Regular Meeting
of the
Blackhawk Technical College District Board
September 17, 2008

Minutes

The regular meeting of the Blackhawk Technical College Board was held on Wednesday, September 17, 2008, at the BTC Administrative Center, 6004 S. County Road G, Janesville, in the Board Room. The following members were present: Tom Westrick, Chairperson; Lauri Steeber, Vice Chairperson; Chris Olson, Secretary; Jim Munro, Treasurer; Richard Bostwick; Víctor González; Kevin Leavy; and Mary Soddy. Board members absent: Heidi Carvin. Staff present: Dr. Larson; Dr. Kennedy; Brian Gohlke; Dan Hartstern; Jackie Pins; Len Walker; Barbara Erlandson; Nancy Lightfield; Wanda Sloan; Ann Krause, Chris Wellington; representatives of the Blackhawk Technical Faculty Federation; and representatives of the Blackhawk Technical College Educational Support Professionals.

Chairperson Westrick called the meeting to order at 6:15 p.m. He reported the BTC Board would immediately adjourn to a closed session pursuant to Wis. Stats. 19.85 (1)(c)(e) for the purpose of discussing negotiations with the Blackhawk Technical Faculty Federation and an update on negotiations and parameters concerning acquisition of real property for a Traffic Safety Center. No action will be taken. Any action which may result from the closed session will be scheduled for action in open session at a future regular meeting.

It was moved by Mr. Olson and seconded by Ms. Soddy to adjourn the meeting to a closed session pursuant to Wis. Stats. 19.85 (1)(c)(e) for the purpose of discussing negotiations with the Blackhawk Technical Faculty Federation and an update on negotiations and parameters concerning acquisition of real property for a Traffic Safety Center.

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

Motion carried.

Staff members were excused except for Dr. Larson, Dr. Kennedy, Mr. Gohlke, Mr. Hartstern, and Ms. Pins.

It was moved by Mr. Olson and seconded by Mr. Leavy to adjourn the closed session at 7:05 p.m.

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

Motion carried.
A five-minute recess was taken.

Chairperson Westrick called the meeting to order in open session at 7:10 p.m.

It was moved by Mr. Munro and seconded by Mr. Bostwick to approve the minutes of the Regular Meeting held on August 20, 2008, as corrected.

Motion carried.

Chairperson Westrick called for Public Comment. Rubina Jan provided “60-Second Success Stories” recognizing faculty members and staff for their efforts in accommodating increased enrollment and the activities that have been implemented to meet the diverse needs of the dislocated workers.

The August financial statement was presented.

Chairperson Westrick called for special reports.

Student Representative to the Board Margaret Leavy introduced SGA Lt. Governor Kedrick Ingram. She reported that Constitution Day activities were held earlier in the day and included voter registration. She shared several student concerns regarding financial aid. Upcoming activities include a Fall Banquet and a Wisconsin Student Government meeting.

Dr. Larson presented the President’s monthly report and circulated correspondence and other information received by the District since the last meeting. The following information was also shared: 1) Activities have been held to assist new students with skills needed to be successful, i.e. note taking, test taking, computer sessions to orientate students to email and passwords, and one-on-one computer skill assessments to provide assistance in basic skills. Sessions are also being planned for faculty and staff to provide support during this semester. 2) As enrollment increases are predicted to continue, it may be necessary to add staff/services at mid-year to meet the anticipated needs for next semester. 3) Parking has been a concern due to the +500 additional students this semester. To meet the parking needs, additional space on campus was made available by allowing vehicles to be parked on the grass. This space will not be available during the winter months due to snow. Options are being evaluated with regard to the creation of additional parking space within the next few months. 4) Information was also shared on the current situation of the Beloit Center. The College will not be returning to the current site. Administration is engaged in conversations with regard to a possible relocation into the Eclipse Center. Work continues on evaluating additional programs/services that could be offered at the Center, with an emphasis on the successful transition of GED/HSED students into BTC programs. Information will be brought back to the Board within the next few months on Administration’s recommendation. Mr. Leavy requested an update on the work being done on pilot programs with local high schools. 5) Mr. Walker provided information on the Wisconsin Technical College System’s (WTCS) new ad campaign, “We Are Futuremakers,” with the corresponding video viewed. A “Future Fest” state-wide event is being planned for February 2009 to emphasize the WTCS. Board members expressed appreciation at the response that staff/faculty have taken with regard to the increased student population and its diverse needs.
Chairperson Westrick called for Unfinished Business. There was none.

