



**DISTRICT BOARD MEETING
WEDNESDAY OCTOBER 21, 2020
5:00 P.M.**

MINUTES

CALL TO ORDER

The regular meeting of the Blackhawk Technical College Board was held on Wednesday, October 21, 2020, at the Central Campus, 6004 S County Road G, Janesville, in the Administration Building and via Zoom.

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

Board Members Absent: None.

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

Student Representatives: W. Ryan Lewis and Timothy Fisher.

Guests: Ben Pierce, Janesville Gazette.

Chairperson Thornton called the Blackhawk Technical College District Board meeting to order at 5:01 p.m.

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

SPECIAL REPORTS

- A. Student Representative to the District Board W. Ryan Lewis provided a report on student activities.

DISTRICT BOARD PROFESSIONAL DEVELOPMENT

Chairperson Thornton called for District Board Professional Development.

- A. Kathy Broske, Executive Director of Human Resources, provided information on the Wisconsin Retirement System (WRS) retirement benefits to the District Board members.

- The Wisconsin Retirement System is well managed and well-funded.
- It is the 9th largest public pension fund in the U.S. and 25th largest public or private pension fund in the world.
- WRS provides vested state and local public employees who have reached minimum retirement age with a lifetime retirement annuity.
- The required contributions is 50% employee and 50% employer.
- The 2021 WRS contribution rate is 13.5% of annual salary.

Health Insurance Premium Contribution Continuation

- Employees with 12 or more years of service who provide a six-month notice receive three (3) to five (5) years of BTC premium contributions for health insurance.
 - 12 years of service will receive three (3) years of health insurance
 - 15 years of service will receive four (4) years of health insurance
 - 18 years or more will receive five (5) years of health insurance
 - After age 65, health insurance coordinates with Medicare.
- There are 39 retiree's participating in health insurance.

INFORMATION/DISCUSSION

Chairperson Thornton called for Information/Discussion items.

- A. The August Financial Statement and Quarterly update was reviewed.
- B. Dr. Pierner presented his monthly report.

Community Engagement Update:

- Provided referendum presentations to the following: JOIN Janesville; CCI; Rock County Board; Monroe Truck; K-12 Partners Meeting; Albany Board; Rock County Leadership Group (LDA); Southwest Wisconsin Building Trades Association; and Janesville Morning Rotary.
- Attended media interviews; WCLO interview; invited to speak to a graduate program regarding being a president; and the President's Association meeting.

Internal Communications:

- Attended a Management meeting and Leadership meetings with the BIG and GPS.
- The Foundation has closed out the Nancy Parker Fund (\$1 million campaign). The Foundation is working with a developer and potential brokerage firm to invest in student housing.

Review of College Events:

- BTC does not have any community spread of the COVID-19 virus on campus. There have been 80 investigations since September. We now have a full-time investigator and two part-time investigators.

- BTC is offering Flu Shot clinics in October. There have been 200 employees who have signed up and there is a wait list.
- Our team is aggressively working on getting the National Guard here to provide COVID-19 testing.
- The Honor Society Chapter: We are top in the country. We are in the top because of the size of our initiating class of 46 students.
- Colony Brands Foundation of Monroe donated a \$40,000 check to the Agriculture program in Monroe.
- Colleges are nationally down in enrollment by 23 percent. BTC is not.
- BTC rented our parking lots for the Trump event. We charged them \$7,000. We did not use any tax payer dollars for this event.
- WTCS Biennial Budget update: Making appointments with elected officials. The number one item they are going to advocate for is to get the law amended to allow all WTCS colleges to offer Associate of Arts and Associate of Science degrees.

Upcoming Events:

- Have been invited to five (5) public meeting to present on the referendum.
- The ACCT – 2021 Community College Virtual National Legislative Summit is in February. Dr. Tracy Pierner advocates attendance to this event.

Chairman Thornton thanked the College for their work on providing staff flu shots and future testing. It shows how much you care about your students and staff.

