The regular meeting of the Blackhawk Technical College Board was held on Wednesday, November 19, 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; Kevin Leavy; and Mary Soddy. Board members were absent: Víctor González. Staff present: Dr. Larson; Brian Gohlke; Dan Hartstern; Jackie Pins; Len Walker; Barbara Erlandson; Nancy Lightfield; Pat Kempinski; Hal Zenisek; Andy McGrath; 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 7:00 p.m.

It was moved by Mr. Munro and seconded by Ms. Carvin to approve the minutes of the Regular Meeting held on October 15, 2008.

Motion carried.

Chairperson Westrick called for public comment. Rubina Jan provided “60-second success stories” by noting: National Education Support Professionals Week and honoring the College’s support staff; the Veterans Club commemoration ceremony held on Veterans Day; and the Diversity Week activities held last week.

The October financial statement was reviewed.

Chairperson Westrick called for special reports.

In honor of International Education Week, one of BTC’s international students attended the meeting to discuss his experience at the College. In addition, he shared the differences between attending school in the U. S. versus his home country and his plans upon graduation in May 2009.

Paul Gabriel, Executive Director of the Wisconsin Technical College District Boards Association (DBA), and John Lukas, President of the DBA, provided an update on the Association.
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. Credit enrollments continue to surpass 20% increases, with Headcount reflecting an increase of 550 over last year. Registration for the Spring 2009 semester is currently underway. It is anticipated that an additional 300 new students may enroll. Mr. Leavy requested data be provided on the enrollment increases to see what percentages are dislocated workers, recent high school graduates, etc.

Chairperson Westrick called for Unfinished Business. There was none.

Chairperson Westrick called for the Consent Agenda.

It was moved by Mr. Olson and seconded by Ms. Steeber to approve the consent agenda, which included current bills from the month of October – Voucher #00175365 to and including #00176341 and direct deposit expense reimbursements in the total amount of $1,359,111.32 (includes student related payments), a payroll total for the month of October of $822,302.03, payroll tax wire transfers for the month of October of $377,899.27, other wire transfers for the month of October of $18,694.29, WRS wire transfers for the month of October of $109,768.65, P-card disbursements for the month of October of $127,283.80, and a bond payment for the month of October of $0, for a grand total of $2,815,059.36; business and industry contracts negotiated since the last meeting—Alcoa Wheel Products, $384.00; Alcoa Wheel Products, $526.00; Craig High School – German Students, $634.00; General Motors Corp., $546.00; General Motors Corp., $2,086.00; Kelly House, $150.00; Monroe Clinic & Hospital, $1,501.00; Monroe Clinic & Hospital, $764.00; Monroe Clinic & Hospital, $764.00; Monroe Clinic & Hospital, $608.00; Monroe Clinic & Hospital, $764.00; Monroe Clinic & Hospital, $1,758.00; Monroe Clinic & Hospital, $608.00; Monroe Clinic & Hospital, $608.00; Monticello High School, $1,944.00; Reedsburg High School, $347.00; Riverfront Activity Center, Inc., $13,825.00; Riverfront Activity Center, Inc., $2,610.00; Rock County Human Services – JDC, $1,650.00; Rock River Charter School, $1,628.00; St. Elizabeth Manor, $150.00; School District of Monroe, $2,287.00; School District of New Glarus, $1,406.00; Special Olympics, $347.00; and Union Bank & Trust Co., $485.00; and approval of the purchase of fiscal year 2008-09 computer equipment under state contract from Dell through the Midwestern Higher Education Compact MIDHEC-2009 at a cost of $100,000 and computers and multi-media equipment for the Welding Lab expansion project under state contract from Dell through the Midwestern Higher Education Compact MIDHEC-2009 and from the CDW-G State bid contract at a cost of $28,270.

Motion carried.

Chairperson Westrick called for New Business/Committee Reports.

Nancy Lightfield, Kedron Wiersgalla, and David Schmidtke were present to provide information on the Academic Quality Improvement Program Systems Portfolio accreditation
document. Mr. Schmidtke, Team Leader for *Category 3: Understanding Students’ and Other Stakeholders’ Needs*, reviewed the focus of this category, which examines how the organization works actively to understand student and other stakeholder needs.

Mona Antonelli and Hal Zenisek provided Learning Operations Reports on their divisions: the Academic Support Division and the Business & Information Technology Division respectively. Information was shared on dislocated worker response efforts, the accomplishments/initiatives in 2007-08, and future plans.

