The regular meeting of the Blackhawk Technical College Board was held on Wednesday, February 18, 2009, at the BTC Administrative Center, 6004 S. County Road G, Janesville, in the Board Room. Board members present: Thomas Westrick, Chairperson; Lauri Steeber, Vice Chairperson; Jim Munro, Treasurer; Richard Bostwick; Heidi Carvin; Víctor González; Kevin Leavy, and Mary Soddy. Board members absent: Chris Olson, Secretary. Staff present: Dr. Larson; Dr. Kennedy; Dan Hartstern; Brian Gohlke; Jackie Pins; Pat Kempinski; Len Walker; Mark Triller; Stephanie Hewitt; Nancy Lightfield; Wanda Sloan; representatives of the BTC/Educational Support Professionals; and representatives of the Blackhawk Technical Faculty Federation.

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

It was moved by Mr. Bostwick and seconded by Ms. Soddy to approve the minutes of the Regular Meeting held on January 21, 2009.

Motion carried.

Chairperson Westrick called for Public Comment. Rubina Jan provided “60 Second Success Stories” which noted: Culinary Arts students’ participation in upcoming Knowledge Bowl; instructor Dave Gile was recognized for his participation in a panel discussion on campaign financing titled “Elections: Money & Influence” co-sponsored by the League of Women Voters-Janesville and Blackhawk Technical College, with support from The Joyce Foundation; 52 people participated in the field trip to Chicago in January; and instructor Larry Bower was recognized for a co-authoring a recently published Welding textbook.

The January financial statement was reviewed.

Chairperson Westrick called for special reports.

Student Representative to the Board Margaret Leavy reported SGA members recently attended a Leadership Conference in Whitewater. Nine members will be attending a Legislative Seminar in Madison on February 22. Additional upcoming events include: March 3 – Comedian Kelly Taylor will be performing at Central Campus; April 16 – Save a Life Tour: Alcohol Awareness Program; April 30 – Earth Day Party; and April 25 – Student Awards Banquet.
Dr. Larson presented the President’s monthly report and circulated correspondence and other information received by the District since the last meeting. He asked Mr. Walker to provide an update on the media coverage/requests that BTC has received within the past week. Dr. Larson also reported that he and the presidents from MSTC and FVTC co-presented at the recent State Board meeting on the initiatives that have been implemented to address dislocated worker needs. Contact has been made with legislators regarding activities supporting enrollment growth at BTC and how stimulus funds would assist in additional work. The impact of the 2009-2011 budget bill, as prepared by the District Boards Association, was shared.

Chairperson Westrick called for Unfinished Business. There was none.

Chairperson Westrick called for the Consent Agenda. Mr. Leavy requested that Enclosure #4 be pulled from the Consent Agenda.

It was moved by Mr. Munro and seconded by Ms. Carvin to approve the consent agenda, excluding Enclosure #4 – Approval of Business/Industry/Academic Support Division Training Contracts, which included current bills from the month of January – Voucher #00177567 to and including #00179113 and direct deposit expense reimbursements in the total amount of $3,248,925.76 (includes student related payments), a payroll total for the month of January of $716,371.87, payroll tax wire transfers for the month of January of $340,464.23, other wire transfers for the month of January of $58,939.05, WRS wire transfers for the month of January of $166,888.09, P-card disbursements for the month of January of $286,261.13, and a bond payment for the month of January of $0.00, for a grand total of $4,817,850.13; approval to issue continuing contract/employment letters to the attached list of members of the Faculty Federation; and acceptance of the intent to retire of Barbara Erlandson, Director of Student Services, effective June 30, 2009.

Motion carried.

