Annual and Regular Meeting

of the

Blackhawk Technical College District Board

July 14, 2008

Minutes

The combined annual and regular meeting of the Blackhawk Technical College Board was held on Monday, July 14, 2008, at the BTC Administrative Center, 6004 S. County Road G, Janesville, in the Board Room. The following members were present: Lauri Steeber, Chairperson; Tom Westrick, Vice Chairperson; Chris Olson, Secretary; Kevin Leavy; and Mary Soddy. Board members absent: Jim Munro, Treasurer; Richard Bostwick; Heidi Carvin; and Victor González. Staff present: Dr. Larson; Dr. Kennedy; Brian Gohlke; Jackie Pins; Len Walker; Barbara Erlandson; Pat Kempinski; Kirke Plank; representatives of the Blackhawk Technical Faculty Federation; and representatives of the BTC/Educational Support Professionals.

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

Reappointed Board members Kevin Leavy and Chris Olson signed the oath of office. Reappointed Board member Richard Bostwick was not present. His oath of office will be signed and on file as soon as possible.

President Eric Larson temporarily chaired the meeting and called for nominations for the office of Chairperson of the Board for FY 2008-09.

Mr. Olson nominated Tom Westrick for the office of Chairperson of the Board.

Following three calls for nominations, it was moved by Mr. Olson and seconded by Ms. Steeber to close nominations for the office of Chairperson of the Board for FY 2008-09 and to cast one unanimous ballot for Tom Westrick for the office of Chairperson of the Board for FY 2008-09.

Motion carried.

Chairperson Westrick called for nominations for the office of Vice Chairperson of the Board for FY 2008-09.

Mr. Olson nominated Lauri Steeber for the office of Vice Chairperson of the Board.

Following three calls for nominations, it was moved by Mr. Olson and seconded by Mr. Leavy to close nominations and to cast one unanimous ballot for Lauri Steeber for the office of Vice Chairperson of the Board for FY 2008-09.

Motion carried.

Chairperson Westrick called for nominations for the office of Secretary of the Board for FY 2008-09.
Mr. Leavy nominated Chris Olson for the office of Secretary of the Board.

Following three calls for nominations, it was moved by Ms. Soddy and seconded by Mr. Leavy to close nominations and to cast one unanimous ballot for Chris Olson for the office of Secretary of the Board for FY 2008-09.

Motion carried.

Chairperson Westrick called for nominations for the office of Treasurer of the Board for FY 2008-09.

Mr. Olson nominated Jim Munro for the office of Treasurer of the Board for FY 2008-09.

Following three calls for nominations, it was moved by Mr. Olson and seconded by Mr. Leavy to close nominations and to cast one unanimous ballot for Jim Munro for the office of Treasurer of the Board for FY 2008-09.

Motion carried.

It was moved by Ms. Steeber and seconded by Mr. Olson to approve the combined minutes of the Public Hearing on the FY 2008-09 Budget and Regular Meeting held on June 18, 2008.

Motion carried.

Chairperson Westrick called for Public Comment. Rubina Jan provided “60-Second Success Stories” which highlighted the recently held Career Pathways Summit at Central Campus and the Economic Summit in Janesville and welcomed the new faculty members joining BTC.

The June financial statement was presented.

Chairperson Westrick called for special reports.

Chairperson Westrick and Dr. Larson recognized Jim Rich, who will be retiring from the District after 15 years of service.

Dr. Larson presented the President’s monthly report and circulated correspondence and other information received by the District since the last meeting. During the President’s Report, Dr. Larson had Dr. Kennedy summarize the Career Pathways Summit event which was held at BTC in late June.

Chairperson Westrick called for Unfinished Business. There was none.

Chairperson Westrick called for Annual Meeting Business.