Chairperson Westrick called for the Consent Agenda. He requested that Enclosures 6 and 7 be pulled from the Consent Agenda.

It was moved by Ms. Steeber and seconded by Mr. Leavy to approve the consent agenda, excluding Enclosures 6 and 7, which included current bills from the month of August – Voucher #00173519 to and including #00173910 and direct deposit expense reimbursements in the total amount of $814,501.38 (includes student-related payments), a payroll total for the month of August of $718,082.47, payroll tax wire transfers for the month of August of $357,240.76, other wire transfers for the month of August of $27,984.49, WRS wire transfers for the month of August of $180,861.65, P-card disbursements for the month of August of $145,966.40, and a bond payment for the month of August of $0.00, for a grand total of $2,244,637.15; and the following business and industry contracts negotiated since the last meeting—Alcoa Wheel Products, $781.00; Alcoa Wheel Products, $774.00; Beloit College (Men’s Soccer), $629.00; Cartographics Corporation, $150.00; General Motors Corp., $787.00; General Motors Corp., $41,735.00; Kerry Americas, $748.00; Regal Beloit, $3,360.00; and Rock Co. Planning & Develop. Agency, $314.00.

Motion carried.

Chairperson Westrick called for discussion on Enclosure #6 – Approval of Change in Employment Status for Julie Patrick—from Limited-Term Instructor to Full-Time Instructor. Mr. Westrick raised the question of how a full-time instructional position is filled when the need for such an instructor exists. Mr. Gohlke responded that the position in question originally resulted from an instructor being on military leave. The limited-term vacancy was posted to fill the position until the instructor returned from active duty. Candidates were sought, interviews held, and limited-term employment offered to the selected candidate, Julie Patrick. The instructor who was on military leave decided not to return to employment at BTC upon completion of her leave. Our practice has been that when a limited-term employee has completed a search process, and been successful in the limited-term position, we award the position to the limited-term employee if the permanent position becomes vacant. As Julie Patrick had been in this position for one-year, and was successful, the permanent position was offered to her. If she had not gone through a search process for the limited-term position, the permanent position vacancy would have been posted, and Ms. Patrick would then have been required to apply for the position. Mr. Westrick questioned whether full-time positions need to be posted and what would happen in the event two limited-term employees met the qualifications for a permanent position. Mr. Gohlke responded that full-time positions are posted unless there is a situation such as the case with the circumstances related to this situation. Ms. Kay Fratianne added that limited-term employees are union members. If two limited-term employees are considered for a sole position, seniority would determine who would receive the position if both meet the minimum qualifications. Mr. Leavy stated his concern about not reposting such positions because there may be additional qualified candidates who would not have been interested in applying for limited-term positions. Mr. Munro stated the prior year’s open search for limited-term employment would have included all aspects of hiring for that position. As Ms.
Patrick demonstrated her abilities for one full year, he has no concerns about now moving her into the permanent position. Mr. Olson added that if Ms. Patrick is not awarded the position, the potential for a grievance would exist as she is considered a union member.

It was moved by Mr. Munro and seconded by Ms. Steeber to approve the change in employment status for Julie Patrick from limited-term instructor to full-time instructor.

Motion carried.

Chairperson Westrick called for discussion on Enclosure #7 – Confirmation of a Limited-Term Instructional Employment Contract for the Position of Diesel/Automotive Instructor. Mr. Gohlke reported an opportunity was identified by the College in mid-August to increase enrollment in the Diesel/Automotive program areas to meet the needs of dislocated workers. A decision to open these sections resulted in the need for a quick turnaround. Within ten days, a qualified candidate was identified and offered employment on a limited-term basis. A search process was not conducted as there was not enough time to do so. The candidate was informed that if this opens into a permanent position, a search would need to be conducted and he would need to formally apply at that time.

It was moved by Mr. Munro and seconded by Mr. Olson to approve the confirmation of a limited-term instructional employment contract issued to Gregory Roehl for the position of Diesel/Automotive instructor at a salary of $50,402, effective August 26, 2008.

Motion carried.

Chairperson Westrick called for New Business/Committee Reports.

Nancy Lightfield, Kedron Wiersgalla, and Kay Fratianne were present to provide information on the Academic Quality Improvement Program Systems Portfolio accreditation document. Ms. Fratianne, Team Leader for Category 1: Helping Students Learn, reviewed the focus of this category, which is the design, deployment, and effectiveness of the teaching-learning process for both credit and non-credit courses and programs, as well as the processes required to support them.

