The regular meeting of the Blackhawk Technical College Board was held on Wednesday, September 16, 2009, 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; Víctor González; Kevin Leavy; and Mary Soddy. Board members absent: None. Staff present: Dr. Larson; Dr. Kennedy; Edward Robinson; Brian Gohlke; Dick Shikoski; Jackie Pins; Len Walker; Ann Krause; Chris Wellington; Wanda Sloan; and representatives of the Blackhawk Technical Faculty Federation and the Educational Support Professionals.

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 considering compensation of an employee over which the Board has responsibility and receiving an update on a potential real estate transaction. He indicated the Board would reconvene in open session at approximately 7:00 p.m. for the purpose of conducting regular monthly business. No action was anticipated. Any action, if necessary, would be taken upon reconvening in open session, scheduled for action in open session at the next regular meeting, or scheduled for action at a special meeting called on notice.

It was moved by Mr. Olson and seconded by Mr. Bostwick to adjourn the meeting to a closed session pursuant to Wis. Stats. 19.85 (1)(c)(e) for the purpose of considering compensation of an employee over which the Board has responsibility and receiving an update on a potential real estate transaction.

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

Motion carried.

All staff members were excused except Dr. Larson, Mr. Gohlke, and Ms. Pins.

Mr. Gohlke was excused.

It was moved by Mr. Munro and seconded by Mr. Olson to adjourn the closed session at 7:07 p.m.

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

Motion carried.
A five-minute recess was taken.

Chairperson Westrick called the regular meeting to order at 7:12 p.m.

It was moved by Mr. Munro and seconded by Ms. Soddy to approve the minutes of the Regular Meeting held on August 19, 2009.

Motion carried.

Chairperson Westrick called for Public Comment. Rubina Jan provided “60-Second Success Stories” by recognizing: College-wide efforts to meet the growing needs of the community, evidenced by an 18% increase in headcount and a 23% increase in FTE this fall; Diane Riesen for her 27 years of service to BTC; Culinary Arts faculty and students, Dr. Larson, and several Board members for their efforts and support of the upcoming ECHO and Culinary Scholarship Fund fundraising dinner at the Janesville Country Club; Wanda Sloan for facilitating a panel discussion sponsored by the League of Women Voters to celebrate Women's Equality Day; Jeff Messer and the Ed-Venture staff for serving 158 students from Wisconsin Heights School; Julie Lancaster, Janet White, and the Race, Ethnic, and Diversity students for their interest in learning cross-cultural perspectives on religion; and welcomed Ed Robinson as the new Vice President of Student Services.

The August financial statement was presented. There were no questions.

Chairperson Westrick called for special reports.

Chairperson Westrick recognized Carolyn Diane Riesen, who will be retiring from the District on October 1 with 27 years of service. Ms. Riesen was not in attendance; her plaque and award are to be presented to her prior to her retirement.

Student Representative to the Board David Jones reported Constitution Day is September 17 with activities planned on Campus. He announced the upcoming conferences SGA members will be attending and stated SGA Leadership training will be held on October 9. SGA has approved the addition of two (2) new student organizations—Business Professionals of America and Phi Theta Kappa-Honor Society. Student activity calendars were also distributed.

Dr. Larson introduced Mr. Edward G. Robinson as the new Vice President of Student Services, then presented the President’s monthly report and circulated correspondence and other information received by the District since the last meeting. He reported unduplicated credit course headcount has increased 23.35% over last year with FTEs reflecting a 36% increase. Limited-term employees have been utilized to assist with meeting the additional needs relating to the enrollment growth. Dr. Larson stated requests for additional LTE positions would be forthcoming in order for the College to meet the needs identified for classes beginning in January 2010. He added, as enrollments normalize, the LTE positions will be discontinued. Mr. Leavy asked whether the number of high school students and displaced workers could be reported when enrollment data is presented. Mr. Robinson responded that the displaced worker total could be difficult to provide if individuals are not attending through a third-party funding source. Recent high school graduates should be able to be identified and the data reported.

