with our K-12 districts to secure a \$300,000 grant to support dual credit high school teacher certification training; BTC will be equipping several labs at Brodhead High School in support of dual credit opportunities in Green County; and the AQIP Systems Portfolio is due in early June.

Chairperson Thornton 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 April 18, 2018; current bills from the month of April – Voucher #00246076 to and including #00264357 and direct deposit expense reimbursements in the total amount of \$429,543.29 (includes student related payments), a payroll total for the month of April of \$864,306.98, payroll tax wire transfers for the month of April of \$355,499.31, other wire transfers for the month of April of \$48,830.07, WRS wire transfers for the month of April of \$146,767.61, P-card disbursements for the month of April of \$170,820.28, a bond payment for the month of April of \$0, and a health insurance wire transfer for the month of April of \$284,454.42, for a grand total of \$2,300,221.96; 13 training contracts negotiated since the last meeting totaling \$43,748; acceptance of three resignations – Mark Brown, Law Enforcement Coordinator, effective May 25, 2018, Sarah Chilson, Pharmacy Technician Instructor, effective May 21, 2018, and Jon Staebell, Business Management Instructor, effective May 24, 2018; acceptance of the intent to retire of Mary Thompson, Scheduling Resource Assistant, effective October 19, 2018; confirmation of an administrative employment contract issued to Jan Sytsma for the position of Diesel Truck Driving Instructional Specialist at a salary of \$58,000, effective May 22, 2018; and confirmation of an instructional employment contract issued to Eva Peterson for the position of Nursing Assistant Instructor at a salary of \$63,000, effective May 14, 2018.

Motion carried.

Chairperson Thornton called for Action Items.

It was moved by Mr. Mayer and seconded by Ms. Tillman to approve revisions to Board Policy D-680 – Depository of Funds, as presented.

Motion carried.

Academic Affairs shared information on the proposed Business Management Embedded Technical Diploma program. The program was developed as a financially aidable technical diploma within the current Business Management Associate Degree program. Students will be able to take the program on a full- or part-time basis and in a number of flexible delivery methods. As a result, students will have the ability to enter the workforce in a shorter timeframe. District Board approval of the diploma program is required prior to forwarding the program to the Wisconsin Technical College System Office for approval by the appropriate State Education Director. The program can be launched immediately after receiving State Office approval.

It was moved by Mr. Richard and seconded by Mr. Heeg to approve the Business Management Embedded Technical Diploma Program and to forward the Program to the State Office for approval.

Motion carried.

Dr. Pierner presented information related to the request to approve international travel to China within the next six months. A potential trip has been discussed for June 2018 and fall 2018. Travel would only be done if deliverables were confirmed for the trip. A maximum total travel cost for the two trips would be \$5,000.

It was moved by Mr. Surani and seconded Ms. Tillman to approve international travel for a two employees to travel to China by December 31, 2018—one trip in summer 2018 and one trip in fall 2018.

Motion carried.

Chairperson Thornton called for Committee Reports.

The minutes from the April 18 Finance Committee were reviewed. The Committee did not meet prior to tonight's Board meeting.

The 2018-19 preliminary budget and three-year projections were reviewed. Revenue modifications made to the projections since the April meeting include: increase in state aid of \$91,000; increase in property tax; greater revenue forecasted for Workforce & Community Development; and increase in interest income. The changes result in a \$290,000 increase in revenue. Expenditure modifications made to the projections since the April meeting reflected an increase of \$233,000. The net effect is budget growth in revenue by 0.5%. Total expenditures and transfers out reflect a 0.6% growth. The proposed budget continues to reflect a small budget surplus. Within the proposed budget, new initiative and contingency funding is maintained to provide flexibility. Enrollment assumptions have remained flat. There was no change to the property tax levy assumptions from the information presented in April. The Fund Balance analysis was reviewed. The proposed operational budget is \$30,489,400, with the total budget for all funds

being \$52,478,706. The tax levy is proposed to be \$15,085,490. Annual capital borrowing is proposed at \$2,900,000. The proposed operational mil rate is 0.56223, and the proposed debt service mil rate is 0.63143 for a total mil rate of 1.19366. The District's equalized valuation is estimated to increase 2.5%.

It was moved by Mr. Richard and seconded by Mr. Mayer to approve the FY 2018-19 Budget for presentation at a public hearing and to hold the public hearing on June 20, 2018, at 4:30 p.m. at the Administrative Center in the Board Room.

Motion carried unanimously.

Mr. Richard reported the Personnel Committee met earlier in the evening and will present its recommendations.

It was moved by Dr. Schulte and seconded by Mr. Richard to approve the faculty compensation system study, as recommended.