C. Public Safety & Transportation Training Center (PSTC) Project Update:

There are a total of 12 billboards in Rock and Green County that highlight the Public Safety & Transportation Training Center and its programs. Post cards and newsletters were mailed out.

The Janesville Gazette and Forward Janesville supports BTC's referendum.

Dr. Jon Tysse, Executive Director of Institutional Research and Effectiveness provided information on The Economic Impact on Blackhawk Technical College's Public Safety Transportation Center to the District Board members. Economic Impact Study highlights:

- Short-run capital spending impact of \$16.2 million
- Long-run operations spending impact of \$13.1 million
- Long-run student spending impact of \$6.8 million
- Long-run alumni impact of \$47.2 million
- Total Impact of \$83.3 million with a total annual impact of \$15.4 million

D. WTCS Consortium Update. There were no updates.

- E. Dr. Karen Schmitt provided an update and overview of the revised 2020-2021 Core Abilities to the District Board members.

Blackhawk Technical College has identified five (5) core abilities that are essential to success both during school and after graduation. These core abilities were based on input from faculty, employers, students, and other members of the community. The five (5) college-wide core abilities and their indicators:

Demonstrate Critical Thinking

- Define problems clearly and precisely
- Utilize relevant information gathered from diverse perspectives
- Evaluate potential solutions using relevant criteria and standards

Demonstrate Effective Communication

- Employ effective communication practices
- Adapt communication to engage diverse audiences
- Use technology to effectively communicate

Demonstrate Professional Work Behaviors

- Manage time effectively
- Adhere to policies, procedures, and safety protocols
- Demonstrate accountability

Demonstrate Diverse and Inclusive Practices

- Respond appropriately to diverse situations
- Model respectful and inclusive interactions
- Acknowledge the contributions of a diverse society

Demonstrate Professional use of Relevant Technology

- Demonstrate proper selection of equipment, tools, and resources to produce desired results
- Demonstrate safe and secure use of technology
- Use occupational specific technology in appropriate ways

- F. Kathy Broske, Executive Director of Human Resources, provided an overview of Employee Health Benefit changes to the District Board members. BTC has no control over rates for the State of Wisconsin Health Plans. The College does receive better pricing with them. The timeframe for Open Enrollment (change or cancel coverage) is September 28, 2020 through October 23, 2020. There will be an eight (8) percent increase of premiums in Rock and Green Counties.

There are four (4) 2020 monthly health insurance premium contribution rate levels:

Option 1 – HR proposal for Executive Council. Additional cost is \$101,972.

Option 2 – Reduce employee contribution in 2021. Additional cost is \$196,465.

Option 3 – Maintain employee contribution in 2021. Additional cost is \$183,620.

Option 4 – Maintain BTC contribution level in 2021. Additional cost of \$159,840.

Blackhawk Technical College has chosen Option 2. Employees at the lowest end of the pay scale would be the most hit by the premium increases. This would be a way to help them the most.

CONSENT AGENDA

Chairperson Thornton called for the Consent Agenda.

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

- A. September 16, 2020 District Board Regular Meeting Minutes.
- B. Current Bills – The September bills include:
 - Starting Check Number #00276770 and Ending Check Number #00277730
 - Direct Deposit Expense Reimbursements = \$1,903,704.46 (includes student related payments)
 - Payroll = \$885,800.18
 - Payroll Tax Wire Transfers = \$231,037.33
 - Other Wire Transfers = \$38,722.49
 - WRS Wire Transfers = \$167,388.26
 - P-card Disbursements = \$103,314.89
 - Bond Payment = \$497,118.15
 - Health Insurance Wire Transfer = \$303,103.62
 - Grand Total for the month = \$4,130,189.38
- C. Training Contracts – Report Totals:
 - Number Served: 139
 - Estimated FTEs: 0.32
 - BTC Cost Formula: \$12,840
 - LAB Cost Formula: \$8,014
 - Actual Contract Cost: \$29,073
- D. Adoption of Resolution to Designate District Positions Subject to Wisconsin’s Code of Ethics.

All in favor. Motion Carried.

