



**DISTRICT BOARD MEETING
WEDNESDAY AUGUST 19, 2020
3:00 P.M.**

MINUTES

CALL TO ORDER

Chairperson Thornton called the Blackhawk Technical College District Board meeting to order at 3:15 p.m.

Board Members Present: Eric Thornton, Chairperson; Barbara Tillman, Vice Chairperson; Laverne Hays, Secretary; Rick Richard, Treasurer; Rachel Andres; Rich Deprez; Mark Mayer; and Steve Pophal

Board Members Absent: Traci Davis

Staff Present: Dr. Tracy Pierner; Kathy Broske, Tony Landowski; Renea Ranguette; Dr. Karen Schmitt; Jen Thompson; Dr. Jon Tysse; Julie Barreau; Moira Lafayette

Chairperson Thornton called for Public Comment. There were no comments.

SPECIAL REPORTS

Chairperson Thornton called for Special Reports. There were none.

DISTRICT BOARD PROFESSIONAL DEVELOPMENT

Chairperson Thornton called for District Board Professional Development. There were none.

INFORMATION/DISCUSSION

Chairperson Thornton called for Information/Discussion items.

- A. The July Financial Statement and Quarterly Update were reviewed.
- B. Dr. Pierner presented his monthly report.
 - Community Engagement Update: WCLO in-studio interview, presented to Forward Janesville, attended a Rotary meeting, attended a President's Association meeting.

- Review of College Events: Bookstore Pick-up, virtual Welcome Back Session, in-person Welcome Back Luncheon.
 - Upcoming Events: Meeting with Housing Developer in Milwaukee.
- C. Public Safety & Transportation Training Center Project. An update was provided at the Board Retreat.
- D. WTCS Consortium Update. There were no updates.

CONSENT AGENDA

Chairperson Thornton called for the Consent Agenda.

It was moved by Ms. Tillman and seconded by Mr. Pophal to approve the consent agenda, which included:

- A. July 13, 2020, District Board Annual and Regular Meeting Minutes.
- B. Current Bills – The July bills include:
- Starting Check Number #00275180 and Ending Check Number #00276523
 - Direct Deposit Expense Reimbursements = \$2,902,284.52 (includes student related payments)
 - Payroll = \$925,264.42
 - Payroll Tax Wire Transfers = \$643,641.83
 - Other Wire Transfers = \$73,484.08
 - WRS Wire Transfers = \$201,612.34
 - P-card Disbursements = \$102,158.71
 - Bond Payment = \$0
 - Health Insurance Wire Transfer = \$286,388.52
 - Grand Total for the month = \$5,134,834.42
- C. Training Contracts – Report Totals:
- Number Served: 35
 - Estimated FTEs: 1.78
 - BTC Cost Formula: \$16,337
 - LAB Cost Formula: \$8,928
 - Actual Contract Cost: \$16,389
- D. Confirmation of Instructional Employment Contract Issued for the Position of Dental Program Instructor to Kristen Ziegler, Compensation Level: \$65,000, Start Date: August 14, 2020.

- E. Confirmation of Instructional Employment Contract Issued for the Position of Dental Program Instructor to Lisa Johnson, Compensation Level: \$65,000, Start Date: August 14, 2020.
- F. Acceptance of Resignation – Tiffany Kelly, Last Day: August 18, 2020.

All in favor. Motion Carried.

ACTION ITEMS

Chairperson Thornton called for Action Items.

- A. Initial Resolution Authorizing General Obligation Bonds or Promissory Notes in an Amount Not to Exceed \$32,000,000.

It was moved by Mr. Richard and seconded by Mr. Deprez to approve the Initial Resolution Authorizing General Obligation Bonds or Promissory Notes in an Amount Not to Exceed \$32,000,000.

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

Motion carried unanimously.

- B. Resolution Providing for a Referendum Election on the Question of the Approval of an Initial Resolution Authorizing the Issuance of General Obligation Bonds or Promissory Notes in an Amount Not to Exceed \$32,000,000.

It was moved by Mr. Deprez and seconded by Mr. Hays to approve the Resolution Providing for a Referendum Election on the Question of the Approval of an Initial Resolution Authorizing the Issuance of General Obligation Bonds or Promissory Notes in an Amount Not to Exceed \$32,000,000.

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

Motion carried unanimously.

- C. Moira Lafayette presented on the Dental Hygiene Program. This associate degree program prepares individuals for a career as a dental Hygienist. The dental hygienist is a member of the dental team and helps individuals maintain oral health and prevent oral diseases. BTC currently offers the Dental Assistant Program which is a one-year technical diploma. Eight WTCS districts offer the Dental Hygiene program: CVTC; FVCT; MATC, MATC-MSN, NATC, NTC, NWTC and WCTC. Previously, BTC offered the Dental Hygiene program as a shared program with WCTC.

It was moved by Mr. Richard and seconded by Mr. Mayer to approve the Concept Review for Dental Hygiene Program, as presented.

All in favor. Motion Carried.

- D. Administration presented proposed revision to Board Policy A-100, District Legal Status. The modification references Wisconsin Statutes Chapter 38.

It was moved by Mr. Pophal and seconded by Mr. Mayer to approve the District Board Policy A-100, District Legal Status.

All in favor. Motion Carried.