Chairperson Westrick called for discussion on Enclosure #4. Mr. Leavy stated a concern of his is that with the contract training decline, training opportunities with new companies is needed to replace contracting that has been lost through company closures. If replacement opportunities are not found, there would be a potential of contract training not existing in future years. Mr. Westrick inquired into the number of businesses who have contracted with BTC in the past year. Ms. Kempinski responded that last year there were 125 contracts. Through the first six months of this year, 95 contracts have been reported. She stated this represents an estimated 40 companies, and added that additional companies participate in training offered through seminars and workshops. Mr. Westrick added that a large difference in contracting levels has occurred because of the Department of Labor (DoL) training grant. Companies utilize those training opportunities rather than contract for customized training. Ms. Carvin suggested that specific happenings which have affected the contracting totals be noted on the historical spreadsheet to provide a future reference.
It was moved by Ms. Soddy and seconded by Mr. Munro to approve Enclosure #4 - business and industry contracts negotiated since last meeting and business and industry contracts negotiated since the last meeting—Albany High School, $2,287.00; FJ Turner Senior High School, $2,243.00; Merrill Community Center, $126.00; Monroe Clinic and Hospital, $8,814.00; SW WI Workforce Development Board, $11,712.00; and the following contract which does not meet LAB criteria (cost listed in parentheses) which would have resulted in additional contract charges—Genecor, $1,737.00 ($3,280.00).

Motion carried.

Chairperson Westrick called for New Business/Committee Reports.

Nancy Lightfield, Kedron Wiersgalla, and Chris Flottum were present to provide information on the Academic Quality Improvement Program Systems Portfolio accreditation document. Ms. Flottum, Team Leader for Category 6: Supporting Institutional Operations, reviewed the focus of this category, which examines the institutional support processes that help to provide an environment in which learning can thrive.

Mr. Hartstern presented an annual report of Tax Incremental Districts (TIDs) located within the Blackhawk Technical College District.

Mr. Hartstern provided information on the College’s participation as a four-year-old kindergarten site for the School District of Janesville (SDJ) during this fiscal year. This year’s participation has been a success financially and academically. The BTC site has served 15 SDJ students, 3 of which are children of BTC students. The Children’s Learning Center has benefited from the SDJ’s help in modifying and molding the curriculum and standards for this instruction. This site has been a model site for the SDJ as far as the facility, the program, and the care. It is recommended that BTC continue serving as an agency site for four-year-old kindergarten for the School District of Janesville.

It was moved by Mr. Munro and seconded by Ms. Steeber to approve the College to continue serving as a School District of Janesville agency site for four-year-old kindergarten.

Chairperson Westrick called for additional discussion. Mr. Westrick inquired into how much subsidy the Center receives. Mr. Hartstern stated the subsidy is $38,000 this year and would propose to drop the amount by $2,000/year to end support in the future. Mr. Westrick inquired whether four-year-old kindergarten would generate more revenue in the future. Mr. Hartstern stated the Center’s participation from other agencies decreased this year, so the four-year-old kindergarten sustained the Center’s operations. Mr. Leavy inquired why only the SDJ was involved in this program. Mr. Hartstern responded that the BTC Center would be able to serve students from any of the area school districts who have their own four-year-old kindergarten program. Parents in those districts could open enroll their child in the SDJ during the open enrollment period, allowing the child to attend BTC’s Center. We did offer the program to the School District of Beloit; however, they had already made the selection of
providers and indicated they would consider us in the future. No additional communication has been received from that District. Mr. Leavy questioned whether this was a program that could be offered at the new Beloit Center and whether any promotion has been done to promote this program in Beloit. Courses offered at the Beloit Center may draw students who would need childcare. Mr. Hartstern stated that emails were sent to BTC students, but the individuals needing the service may not have gotten the communication. Having a similar program at the Beloit Center would be challenging because of the staffing and the facilities that would be needed. Ms. Carvin stated that if this type of program would fit with the Beloit Center, she would support it. Research has shown that the success of mothers has proven beneficial to the success of families. Ms. Steeber suggested that other businesses in the Eclipse Center may also have daycare needs and inquired into the possibility of the College entering into an agreement with them for this service. Margaret Leavy suggested an alternative method of notifying students of this program as all students do not check emails on a regular basis. She added that a number of students may need daycare services, especially if they are Beloit Memorial High School students, as upon leaving high school, the school’s daycare facilities would not be available for them to use. Dr. Larson stated another option would be to identify a provider who would be willing to locate at the Eclipse Center to provide daycare services. Ms. Carvin suggested administration look at the Edgerton School District's four-year-old kindergarten model as it is an excellent example of an aidable care program. Chairperson Westrick requested Administration to pursue childcare services at the Beloit Center for the future.

