Regular Meeting

of the

Blackhawk Technical College District Board

January 16, 2008

Minutes

The regular meeting of the Blackhawk Technical College Board was held on Wednesday, January 16, 2008, at the BTC Administrative Center, 6004 S. County Road G, Janesville, in the Board Room. Board members present: Lauri Steeber, Chairperson; Thomas Westrick, Vice Chairperson; Chris Olson, Secretary; Jim Munro, Treasurer; Richard Bostwick; Heidi Carvin; Víctor González; Kevin Leavy; and Mary Soddy. Staff present: Eric Larson; Sharon Kennedy; Kaylen Betzig; Dan Hartstern; Brian Gohlke; Jackie Pins; Pat Kempinski; Aaron Tomlinson; Len Walker; and representatives of the Blackhawk Technical Faculty Federation. Guests present: Doug Barnes, The Zimmerman Design Group; and Frank Schultz, The Janesville Gazette.

Chairperson Steeber called the meeting to order in open session at 7:00 p.m. Due to the number of individuals in attendance regarding non-credit woodworking class issues, she requested that Enclosure #11, which relates to the evaluation of the Woodworking Lab issue, be moved up on the agenda to immediately after Public Comment.

It was moved by Mr. Munro and seconded by Ms. Carvin to amend the agenda to allow Enclosure #11 to be presented and discussed immediately following Public Comment.

Motion carried.

It was moved by Mr. Bostwick and seconded by Ms. Carvin to approve the minutes of the Regular Meeting held on December 19, 2007.

Motion carried.

Chairperson Steeber called for Public Comment. She acknowledged all of the individuals present to speak about non-credit Woodworking classes at Central Campus and indicated she would call on individuals requesting to speak to the Board in the order in which they were listed on the sign-in sheet. Chairperson Steeber asked that courtesy be shown to all present and to move along if the point had already been made by a previous speaker.

Speaking in support of continuing BTC’s non-credit Woodworking classes at Central Campus were: Judy Hewitt, Donna Carter, Elmer Canik, Keith Gabrielson, Gayle Bridges, Dave Nuciforo, Jim Martelle, Mel Staton, Lisa Loomis, Rob Remillard, and Dale Krueger.

Rubina Jan provided “60 Second Success Stories” that recognized: Kaylen Betzig and Sandy Paulsen for their dedication to BTC; staff involved in formalizing an articulation
agreement with UW-Whitewater in Early Childhood Education and Elementary Education; and
the collaborative efforts of Central and Monroe Campuses in sponsoring an event on January 30
titled “Focus the Nation” which addresses global warming.

Chairperson Steeber called for Enclosure #11.

Dr. Larson provided additional information on issues involving the woodworking lab. He
introduced Doug Barnes of Zimmerman Design Studio, who provided input into companies that
provide testing for dust particles within the air. These are testing agencies that Zimmerman uses
regularly for this type of testing. Mr. Barnes stated that the names of three companies had been
supplied to Administration. Zimmerman recommended S-F Analytical Laboratories, Inc. to
conduct the tests. Mr. Barnes reviewed the testing that would be conducted in both the
Woodworking Lab and the Welding Lab. The results of these tests will then be compared to
OSHA qualities and standards. Based on the findings, Mr. Barnes and engineers would then take
a look at remedies to the problem(s) and provide possible solutions. It is anticipated that the
testing will take four to six weeks, with a cost not to exceed $2,500. Mr. Barnes added that the
lead scientist conducting the tests has been with S-F Labs since 1973, and in the profession since
1962. Mr. Westrick questioned whether the testing timeframe could be shortened. Mr. Barnes
indicated a timeframe of 3-4 weeks had been discussed, but he is unsure whether they would be
able to meet that expectation. Mr. Westrick questioned how the cost compared to the other
firms. Mr. Barnes responded the testing fees ranged from $2,200 to $2,800, but S-F Labs offered
the most comprehensive list of testing. Mr. Munro stated the testing discussed was exactly what
the Board had requested in December. Chairperson Steeber stressed the need to work hard to
make sure we stay on the timetable established.

The December financial statement and quarterly update were reviewed.

Chairperson Steeber called for special reports.

Ryan McVay, Lt. Governor for the Student Government Association, was in attendance
but did not have a formal report for this meeting. He did announce that SGA is planning to host
a murder mystery dinner theatre/casino night event on February 8. Additional information will
be provided as soon as possible.

