Regular Meeting
of the
Blackhawk Technical College District Board
March 18, 2009

Minutes

The regular meeting of the Blackhawk Technical College Board was held on Wednesday, March 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; Victor González; Kevin Leavy, and Mary Soddy. Board member absent: Chris Olson, Secretary. Staff present: Dr. Larson; Dan Hartstern; Brian Gohlke; Kim Rebarchek; Mona Antonelli; Barbara Erlandson; Pat Kempinski; Len Walker; Nancy Lightfield; Kirke Plank; Melanie Baak; a representative 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 Jim Munro and seconded by Mary Soddy to approve the minutes of the Regular Meeting held on February 18, 2009.

Motion Carried.

Chairperson Westrick called for Public Comment. Rubina Jan provided “60 Second Success Stories” which noted: The upcoming retirements of Bill Burwitz, Mary Johnson, and Lois D. Swanson; acknowledgement and thanks to Andy McGrath for his work in submitting for the $1M Earmark from Senator Herb Kohl’s office; thank you to Len Walker for the recent national exposure of the College; Dr. Larson, Dr. Kennedy, Dave Gile, and Kevin Purcell for the excellent work in the Student Success Training that recently took place; Chef Joe Wollinger and the hot plate students for placing 1st in the Restaurant Challenge in Milwaukee; Emmett Riddle, Wanda Sloan, the Louis Porter Club, and the Epicurean Club for the excellent presentation at the Soul Food Luncheon; Linda Brown and her assistants for the success of the 6th Grade Visits that recently took place at the College; and to remember a good friend and colleague – Donna Doughall-Jordan in her recent passing.

The February financial statement was reviewed.

Chairperson Westrick called for special reports.

Student Representative to the Board Margaret Leavy was not present. Dr. Larson provided a brief report of upcoming events: A silent auction will be held in late April instead of Casino Night; Board Elections will be held on April 7-8; the Save A Life event will be held April 16; Awards Banquet will be held on Saturday, April 25; and an Earth Day Party will be held on April 30.
Dr. Larson presented the President’s monthly report and circulated correspondence and other information received by the District since the last meeting. In addition, he noted that the College is making a strong effort to Go Green. Students are being asked to use the online resources for registration and payment and the faculty and staff are being asked to cut down on color copies and to print two-sided. Additional information was shared regarding the $951,000 Federal earmark; recognition of Associate Dean Loren Lippincott as an Outstanding Award winner at a national conference; a conversation with Department of Commerce Secretary Richard Leinenkugel at the President’s Association meeting stressed job creating along with job retention for the students that are being retrained.

Chairperson Westrick called for Unfinished Business. There was none.

Chairperson Westrick called for the Consent Agenda.

It was moved by Laurie Steeber and seconded by Jim Munro to approve the consent agenda, which included current bills from the month of February – Voucher #00179114 to and including #00179850 and direct deposit expense reimbursements in the total amount of $1,588,017.71 (includes student related payments), a payroll total for the month of February of $815,063.81, payroll tax wire transfers for the month of February of $378,107.62, other wire transfers for the month of February of $59,444.15, WRS wire transfers for the month of February of $104,981.65, P-card disbursements for the month of February of $215,222.51, and a bond payment for the month of February of $0.00, for a grand total of $3,160,837.45; business and industry contracts negotiated since the last meeting—Black Hawk School District, $1,944.00; Bytec, Inc., $624.00; Joyce Ethridge Cleaning and Cares, $95.00; Kerry Ingredients and Flavours, $179.00; Mercy Health System, $1,014.00; Stoughton Trailer, Inc., $586.00; acceptance of the intent to retire of Lois D. Swanson, Dental Assistant instructor, effective the end of the Spring 2009 semester; and acceptance of the intent to retire of William G. Burwitz, Accounting instructor, effective the end of the Spring 2009 semester.

Motion Carried.

Chairperson Westrick called for New Business/Committee Reports.