Renee Messing and Sheri Springer, auditors from Clifton Gunderson LLP, were present to review the activities associated with the fiscal year 2007-08 audit. A summary of accrual based information was provided. Net assets increased $2.2 million, with an end of year total of $18.6 million. On the Fund financial statements, the General Fund reflected a net increase of $735,596, with the Fund balance totaling $8,022,329. The Special revenue Fund reflected a net increase in fund balance of $55,297, with total fund balance of $1,626,920. The Capital Projects Fund reflected a fund balance of $795,936, which is restricted for specific purposes for which the funds were borrowed. The Debt Service Fund reflected a fund balance of $835,357 and includes tax levy funds which are restricted to repay debt. The Enterprise and Internal Service Funds reflect a fund balance of $329,755. Within the single audit report, the internal control and compliance report reflected a deficiency in management review of journal entries. The compliance and internal control over compliance report for major federal and state programs reflected no findings to report. Two (2) letters were issued to the District. The Audit Communication Letter reported: the auditor’s responsibility under generally accepted audit standards; the qualitative aspects of accounting practices; no material audit adjustments to the records of the District as part of the audit process; representations from management; and that there were no difficulties or disagreements during the audit process. The Management Letter reported: no material weaknesses were found; the deficiency reported in the Single Audit which represents a situation where internal controls could result in an error/fraud from being detected in a timely manner; and other matters reported for consideration, which included documenting review of financial statements and recommendations regarding duties of the accountant. Mr. Hartstern stated the audit provides an opportunity to improve the College’s current systems. A review process has been implemented to address the deficiency that was noted in the Single Audit. Additionally, three (3) of the four (4) recommendations have already been addressed. Ms. Messing reported that modifications to risk assessment standards changed the focus of audits this year. This resulted in some of these additional items being identified. She added that the items noted in BTC’s audit are being found in the vast majority of the clients they serve. She further stated that the solution recommended in response to the deficiency was an excellent mitigating factor given the small amount of risk that was involved. Action to approve the final Audit Report will be taken at the December Board meeting.

Mr. Hartstern reviewed preliminary budget assumptions for fiscal year 2009-10. Five (5) themes have been developed for the 2009-10 budget: 1) Beloit Center – relocation and expansion; 2) Readiness – preparing students to be successful; 3) Enrollment Growth – continued program and services expansion to meet needs of displaced workers; 4) Traffic Safety
Center – continued efforts to develop this Center; and 5) Maintain Established Facility Plans –
continuation of established infrastructure replacement programs. General assumptions include
an increase in equalized values of 3.0%, a property tax levy of no more than +4.9%, no use of
fund balance to balance the budget, a General Fund that reflects no increase in non-personnel
accounts, total salaries/benefits that do not exceed a 4.3% increase, and a 5% increase in growth
of FTEs. Mr. Hartstern requested direction from the Board on the assumptions and themes prior
to moving forward with the budget development process for fiscal year 2009-10. Mr. Munro
stated there is a current need of expanded space at the Beloit Center, but the Beloit Center was
always seen as serving a limited population. He questioned the need to place long-term
programming at the Center, i.e. Nursing, and the need for a 10-year commitment to provide
programming of that nature at the Beloit Center. Mr. Westrick stated an expanded presence in
Beloit is needed and thinks that Beloit has been underserved in the past. Mr. Olson questioned,
that if we are going to do this for Beloit, are we going to place another site in Janesville too. If
the purpose of locating Central Campus where it is was because it was centrally located, why
change directions now? What would drive us to expand in the Beloit area versus at Central
Campus? Dr. Larson responded that the main reasons are cost and a presence in the Beloit
community. If the cost to lease 15,000-20,000 square feet is too much, we would adjust the
plans. The original site of the Beloit Center was a small location on West Grand Avenue. It
was a significant upgrade to move to the current location in the basement of the Turtle Creek
Bookstore. To serve the population in Beloit and to encourage more transitions to the Central
Campus, actual programming needs to be offered at that site in addition to instruction for English
Language Learners and GED students. He added that each site of the College has its own
program identity. However, the Beloit Center has never had a program identity. To be
successful, this is what it needs. Ms. Carvin stated that leasing space in Beloit is a better way of
reaching out to the high school population in Beloit and would be a less expensive way to meet
needs than building at Central Campus. Mr. Leavy stated a presence in Beloit is needed. BTC is
not a household word in Beloit, and not everyone has transportation to get back and forth to
Central Campus. Mr. Olson questioned whether the expectation would be that Administration
bring programming to the Board that would be offered at that site. Dr. Larson stated that Dr.
Kennedy is currently working on programming/services. Information would be provided to the
Board in the future. The goal is to have the expanded site available for use by Fall 2009. Mr.
Hartstern added that by offering thin-layer courses and introductory courses at the Beloit Center,
students may then consider coming to Central Campus to take other classes. The consensus was
to move forward with the 2009-10 budget development process based on the information
presented.

Andy McGrath presented an overview of the grant awards that have been received by
BTC for FY 2008-09 and potential resources for future funding opportunities.

It was moved by Mr. Munro and seconded by Mr. Olson to approve the attached grant
awards received for FY 2008-09 totaling $1,520,347.

