Regular Meeting

of the

Blackhawk Technical College District Board

April 15, 2009

Minutes

The regular meeting of the Blackhawk Technical College Board was held on Wednesday, April 15, 2009, at the Blackhawk Technical College Monroe Campus, 210 4th Avenue, Monroe, in Rooms 413-414. Board members present: Thomas Westrick, Chairperson; Lauri Steeber, Vice Chairperson; Chris Olson, Secretary; Jim Munro, Treasurer; Richard Bostwick; Heidi Carvin; Victor González; Kevin Leavy; and Mary Soddy. Staff present: Dr. Larson; Dr. Kennedy; Brian Gohlke; Jackie Pins; Barbara Erlandson; Len Walker; Andy McGrath; Pat Kempinski; Nancy Lightfield; Chris Wellington; Lori Rodefeld; Hal Zenisek; and representatives of the Blackhawk Technical Faculty Federation.

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

Chairperson Westrick asked that a moment of silence be observed in memory of Dan Hartstern.

It was moved by Mr. Bostwick and seconded by Ms. Soddy to approve the minutes of the Regular Meeting held on March 18, 2009.

Motion carried.

Chairperson Westrick called for Public Comment. Rubina Jan and Rachel Jorgenson provided “60 Second Success Stories” which recognized: Bill Burwitz on his retirement; Daniel Harrigan and Dustin Williams for ensuring their new programs are meeting needs within the community; Loren Lippincott and the Safety Committee for conducting an active shooter activity at Central Campus; BTFF/ESP leadership for a successful food drive for ECHO; Health MDs Committee on another successful Health Fair; and Sue Griffin on the successful completion of her Doctor of Physical Therapy degree.

The March financial statement and quarterly update were reviewed.

Chairperson Westrick called for special reports.

Chairperson Westrick recognized William Burwitz, who will be retiring from the District with 37 years of service.

Lauri Steeber provided an update on BTC Foundation activities and noted that a donor recognition dinner will be held on April 23.

Joe Swanson, Vice President of Student Government at the Monroe Campus and President of Student Activities, provided a report on student activities at the Monroe Campus. Information was shared on the following: a speed networking event was recently held, an etiquette luncheon is planned
for April 22 and will focus on presenting yourself professionally, and the end-of-semester activity is scheduled for May 5.

Dr. Larson presented the President’s monthly report and circulated correspondence and other information received by the District since the last meeting. The active shooter exercise held at Central Campus on April 14 was a valuable exercise for the College and local external agencies. Work on the Beloit Center began on April 13, with completion slated by the end of July. As of April 13, BTC has maintained a 22% increase in Headcount (840 new students from last year) and a 28.1% increase in FTEs for credit programming in comparison to this same point in time last year. Grief counseling opportunities are being made available for staff at Central Campus in response to the sudden death of Dan Hartstern.

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 Mr. Munro to approve the consent agenda, which included current bills from the month of March – Voucher #00179851 to and including #00180632 and direct deposit expense reimbursements in the total amount of $1,561,182.68 (includes student related payments), a payroll total for the month of March of $962,618.24, payroll tax wire transfers for the month of March of $437,135.33, other wire transfers for the month of March of $66,524.64, WRS wire transfers for the month of March of $111,969.62, P-card disbursements for the month of March of $114,409.23, and a bond payment for the month of March of $3,920,084.38, for a grand total of $7,172,924.12; and business and industry contracts negotiated since the last meeting—Genencor, $458.00; Multiple Recipients—AJ Construction of WI, LLC, $1,470.00; Central WI Electric Co-Op, $245.00; DJB Inspections LLC, $980.00; and Karcz Pole Inspection LLC, $980.00; Multiple Recipients—Amwood Homes, $1,400.00; Bourns Automotive Division, $1,400.00; Mercy Health Systems, $8,400.00; Prent Corporation, $8,400.00; and SW WI Workforce Develop. Bd., $4,200.00; Precision Drive & Controls, $1,528.00; Pro Machining Inc., $1,232.00; Protient, Inc., $348.00; R & M Manufacturing, Inc., $299.00; School District of Clinton, $351.00; SW WI Workforce Develop. Bd., $13,169.00; and TAGOS Leadership Academy, $1,199.00.

Motion carried.

Chairperson Westrick called for New Business/Committee Reports.

Nancy Lightfield, Kedron Wiersgalla, and Lori Rodefeld were present to provide information on the Academic Quality Improvement Program Systems Portfolio accreditation document. Ms. Rodefeld, Team Leader for Category 9: Building Collaborative Relationships, reviewed the focus of this category, which examines the institution's relationships, current and potential, to analyze how they contribute to the institution's accomplishing its mission.