Dr. Larson presented the President’s monthly report and circulated correspondence and
other information received by the District since the last meeting. He noted a recent meeting for
the Beloit School District’s Career & Technical Education initiative and stated this venture
would require a strong collaboration between the Technical College and school districts within
our district. Additional items of interest included: core business hours for the College have been
reaffirmed, with administration now working to determine the level of services during those
hours; energy usage at the College is being reviewed, with staff participating in a brainstorming
session on ways to conserve energy; BTC is piloting a program sponsorship with the John Tesh
radio show on WSJY FM107.3 nightly from 7 p.m. to midnight, with a focus on non-credit
programming opportunities; the SGA Awards banquet will be held on Saturday, April, 26; and
FTEs and headcount reflect a 7% increase as of January 15, 2008 (this does not include non-credit courses).

Chairperson Steeber called for Unfinished Business. There was none.

Chairperson Steeber called for the Consent Agenda.

It was moved by Mr. Olson and seconded by Ms. Soddy to approve the consent agenda, which included current bills from the month of December – Voucher #00167841 to and including #00168305 and direct deposit expense reimbursements in the total amount of $757,058.74 (includes student related payments), a payroll total for the month of December of $805,205.19, payroll tax wire transfers for the month of December of $381,939.95, other wire transfers for the month of December of $18,476.17, WRS wire transfers for the month of December of $118,273.72, P-card disbursements for the month of December of $87,530.37, and a bond payment for the month of December of $0, for a grand total of $2,168,484.14; business and industry contracts negotiated since the last meeting—Community Action, Inc., Fresh Start Group, $321.00; Edgerton Fire Department, $330.00; Evansville Manor, $35.00; General Motors, $691.00; General Motors, $17,204.00; General Motors, $1,061.00; Mercy Health System, $1,504.00; and Regal Beloit, $2,635.00; confirmation of limited-term instructional employment contract issued to John Harker for the position of Counselor at a salary of $62,689, pro-rated for an effective date of January 3, 2008; acceptance of the intent to retire of Sandy Paulsen, Strategic Business Consultant-Information Technology, effective June 30, 2008; acceptance of the resignation of Kaylen Betzig, Vice President-Learning Support, effective February 20, 2008.

Motion carried.

Chairperson Steeber called for New Business/Committee Reports.

Mr. Hartstern provided an update on the Children’s Learning Center. He reported the Center is licensed for 65 students, with 50 students being enrolled in the Center this past semester. He noted that an impediment to the Center’s growth is the limited weeks of operation. Mr. Munro stated that one reason the Center was originally supported was that it was to provide not only a practicum site but be an observation site for students in the Early Childhood program. He suggested the possibility of encouraging volunteers to assist with the Center. Mr. González added another possibility would be to seek support from alumni who received assistance from the Center in the past. Mr. Hartstern responded that a challenge is that anyone who will be near the children in the Center must undergo a criminal background check. The time taken to do this sometimes deters individuals from providing assistance. Mr. Munro also stated that the suggested advisory group to provide operational feedback into the Center would be of value to the College. Tapping into the group’s knowledge regarding future ideas would be beneficial to future operations of the Center. Comments were also supportive of working with K-12 systems to provide an option for 4-year old kindergarten.
Dr. Kennedy presented a list of programs approved for offering in the upcoming year along with aid code definitions.