Nancy Lightfield, Kedron Wiersgalla, and Mona Antonelli were present to provide information on the Academic Quality Improvement Program Systems Portfolio accreditation document. Ms. Antonelli, Team Leader for Category7: Measuring Effectiveness, reviewed the focus of this category, which examines how BTC determines needs and priorities, selects and secures, collects and stores, analyzes and uses, distributes and manages data, information, and knowledge to manage ourselves and drive our improvement.

Melanie Baak and Kirke Plank provided Learning Operations Reports on their divisions: the General Education Division and the Manufacturing, Construction, and Aviation Division respectively. Information was shared on dislocated worker response efforts and future plans.
Mona Antonelli and Melanie Baak presented the new COMPASS placement scores and the rationale for moving to this model. With the new scores in place, we will be assured that the students have the basic tools necessary for a successful start to their new career path.

Dr. Kennedy reported on a proposal that will be submitted to the Department of Workforce Development to offer a series of mini-academies for dislocated workers. This will be an intensive college training experience to help prepare the students for their career choice and better acclimate them to a new world of studies.

Mr. Hartstern provided information on the Request for Proposals process recently held for the solicitation of proposals for auditing services for the College. He reviewed the proposals received and, based on experience, recommended proceeding forward with Wipfli LLP.

It was moved by Jim Munro and seconded by Víctor González to award an auditing services contract for fiscal years ending 2009, 2010, 2011, with optional renewal for 2012 and 2013, to Wipfli, LLP, Madison.

Motion Carried.

Mr. Hartstern reviewed the bids that have been received for the HVAC Phase 3 project, which was funded in the 2008-09 budget.

It was moved by Víctor González and seconded by Heidi Carvin to award the bid for the installation of the HVAC system to Tri-Cor Mechanical, Janesville, in the amount of $180,352 and to award a bid for the controls portion to Control Solutions, Belleville, in the amount of $67,710.

Motion Carried.

Mr. Hartstern reported the College solicited proposals for its primary depository banking services for three years, with two optional one-year extensions, beginning April 1, 2009. He reviewed the proposals received.

It was moved by Jim Munro and seconded by Mary Soddy to approve a contract with Blackhawk Bank, Beloit, for primary depository banking services for three years, with two optional one-year extensions, beginning April 1, 2009.

Motion Carried.

Mr. Hartstern presented information on an approach that Administration would like to take to align cleaning contract activities. This is an information item only. The desire is to extend some contracts for the purpose of all cleaning contracts beginning and ending on the same date.

Policy Review Committee member, Jim Munro, reported the Committee met on December 17, 2008, to discuss the following Bylaw and Policies.
It was moved by Committee and seconded by Committee action to approve the second reading of Board Bylaw B-230 – Board Committees, as modified at the first reading at the February 18, 2009, Board meeting.

Motion Carried.

Policy Review Committee member, Jim Munro, requested that Enclosure #17 be withdrawn as the action was included in the approval of Board Bylaw B-230.

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

Dr. Larson presented Alliant Energy as the nomination for the 2009 WTCS District Boards Association TECh Award for their support of Blackhawk Technical College over the years.

It was moved by Jim Munro and seconded by Kevin Leavy to nominate Alliant Energy for the 2009 WTCS District Boards Association TECh Award.

Motion Carried.

Chairperson Westrick stated a notification had been received by the DBA regarding local interest in seeking officer positions within the Association. A reminder was also provided regarding the Association’s spring meeting which will be held in Appleton on April 24-25. As Mr. Munro is not able to attend, Mr. Westrick will be designated as the voting delegate for the Board.

Chairperson Westrick called for other items. It was noted that the annual American Association of Community Colleges Convention will be held April 4-7 in Phoenix. An employee recognition breakfast will be held on April 29.

It was moved by Jim Munro and seconded by Heidi Carvin to adjourn the meeting at 8:56 p.m.

Motion carried.

Chris Olson
Secretary