



BLACKHAWK Technical College

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

REVISED MINUTES

CALL TO ORDER

The regular meeting of the Blackhawk Technical College Board was held on Wednesday, December 16, 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; Renea Ranguette; Dr. Karen Schmitt; Jen Thompson; Dr. Jon Tysse; Julie Barreau; Megan Wisnowski; Gail Pauletto; Katie Lange, and Matthew Young.

Student Representatives: W. Ryan Lewis.

Guests: Ben Pierce, Janesville Gazette.

Chairperson Thornton called the Blackhawk Technical College District Board meeting to order at 5:16 p.m.

Chairperson Thornton called for Public Comment. Dr. Sue Griffin thanked the District Board for approving salary increases for administrative staff, support staff, and faculty, their Holiday message, and their hard work. Dr. Griffin also thanked Dr. Pierner and the administration for providing a safe campus.

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. Dr. Tracy Pierner and Gail Pauletto presented the Policy and Procedure Manual and the College Policy/College Procedure Adoption, Amendment, and Suspension procedures with the District Board members.

Discussion highlights:

- There will no longer be Board Policies and Administrative Regulations.
- There will be College policies that have District Board authority.
- Dr. Tracy Pierner asked District Board members if they feel the need to review all College policies. Dr. Tracy Pierner suggested that the District Board review College policies with District Board authority with the option of reviewing any College policy at any time. District Board members were all in agreement with Dr. Tracy Pierner's suggestion.
- The Policy and Procedure Manual will be live in January.

Gail Pauletto reviewed with the District Board members requested changes, edits, and modifications to the Policy and Procedure Manual:

- Due to renumbering, inaccurate policy number references within policy text will be corrected.
- Title changes will be updated.
- Text modifications:
 - Administrative regulation and AR changed to "College procedure".
 - BTC changed to "the College", where appropriate.
 - District Board Policy changed to "Policy", where appropriate.
 - The BTC District Board changed to "District Board".
- Attachments/forms referenced in policies/procedures will be placed in an appendix in the Policy and Procedure Manual.

Dr. Tracy Pierner asked the District Board members if we can move forward with these changes, edits, and modifications. District Board members agreed to move forward with changes, edits, and modifications to the Policy and Procedure Manual.

INFORMATION/DISCUSSION

Chairperson Thornton called for Information/Discussion items.

- A. The November Financial Statement was reviewed.
- B. Dr. Pierner presented his monthly report.

Community Engagement Update:

- Green County Economic Development Corporation Annual meeting, two MadREP meetings, Tim McKeveatt and Sharon Cox of Beloit Health System donated \$50,000 to the Nancy B. Parker fund, South Central Wisconsin Healthcare Emergency Readiness Coalition Point of Dispensing Functional Exercise Plan, President's Association meeting and subcommittee meetings on Transfers, Southwest Wisconsin Workforce Development Board meeting.

Internal Communications:

- Holiday emails to staff and students.
- All Employee In-Service in January.
- Graduation in May will be in-person.

Upcoming Events:

- Legislative visits will be scheduled in January/February.
- The Buzz Magazine has been mailed. It is an outstanding overview of the College.

Other:

- Rock County will be taking over the COVID-19 testing. The College will turn over testing operations, but not the physical site. The College will provide the tents/heat. The National Guard will continue testing.
- Late last week, the College was approved as a vaccination site by the State. We are prepared and we have a freezer.
- New student enrollment for spring is up 40%. Continuing student enrollment is down.
- Foundation update: The number of scholarships awarded is up this fall. The spring 2021 semester will provide \$10,000 more in scholarships compared to last year.
- Budget update:
 - Morna Foy shared that she is unsure of clawback money. It could be a couple hundred thousand dollar impact on the College.
 - UW-Board of Regents approved Wisconsin Indianhead Technical College Associate of Arts and Associate of Science degrees transfer agreements. We are advocating for transfers across the system.

C. Dr. Tracy Pierner provided an update on the Public Safety & Transportation Training Center (PSTC) Project. The construction timeline was reviewed. There will be three (3) phases.