Ms. Betzig stated that information had been shared with the Board at the December meeting regarding the construction plans for the proposed Traffic Safety Center (TSC). Mr. Tomlinson stated that training for highly technical skills, scenario-based training, and mandated training are demands of Protective Services customers today. The proposed TSC has been designed to meet those needs and mandates. He stressed that this is not solely a BTC project—it is a regional project. Staff will be aggressively seeking partners out of state and support from business and industry and federal agencies. Envisioned programming for the proposed TSC include certification courses, public safety scenario training, business & industry training, new driver safety training programs, driver safety programs, and weather safety driving programs. Creative new programming directions include a differed prosecution program for multiple offenders, alcohol and impaired driving training, and child safety restraint training. Dr. Larson stated that discussion over the last several years has focused on the development of an Emergency Vehicle Operations Course (EVOC). Due to expressed interest, that idea has evolved into the proposed Traffic Safety Center. The TSC would include a 1-mile track that could be simulated for every type of scenario possible, as well as simulated neighborhood areas for tactical training. Very preliminary conversations have taken place with a donor who would fund approximately one-half of the cost of this Center. The College will be approaching Rep. Tammy Baldwin for potential federal appropriations through Homeland Security and the Transportation Security Administration. The BTC Foundation Board has also been asked to assist with obtaining additional private funding. BTC would provide approximately 20% of project’s cost. Ongoing operational costs should be covered through fees charged for utilization of the Center. Dr. Larson stated that positive responses have been received from all entities involved. Ms. Betzig added that a survey conducted in 2002 in business & industry and protective services entities reported positive results in this specific area. An additional survey of this nature is now being conducted on a more regional level. She cited that the services provided through the proposed TSC would be a wonderful niche market for the College. Dr. Larson stated that he has coordinated activities with Highland College, Rock Valley College, McHenry College, and Gateway Technical College to seek support for this project. Support from these entities would be extremely beneficial as a bipartisan effort to obtain federal funding. Mr. Bostwick questioned where the closest training site of this nature is located. Mr. Tomlinson responded that the State Patrol Headquarters in Tomah has an EVOC training site, but nothing else for multi-faceted training. Mr. Munro stated that this plan is much more comprehensive than the EVOC originally discussed. With the scope of the plan, he would support a College commitment of $1 million for the project. Chairperson Steeber applauded the collaborative efforts that have been explored in this project and noted that efforts of this type have been successful in other technical colleges. Mr. González supported the plans for a green roof and urged Administration to think about growth in the future if expansion of services is needed in 10-20 years. Ms. Betzig stated the building has been designed so a second floor could be added in the future if it is needed. She indicated the approval of this project will be brought back in future months to the District Board for approval. Final approval of the project will then be needed from the Wisconsin Technical College System Board.
Mr. Hartstern summarized actions that have been taken by Administration to address water well issues at Central Campus that were discovered in late December. An emergency procurement was initiated to drill a new water well. Work continues on this project, with final connection anticipated by January 21, 2008.

It was moved by Mr. Olson and seconded by Mr. Munro to approve an emergency procurement from Municipal Well & Pump, Waupun, in the amount of $119,365, for services to drill a replacement water well on Central Campus and provide related wiring and landscaping.

Motion carried.

Mr. Hartstern reviewed modifications being proposed to the fiscal year 2007-08 budget. Amendments 1, 2, 10, 12, and 13 were corrections to the original budget to accommodate transfers between program areas. Amendment 3 reallocates gas and oil expenditures from the facilities budget to instructional budgets. Amendment 4 reallocates service contract expenditures to cover program computer maintenance. Amendments 5 and 9 provide funding for the water well procurement from the fund balance to facilities expenditures. Amendment 6 corrects an error in the original budget within the Special Revenue Fund. Amendment 7 reallocates funds to cover costs involved in having Student Services records transferred to microfiche. Amendment 8 provides a modification to the budget that resulted from a reduction of GPR grants. Amendment 11 increases the budget to reflect increased revenue and expenses with the Police Academy.

It was moved by Mr. Westrick and seconded by Mr. Leavy to approve the attached budget modifications for the fiscal year 2007-08 budget as recommended.

Motion carried.

Policy Review Committee Chairperson Jim Munro reported the Committee met on December 19, 2007.

It was moved by Committee and seconded by Mr. Munro to approve revisions to Board Policies J-220, J-220.1, J-222, J-222.4, J-341, E-340, E-343, J-625, E-500, J-700, J-701, J-710, J-732, J-841, J-920, J-930, and C-220 as presented.

Motion carried.

It was moved by Committee and seconded by Mr. Munro to approve rescinding Board Policies J-400 and J-931.1.

Motion carried.
It was moved by Committee and seconded by Mr. Munro to approve the adoption of Board Policies J-221, J-630, and J-720 as presented.

Motion carried.

Chairperson Steeber called for Wisconsin Technical College District Boards Association items. A reminder was given with regards to the Association’s winter meeting which will be held in Green Lake on January 25-26.

Chairperson Steeber called for other items. There were none.

It was moved by Mr. Olson and seconded by Mr. Bostwick to adjourn the meeting at 9:00 p.m.

Motion carried.

Chris Olson
Secretary