Andy McGrath provided a strategic direction update on College Operations. Information shared included a recap of the various areas of responsibility and activities for the District, the strengths of the College's facilities, as well as the future opportunities. With regard to Bookstore operations, Mr. Olson stated rising textbook costs needs to be addressed. He requested Administration to find out more information on the concept of textbook loans versus textbook purchases—cost factors and how that type
of operation would work. Ms. Carvin added that the utilization of electronic book copies will also be evolving as time continues and may be another option to consider.

Dr. Kennedy requested District Board approval of the Program Proposal for a Phlebotomy Technician Less-Than-One-Year Technical Diploma program. Courses have been added to the College's current non-credit Phlebotomy program to convert it into a credit program. This program would provide a ladder opportunity into other healthcare-related programs. It is slated to begin in August 2009 at the Beloit Center and the Monroe Campus, pending final approval.

It was moved by Mr. Munro and seconded by Ms. Steeber to approve the program proposal for the Phlebotomy Less-Than-One-Year Technical Diploma Program and to submit the documentation to the WTCS Board for approval.

Motion carried unanimously.

Dr. Larson stated any foreign travel must be approved by the District Board. Since the late 1990s, the WTCS and the Hessen Ministry of Education have had an agreement to advance mutual global education objectives, primarily through a scholar exchange program. Last fall, BTC hosted a German educator; a BTC staff person will now travel to Germany to participate in our portion of the exchange.

It was moved by Mr. Munro and seconded by Ms. Soddy to approve travel to Germany for Julie Patrick to participate in an international education exchange program and to approve reimbursement costs for airfare expenses to Germany and the equivalent cost of round-trip bus fare to O'Hare Airport.

Motion carried.

Finance Committee Chair Chris Olson reported the Committee met on April 7, 2009.

It was moved by Committee and seconded by Committee action to approve the attached budget modifications for the fiscal year 2008-09 budget as recommended.

Motion carried.

Andy McGrath provided a summary of the proposed fiscal year 2009-10 budget. Of the five identified budget themes, only one, the Traffic Safety Center, did not receive funding allocations within the proposed budget. A summary of the new budget proposal was distributed which compared the current year's budget statistics to that of the proposed budget and provided a review of new and limited-term positions contained in the budget. A majority of the new costs are to sustain increased costs due to the enrollment surge and relocation/expansion of the Beloit Center. Mr. González asked if additional information was available on the possibility of providing childcare services at the new site and the related costs. Dr. Larson responded that once the Center is open we would be better able to determine the need that exists between us and others in the Eclipse Center. The developers have mentioned that other tenants at the Eclipse Center have a similar concern about childcare. Mr. McGrath completed the presentation by stating the 2009-10 budget is a balanced budget with the exception of the prior service portion for the OPEB obligation. Bond counsel has stated this is not the time to seek the financing of
this obligation. At the end of this fiscal year, should there be revenues in excess of expenditures, those funds would be reallocated for this purpose.

It was moved by Committee and seconded by Committee action to place the Fiscal Year 2009-10 Budget on the May Board agenda for adoption and presentation at a public hearing.

Motion carried unanimously.

Policy Review Committee Chair Rich Bostwick reported the Committee met on March 18, 2009.

It was moved by Committee and seconded by Committee action to approve revisions to Board Policies D-200, D-280, and D-370 as presented.

Motion carried.

Personnel Committee Chair Kevin Leavy reported the Committee met earlier this evening.

It was moved by Committee and seconded by Committee action to approve the Vice President of Student Services position as recommended.

Motion carried with Mr. Westrick voting no.

Chairperson Westrick called for Wisconsin Technical College District Boards Association items. A reminder was given regarding the Association's Spring Meeting being held next week in Appleton.

Chairperson Westrick called for other items. Mr. Westrick reported he, Heidi Carvin, and Mary Soddy were reappointed to 3-year terms at the recent District Board Appointment Committee meeting. Mr. Munro provided a written report on his attendance at the annual American Association of Community Colleges Convention held April 4-7 in Phoenix. Copies will be provided to Board members. Reminders were given regarding the Student Awards Banquet on April 25 and the employee recognition breakfast on April 29.

It was moved by Mr. Olson and seconded by Mr. Bostwick to adjourn the meeting at 7:58 p.m.

Motion carried.

Chris Olson
Secretary