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 August – Voucher #00182645 to and including #00182971 and direct deposit expense reimbursements in the total amount of $2,340,658.95 (includes student-related payments), a payroll total for the month of August of $874,109.67, payroll tax wire transfers for the month of August of $408,619.21, other wire transfers for the month of August of $63,817.31, WRS wire transfers for the month of August of $132,598.66, P-card disbursements for the month of August of $132,072.98, and a bond payment for the month of August of $0.00, for a grand total of $3,951,876.78; and the following business and industry contracts negotiated since the last meeting—Beloit College (Trio), $950.00; Beloit YMCA, $96.00; Caring Hands, $156.00; Child & Family Connections, $785.00; Connections Mentorship Program, $675.00; Edgerton Fire Department, $562.00; Evansville High School, $946.00; Genecor, a Danisco Div., $1,063.00; Genecor, a Danisco Div, $1,106.00; Janesville Craig Women's Tennis, $435.00; Milton Middle School, $601.00; Rock Co. Human Services, $1,271.00; Sun Prairie HS, $435.00; US Geological Survey, $747.00; UW Whitewater Student Government, $724.00; Wisconsin Cheese Group, $437.00; WI Heights Middle School, $4,522.00; and the following contract which did not meet LAB criteria (cost listed in parentheses) which would have resulted in additional contract charges—SW WI Workforce Develop. Bd., $170,426.00 ($201,421.00); confirmation of an instructional employment contract issued to Dawn Konicek for the position of Accounting instructor at a salary of $55,424, effective August 20, 2009; confirmation of a limited-term instructional employment contract issued to Feroz Ghouse for the position of Information Technology-Networking instructor at a salary of $59,900, effective August 19, 2009; confirmation of an administrative employment contract issued to Edward Robinson for the position of Vice President-Student Services at a salary of $94,000, effective August 31, 2009, and approval of a relocation allowance for Mr. Robinson, not to exceed $3,000, to assist with moving costs; and confirmation of an adjustment in the compensation of Megan Ostrowsky, Coordinator-Beloit Center and Grants Administrator, to $55,949, effective August 12, 2009.

Motion carried.

Chairperson Westrick called for New Business/Committee Reports.

Dr. Larson provided a FY 2009-10 fall enrollment report. A report as of September 14, 2009, was distributed. This report reflected a 36% increase in credit FTEs and a 23% increase in credit headcount when compared to this same point in time in Fall 2008. Chairperson Westrick thanked faculty, administration, and staff for all of the extra work that has been undertaken as a result of the increased enrollment.

Chris Wellington and Ann Krause provided Learning Operations Reports to the Board on the Monroe Campus and Health, Human & Protective Services Division respectively. Highlights were shared on initiatives and accomplishments for each area, as well as future plans and challenges.

Dr. Kennedy stated the Board took action at its July meeting to approve a Scope Proposal for a Clinical Laboratory Technician (CLT) Associate of Applied Science degree, slated to begin in January 2010 at the Monroe Campus. It is anticipated that students entering this program would begin their coursework in the Phlebotomy program and the Laboratory Technician Assistant program. A Needs Assessment was conducted, with responses being very positive. It was reported that the average starting wages for a graduate of the CLT program would be $16.58. Approval of the
Program Proposal is now being requested. This is required prior to sending the Proposal to the WTCS State Board for final approval. Mr. Westrick questioned whether this program would only be offered at the Monroe Campus. Dr. Kennedy responded that the program, for now, would only be in Monroe due to the availability of lab space.

It was moved by Ms. Steeber and seconded by Mr. Bostwick to approve the Program Proposal for the Clinical Laboratory Technician Associate of Applied Science degree and to submit the documentation to the WTCS Board for approval.

Motion carried.

Mr. Gohlke provided information on the terms of the 2009-2012 Collective Bargaining Agreement with the Blackhawk Technical College Educational Support Professionals. Highlights of the proposal include: a two-year wage agreement—3% on the cell for 2009-10 and 3% on the cell for 2010-11—with a wage reopener the third year of the agreement; flexibility in the scheduling of the work week; ability to schedule Maintenance staff until 7 PM; accrual of comp time in lieu of paid overtime; educational reimbursement increased to $650 per year; addition of a requirement of completing Health & Wellness activities in order to retain the current level of health insurance coverage without incurring extra fees.

It was moved by Mr. Olson and seconded by Mr. Leavy to approve the ratification of the 2009-2012 Collective Bargaining Agreement with the Blackhawk Technical College Educational Support Professionals, which includes a two-year wage agreement with a reopener for the third year of the contract.

Motion carried.

Chairperson Westrick called for Wisconsin Technical College District Boards Association items. Mr. González shared information on the Association’s Planning Meeting, which was held at the end of August. He reported the Association will be piloting a modified meeting schedule, going from four annual meetings to three meetings.

It was moved by Mr. Olson and seconded by Ms. Steeber to forward the nomination of Kevin Leavy to the District Boards Association for the 2010 Board Member of the Year Award.

Motion carried.

Chairperson Westrick called for other items. Ms. Steeber reported she will not be in attendance at the October and November Board meetings due to training she will be attending out-of-state. If her training schedule permits, she will participate in the meetings via phone.

It was moved by Mr. Olson and seconded by Mr. Bostwick to adjourn the meeting at 8:20 p.m.

Motion carried.

Chris Olson
Secretary