It was moved by Mr. Olson and seconded by Ms. Steeber to continue to hold regular monthly meetings of the Board on the third Wednesday of each month at the Administrative Center of Blackhawk Technical College at 7:00 p.m., with the following exceptions—the August 20, 2008, meeting will be held at 7:00 p.m. at the Center for Transportation Studies in Rooms 110-111; the
April 15, 2009, meeting will be held at 7:00 pm. at the Monroe Campus in Rooms 413-414; and the annual and regular meeting of the Board will be combined and held on July 13, 2009, at 7:00 p.m. at the Administrative Center of Blackhawk Technical College.

   Motion carried.

   It was moved by Ms. Soddy and seconded by Mr. Olson to name *The Monroe Times*, next in rotation, as the official newspaper of Blackhawk Technical College for FY 2008-09 and 2009-10.

   Motion carried.

   It was noted that Jim Munro would continue to serve as the Board’s voting delegate to the Wisconsin Technical College District Boards Association for FY 2008-09.

   The following designations were made for the District Board Association’s committees:

   Legislative Committee Representatives  
   Tom Westrick  
   Lauri Steeber

   Human Resources Committee Representatives  
   Chris Olson  
   Kevin Leavy

   Program Committee Representatives  
   Jim Munro  
   Lauri Steeber

   Marketing/Public Relations & Awards  
   Committee Representatives  
   Mary Soddy  
   Víctor González  
   Rich Bostwick

   Interdistrict/Interagency Cooperation  
   Committee Representatives  
   Rich Bostwick  
   Jim Munro

   Bylaws, Policies & Procedures  
   Committee Representatives  
   Kevin Leavy  
   Heidi Carvin

   It was moved by Mr. Olson and seconded by Mr. Leavy to approve the attached resolution designating the depositories in which District funds will be deposited and the individuals authorized to make transactions for FY 2008-09.

   Motion carried.

   It was noted that no action would be needed on the designation of an auditor for the Blackhawk Technical College District. Clifton Gunderson LLP is in the final year of their contract’s two one-year renewals. Bids for auditing services for fiscal year 2008-09 will be sought in early 2009.
It was moved by Mr. Olson and seconded by Ms. Steeber to retain Attorney William Bolgrien of Bolgrien, Koepe & Kimes, S.C., Beloit, as its general legal counsel, and Attorney Jon Anderson of LaFollette, Godfrey & Kahn, S.C., Madison, for labor relations for FY 2008-09.

Motion carried.

Chairperson Westrick called for the Consent Agenda. He reported that Enclosure #15 required a correction as the salary for Dustin Williams was misstated. His correct salary is $47,228.

It was moved by Ms. Steeber and seconded by Ms. Soddy to approve the consent agenda, with the salary modification noted for Enclosure #15, which included current bills from the month of June – Voucher #00172574 to and including #00173136 and direct deposit expense reimbursements in the total amount of $816,523.55 (includes student-related payments), a payroll total for the month of June of $766,948.66, payroll tax wire transfers for the month of June of $366,666.31, other wire transfers for the month of June of $36,805.21, WRS wire transfers for the month of June of $112,524.16, P-card disbursements for the month of June of $169,485.99, and a bond payment for the month of June of $0.00, for a grand total of $2,268,953.88; and the following business and industry contracts negotiated since the last meeting—Alcoa Wheel Products, $839.00; Alcocare, Inc., $150.00; Armstrong Family Dental, $230.00; Caring Hands, $150.00; Cozy Li’l Acres, $150.00; Evansville High School – Students, $766.00; General Motors Corp., $277.00; Girl Scouts of Badger Council, Inc., $1,169.00; Kerry Americas, $1,220.00; Kerry Americas, $439.00; Mercy Assisted Care, $75.00; Parker High School – Students, $981.00; Riverside Terrace/Beloit Memorial Hospital, $442.00; Rock Valley Community Programs, $117.00; SSI Technologies, SSD Division, $814.00; and Sun Valley Homes, $150.00; confirmation of an instructional employment contract issued to Dustin Williams for the position of Farm Business & Production Management instructor at a salary of $47,228, effective August 20, 2008; confirmation of an instructional employment contract issued to Daniel Harrigan for the position of Laboratory Technician/Math/Science instructor at a salary of $60,569, effective August 20, 2008; acceptance of the resignation of Jeffrey Redington, Server Systems Engineer, effective June 27, 2008; confirmation of an instructional employment contract issued to Stacy McNall for the position of Associate Degree Nursing instructor at a salary of $52,182, effective August 20, 2008; confirmation of an instructional employment contract issued to Lori Krasemann for the position of Early Childhood Education instructor at a salary of $43,344, effective August 20, 2008; confirmation of an instructional employment contract issued to Patricia DeGarmo for the position of Office Technology instructor at a salary of $53,837, effective August 20, 2008; confirmation of an instructional employment contract issued to Julia Baldiavieso for the position of Business Management instructor at a salary of $56,042, effective August 20, 2008; and confirmation of an instructional employment contract issued to Steven Bielefeldt for the position of Supervisory Management instructor at a salary of $60,569, effective August 20, 2008.

