Regular Meeting  
of the  
Blackhawk Technical College District Board  
June 18, 2008  

Minutes  

The regular meeting of the Blackhawk Technical College Board was held on Wednesday, June 18, 2008, at the BTC Administrative Center, 6004 S. County Road G, Janesville, in the Board Room. Members present: Lauri Steeber, Chairperson; Tom Westrick, Vice Chairperson; Chris Olson, Secretary; Jim Munro, Treasurer (arrived 5:40 p.m.); Richard Bostwick; Heidi Carvin; Victor González; Kevin Leavy (via phone for closed session, arrived 7:22 p.m.); and Mary Soddy. Members absent: None. Staff present: Dr. Eric Larson; Dr. Sharon Kennedy; Dan Hartstern; Jackie Pins; Brian Gohlke; Len Walker; Barb Erlandson; Nancy Lightfield; Pat Kempinski; Kirke Plank; Sandy Paulsen; representatives of the Blackhawk Technical Faculty Federation; a representative of the BTC/Paraprofessional Technical Council.

Chairperson Steeber called the meeting to order at 5:00 p.m. She reported the BTC Board would immediately adjourn to a closed session pursuant to Wis. Stats. 19.85 (1)(c) for the purpose of continuing the process for the annual review of the President and evaluation of administrative personnel as it relates to superior performance recognition. She indicated the Board would reconvene in open session at 6:30 p.m. for the purpose of conducting a public hearing on the FY 2008-09 budget followed by regular monthly agenda business at approximately 7:00 p.m. Any action that might result from the closed session would be taken upon reconvening in open session, scheduled for action at the next regular meeting, or scheduled for action at a special meeting called on notice.

It was moved by Mr. Olson and seconded by Mr. Bostwick to adjourn the meeting to a closed session pursuant to Wis. Stats. 19.85 (1)(c) for the purpose of continuing the process for the annual review of the President and evaluation of administrative personnel as it relates to superior performance recognition.

The roll was called and the following voted affirmatively: Mr. Olson, Ms. Carvin, Mr. Bostwick, Mr. Leavy, Ms. Soddy, Mr. González, Mr. Westrick, and Ms. Steeber.

Motion carried.

Staff members were excused except for Dr. Larson.

Mr. Munro arrived at 5:40 p.m. and voted to go into closed session.

Dr. Larson was excused then recalled to the session.

It was moved by Mr. Olson and seconded by Ms. Soddy to adjourn the closed session at 6:30 p.m.
The roll was called and the following voted affirmatively: Mr. Olson, Mr. Munro, Ms. Carvin, Mr. Bostwick, Mr. Leavy, Ms. Soddy, Mr. González, Mr. Westrick, and Ms. Steeber.

Motion carried.

Chairperson Steeber called for a short recess.

Chairperson Steeber opened the public hearing on the FY 2008-09 budget at 6:38 p.m. She noted that there were no members of the public present. She then called for any questions on the proposed budget. Mr. Hartstern provided a summary of the budget highlights. Since there were no members of the public in attendance, Chairperson Steeber adjourned the public hearing at 6:45 p.m.

A 15-minute recess was taken.

Chairperson Steeber called the regular meeting to order at 7:00 p.m.

It was moved by Mr. Olson and seconded by Ms. Soddy to approve the minutes of the regular meeting of the Blackhawk Technical College Board held on May 21, 2008.

Motion carried.

Chairperson Steeber called for public comment. She noted there were individuals present who wished to address the Board. However, she added that the Board would not enter into a dialog on issues presented. Drew Pearson presented a signed petition from home and business owners on South Oakhill Avenue and Knilans Road opposing the construction of the Traffic Safety Center (TSC) at the Southern Wisconsin Regional Airport. He further requested that the TSC be put on a future agenda for additional discussion. Chairperson Steeber responded that the College has been in the exploratory phase of this project. This item will be placed on a future agenda when additional information is available. Rubina Jan provided “60-second success stories” by recognizing retirees and staff for accomplishments.

The May financial statement was presented.

Chairperson Steeber called for Special Reports.

Chairperson Steeber and Dr. Larson recognized Joanne Capes and Sandra Paulsen, who will be retiring from the District after 13 and 25 years of service respectively.

Dr. Larson presented the President’s monthly report and circulated correspondence and other information received by the District since the last meeting. He also introduced Margaret Leavy as the incoming SGA Governor and Student Representative to the Board. He distributed information on the collaborative effort with MATC-Milwaukee and enrollment information for the fall 2009 semester.

