

Annual and Regular Meeting  
of the  
Blackhawk Technical College District Board

July 13, 2020

Minutes

The combined annual and regular meeting of the Blackhawk Technical College Board was held virtually on Monday, July 13, 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 (departed 6:55); Mark Mayer; and Steve Pophal. Board members absent: None. Staff present: Dr. Tracy Pierner; Dr. Karen Schmitt; Renea Ranguette; Dr. Jon Tysse; Tony Landowski; Jen Thompson; Lisa Hurda; Jennifer Moore; Elaine Schultz; Greg Phillips, and Bryan Coddington. Guests: Kit Dailey, John Mehan.

Chairperson Tillman called the meeting to order at 5:10 p.m.

Reappointed Board members Mr. Richard and Mr. Thornton and newly appointed member Mr. Mayer will sign their oaths of office and mail it to Ms. Barreau.

President Dr. Tracy Pierner temporarily chaired the meeting and called for nominations for the office of Chairperson of the Board for FY 2020-21.

Mr. Richard nominated Mr. Thornton for the office of Chairperson of the Board.

Following three calls for nominations, it was moved by Mr. Mayer and seconded by Mr. Richard to close nominations for the office of Chairperson of the Board for FY 2020-21 and to cast one unanimous ballot for Mr. Thornton for the office of Chairperson of the Board for FY 2020-21.

Motion carried.

Chairperson Thornton called for nominations for the office of Vice Chairperson of the Board for FY 2020-21.

Mr. Pophal nominated Ms. Tillman for the office of Vice Chairperson of the Board.

Following three calls for nominations, it was moved by Mr. Deprez and seconded by Mr. Pophal to close nominations and to cast one unanimous ballot for Ms. Tillman for the office of Vice Chairperson of the Board for FY 2020-21.

Motion carried.

Chairperson Thornton called for nominations for the office of Secretary of the Board for FY 2020-21.

Mr. Pophal nominated Mr. Hays for the office of Secretary of the Board.

Following three calls for nominations, it was moved by Mr. Pophal and seconded by Ms. Tillman to close nominations and to cast one unanimous ballot for Mr. Hays for the office of Secretary of the Board for FY 2020-21

Motion carried.

Chairperson Thornton called for nominations for the office of Treasurer of the Board for FY 2020-21.

Ms. Tillman nominated Mr. Richard for the office of Treasurer of the Board for FY 2020-21.

Following three calls for nominations, it was moved by Ms. Tillman and seconded by Mr. Mayer to close nominations and to cast one unanimous ballot for Mr. Richard for the office of Treasurer of the Board for FY 2020-21.

Motion carried.

Chairperson Thornton called for public comment. There was none.

**Chairperson Thornton called for Special Reports.**

Dr. Tracy Pierner asked to postpone the 2020-21 Strategic Plan Projects until the August Retreat.

Jen Moore presented on the Educational Support Professionals Compensation Study. The updated study is to insure that the compensation structure remains competitive with the marketplace on an ongoing basis. The survey collected market data from six (6) survey sources for 30 benchmark jobs within the support staff structure. Recommendations: an increase to the midpoint of grade 1 by 6.6%, a midpoint progression of 10.5% through grade 5, and keep range spreads at 16.6%.

**Chairperson Thornton called for Information/Discussion items.**

The June financial statement was reviewed.

Dr. Pierner presented the President's monthly report. Community Engagement Update: Met with the Green County Board; Ben Pierce – Education Report from the Janesville Gazette; had a face-to-face meeting and toured AMTC and Central Campus with Christi Cole from

Lincoln Academy in Beloit; attended a WTCS Board meeting; and attended the President's Association meeting. Internal Communications: Met with the Emergency Preparedness Committee, we will not go any further than Stage 5 and will reevaluate in January; students and staff were sent an email regarding Stage 5; introduced Dr. Karen Schmitt, Vice President of Academic Affairs and Greg Phillips, Interim Dean of the MATT Division; Kathy Broske, Executive Director of Human Resources starts Monday, July 20, 2020. College Events: Virtual Commencement will be held August 1, 2020 at 11:30 am and will be available on Facebook, YouTube, and our website; GED Commencement will be held August 6, 2020 at 6:00 pm. Other Communications: The August Retreat will be held in the North Commons in person and through Zoom; we received a Thank You card from Arlana Richardson, WCD Administrative Assistant retiree. Hormel and Scott Forge will be sending students to the Electrical Mechanical program at AMTC; and Monroe Truck is coming to AMTC using the Shuttle.