Chairperson Westrick called the question.

Motion carried.

Dr. Kennedy reported on the fee structure for avocational classes and noted these types of classes do not receive state aid funding. The recommendation being brought forth calls for a 10 cent fee increase to assist with the cost recovery of offering these types of courses.

It was moved by Mr. Munro and seconded by Ms. Soddy to increase avocational fees for 2009-10 by 10 cents per hour to $2.20 per hour, plus material fees, and to maintain a 25% reduction to senior citizens.

Motion carried.

Dr. Kennedy presented the annual Outreach Centers Report, which included enrollment information and trends. To encourage future growth, Board members urged Administration to run some of the classes in outreach centers, even if enrollment is not at an optimal number. Mr. González added that when filling vacant outreach coordinator positions, the individuals selected need to have a pull within the community, need to know the staff in the local schools, and need to know the needs within the community to be successful.

Dr. Larson reported a sabbatical leave request had been received by Linda Garrett, an instructor in healthcare-related programs. Ms. Garrett is requesting a one-semester leave, from
September through December 2009, to complete the practicum portion of an advanced degree through the University of Wisconsin-Whitewater.

It was moved by Mr. González and seconded by Ms. Soddy to approve a one-semester sabbatical leave for Linda Garrett in fiscal year 2009-10 in accordance with the provisions of the Master Agreement with the Blackhawk Faculty Federation.

Motion carried.

Dr. Kennedy summarized information provided on the development of a Phlebotomy Technician less-than-one-year technical diploma program. This new program would replace the existing non-credit certificate program in order to provide a ladder/career pathway for students into other healthcare programs. The desire is to offer this program at the Beloit Center. This is the first step in the program development process. Additional Board action will be required prior to program implementation.

It was moved by Ms. Steeber and seconded by Mr. González to approve the Scope Proposal for the Phlebotomy Technician Less-Than-One-Year Technical Diploma program and to submit the required documentation to the WTCS State Office.

Motion carried.

Ms. Sloan provided a review of the annual update to BTC’s Affirmative Action Plan. This update will be submitted to the WTCS State Office for its review and approval.

Mr. Gohlke reported that Administration was notified on February 17, 2009, that the Blackhawk Tech Faculty Federation had voted to ratify the tentative three-year bargaining agreement. A summary of the agreement highlights was distributed and reviewed.

It was moved by Mr. Munro and seconded by Mr. Leavy to ratify the 2008-2011 Master Agreement with the Blackhawk Technical Faculty Federation, Local #2308, which provides for wage increases of 3.0% (FY 2008-09), 3.25% (FY 2009-10), and 3.25% (FY 2010-11).

Motion carried unanimously.

Mr. Hartstern provided information on the preliminary budget for fiscal year 2009-10. A key challenge in the development of the budget is to maintain an overall tax levy increase of 4.9%, without program reductions, and no use of fund balance and continue to maintain the staffing and services necessary to meet the community’s needs during these economic times. The preliminary operational budget requests contained new initiatives of approximately $3.1 million. Capital requests totaled approximately $5.1 million. Mr. Hartstern stated ongoing reviews will continue for both the operational and capital budget requests.
Dr. Larson reported a request had been received from the Student Government Association (SGA) to hold a Casino Night activity at Central Campus on April 17, 2009. As Policy K-600 – Community Use of Facilities prohibits gambling activities at the College, the Board was asked to consider granting a waiver to SGA to allow this event to be held. Ms. Steeber questioned the legality of such an event and cited an Attorney General’s opinion regarding “Las Vegas” events. Dr. Larson stated the College’s legal counsel would be contacted prior to SGA moving forward with additional planning. He requested the Board take action with regard to granting a waiver for the event, pending a legal opinion from the College’s attorney.