Motion carried.

Chairperson Westrick called for New Business/Committee Reports.

Dr. Larson reported that the Fund for Wisconsin Scholars (FFWS), developed through the permanent endowment gift of John and Tashia Morgridge, is a grant opportunity available for Wisconsin students to help reduce financial barriers to colleges and lighten the debt that they incur during their college years. In addition to grant funds, FFWS stipends are also available for a three-year period of time for recipients who would not be eligible for FFWS grants. The Fund for
Wisconsin Scholars, Inc., Stipend Agreement has been developed for Wisconsin Technical College System colleges to provide the guidelines and criteria for this opportunity. For fiscal year 2008-09, BTC will receive a stipend of $10,448.70 to distribute to eligible students who have been selected from the established criteria.

It was moved by Mr. Olson and seconded by Ms. Soddy to approve the Fund for Wisconsin Scholars, Inc., Stipend Agreement.

Motion carried.

John Mehan, of Robert W. Baird, reviewed the results of the competitive bids for the FY 2008-09 capital borrowing.

It was moved by Ms. Steeber and seconded by Mr. Olson to adopt the attached resolution awarding the bid for borrowing of $2,500,000 to Stifel, Nicolaus & Company, Minneapolis, MN, at an interest rate of 3.536097% and a net interest cost of $393,417.34.

The roll was called. The following members voted affirmatively: Mr. Olson, Mr. Leavy, Ms. Soddy, Ms. Steeber, and Mr. Westrick.

Motion carried.

Dr. Larson stated that initial bid information for the Welding project was shared with the Board at the June 18 Board meeting. Since that time, Administration looked at changes that could be made to close the funding gap. After consideration, it was determined that most of those changes were not appropriate and would not be in the best long-term interest of the Welding program. With the minor changes that resulted from this process, Administration’s recommendation was that the bids be accepted as presented at the June 18, 2008, Board meeting. The low bid for the project was Gilbank Construction, Clinton, with a bid of $828,200. The following actions were proposed to address the variance between the budget and the bid results: 1) Delete classroom air conditioning, ceiling, floor funding (Welding project budget); 2) Delete overhead door, removable and replacement wall (Welding project budget); 3) Reductions to fiscal year 2008-09 capital budget totaling $206,600, which included Business Office Credit Card Collection units, update Rooms 1104 and 1525 to the standardized equipment list, addition of two document cameras to classrooms at Monroe, and deferral of HVAC 3 to the next fiscal year; and 4) A one-time utilization of a portion of General Fund fund balance. Ms. Steeber questioned whether the deferral of the HVAC 3 project would have a negative impact on the overall system and create future consequences. Dr. Larson responded that an assessment has determined the current system would hold for the additional time. Ms. Steeber questioned the deletion of classroom air conditioning/overhead door and whether these project options would be put back into a future budget. Dr. Larson responded that the classroom being renovated was the former Automotive Technician classroom, which did not have air conditioning. Mr. Plank added that not making those improvements would not hamper the integrity of the classroom/lab/fabrication area. Mr. Olson referred to the transfer from the General Fund fund balance for this project and questioned whether the District anticipates a positive fiscal year-end balance. Dr. Larson stated the 2007-08 fiscal year did end with revenue in excess of expenditures. The $217,350 requested for this project would be a portion of those funds. It is anticipated that the year-end balance will be approximately $500,000. Mr. Olson suggested that as the District has that amount of year-end balance available, why not use what is needed so that no items would need to be
cut from the original project plans. As long as we maintain the established ranges for the fund balance, he would support this action. If funding in excess of the recommended $217,350 is going to be utilized, Dr. Larson asked Board members to re-look at the deferred HVAC 3 project and consider moving forward with it during the current year instead of deferring the project. Mr. Westrick concurred that the Welding project should be done right the first time instead of waiting until later. If funds are available, he would like to move forward with the new air conditioning for the classroom and the HVAC 3 project. After additional discussion, it was the consensus of members to retain the following action items which were recommended for deletion/deferral to address the variance between the budget and the bid results: #2 (Welding Project – classroom air conditioning, ceiling, floor funding, etc.), #3 (Welding Project – overhead door removable & replacement wall), and #8 (Capital Projects – HVAC 3), and to plan for a one-time transfer from the general fund for the remaining balance needed to complete all projects discussed.