An update was provided on the Public Safety & Transportation Training Center Project. The foundation is finished. We interviewed Marketing Firms to help us with the referendum. EUA was chosen contingent on Board approval of the referendum.

WTCS Consortium Update: Mr. Deprez provided an update on the Insurance Trust meeting. They met after our last Board meeting. Insurance Trust approved to take the remainder of the fund balance and send monies equally to all 16 colleges to aid in paying for COVID-19 costs. BTC will need to provide how we use the money. The Associate level is a free level and Madison College has joined.

**Chairperson Thornton called for Annual Meeting Business.**

It was moved by Ms. Tillman and seconded by Ms. Davis 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. with the following exceptions: the November 18, 2020 meeting held at Monroe Campus; the March 17, 2021 meeting held at Monroe Campus; the April 21, 2021 meeting will be held at AMTC in Milton; and the annual organizational and regular meeting will be held on July 12, 2021, at 5:00 p.m. at the Administrative Center of Blackhawk Technical College.

Motion carried.

It was noted the Janesville Gazette has been designated the official newspaper of the District for FY 2020-21 and FY 2021-22.

It was noted that Mr. Hays would continue to serve as the Board's voting delegate to the Wisconsin Technical College District Boards Association for FY 2020-21.

Motion carried.

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

External Partnerships Committee Representatives	Rachel Andres Traci Davis Rich Deprez Rick Richard Mark Mayer
Internal Best Practices Committee Representatives	Laverne Hays Steve Pophal Barb Tillman
Bylaws, Policies & Procedures Committee Representatives	Laverne Hays
Awards Committee Representatives	Traci Davis

It was moved by Mr. Richard and seconded by Mr. Mayer to approve the attached resolution designating the depositories in which District funds will be deposited and the individuals authorized to make transactions for FY 2020-21.

Motion carried.

It was moved by Ms. Tillman and seconded by Mr. Deprez to designate Attorney David Moore of Nowlan & Mouat LLP, Janesville, as legal counsel for local legal issues, and Attorney Sean Scullen of Quarles & Brady LLP, Milwaukee, as legal counsel for labor relations and general higher education legal issues for FY 2020-21.

Motion carried.

It was noted that no action would be needed on the designation of an auditor for the Blackhawk Technical College District. Wipfli of Eau Claire was awarded a 3-year contract in March 2020, with two one-year optional renewals through fiscal years ending 2023 and 2024.

**Chairperson Thornton called for the Consent Agenda.**

It was moved by Mr. Pophal and seconded by Mr. Richard to approve the consent agenda, which included the combined minutes of the Public Hearing on the FY 2020-21 Budget and Regular Meeting held on June 17, 2020; current bills from the month of June include Voucher #00274815 to and including #00275179 and direct deposit expense reimbursements in the total amount of \$1,054,352.92 (includes student related payments), a payroll total for the month of June of \$967,012.07, payroll tax wire transfers for the month of June of \$400,832.69, other wire transfers for the month of June of \$38,124.85, WRS wire transfers for the month of June of \$167,554.32, P-card disbursements for the month of June of \$181,846.91, a bond payment for the month of June of \$0, and a health insurance wire transfer for the month of June

of \$294,087.56, for a grand total of \$3,103,811.32; and confirmation of two (2) Instructional employment contracts issued to Timothy O'Donnell for the position of Culinary Arts and Hospitality Instructor at a salary of \$69,000, effective August 14, 2020 and to Hin Heng Antonio Tang for the position of Communications Instructor at a salary of \$52,000, effective August 14, 2020; confirmation of three (3) Administrative employment contracts issued to Kathleen Broske for the position of Executive Director of Human Resources at a salary of \$125,000, effective July 20, 2020; Gregory Phillips for the position of Interim Exempt, Non-Instructional, Supervisor at a salary of \$95,000, effective July 1, 2020; and to Laura Becker for the position of Student Counselor & Case Manager at a salary of \$63,000, effective July 1, 2020; acceptance of resignations by Nikki Arn, LTE Dental Assistant Instructor, Cynthia Ruiz, Dental Assistant Instructor, and Gary Saganski, Dean of the Manufacturing, Apprenticeship, Technology and Transportation Division, effective June 30, 2020; confirmation of adjustments in compensation for administrative and instructional position reclassifications for Jennifer Thompson, Executive Director of Marketing and Communications to \$89,355, Jeffrey Pfeifer, Telecommunications and Network Support Technician to \$48,590, and Tara Zachgo, Medical Assistant Instructor to \$58,146.

