Regular Meeting

of the

Blackhawk Technical College District Board

October 15, 2008

Minutes

The regular meeting of the Blackhawk Technical College Board was held on Wednesday, October 15, 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; Heidi Carvin; Victor González; Kevin Leavy; and Mary Soddy. No Board members were absent. Staff present: Dr. Larson; Dr. Kennedy; Brian Gohlke; Dan Hartstern; Jackie Pins; Len Walker; Barbara Erlandson; Nancy Lightfield; Wanda Sloan; Pat Kempinski; Al Gross; representatives of the Blackhawk Technical Faculty Federation; and representatives of the Blackhawk Technical College Educational Support Professionals. Guests present: Frank Schultz, Janesville Gazette.

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

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

It was moved by Mr. Olson and seconded by Mr. Bostwick to adjourn the closed session at 6:30 p.m.

The roll was called and the following voted affirmatively: Mr. Olson, Mr. Leavy, Ms. Steeber, Mr. González, Mr. Munro, Ms. Soddy, Ms. Carvin, Mr. Bostwick, and Mr. Westrick. Motion carried.
Chairperson Westrick called the meeting to order in open session at 6:31 p.m. He introduced Dean Ryerson, Chairperson of the District Boards Association’s Ad Hoc Committee on Technical College Funding.

Mr. Ryerson summarized the process used by the Ad Hoc Committee on Technical College Funding and reviewed the final recommendations. The report recommends that the District Boards Association become the catalyst to: champion significant new state-level investment in technical colleges while preserving local funding authority; create an expanded culture of innovation at technical colleges that increases revenue and efficiencies; promote significant new revenue opportunities for technical colleges; promote significant new opportunities for efficiencies, productivity, and savings at technical colleges; and create an expanded culture of advocacy for technical colleges.

Chairperson Westrick stated the Board would move to regular meeting business.

It was moved by Mr. Munro and seconded by Ms. Soddy to approve the minutes of the Regular Meeting held on September 17, 2008, as presented.

Motion carried.

Chairperson Westrick called for Public Comment. Rubina Jan provided “60-Second Success Stories” by recognizing staff and students for their efforts in two recent events--BTC Fest event and the Autumn Harvest Dinner, and stated that instructor Stefan Arrabin is currently visiting the College as a delegate of the Hessen-Wisconsin Exchange program.

The September financial statement and the Quarterly Update on the Financial Statement were presented.

Chairperson Westrick called for special reports.

Chairperson Westrick and Dr. Larson recognized Al Gross, who will be retiring from the District after 25 years of service.

Student Representative to the Board Margaret Leavy was not in attendance; therefore, no report was provided.

Dr. Larson presented the President’s monthly report and circulated correspondence and other information received by the District since the last meeting. Enrollment growth continues to be in the +20% range. He stated a recommendation will be brought forward at the November Board meeting for several limited-term employment (LTE) positions to assist with the additional workload that is necessary to meet student needs. LTE positions under consideration include a full-time counselor, a Skilled Nursing Assistant instructor, and an Office Technology instructor. Also under consideration is the redeployment of current staff to meet the needs that have been identified in other critical areas. Mr. Westrick stated that a large spike in enrollment may not
occur in January; however, continued increases should be expected in enrollments for the foreseeable future due to General Motors and the businesses that will be affected by the plant’s closure. Student needs are greater than in the past. Efforts that continue to support student success need to move forward. Mr. González stated he has received positive comments from Edgerton residents regarding the level of service they received at the College, even in light of the enrollment increases experienced this past semester. At the request of Dr. Larson, Dr. Kennedy also provided an update on recent activities involving career pathways and recruitment and retention of students at Beloit Memorial High School and Janesville Craig High School.

Chairperson Westrick called for Unfinished Business. There was none.

Chairperson Westrick called for the Consent Agenda. Mr. Leavy requested that Enclosure #7 be pulled from the Consent Agenda.