ACTION ITEMS

Chairperson Thornton called for Action Items.

- A. District Board action was requested to establish the mill rate and tax levy for fiscal year 2020-21. Wisconsin Statute §38.16 defines the revenue limits applicable to District operations. The operational levy increase is limited by net new construction in the District. The District’s net new construction valuation factor is applied to total revenue

which, for this purpose, is defined in statute as the total tax levy (net of debt service) from the previous year plus the property tax relief aid (PTRA) received in the previous year. The District's 2020 valuation factor is 1.40577% for an operational levy increase of \$242,400 due to net new construction in the District.

The operational revenue limit was further amended (§38.16(3)(bg) Wis. Stats) to authorize the District to increase its total revenue by an amount equal to any refunded or rescinded property taxes paid by the District in the year of the levy. The Department of Revenue reported the District's total refunded or rescinded in the 2019 levy was \$23,956.

Wisconsin Statutes also require the State to pay the District an amount equal to the property taxes levied on exempted items of personal property. The District will receive \$40,930 in fiscal year 2020-21 due to the personal property tax exemption.

Administration recommends the operational levy of \$7,671,320 with an operational mill rate of 0.51757, and the debt service levy of \$8,400,000 with a debt service mill rate of .56673. The total levy proposed is \$16,071,320 with a total mill rate of 1.08430 per \$1,000 equalized valuation.

It was moved by Ms. Davis and seconded by Ms. Tillman to authorize a \$16,071,320 tax levy of 1.08430 mills (including debt service) on \$14,821,866,157 of equalized value, and that the clerks of the various taxing entities be properly informed of their appropriate share of the District's levy.

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.

- B. (B. – G.) It was moved by Mr. Pophal and seconded by Mr. Deprez to approve the following six (6) District Board policies: District Board Policy A-250, Selection of President/District Director, District Board Policy A-300, Mission, Vision, and Values, District Board Policy A-400, Organizational Structure, District Board Policy A-500, Accreditation, District Board Policy C-250, Reimbursement of Relocation Expenses, and District Board Policy E-210, Public Records Law (Public's Right to Know).

All in favor. Motion Carried.

- H. It was moved by Mr. Hays and seconded by Mr. Pophal to approve the BTC BTCF Memorandum of Understanding Amended

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. First Reading of Revised and New District Board Policies:
1. Board Policy A-230, Board Composition & Terms of Office
 2. Board Policy A-240, Delegation of Authority to the President/District Director
 3. Board Policy A-260, President/District Director Succession
 4. Board Policy A-270, Evaluation of the President/District Director
 5. Board Policy C-050, Commitment to Diversity
 6. Board Policy E-212, Records Retention and Destruction
 7. Board Policy E-750, Institutional Planning
- B. Renea Ranguette provided and update to the Fiscal Year 2020-2021 Budget Reserve.

Revenue Decline Estimates

- Reserve for Revenue Decline – Approximately 10 % (\$500,000)
- Tuition and Material Fees Revenue Gap Projection – \$227,000
- Material Fee Revenue Projection – \$100,109
- State Aid Based Funding – \$3,234,693 (\$188,892 reduction applied (5.8% reduction))

FY21 General Fund – Payroll/Benefit Reserve

- Reserve for Payroll and Benefit Adjustments – \$892,000
- July 1 Reclassification Adjustments – -\$22,000
- Health Benefit Contribution Adjustment – -\$196,465 (this is an annual cost)
- Payroll and Benefit Adjustments – -\$218,465
- Reserve Balance – \$673,535
- 1% Across the Board Increase (Payroll and FICA and WRS) – \$165,000

OTHER BUSINESS

Chairperson Thornton called of Other Business.

- A. District Board Association Virtual Fall Meeting will be held October 23, 2020.

FUTURE AGENDA ITEMS

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

ADJOURNMENT

It was moved by Ms. Tillman and seconded by Mr. Pophal to adjourn the meeting at 7:09 p.m.

All in Favor. Motion carried.

Laverne E. Hays



Secretary