



**DISTRICT BOARD MEETING  
WEDNESDAY SEPTEMBER 16, 2020  
5:00 P.M.**

**MINUTES**

**CALL TO ORDER**

The regular meeting of the Blackhawk Technical College Board was held on Wednesday, September 16, 2020, at the Central Campus, 6004 S County Road G, Janesville, in the North Commons.

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

**Board Members Absent:** Rachel Andres

**Staff Present:** Dr. Tracy Pierner; Kathy Broske; Tony Landowski; Renea Ranguette; Dr. Karen Schmitt; Jen Thompson; Dr. Jon Tysse; Julie Barreau; Lisa Hurda; and Megan Wisnowski

**Student Representatives:** W. Ryan Lewis, Sarah Potter

**Guests:** Ben Pierce, Janesville Gazette

Chairperson Thornton called the Blackhawk Technical College District Board meeting to order at 5:03 p.m.

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

**SPECIAL REPORTS**

- A. A Student Success Story was shared on the new leadership of the Blackhawk Technical College Student Government Association which includes Ryan Lewis, President, Josh Lichtfuss, Executive Vice President, Sarah Potter, Parliamentarian, and Dana Pierce, Event Liaison.

- B. Student Representative to the Board W. Ryan Lewis provided a report on student activities.
- C. A presentation was made by Lisa Hurda, Foundation Director, regarding a new scholarship initiative and collaboration between the College and the Foundation, the IDEAL (Ideal, Diversity, Equity, Accessibility, Launch) Opportunity Scholarship. The Foundation would award two (2) selected recipients a “cost of living” scholarship to pay for things they encounter while attending BTC such as housing expenses (room and board), food costs, utilities, internet services, and transportation.

The scholarship amount is calculated based upon WTCS Cost of Attendance calculation (as adjusted for tuition and fees) and annualized (rather than nine months). This amount is then reduced by the student’s earned income from the work experience.

Example of Independent Student:

Annualized Cost of Living/Attendance = \$18,060 (per WTCS 2020-2021 data)

Minimum Work Internship Earnings = - \$ 8,250 (a business/industry employer in our region)

Cost of Living Portion Scholarship \$ 9,500/year (or \$4,750/semester)

## DISTRICT BOARD PROFESSIONAL DEVELOPMENT

Chairperson Thornton called for District Board Professional Development.

- A. Tony Landowski, Executive Director of Student Services, provided information on a number of Student Services topics to the Board members.

Mental Health Services available to BTC students which include non-clinical counseling services, emergency assistance, crisis management, referrals to campus and community agencies.

The CARE Center (Counseling/Case Management, Career Services/Leadership Development, Student Engagement) mission is to support BTC students on their path to academic and career success by helping them access services and resources on campus and in the community that assist them in managing barriers and developing a network of connections. The key areas of focus in our CARE center are: Career Development, Advocacy, Resources, and Engagement. CARE Center activities include connecting students to resources on campus and in the community, providing “Lunch and Learn” opportunities for Student Services staff, the Student Cupboard, and Emergency CARE bags.

Three (3) Federal requirements were reviewed:

1. The Clery Act
2. Drug Free Schools and Colleges
3. Title IX

The Behavior Intervention Team (BIT) is a small cross functional group of BTC staff and faculty who meet weekly to collect and review all reported information about college community members and to develop an intervention plan to assist them. The BIT team encourages the sharing of any/all concerning information and behaviors that are related to three (3) categories: Concerning behaviors, Code of Conduct, and Title IX behaviors.

## INFORMATION/DISCUSSION

Chairperson Thornton called for Information/Discussion items.

- A. The August Financial Statement reviewed.
- B. Dr. Pierner presented his monthly report.
  - Community Engagement Update: Dr. Pierner met with the following groups: Janesville Rotary; Janesville Innovation; Green County Development Corporation; Beloit Development Corporation; Beloit Chambers; Housing Development Group and the Foundation Committee; SWWDB; Monroe Times; Green County Board of Supervisors; Beloit 200; Foundation Community Outreach Meeting for Green and Rock County; Clinton Board Meeting; and the Green County Administrator Association. Dr. Pierner hosted a luncheon for the Forward Janesville Government Relations group and went to the Lincoln Academy Ground Breaking Event. Dr. Pierner met with Kim Bliss and received an endorsement from Diane Hendricks. Dr. Pierner participated in the Forward Janesville Golf Outing.
  - Review of College Events: Provided referendum information sessions to faculty and staff on a non-teach Professional Development day. Went to the signing of the IDEAL Scholarship Opportunity event with Shine, Frito-Lay, and the Janesville Police Department.
  - Upcoming Events: Rock County Board of Supervisor Meeting, Janesville Gazette Editorial Board, and Join Janesville.
  - Other Communications: We will be announcing a free flu clinic for all campuses/centers for our staff and students. In addition we will provide COVID-19 testing for students and staff through the fall semester and possibly through the spring semester depending upon finances. There has been no spread of COVID-19 on campus.

Mr. Thornton stated that flu shots are very important, especially this year. What a commendable thing to do for your students.

- C. Public Safety & Transportation Training Center (PSTC) Project Update: Dr. Jon Tysse reviewed the Economic Impact of Blackhawk Technical College's Public Safety Transportation Center Fact Sheet. From FY 2021 to FY 2030, the present value of short- and long-run impacts created by the PSTC will provide a total economic impact of \$83.3 million in total added income for the BTC District economy. The total annual impact from the long-run operations and student spending, as well as alumni, from the PSTC

will be at least \$15.4 million in total added income for the BTC District after FY 2030. This is equivalent to supporting 234 jobs every year. By FY 2026, 5.2 years after construction begins, it is expected that the impacts generated by the PSTC will have grown significantly enough to recover the costs of not only the initial capital investment, but the annual costs of keeping the PSTC operational.