It was moved by Ms. Steeber and seconded by Mr. Munro to approve the consent agenda, excluding Enclosure #7 – Award of Bid for Capital Equipment for Remodeled Welding Shop, which included current bills from the month of September – Voucher #00173911 to and including #00175364 and direct deposit expense reimbursements in the total amount of $3,064,779.90 (includes student-related payments), a payroll total for the month of September of $724,515.89, payroll tax wire transfers for the month of September of $345,355.54, other wire transfers for the month of September of $31,355.35, WRS wire transfers for the month of September of $112,553.09, P-card disbursements for the month of September of $128,910.11, and a bond payment for the month of September of $415,084.38, for a grand total of $4,822,554.26; and the following business and industry contracts negotiated since the last meeting—Alcoa Wheel Products, $442.00; Beloit Memorial Hospital/N. Pointe Terr., $365.00; Clinton High School, $3,887.00; FJ Turner Senior High School, $2,108.00; Genecor-A Danisco Division, $767.00; Genecor-A Danisco Division, $1,032.00; General Motors Corp., $21,112.00; Juda High School, $2,153.00; MacFarlane Pheasants, Inc., $937.00; MECAS, $420.00; Mercy Health System, $1,933.00; Milton Middle School, $351.00; Regal Beloit, $783.00; School District of Beloit, $13,770.00; School District of Brodhead, $1,809.00; School District of Janesville, $26,246.00; School District of Parkview, $6,727.00; Small World Child Care, $769.00; and SW WI Workforce Develop. Board, $1,775.00; adoption of a resolution to designate district positions that are subject to Wisconsin’s Code of Ethics; and approval of the purchase of fiscal year 2008-09 computer equipment from Dell through the Midwestern Higher Education Compact MIDHEC-2009 at a cost of $245,000.

Motion carried.

Chairperson Westrick called for discussion on Enclosure #7 – Award of Bid for Capital Equipment for Remodeled Welding Shop. Mr. Leavy questioned why the award of bid was split when the bid price difference on the plasma cutting unit was only $71. Mr. Hartstern responded that he recommended the low bid, regardless of the price differential. It was noted in the bid solicitation that the College had the option to split the bid if it so chose.
It was moved by Mr. Olson and seconded by Mr. Munro to award the bid for welders and welding power supplies to Welder’s Supply Company, Beloit, in the amount of $69,558 and to award the bid for a plasma cutting unit to Rockford Industrial Welding Supply, Janesville, in the amount of $1,709.04.

Motion carried.

Chairperson Westrick called for New Business/Committee Reports.

Nancy Lightfield, Kedron Wiersgalla, and Wanda Sloan were present to provide information on the Academic Quality Improvement Program Systems Portfolio accreditation document. Ms. Sloan, Team Leader for Category 2: Accomplishing Other Distinctive Objectives, reviewed the focus of this category, which addresses the processes that contribute to the achievement of the institution’s major objectives which complement student learning and fulfill other portions of its mission.

Mr. Gohlke provided a strategic direction update on People. New objectives and initiatives identified for this strategic direction were reviewed. They included expansion of diversity recruitment contacts, implementation of an applicant management system, communication of organizational culture to new employees, and creation of professional development systems to support and enhance new employees.

Mr. Hartstern reported the 2008-09 budget was developed using an estimated equalized value growth of 5.25%. On October 13, the District received notification that its actual equalized value growth was 4.32%. Administration’s recommendation was to adopt the 4.9% levy increase as adopted in the budget. This action would increase the mill rate from the budget amount of 1.69542 to 1.70489. By comparison, if the District kept the mill rate as budgeted and absorbed the tax levy reduction with fund balance, use of fund balance would go from $0 to $192,605.

It was moved by Mr. Munro and seconded by Mr. Olson to authorize a total tax levy of $20,700,577 for 2008-09, inclusive of exempt computers, and a local (actual) tax levy of $20,625,490, or 1.7048906 mills (including debt service) on $12,097,837,981 of equalized value, and that the various taxing entities be properly informed of their appropriate shares of the District’s levy.

Motion carried.