Motion carried.

**Chairperson Thornton called for Action Items.**

It was moved by Ms. Tillman and seconded by Mr. Richard to approve the Intent Resolution Describing Proposed Capital Expenditure Projects of \$32,000,000; and Identifying the Source of Funding Therefor.

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

Motion carried unanimously.

It was moved by Mr. Pophal and seconded by Mr. Deprez to submit the nomination of Tracey Cordova for the District Board Association's 2020 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 construction of a Public Safety & Transportation Training Center, remodel of Student Services administrative space, remodel of 1500-1514 instructional classrooms, and other program needs and annual building improvements.

It was moved by Mr. Pophal and seconded by Ms. Tillman to approve the Three-Year Facilities Plan for July 1, 2020 – June 30, 2023, and to submit the document to the WTCS Board.

Motion carried.

Bryan Coddington and Greg Phillips presented on the Manufacturing Engineering Technology (MfgET) program. The program being proposed was developed with the prospective student, local employer, and incumbent worker in mind. This approach has allowed for a robust program with significant flexibility to meet the varied needs of employers in our district and region.

It was moved by Mr. Hays and seconded by Ms. Andres to approve the Concept Review for Manufacturing Engineering Technology Program.

Motion carried.

Greg Phillips presented on the reinstatement of the Machinist Apprenticeship Program. The program's reinstatement is in response to a request by Cate Manufacturing LLC, Bellville WI to send three (3) employees through the program through Blackhawk Technical College. The program would use current CNC courses and equipment with no additional cost to the College.

It was moved by Mr. Hays and seconded by Mr. Pophal to approve of the reinstatement of the Machinist Apprenticeship Program.

Motion carried.

**Chairperson Thornton called for Committee Reports.**

John Mehan, of Robert W. Baird, reviewed results from the competitive bids received for awarding the Sale of \$3,500,000 General Obligation Promissory Notes, Series 2020B. There were 10 bidders with UMB Bank N.A. the winner at an interest rate of 0.9423%.

It was moved by Mr. Deprez and seconded by Ms. Davis to adopt the attached resolution awarding the Sale of \$3,500,000 General Obligation Promissory Notes, Series 2020B.

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

Motion carried unanimously.

The Personnel Committee met this afternoon. It was moved by Mr. Thornton and seconded by Mr. Pophal to approve an annual salary of \$190,550 for FY 2020-21 for President Pierner, which is a 3.0% merit increase to his base salary, to increase the contribution to a tax-sheltered annuity (TSA) of Dr. Pierner's choice from \$15,000 to \$22,000, and to extend Dr. Pierner's contract through June 30, 2023.

Motion carried unanimously.

**Chairperson Thornton called for New Business.**

An enrollment report was provided for the Summer 2020 semester which includes credit hour enrollment and headcount comparisons from Academic Years 2017 through 2020.

A report was provided on donations greater than \$5,000 which were received by the BTC Foundation from January 1, 2020 through June 30, 2020. Total cash and in-kind donations were \$335,000.

A new Board Policy #E-275 was presented for consideration. The policy acknowledges the constitutional right to engage in free speech and to assemble in groups for peaceful purposes. BTC may, consistent with applicable state and federal law, establish reasonable restrictions regarding the time, place, and manner in which persons may exercise their free speech and assembly rights on College property.

It was moved by Mr. Richard and seconded by Mr. Pophal to approve the new Board Policy E-275 – Free Speech.

**Chairperson Thornton called for Other Business.**

A reminder was provided on the District Boards Association Summer Meeting being held virtually July 24, 2020. The Board of Directors meeting will begin at 1:30 pm.

A reminder was provided on the ACCT Conference Leadership Congress, September 30-October 3, 2020 in Chicago, Illinois.

A reminder was provided to watch the District Boards Association conversation between Layla Merrifield and Lakeshore Technical College President Paul Carlson regarding the State Budget.

Future Agenda Items: There were none.

It was moved by Mr. Mayer and seconded by Ms. Tillman to adjourn the meeting at 6:58 p.m.

Motion carried.

Laverne E. Hays

Secretary