- Phase 1: CTS building and fire tower training apparatus
- Phase 2: All pavement and outbuildings
- Phase 3: Public Safety Building

D. WTCS Consortium Update.

- Renea Ranguette provided an update to Lakeshore Technical College who reached out to her. She informed them that the College DMI and Insurance Trust

Grants will support extended family medical leave and pay for COVID-19 related expenses.

- E. Jen Thompson, Executive Director, Marketing and Communications provided information regarding the District Board Member of the Month. The College would like to highlight a District Board member each month. We would share your story with staff, faculty, and students who may not know you. Would ask for a write-up and photo from District Board members. We are asking for District Board approval to move forward. District Board members agreed to participate in the District Board Member of the Month.

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. November 18, 2020, District Board Regular Meeting Minutes.
- B. Current Bills – The November bills include:
- Starting Check Number #00278263 and Ending Check Number #00278452
 - Direct Deposit Expense Reimbursements = \$584,717.33 (includes student related payments)
 - Payroll = \$918,813.95
 - Payroll Tax Wire Transfers = \$390,778.48
 - Other Wire Transfers = \$50,482.72
 - WRS Wire Transfers = \$158,406.69
 - P-card Disbursements = \$83,627.00
 - Bond Payment = \$0.00
 - Health Insurance Wire Transfer = \$294,892.42
 - Grand Total for the month = \$2,481,718.59
- C. Training Contracts – Report Totals:
- Number Served: 155
 - Estimated FTEs: 2.56
 - BTC Cost Formula: \$16,956
 - LAB Cost Formula: \$10,605
 - Actual Contract Cost: \$18,026
- D. The Fiscal Year 2020-2021 Grant Awards awarded for \$1,419,914.
- E. Intent to Retire – Cathy Hopkins, Basic Skills Instructor I, 21 Years of Service (May 2021).

- F. Resignation – Gerardo Tirado, IT Systems Engineer-Server, Last Day: December 18, 2020.
All in favor. Motion carried.

ACTION ITEMS

Chairperson Thornton called for Action Items.

- A. It was moved by Mr. Hays and seconded by Ms. Tillman to approve the Public Safety & Transportation Center: Fire Tower and Center for Transportation Studies (CTS) Buildings Construction Contingent Upon Wisconsin Technical College System Board (WTCSB) Approval and to Request WTCSB Approval of Construction.
All in favor. Motion carried.
- B. It was moved by Mr. Mayer and seconded by Mr. Pophal to approve Board Policy A-235 Vacancies of the District Board
All in favor. Motion carried.
- C. It was moved by Mr. Pophal and seconded by Ms. Tillman to approve Board Policy B-050 District Board Qualifications
All in favor. Motion carried.
- D. It was moved by Mr. Deprez and seconded by Mr. Mayer to approve Board Policy B-100 District Board Member Standards of Practice
All in favor. Motion carried.
- E. It was moved by Ms. Davis and seconded by Ms. Tillman to approve Board Policy B-110 Code of Ethics
All in favor. Motion carried.
- F. It was moved by Mr. Mayer and seconded by Ms. Davis to approve Board Policy B-150 Conflict of Interest
All in favor. Motion carried.
- G. It was moved by Ms. Tillman and seconded by Ms. Pophal to approve Board Policy B-160 District Board Conduct Reporting
All in favor. Motion carried.
- H. It was moved by Ms. Davis and seconded by Mr. Deprez to approve Board Policy B-210 Officers
All in Favor. Motion carried.
- I. It was moved by Mr. Pophal and seconded by Ms. Tillman to approve Board Policy B-216 Legal Counsel
All in favor. Motion carried.

- J. It was moved by Ms. Davis and seconded by Mr. Hays to approve Board Policy B-217 Auditor

All in favor. Motion carried.

- K. It was moved by Mr. Deprez and seconded by Ms. Davis to approve Board Policy E-900 Grants

All in favor. Motion carried.

- L. It was moved by Mr. Mayer and seconded by Ms. Davis to approve Board Policy H-275 Public Assembly

All in favor. Motion carried.

COMMITTEES

Chairperson Thornton called for Committee Reports.