Mr. Hartstern provided a recap of the Annual Procurement Report. He noted that 65 vendors were each paid a total of $25,000 or more for goods/services in 2007-08. Further analysis found that of those, 57 met one of the authorized provisions within the procurement policy. The remaining 8 vendors were reviewed to verify the specific processes utilized for those purchases. Additional action will be required for 3 of those vendors. Mr. Hartstern commended the work accomplished by our part-time Procurement Specialist. Mr. Westrick stated
consideration should be given to the expansion of that position to full-time to allow for greater savings opportunities.

It was moved by Mr. Olson and seconded by Mr. Bostwick to approve the Procurement Annual Report as presented.

Motion carried.

Mr. Hartstern reviewed the budget calendar that has been developed for the 2009-10 budget process. Dates and activities that require Committee or full Board involvement were highlighted on the calendar. This calendar is very similar to what was approved and used last year.

Mr. Hartstern reported that a determination was made that additional parking resources are needed prior to the start of the Spring 2009 semester in anticipation of continued enrollment growth. Location of the additional 98 stalls was reviewed. Engineers provided a preliminary quote of $2,000 per stall for construction of this space. However, because some asphalt is already in place, the project’s cost is lower than originally reported. State office staff have been on-site and agreed that the bids received were in-line with pricing throughout the state. The immediate goal is to have additional parking space created before closure of the asphalt plant. Mr. Hartstern noted that two motions are needed for the approval of this project—one for the approval to move forward with this project and one to forward the proposed project to the State Board for its approval. He added that notification has been received that the WTCS Board will consider this project on the Consent Agenda at their November meeting.

It was moved by Mr. Olson and seconded by Mr. Leavy to approve the Facilities Development Request for a Central Campus parking lot expansion, to be completed prior to the close of the 2008 construction season, with funding to be provided through the postponement of the HVAC Phase III capital project.

Motion carried.

It was moved by Mr. Olson and seconded by Mr. Leavy to approve forwarding the proposed Central Campus parking lot expansion project to the Wisconsin Technical College System Board for its approval.

Motion carried.

Mr. Hartstern stated the College solicited bids for the construction of an additional 98 parking stalls at Central Campus. A summary of the proposals received was distributed. Low bid was received from Wood Environments, Inc., of Beloit. This company would complete the excavation work and subcontract the asphalt paving. Engineers from R.H. Batterman are familiar with this contractor and affirmed their quality of work. Funding for this project will be
available through the postponement of the HVAC III replacement project. Budget modifications to support this project will be brought back to the Board in January 2009 for approval.

It was moved by Mr. Munro and seconded by Ms. Soddy to award the bid of the contract for the construction of 98 additional parking stalls at Central Campus to Wood Environments, Inc., of Beloit, at a cost of $84,461.

Motion carried.

Policy Review Committee Chairperson Richard Bostwick reported the Committee met on September 17, 2008.

It was moved by Committee and seconded by Committee action to approve revisions to policies B-223, B-422, and C-538 as presented.

Motion carried.

It was moved by Committee and seconded by Committee action to approve the first reading of bylaws B-322 and B-324 as presented.

Motion carried.

Chairperson Westrick called for Wisconsin Technical College District Boards Association items. A reminder was provided with regard to the Association’s fall meeting being held in Barneveld later this week. Members attending will present a report at the November Board meeting.

Chairperson Westrick called for other items. A reminder was provided with regard to the upcoming ACCT Convention in New York. Attendees will provide reports at the November Board meeting.

Ms. Steeber stated she attended a recent presentation on the Dean/St. Mary Hospital expansion in Janesville. She questioned whether the hospital’s landscaping needs could be a potential project for our Landscaping program, with the program receiving recognition for students’ work. Dr. Larson responded that as Landscaping students are part-time students, a project of that scope may be difficult. An option might be to have students work with the landscaper who is selected for the project.

It was moved by Mr. Olson and seconded by Mr. Bostwick to adjourn the meeting at 8:55 p.m.

Motion carried.

Chris Olson
Secretary