It was moved by Mr. Munro and seconded by Mr. Bostwick to grant a waiver to SGA to allow a Casino Night event at Central Campus on April 17, 2009, contingent on the legal opinion of the College’s attorney. If deemed not legal as presented, the waiver would be rescinded.

Motion carried with Mr. González abstaining.

Policy Review Committee Chairperson Richard Bostwick reported the Committee met on December 17, 2008. Mr. Leavy requested that Policy C-539 be pulled from Enclosure #17 for discussion.

It was moved by Mr. Bostwick and seconded by Committee action to approve revisions to Board Policies C-201, C-221, C-301, C-350, C-513, C-514, C-528, C-537.1, C-537.2, C-537.7, C-537.9, C-537.13, C-537.14, and C-600 as presented.

Motion carried.

Chairperson Westrick called for discussion on Policy C-539 – Professional Development Opportunities. Mr. Leavy questioned what constituted “satisfactory completion” of a course and stated he felt there should be a grade indicated. Mr. Gohlke responded that grades submitted in the past have been a B or higher. Mr. Westrick questioned the addition of language regarding a requirement of the employee to sign a non-interest bearing note if receiving tuition reimbursement. Mr. Gohlke responded that this language is similar to that used for sabbatical leaves. If an employee remains employed with the College for two (2) years following completion of the course, the note will be cancelled. Anyone leaving the employ of the College prior to the 2-year timeframe would be required to reimburse the District for the tuition that had been paid.

It was moved by Mr. Munro and seconded by Ms. Soddy to approve the revisions to Board Policy #C-539 – Professional Development Opportunities as presented by the Policy Review Committee recommendation.

Motion carried with Mr. Leavy voting no.

It was moved by Committee and seconded by Committee action to approve the first reading of Board Bylaw B-230 – Board Committees.
Chairperson Westrick called for discussion. Mr. Leavy stated he was not in favor of discontinuing the Personnel Committee. If a specific committee is not tasked with the responsibilities of the Personnel Committee, he questioned who would carry out those duties. Mr. Munro responded that if the Personnel Committee was disbanded, specific functions could be assigned to a Board member. He cited one of the responsibilities of the Personnel Committee is the president’s evaluation. Even though the Personnel Committee has not met, the Committee Chair has still overseen that function. If the Committee was disbanded, that function should be assigned by the Board Chair to another member of the Board. Mr. Westrick indicated his preference to retain the Personnel Committee. Ms. Carvin stated that under policy governance, the purpose of some of the Board’s committees may no longer be needed. For now, she suggested the deletion of the Education Committee move forward but that the Personnel Committee not be deleted. Mr. Munro stated he was not concerned that Personnel Committee functions would be dropped, but felt the Board would address those issues on a more regular basis. Board member consensus was to modify revisions to Bylaw B-230 to remove the reference to delete the Personnel Committee.

Policy Review Committee Chair Richard Bostwick restated the motion, as modified by consensus, as “to approve the recommended revisions to Bylaw B-230, with the modification of not deleting the Personnel Committee as a standing Committee of the Board.”

Chairperson Westrick called the question.

Motion carried.

Chairperson Westrick called for Wisconsin Technical College District Boards Association items. A brief report was provided on the Association’s Winter Meeting which was held last month. Mr. Munro distributed a handout containing a list of future meeting dates and venues. A reminder was given that the Association’s Spring Meeting would be held in Appleton in April. Mr. Westrick requested that District Boards Association Officer Positions be added to the March Board agenda for discussion.

Chairperson Westrick called for other items. Dr. Larson stated the annual Soul Food Luncheon would be held on February 25, 2009. Board members wishing to obtain tickets should contact Ms. Pins.

It was moved by Mr. Bostwick and seconded by Mr. González to adjourn the meeting at 9:30 p.m.

Motion carried.

Chris Olson
Secretary