Chris Wellington and Ann Krause provided Learning Operations Reports to the Board on their divisions: the Monroe Campus and Health, Human & Protective Services Division respectively. Information was shared on dislocated worker response efforts and an overview on the accomplishments/initiatives in 2007-08 and future plans.

Dr. Larson reviewed the FY 2008-09 fall enrollment report. An enrollment report as of September 17 was handed out. This report reflected a 21.29% increase in FTEs and a 16.36% increase in headcount.

Mr. Hartstern reviewed the proposed modifications for the Fiscal Year 2007-08 budget. Modifications provide for: 1) adjustments for grant changes that occurred at the end of the fiscal
year; and 2) dissolution of the CEO Diversity Roundtable group; BTC acted as fiscal agent for this group and returned the remaining funds to the various participating agencies.

It was moved by Mr. Munro and seconded by Mr. Bostwick to approve the attached budget modifications for the Fiscal Year 2007-08 budget as presented.

Motion carried unanimously.

Mr. Hartstern reviewed the proposed modifications for the Fiscal Year 2008-09 budget. Modifications 1, 2, 3, 5, 8, 9, and 10 are related to adapting programs and services to meet enrollment needs. Modification 4 is a reclassification of marketing budgets to the correct organizational unit. Modification 6 provides for the purchase of Shots Fired software, which is designed to teach students what to do in a crisis. Modification 7 adjusts salary budgets to support the realignment of Institutional Advancement staff. Modification 11 provides for the purchase of equipment as directed by a Rock County Health Department audit. Modification 12 provides funding for the purchase of a cash register with credit card capabilities for use in the cafeteria.

It was moved by Ms. Steeber and seconded by Mr. González to approve the attached budget modifications for the Fiscal Year 2008-09 budget as presented.

Motion carried unanimously.

Mr. Hartstern stated the current contract for electrical services with ABF of Beloit has been terminated as the company closed. Subsequently, proposals were sought for a new provider. Mr. Hartstern reviewed proposals received for electrical services. He noted that the low bidder is not a partner with the Electrician Apprenticeship program; however, the bidder did employ BTC graduates. Given that the difference between the low bid and the lowest bid from an apprentice partner was significant, it was recommended that the bid be awarded to the lowest bidder, Ag-Sun Corporation of Janesville, which is a non-apprenticeship partner.

It was moved by Mr. Munro and seconded by Ms. Soddy to award a two-year contract, with the option for two, one-year renewals, to Ag-Sun Corporation, Janesville, for electrical services for all Campus locations, at a standard hourly rate of $55.00 and a weekend/holiday hourly rate of $75.00.

Chairperson Westrick called for discussion. Mr. González stated that a value should be placed on apprenticeships. Mr. Hartstern responded that a conscious decision was made last spring to accept the second low bid because that bidder supported apprentices. The low bidder during that process, Ag-Sun Corporation, was again the low bidder in the current process. As this was the second time they were the low bid, and the difference in the bid amounts was considered significant, the recommendation was to award the contract to Ag-Sun. Mr. Westrick stated he would like to see the College continue to promote the apprenticeship field and support those relationships. Mr. Bostwick questioned whether the percentage of markup on materials was a significant factor and whether that amount would overcome the hourly rate of pay difference. Mr. Hartstern responded that the labor component is the significant part of each bill.
Chairperson Westrick called the question.

Motion carried with Mr. Westrick voting no.

Chairperson Westrick called for Wisconsin Technical College District Boards Association items. Mr. Munro shared information on the Association’s Planning Meeting and distributed a draft of the planning goals/objectives that were developed at the Planning Meeting. This document will be presented for adoption at the meeting in October. He also reported that Dean Ryerson has been invited to the October meeting to present the recommendations that came forth from the Association’s ad hoc committee on Technical College Funding. A reminder was also provided with regard to the Association’s October meeting in Barneveld.

It was moved by Mr. Olson and seconded by Mr. González to forward the nomination of Lauri Steeber to the District Boards Association for the 2009 Board Member of the Year Award.

Motion carried.

Chairperson Westrick called for other items. A reminder was provided with regard to the upcoming ACCT Convention in New York.

It was moved by Mr. Olson and seconded by Mr. Leavy to adjourn the meeting at 8:58 p.m.

Motion carried.

Chris Olson
Secretary