D. WTCS Consortium Update. There were no updates.

## CONSENT AGENDA

Chairperson Thornton called for the Consent Agenda.

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

- A. August 19, 2020 District Board Retreat Meeting Minutes
- B. August 19, 2020 District Board Regular Meeting Minutes.
- C. Current Bills – The August bills include:
  - Starting Check Number #00276524 and Ending Check Number #00276769
  - Direct Deposit Expense Reimbursements = \$1,735,253.15 (includes student related payments)
  - Payroll = \$1,036,162.07
  - Payroll Tax Wire Transfers = \$385,203.97
  - Other Wire Transfers = \$49,355.03
  - WRS Wire Transfers = \$172,636.73
  - P-card Disbursements = \$307,052.37
  - Bond Payment = \$0
  - Health Insurance Wire Transfer = \$293,226.42
  - Grand Total for the month = \$3,978,889.74
- D. Training Contracts – Report Totals:
  - Number Served: 191
  - Estimated FTEs: 2.77
  - BTC Cost Formula: \$17,532
  - LAB Cost Formula: \$12,531
  - Actual Contract Cost: \$13,576
- E. Confirmation of Administrative Employment Contract Issued for the Position of Purchase Manager to Tyler Ratkowski, Compensation Level: \$70,000, Start Date: October 5, 2020.

F. Confirmation of Administrative Employment Contract Issued for the Position of ERP Business Analyst to Adrian Sanchez, Compensation Level: \$68,000, Start Date: September 14, 2020.

G. Acceptance of Resignation – Karli Paynter, Last Day: September 4, 2020.

**All in favor. Motion Carried.**

## ACTION ITEMS

Chairperson Thornton called for Action Items.

A. Mr. Pophal nominated Ms. Tillman for the 2021 Board Member of the Year Award. It was moved by Mr. Pophal and seconded by Mr. Richard to forward the nomination of Ms. Tillman to the District Boards Association of the 2021 Board Member of the Year Award.

**All in favor. Motion Carried.**

B. It was moved by Mr. Pophal and seconded by Ms. Davis to approve District Board Policy A-210, District Board Power and Authority.

**All in favor. Motion Carried.**

C. It was moved by Mr. Pophal and seconded by Ms. Davis to approve District Board Policy A-220, District Board Duties and Responsibilities.

**All in favor. Motion Carried.**

D. It was moved by Mr. Mayer and seconded by Mr. Richard to approve District Board Policy F-100, Naming College Facilities.

**All in favor. Motion Carried.**

E. It was moved by Mr. Mayer and seconded by Mr. Pophal to approve the Sale of Center for Transportation Studies (CTS) Building and the Associated Lease.

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

**Motion carried unanimously.**

F. It was moved by Mr. Mayer and seconded by Ms. Davis to approve the Public Safety and Transportation Center Project Contingent Upon Wisconsin Technical College System Board (WTCSB) Approval and Citizen Support of Referendum.

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

**Motion carried unanimously.**

## COMMITTEES

Chairperson Thornton called for Committee Reports. There were none.

### FINANCE

- A. Finance Committee Meeting – No September Meeting Scheduled

### PERSONNEL

- A. Personnel Committee Meeting – No September Meeting Scheduled

## NEW BUSINESS

Chairperson Thornton called for New Business.

- A. Kathy Broske, Executive Director of Human Resources presented on the Employee Turnover Report which included an overview of the total employee turnover, voluntary turnover, retirements, staffing level by employee classification, and the BTC employee experience.
- B. Dr. Jon Tysse, Executive Director of Institutional Research and Effectiveness reviewed the Fall 2020 Enrollment Report. Fall 2020 began with a significant enrollment declines. Fall 2020 began -2% in student headcount. Fall 2020 recovered to start the semester - 2% in student credits.
- C. First Reading of Revised and New District Board Policies
  1. Board Policy A-230, Board Composition & Terms of Office

Mr. Mayer suggested to add “a minimum of” to the follow paragraph: The Plan of Representation adopted by the appointing authority, the chairs of the Rock County and Green County Boards of Supervisors, requires “a minimum of” two members of the nine-member Board to reside in Green County and “a minimum of” six members to reside in Rock County, based on population distribution.

2. Board Policy A-240, Delegation of Authority to the President/District Director
3. Board Policy A-250, Selection of President/District Director
4. Board Policy A-260, President/District Director Succession
5. Board Policy A-270, Evaluation of the President/District Director
6. Board Policy A-300, Mission, Vision, and Values

7. Board Policy A-400, Organizational Structure
8. Board Policy A-500, Accreditation
9. Board Policy C-250, Reimbursement of Relocation Expenses
10. Board Policy E-210, Public Records Law (Public's Right to Know)
11. Board Policy E-212, Records Retention and Destruction
12. Board Policy E-750, Institutional Planning

## OTHER BUSINESS

Chairperson Thornton called of Other Business.

- A. A brief report was provided on the District Boards Association Virtual Annual Planning Meeting held in August 28, 2020.
- B. The Board Member Committee Interest document was reviewed.
- C. A reminder was provided that the Virtual ACCT Conference Leadership Congress will be held on October 5-8.

## FUTURE AGENDA ITEMS

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

## ADJOURNMENT

It was moved by Mr. Pophal and seconded by Ms. Davis to adjourn the meeting at 7:01 p.m.

**All in Favor. Motion carried.**

Laverne E. Hays



Secretary