Motion carried.
Mr. Hartstern reported that operations of the College’s Beloit Center were suspended over the summer due to flooding and flood-related damage. Programmatic needs have existed within the Beloit community for some time. The suspension of operations at the current Center led to the opportunity to properly serve the Beloit community through expansion of programming and services at that Center. The State Board has taken the position that all property acquisitions or long-term leases must be acquired through a Request for Proposal (RFP) process. The current Center site has 4,000 square feet. The recommendation is to approve the lease of up to 20,000 square feet in order to bring back multiple proposals for space needs. The District Board could decide the footage deemed appropriate and the term of the lease. He noted that a 10-year lease term is recommended, with two (2) 5-year options for renewal. Programmatic offerings would include: entry level and transition medical coursework for Nursing, Skilled Nursing Assistant, Phlebotomy, and Medical Assistant; CPR/EMT training center; introductory and transition Business & Information Technology programming to address technology literacy goals; expanded Adult Basic Education, GED, ESL, and related preparatory services; community education; and a wide variety of college preparatory and general education courses designed to help students be successful in college. Approval of the Facilities Development Request is the first step in moving forward with this proposed project.

It was moved by Ms. Steeber and seconded by Mr. Bostwick to approve the Facilities Development Request to lease 15,000 to 20,000 square feet in the Beloit area, funded through the 2009-10 operating budget.

Motion carried.

It was moved by Ms. Steeber and seconded by Ms. Soddy to approve forwarding the Facilities Development Request to lease facilities in the Beloit community to the Wisconsin Technical College System Board for its approval.

Motion carried.

It was moved by Ms. Steeber and seconded by Ms. Carvin to direct administration to solicit proposals for the long-term lease of 15,000 to 20,000 square feet of instructional facilities within the Beloit community.

Motion carried.

Mr. Hartstern reported the College is seeking to develop a regional Traffic Safety Center near the Central Campus. Estimated project costs are currently $6.7-$7.0 million, subject to inflationary impacts. Development of this project is contingent upon support of a major donor and identification of an appropriate location. Alternatives for location include a land purchase, a long-term property lease, and a property lease with the track “build to suit.” Approval of the Facilities Development Request is the first step in moving forward with this proposed project.
It was moved by Ms. Steeber and seconded by Mr. Leavy to approve the Facilities Development Request for a Traffic Safety Center, subject to funding through major donor(s), BTC Foundation contributions, and BTC District long-term debt funding, with development aligned with confirmation of funding.

Chairperson Westrick called for discussion. Mr. Munro stressed he is supportive of this initiative, but it can only happen with major donors.

Chairperson Westrick called the question.

Motion carried.

It was moved by Ms. Steeber and seconded by Ms. Carvin to approve forwarding the Facilities Development Request to lease facilities for the Traffic Safety Center to the Wisconsin Technical College System Board for its approval.

Motion carried.

It was moved by Ms. Steeber and seconded by Ms. Soddy to direct administration to solicit proposals for real property purchase or long-term lease of approximately 35 acres of real property available for development of the Center’s tracks and training facility.

Motion carried.

Dr. Larson stated Administration is requesting authorization to establish funding for three (3) limited-term positions to meet the anticipated needs of continued enrollment increases for Spring 2009. The three positions are: Office Technology instructor, Skilled Nursing instructor, and Counselor. The anticipated cost for salary and employee benefits for these positions is $110,598. Actual costs will be dependent on the credentials of selected candidates and the status of each candidate in the employee benefits programs. The cost of these positions will be funded by program fees from unanticipated enrollment increases and vacant positions. Dr. Larson added that if a decision was made to continue these as permanent full-time positions, they would be re-advertised in a new search process.

It was moved by Ms. Steeber and seconded by Mr. Olson to approve the requested funding for limited-term positions for an Office Technology instructor, a Skilled Nursing instructor, and a Counselor.

Motion carried.

Policy Review Committee Chairperson Richard Bostwick reported the Committee met on September 17, 2008.
It was moved by Mr. Olson and seconded by Ms. Carvin to approve the second reading of bylaws B-322 and B-324 as presented.

Motion carried.

Chairperson Westrick called for Wisconsin Technical College District Boards Association items. Brief reports were provided on attendance at the Association’s Fall Meeting held in Barneveld on October 17-18. Mr. Munro stated the Association’s Goals for this fiscal year were also approved. A sign-up sheet was routed for the Association’s Winter Meeting being held in Madison on January 22-23.

Chairperson Westrick called for other items. Brief reports were provided on attendance at the ACCT Annual Convention held in New York in late October.

It was moved by Mr. Olson and seconded by Mr. Bostwick to adjourn the meeting at 9:47 p.m.

Motion carried.

Chris Olson
Secretary