

Regular Meeting  
of the  
Blackhawk Technical College District Board

May 20, 2020

Minutes

The regular meeting of the Blackhawk Technical College Board was held virtually on Wednesday, May 20, 2020. The following members were present: Barbara Tillman, Chairperson; Eric Thornton, Vice Chairperson; Laverne Hays, Secretary; Rick Richard, Treasurer; Rachel Andres; Traci Davis; Rich Deprez; Amy Kenyon (arrived 5:15 p.m.); and Steve Pophal. Board members absent: None. Staff present: Dr. Tracy Pierner; Renea Ranguette; Brian Gohlke; Jackie Pins; Julie Barreau; Tony Landowski; Jennifer Thompson; Jon Tysse; Lisa Hurda; Rob Balsamo; and Troy Egger.

Chairperson Tillman called the meeting to order at 5:03 p.m.

Chairperson Tillman called for Public Comment. There was none.

Chairperson Tillman called for Special Reports.

BTC retirees Pattie DeGarmo, Deb Heder, Glenn Hoffarth, Kent Marsden, John Norland, Jon Thomason, and Joe Wollinger were recognized for their retirements at the end of the Spring 2020 semester.

Student Representative to the Board James Henry provided a report on Student Government activities.

A presentation was made by Sue Peterson, Project Manager and Strategic Communication Specialist, School Perceptions, to share the results from the community survey conducted to gauge support for construction of the Public Safety & Transportation Training Center. Data reflected community support for the project.

Chairperson Tillman called for Board Professional Development.

Chairperson Tillman called for Information/Discussion items.

The April financial statement was reviewed.

Dr. Pierner presented the President's monthly report, which included local and state meetings attended. Of note were: several Presidents' Association meetings; a meeting with the UW-Whitewater Chancellor; an interview on WCLO; a meeting with Dairy Research in Monroe; and a State Board Meeting which approved the Environmental Impact Study for the emergency

vehicle operations pad construction project and remodeling projects. Internal communication included a thank you card mailed to faculty for Faculty Appreciation Week; a shared leadership meeting; a Strategic Planning Retreat; a management meeting; and committee meetings. College events: the Virtual Student Awards Ceremony; and placing signs in BTC graduates' yards. Dr. Karen Schmitt will start on July 13, 2020, as our new Vice President of Academic Affairs. There are four finalists of the Human Resources Executive Director position. Other communications consisted of: a student and college community email will be sent out regarding the staged approach to reopening the College-- Stage 3 is effective on May 26, Stage 4 is planned for June 8. All information related to the phased reopening plan is available on the website under COVID-19.

Chairperson Tillman has expressed her gratitude for how the executive team and the staff have stepped up, which has helped to make BTC a leader in the area.

An update was provided on the Public Safety & Transportation Training Center project. Given the data presented by School Perceptions, if the Board decides to move forward with a referendum in November, a final decision to move forward with a referendum must be made no later than August (July Board action). The Board voiced no opposition to moving forward with planning.

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 April 15, 2020; current bills from the month of April – Voucher #00274231 to and including #00274394 and direct deposit expense reimbursements in the total amount of \$795,345.26 (includes student related payments), a payroll total for the month of April of \$933,314.83, payroll tax wire transfers for the month of April of \$249,150.44, other wire transfers for the month of April of \$36,048.56, WRS wire transfers for the month of April of \$164,891.78, P-card disbursements for the month of April of \$94,779.73, a bond payment for the month of April of \$0.00, and a health insurance wire transfer for the month of April of \$291,213.12, for a grand total of \$2,564,743.72; acceptance of the resignation of William Hodge, IT Networking Instructor, effective at the end of the Spring 2020 semester; and the confirmation of an administrative employment contract issued to Tamara Szlamczynski for the position of Purchasing Manager at a salary of \$72,000, effective July 6, 2020.

Motion carried.

Chairperson Tillman called for Action Items.

John Mehan, of Robert W. Baird, reviewed results from the competitive bids received for the borrowing of \$1,500,000 for the purpose of new construction and building improvements included within the Fiscal Year 2020-21 budget.

It was moved by Mr. Deprez and seconded by Mr. Pophal to adopt the attached resolution awarding the bid for borrowing of \$1,500,000 to Dougherty & Company LLC, Minneapolis, Minnesota, at an interest rate of 1.3655% and a net interest cost of \$228,586.

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

Motion carried unanimously.

The 2020-21 preliminary budget and three-year projections were reviewed. Operational revenue has been estimated conservatively at \$30,293,380, a decline of 5.1% from the FY20 budget. Uncertainties at this point in time include enrollment and state aid funding and a \$500,000 reserve for a potential enrollment decline. Expenditures are projected at \$30,267,635, a decline of 2.7% from the FY20 budget. The combined affect results in revenues exceeding expenditures by \$25,745. The operational and debt service levies were reviewed. Equalized values are anticipated to increase 2%. The operational levy would be \$7,545,881, and the debt service levy would be \$8,400,000 for a total levy of \$15,945,881, or an increase of 2.2%. Mill rate projections reflect the operational mill rate of 0.52741 and the debt service mill rate of 0.58710 for a total mill rate of 1.11451, or a mill rate change of 0.2%. Fund balance is projected to close this year at \$12,707,824 and at \$12,733,569 in FY21. The percentage of total fund balance to subsequent expenditures is 41.71% for FY21. The Capital Projects Fund reflects a \$5.05 million resource total. The FY21 budget for All Funds reflects total revenue and other sources as \$53,524,824 and total expenditures and other uses as \$53,524,824.

It was moved by Mr. Richard and seconded by Mr. Pophal to approve the FY 2020-21 Budget for presentation at a public hearing and to hold the public hearing on June 17, 2020, at 4:30 p.m. at the Administrative Center in the Board Room or by virtual technology if College facilities remain closed to the public.

Motion carried unanimously.

Dr. Pierner withdrew the request for action to adopt a resolution regarding creation of a task force on COVID-19 response, reopening, and recovery.

Chairperson Tillman called for Committee Reports.

The Finance Committee met earlier in the evening. A summation was shared on the discussion regarding projections for the likely year-end position for the General Fund budget.

The Personnel Committee met earlier in the evening. The Committee presented its recommendation related to the sole action requested.

It was moved by Mr. Richard and second by Ms. Davis to approve the issuance of layoff notices to specific employees of the College.

Motion carried unanimously.

Chairperson Tillman called for New Business.

A Workforce and Community Development Division update was presented.

The Fiscal Year 2020-21 Marketing Plan was presented.

Chairperson Tillman called for Other Business.

There is no out-of-district travel. Out-of-district travel will be reevaluated in August.

Chairperson Tillman called for Future Agenda Items.

Board Members can choose to participate in person or meet via Zoom at the June 17, 2020, Board Meeting. If attending in person, you will be required to wear a mask and eye protection, and the meeting may be held in a larger space.

It was moved by Mr. Richard and seconded by Mr. Thornton to adjourn the meeting at 6:43 p.m.

Motion carried.

Laverne E. Hays  
Secretary