Chairperson Steeber called for Unfinished Business. There was none.

Chairperson Steeber called for the Consent Agenda.
It was moved by Mr. Munro and seconded by Mr. Westrick to approve the consent agenda, which included current bills from the month of May – Voucher #00172033 to and including #00172573 and direct deposit expense reimbursements in the total amount of $855,182.62 (includes student related payments), a payroll total for the month of May of $784,901.61, payroll tax wire transfers for the month of May of $366,957.16, other wire transfers for the month of May of $33,904.62, WRS wire transfers for the month of May of $116,154.44, P-card disbursements for the month of May of $163,185.40, and a bond payment for the month of May of $0, for a grand total of $2,320,285.85; and the following business/industry/ASD training contracts negotiated since the last meeting—Alcoa Wheels Products, $629.00; Boys and Girls Club of Janesville, $250.00; Cedar Crest Health Center, $972.00; Cedar Crest Health Center, $523.00; Cedar Crest Health Center, $680.00; Clinton Community School District, $322.00; Collinwood Elderly Care, $150.00; First American Credit Union, $811.00; Juda High School, $851.00; Linda’s Loving Care LLC, $150.00; Nord Gear Corporation, $3,271.00; Oscar Mayer, $1,457.00; Protient, $773.00; Regal Beloit, $351.00; Regal Beloit, $180.00; Regal Beloit, $1,400.00; RLJ Dental, SC, $234.00; Rock River Charter School, $1,205.00; Sanford Business to Business, $596.00; Sanford Business to Business, $596.00; SW Wisconsin Workforce Development Board, $1,761.00; and the following cancelled contracts—Mercy Health System, $1,504.00; and Freedom Plastics, $1,189.00; confirmation of an administrative employment contract issued to Erin Maney for the position of Manager, On-Line Learning, Assessment & Curriculum at a salary of $52,000, effective May 28, 2008; and acceptance of the intent to retire of James Rich, Math/Economics instructor, effective July 31, 2008.

Motion carried.

Chairperson Steeber called for New Business/Committee Reports.

Nancy Lightfield and Pat Kempinski provided Learning Operations Reports to the Board on their divisions: Transportation, Agriculture & Apprenticeship and Business & Community Development respectively. Information was shared on current activities/projects and future direction.

Dr. Larson presented the 2008-2011 Strategic Priorities, Objectives, and Goals for approval. This document was written based on Blue Ribbon II Committee recommendations, a Leadership Team SWOT activity, and planning activities of the President’s Council. The proposed 2008-2011 Priorities for the College are: Programming, Enrollment Management, People, and College Operations. At the Board’s request, benchmarks will be developed for the stated goals to assist in measuring progress and activities to address the development of a regional Traffic Safety Center will be incorporated. The first report out on the goals will be scheduled for January 2009.

It was moved by Mr. Olson and seconded by Mr. Westrick to approve the 2008-2011 Strategic Priorities, Objectives, and Goals document as written, with the addendums discussed.

Motion carried.

It was moved by Mr. Munro and seconded by Mr. Bostwick to adopt the attached resolution to create district reserves and establish reservations of fund balances.

Motion carried.
It was moved by Mr. Olson and seconded by Ms. Carvin to approve the attached resolution to adopt the 2008-09 budget for the Blackhawk Technical College District in the total amount of $44,461,560.00, with the amount of $20,630,490.00 to be generated from local tax sources.

Motion carried.

It was moved by Mr. Munro and seconded by Ms. Soddy to adopt the attached resolution authorizing the borrowing of not to exceed $2,500,000.00; and providing for the issuance and sale of general obligation promissory notes therefor.

The roll was called and the following members voted affirmatively: Mr. Olson, Mr. Munro, Ms. Carvin, Mr. Bostwick, Mr. Leavy, Ms. Soddy, Mr. González, Mr. Westrick, and Ms. Steeber.

Motion carried unanimously.

Mr. Hartstern presented the Three-Year Facilities Plan as a requirement of the WTCS State Board.

It was moved by Ms. Soddy and seconded by Mr. Olson to approve the Three-Year Facilities Plan for 2008-2011 and to submit the document to the Wisconsin Technical College State Board.

Motion carried.