- E. Administration presented a new Board Policy A-110, The Blackhawk Technical College District.

It was moved by Mr. Pophal and seconded by Mr. Mayer to approve the District Board Policy A-110, The Blackhawk Technical College District.

All in favor. Motion Carried.

- F. Policy A-210, District Board Power and Authority
G. Policy A-220, District Board Duties and Responsibilities
H. Policy F-100, Naming College Facilities

A discussion took place regarding Policies A-210, A-220, and F-100. It was agreed to table these policies until the next scheduled District Board Meeting in order for Board Members to have time to review said policies.

It was moved by Mr. Richard and seconded by Barb Tillman to table Policies A-210, A-220, and F-100 until the next scheduled District Board Meeting.

All in favor. Motion Carried.

- I. Administration proposed the new Policy, E-222, Prohibition of Sexual Harassment under Title IX.

It was moved by Mr. Pophal and seconded by Mr. Richard to approve the District Board Policy, E-222, Prohibition of Sexual Harassment under Title IX.

All in favor. Motion Carried.

COMMITTEES

Chairperson Thornton called for Committee Reports.

FINANCE

A. Finance Committee Meeting – No August Meeting Scheduled

B. Modifications to the Fiscal Year 2019-20 Budget were reviewed.

Amendment 1 – Recognize increase in transcribed credit activity

Amendment 2 – Recognize increase in property tax revenue due to decrease in grant match requirement

Amendment 3 – Recognize increase in various revenue accounts

Amendment 4 – Recognize decrease in various expenditure accounts

Amendment 5 – Recognize transfer from reserves to capital project fund

Amendment 6 – Recognize transfer of Perkins Equity grant funds to support capital purchase

Amendment 7 – Recognize decrease in Perkins Special Populations grant funding

Amendment 8 – Recognize WTCS Insurance Trust grant for COVID-19 impact expenditures

Amendment 9 – Recognize Wisconsin CARES Grant award

Amendment 10 – Recognize reduction in Wisconsin Youth Apprenticeship grant funding and local match requirement

Amendment 11 – Recognize grant fund transfer to support capital expenditure

Amendment 12 – Recognize grant funding for capital expenditures

Amendment 13 – Recognize grant funding for capital expenditures

Amendment 14 – Record carryover of capital funds for FY21 Anatomy Learning Center improvements

Amendment 15 – Record interfund transfer in from general fund

Amendment 16 – Recognize increase in employee (cafeteria) benefit plan revenues and expenditures

It was moved by Mr. Richard and seconded by Ms. Andres to approve the Modifications to the Fiscal Year 2019-20 Budget Ver. 2.

All in favor. Motion Carried.

C. Modifications to the Fiscal Year 2020-21 Budget were reviewed.

Amendment 1 – Recognize reduction in personnel expenditures for reduction in force

Amendment 2 – Reclass facility rental expense

Amendment 3 – Restore funding for instructional lab support

Amendment 4 – Reallocate contingency funds among functions

Amendment 5 – Transfer funds in support of student scholarships

Amendment 6 – Recognize CARES Institutional Grant funds carried forward

- Amendment 7 – Recognize CARES SIP Grant funds carried forward
- Amendment 8 – Recognize Wisconsin CARES Grant funds carried forward
- Amendment 9 – Recognize increase in Adult Basic Skills grant funding
- Amendment 10 – Recognize WTC Insurance Trust COVID-19 impact grant funds carried forward
- Amendment 11 – Recognize DMI COVID-19 impact grant funds carried forward
- Amendment 12 – Recognize grant funds transfer to support capital purchase
- Amendment 13 – Recognize grant funds transfer to support capital purchase
- Amendment 14 – Record FY20 capital carryover
- Amendment 15 – Recognize CARES Institutional grant funding for capital expenditures
- Amendment 16 – Recognize WISC CARES grant funding for capital expenditures
- Amendment 17 – Recognize interest expense paid with bond premium
- Amendment 18 – Transfer funds in support of student scholarships
- Amendment 19 – Recognize employee net benefit contribution for student pantry support

It was moved by Mr. Mayer and seconded by Mr. Pophal to approve the Modifications to the Fiscal Year 2020-21 Budget.

All in favor. Motion Carried.

PERSONNEL

- A. Personnel Committee Meeting Held – July 13, 2020 (Minutes Enclosed)
- B. Personnel Committee Meeting – No August Meeting Scheduled

NEW BUSINESS

Chairperson Thornton called for New Business. There were none.

OTHER BUSINESS

Chairperson Thornton called of Other Business.

- A. ACCT Conference Leadership Congress, October 5-8, Virtual

Mr. Hays will be attending the virtual conference in October.

- B. Report on District Boards Association Summer Meeting, July 24, Virtual

A brief report was provided on the District Boards Association (DBA) Summer Meeting. Mr. Hays stated that the virtual summer meeting went well and encouraged other board members to go to the DBA website to view recorded sessions and materials.

Ms. Tillman, Vice Chairperson, commented that she likes the new agenda format. It is easy to read.

FUTURE AGENDA ITEMS

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

ADJOURNMENT

It was moved by Mr. Deprez and seconded by Ms. Andres to adjourn the meeting at 4:50 p.m.

All in Favor. Motion carried.

Laverne E. Hays



Secretary