FINANCE

- A. Finance Committee Meeting – No December Meeting Scheduled
- C. Modifications to the Fiscal Year 2019-20 Budget were reviewed.

General Fund:

Amendment 1 – Recognize CARES grant funding for capital purchases

Amendment 2 – Increase property tax revenue due to a reduction in grant match required

Special Revenue Fund:

Amendment 3 – Establish the budget for FY21 Wisconsin DPI Grants

Amendment 4 – Record grant match reduction and reclassify grant revenue sources & functional expenditures

Amendment 5 – Recognize increase in student emergency assistance grant funding

Amendment 6 – Recognize increase in CARES Strengthening Institutions grant funding

Amendment 7 – Record change in functional expenditure and transfer of CARES grant funding for capital purchases

Amendment 8 – Recognize FY21 WAT Grants

Capital Projects Fund:

Amendment 9 – Reclassify budget between functions

Amendment 10 – Recognize CARES grant funding for capital purchases

Amendment 11 – Record Focus on Energy revenue and expenses

Amendment 12 – Reclassify software budget to correct function

Amendment 13 – Establish funding for Public Safety & Transportation Center capital activities

Trust Fund:

Amendment 14 – Reclassify budget to correct function

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

All in favor. Motion carried.

PERSONNEL

A. Personnel Committee Meeting – Meeting Scheduled December 16, 2020, Action Taken (Minutes Enclosed)

B. Mr. Richard reported the Personnel Committee met earlier in the afternoon and presented its recommendations.

a. It was moved by Mr. Hays and seconded by Ms. Davis to approve Administrative staff salaries for the Fiscal Year 2020-21, as recommended.

All in favor. Motion carried.

b. It was moved by Mr. Pophal and seconded by Mr. Mayer to approve part-time wages for the Fiscal Year 2020-21, as recommended.

All in favor. Motion carried.

c. It was moved by Ms. Davis and seconded by Mr. Pophal to ratify the 2020-21 Base Wage Agreement for Educational Support Professionals, as recommended.

All in favor. Motion carried.

d. It was moved by Ms. Tillman and seconded by Mr. Deprez to approve support staff wage adjustments for the Fiscal Year 2020-21, as recommended.

All in favor. Motion carried.

e. It was moved by Ms. Davis and seconded by Mr. Richard to ratify the 2020-21 Base Wage Agreement for Blackhawk Technical Faculty Federation, Local 2308, as recommended.

All in favor. Motion carried.

f. It was moved by Mr. Hays and seconded by Ms. Tillman to approve Faculty wage adjustments for the Fiscal Year 2020-21, as recommended.

All in favor. Motion carried.

C. It was moved by Mr. Richard and seconded by Mr. Pophal to postpone Personnel Agenda Item C. Annual Notice of Appointment for Administrative Staff and Personnel Agenda Item D. Extended Leave of Absence Approval Authority.

All in favor. Motion carried.

NEW BUSINESS

Chairperson Thornton called for New Business.

- A. It was moved by Mr. Richard and seconded by Mr. Pophal to postpone New Business Agenda Item A. Dual Credit Pathways.

All in favor. Motion carried.

- B. It was moved by Mr. Richard and seconded by Mr. Pophal to postpone New Business Agenda Item B. 2020 Outcomes-Based Funding Report.

All in favor. Motion carried.

- C. First Reading of Revised and New District Board Policies (*Discussion – Chairperson Thornton*)

1. Board Policy B-300 District Board Meetings
2. Board Policy B-305 Annual Meetings of the District Board
3. Board Policy B-310 Regular Meetings of the District Board
4. Board Policy B-315 Special Meetings of the District Board
5. Board Policy B-320 Closed Sessions
6. Board Policy B-330 District Board Agenda
7. Board Policy B-335 Public Participation at District Board Meetings
8. Board Policy B-337 Decorum
9. Board Policy B-340 Minutes of District Board Meetings
10. Board Policy B-480 Student Member(s)
11. Board Policy B-600 Collective Bargaining

OTHER BUSINESS

Chairperson Thornton called for Other Business.

- A. A reminder was provided on the District Board Association Virtual Winter Meeting held on January 15, 2021.

FUTURE AGENDA ITEMS**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