Motion carried unanimously.

It was moved by Mr. Surani and seconded by Mr. Heeg to approve administrative staff salaries for Fiscal Year 2018-19, as recommended.

Motion carried.

It was moved by Mr. Heeg and seconded by Mr. Mayer to approve part-time staff wages for Fiscal Year 2018-19, as recommended.

Motion carried.

It was moved by Mr. Richard and seconded by Mr. Hays to approve the 2018-19 Base Wage Agreement with the Blackhawk Technical College Educational Support Professionals, as recommended.

Motion carried.

It was moved by Mr. Surani and seconded by Dr. Schulte to approve wage adjustments in Fiscal Year 2018-19 for Blackhawk Technical College Educational Support Professionals, as recommended.

Motion carried.

It was moved by Mr. Richard and seconded by Mr. Hays to approve the action as discussed during Personnel Committee closed session.

Motion carried unanimously.

Chairperson Thornton called for New Business.

District Board Policy E-222 – Sexual Misconduct was reviewed. Revisions were recommended to update names, title, and contact information for the District’s Title IX Officer and Deputy Officers. Approval of the recommended revisions will be scheduled at the June meeting.

An update was provided on Beloit programming plans. An MOU with Beloit Public Library is still under development, and a potential lease with Community Action is being reviewed. Listening sessions have been scheduled for May and June. The Beloit School District Board is supportive of the College utilizing their facilities; the partnership will be cost-neutral for both parties. Beloit Health System is working to identify space that can be utilized on a cost-neutral basis.

Information was shared on summer scheduling at the Advanced Manufacturing Training Center. Every course in the Welding program will be run in the on-demand format in Summer 2018. The United Alloy program will continue throughout the summer. HVAC will be running courses in open, on-demand format. In addition, CTS will also be operating during the summer for automotive courses. Overall, summer enrollment opportunities reflect an increase of 400 credit hours.

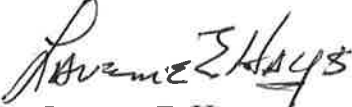
Board member consensus in April was to hold the annual Retreat on August 16, 2018. Retreat agenda topics suggested were advocacy training, Strategic Plan update, and Board self-evaluation. The Retreat will be held at the Janesville Country Club.

Chairperson Thornton called for Other Business.

A reminder was provided on the District Boards Association Summer Meeting in Green Bay on July 13-14.

Chairperson Thornton called for Future Agenda Items. Travel to the 2018 ACCT Congress was requested as a future agenda item.

It was moved by Mr. Surani and seconded by Mr. Richard to adjourn the meeting at 6:35 p.m.


Laverne E. Hays
Secretary

ENCLOSURE #14

7. Committee Reports

a. Adoption of Fiscal Year 2018-19 Budget for Presentation at Public Hearing; Setting of Date for Public Hearing (Action – Renea Ranguette)

The Finance Committee reviewed the proposed FY2018-19 Operational, Capital, and Debt Service fund budgets at their meeting on April 18, 2018. The presentation and supporting reports were provided to the District Board members. That document has been updated to reflect better information than was available in late March. The result is a net increase in Operational revenues and expenses with a small positive contribution to fund balance. An overview of these changes will be presented to the Board on May 16.

The Trust (student financial aid) & Agency (student clubs & organizations), Internal Service (insurance fund), and Enterprise budgets are added to these fund budgets to establish the combined budget for Fiscal Year 2018-19.

Administration recommends forwarding the Fiscal Year 2018-19 budget, as summarized in the attached documents, for presentation at a public hearing. This budget is based upon the best information currently available and may require amendment after adoption as better information becomes available.

Administration recommends that the public hearing be held in conjunction with the regular Board meeting on June 20, 2018, at 4:30 p.m.

WHEREAS, the total operational budget for 2018-19 is proposed to be \$30,489,400;

WHEREAS, the combined budget for 2018-19 is proposed to be \$52,478,706;

WHEREAS, the proposed combined 2018-19 property tax levy is \$15,085,490;

WHEREAS, the 2018-19 budget proposes borrowing \$2,900,000 for annual capital equipment, building improvement and remodeling projects, and property acquisition;

WHEREAS, the equalized value of the District is estimated to increase 2.5%;

WHEREAS, the proposed 2018-19 operational mil rate is 0.56223, and the proposed debt service mil rate is 0.63143 for a total mil rate of 1.19366;

NOW, THEREFORE, BE IT RESOLVED, by the Blackhawk Technical College District Board that the proposed FY 2018-19 budget be presented to the electors of the District at a public hearing on June 20, 2018, at 4:30 p.m., and that a full hearing be held thereon.