Mr. Hartstern stated bids were received for the Welding Lab renovation project. The renovation component of this project was budgeted at $450,000 in the FY 2008-09 budget. The low bid received was $828,000. Due to the significant difference in costs, Administration has continued to evaluate what the College’s options are for this renovation. Messrs. Doug Barnes and Mark Wershay, of Zimmerman Architectural Studios, were present to answer questions. Mr. Barnes apologized for the amount of the discrepancy between the bid estimates his firm prepared and the actual bids received and explained several factors involved in this discrepancy. First, pricing of materials has increased drastically. Second, the engineers who reviewed the existing facility misjudged what was needed in the renovation as far as the infrastructure components, particularly electrical and mechanical. He stated that the electrical, mechanical, and plumbing bids totaled $520,000, or $114/square foot. Mr. Hartstern added that Administration’s recommendation is to delay action on this item so additional options can be researched. Options include modifying the capital projects list, modifying the renovation project, and evaluating the timing of the project. The bids received are valid for 60 days. If no action is taken on the bids at this meeting, action could still be taken at the July meeting. If acted upon in July, the renovated lab would be ready for the spring 2009 semester. Dr. Larson added that in addition to the options that have been shared, the Board could also consider utilizing a portion of the fund balance for this project. Mr. Barnes stated his recommendation would be to re-bid the project. The project would be delayed by one month, but programming could continue in the current location until the spring 2009 semester begins. Ms. Carvin questioned if there were other expenses included within the budget for this project. Mr. Hartstern responded that there is $127,000 for other expenses involved in renovation and relocation and $25,000 for instructional equipment. Ms. Carvin questioned whether we offer all the types of welding that are needed in today’s workforce. Mr. Plank responded that BTC teaches all four (4) disciplines, but we do not offer fabrication. Dr. Larson added that the renovation increases the number of classroom stations from 18 to 24 and adds the capability of fabrication. Mr. Leavy questioned how much the prices could increase if the
project was re-bid. Mr. Barnes responded that it would be difficult to predict what re-bid costs would be as some contractors are holding bids for only 48 hours due to volatility of the markets. After additional discussion, it was the consensus of the Board members that no action would be taken at this meeting. Administration is to bring back its recommendation at the July 14 Board meeting for Board action.

Mr. Hartstern reviewed information relating to the extension of the lease of BTC facilities for the Rock County Sheriff’s Department Substation. He stated that this has been a positive, constructive relationship.

It was moved by Mr. Olson and seconded by Mr. González to approve the extension of the lease of BTC facilities for the Rock County Sheriff’s Substation for a period of five years at a first-year fee of $175 per month, or an annualized fee of $2,100, with annual increases tied to the CPI-Urban index.

Motion carried.

Ms. Erlandson presented the annual report on remission of out-of-state tuition for approval.

It was moved by Mr. Westrick and seconded by Mr. Munro to approve the report on remission of out-of-state tuition for 2007-08 and to forward it to the Wisconsin Technical College System Office. This shows 15 students enrolled for FY 2007-08 taking a total of 317.4 credits which was .58% of the total projected credits and a financial impact of $122,659.00.

Motion carried.

Mr. Westrick excused himself from the meeting.

It was moved by Mr. Munro and seconded by Mr. Olson to waive hearing grievance #08-02 at Step IV in the grievance procedure in the Master Agreement with the Blackhawk Technical Faculty Federation, Local #2308.

Motion carried with Mr. Westrick not present for the vote.

Mr. Westrick rejoined the meeting.

Mr. Olson stated the evaluation of Dr. Larson was concluded in a closed session earlier in the evening.

It was moved by Mr. Olson and seconded by Mr. Munro to approve an annual salary of $151,823 for FY 2008-09 for President Eric Larson, which is a 3.0% merit increase to President Larson’s base salary, to increase the contribution to a tax sheltered annuity of Dr. Larson’s choice by $1,000 for a total amount of $12,000, and to extend Dr. Larson’s contract through June 30, 2011.

Motion carried.

It was moved by Mr. Olson and seconded by Ms. Soddy to approve superior performance recognition awards for Dee Fisher in the amount of $2,000.00, Diane Witkowski in the amount of $2,000.00, and Kirke Plank in the amount of $3,000.00.
Motion carried.

Chairperson Steeber called for Wisconsin Technical College District Boards Association Issues. She reminded members of the Association’s quarterly meeting being held in Wisconsin Rapids on July 11-12. Mr. Munro reported on the Association’s Insurance Consortium meeting held recently.

Chairperson Steeber called for Other Items.

It was moved by Mr. Olson and seconded by Mr. Westrick to adjourn the meeting at 8:27 p.m.

Chris Olson
Secretary