It was moved by Mr. Olson and seconded by Ms. Steeber to award the bid for the Welding Lab renovation and relocation to Gilbank Construction of Clinton, at a cost of $828,200, plus contingency funds totaling $79,500, for a total project cost of $907,700. In addition, the following Capital Projects are deleted from the Fiscal Year 2008-09 Budget to partially fund this project—Business Office Credit Card Collection units ($3,500), update rooms 1104 & 1525 with standardized equipment list ($10,000), and the addition of two more document cameras to classrooms in Monroe ($3,100). A budget modification will be forthcoming to utilize fund balance to complete the project as planned.

Motion carried.

Mark Wershay, Zimmerman Architectural Studios, Inc., added that conversations have been held with representatives of Gilbank Construction regarding the project’s cost; Gilbank has indicated there are additional cost-saving measures that can be utilized to lower the project’s final cost. Work will continue in this effort.

In the absence of Policy Review Chairperson Jim Munro, Mary Soddy reported the Committee met on June 18, 2008.

It was moved by Committee and seconded by Committee action to approve the revisions to policies A-100, A-220, A-231, A-500, and A-630 as presented.

Motion carried.

It was moved by Committee and seconded by Committee action to adopt Policy #E-220 – Campus Violence Prevention as presented.

Motion carried.

Mr. Gohlke reviewed the proposed part-time instructor compensation structure and wage adjustments for fiscal year 2008-09.
It was moved by Ms. Soddy and seconded by Mr. Leavy to approve the part-time instructor compensation structure and wage adjustments of 4%-8% for fiscal year 2008-09 as presented.

Motion carried with Mr. Westrick voting to abstain.

Chairperson Westrick called for Wisconsin Technical College District Boards Association items.

Kevin Leavy provided a brief report on the Association’s summer meeting, which was held last week in Wisconsin Rapids.

It was moved by Mr. Leavy and seconded by Ms. Soddy to submit the nomination of Doug Eddy for the District Board Association’s 2008 Distinguished Alumni Award.

Motion carried.

Chairperson Westrick called for other items.

Dr. Larson requested that consideration be given for a District Board member to serve as Board Liaison to the BTC Foundation Board.

It was moved by Ms. Steeber and seconded by Mr. Olson to approve appointing a BTC District Board Liaison to the BTC Foundation Board and to place designation of a Board member to this position on the August 20, 2008, meeting agenda.

Motion carried.

It was moved by Ms. Soddy and seconded by Mr. Leavy to adjourn the meeting at 8:47 p.m.

Motion carried.

Chris Olson
Secretary