The regular meeting of the Blackhawk Technical College Board was held on Wednesday, October 21, 2009, at the BTC Administrative Center, 6004 S. County Road G, Janesville, in the Board Room. The following members were present: Tom Westrick, Chairperson; Chris Olson, Secretary; Jim Munro, Treasurer; Richard Bostwick; Heidi Carvin; Víctor González; Kevin Leavy; and Mary Soddy. Board members absent: Lauri Steeber, Vice Chairperson. Staff present: Dr. Larson; Dr. Kennedy; Brian Gohlke; Edward Robinson; Jackie Pins; Dick Shikoski; Len Walker; Mike Gagner; Linda Gage; and representatives of the Blackhawk Technical Faculty Federation and the Blackhawk Technical College Educational Support Professionals. Guest present: Frank Schultz, Janesville Gazette.

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

It was moved by Mr. Munro and seconded by Mr. Bostwick to approve the minutes of the Regular Meeting held on September 16, 2009, as presented.

Motion carried.

Chairperson Westrick called for Public Comment. Rubina Jan provided “60-Second Success Stories” by asking for a moment of silence to honor two domestic violence victims; recognizing Dr. Larson and Wanda Sloan for their leadership in the Absence of Color Conference held this week at BTC; Loren Lippincott and Protective Services staff for the law enforcement training program, "Why Things Go Right-Why Things Go Wrong"; local Scouts Dan Pessoa and Nick Gilbank for their Eagle Scout Badge project which involved construction of a walkway and signage in the BTC Prairie area; Dr. Kennedy and Darian Snow for their presentation on BTC initiatives to support student success at the Career Pathways Conference; and Culinary Arts faculty and students for another successful Harvest Dinner held at the Buckhorn, raising over $9,000 for culinary scholarships.

The September financial statement and the Quarterly Update on the Financial Statement were presented.

Chairperson Westrick called for special reports.

Student Representative to the Board David Jones reported on the following activities: the legislative brunch has not been rescheduled to date; the ASGA Conference is October 24; the WSG Conference was held on October 16 & 17; a Student Leadership Conference was held; a
review has begun on new changes to the SGA Constitution; Save-A-Vet.org will be speaking at the Veterans Club meeting on November 11; a Veteran Wreath Ceremony is scheduled at the Central Campus flag pole at 10:00 a.m. on Veterans Day; the Fall Carnival will be held on October 30; guest speaker C.L. Lindsey will be speaking at Central Campus on October 29 on the topic “Computing and the Law”; the Veterans Club will be holding a food drive during November; and Phi Theta Kappa will have 33 inductees at a November 12 ceremony in the Central Campus Commons. Mr. Jones also thanked everyone involved in the Beloit Center Open House event.

Dr. Larson presented the President’s monthly report and circulated correspondence and other information received by the District since the last meeting. He provided information on Rep. Mason's Wisconsin Jobs Initiative, which would create new categorical funding to aid in the development of new programming opportunities. Preference for the funding would be given to districts with the highest unemployment. The new plaque acknowledging BTC Distinguished Alumni was presented and will be displayed in the Atrium area. Statewide plans are underway to celebrate the 100th anniversary of the Technical College System in 2011. Parking at Central Campus during the winter months is a concern. Options being considered to address the issue include removal of snow from areas normally blocked by plowed snow and a ride-share program for students and staff. Health preparedness is being monitored diligently, with focuses being placed on maintaining operations in the event a significant number of staff become ill and working with faculty regarding student absences due to their illness or their need to take care of immediate family members. Dr. Larson shared a letter he had provided to Board members in which he announced his retirement, effective June 30, 2010. Chairperson Westrick thanked Dr. Larson for his dedication to the College. He indicated he was on the Board when Dr. Larson was hired. At that time, the Board was looking for someone who would advance the College to the next level. He stated Dr. Larson has been very successful in that regard during his tenure at BTC. As a final item in his report, Dr. Larson asked Dr. Kennedy to comment on the article she authored in a recent publication from the National Career Pathways Network and the Institute for a Competitive Workforce. Dr. Kennedy indicated the article, "Adult Career Pathways in Health Sciences," was one of 17 articles chosen for the publication, and the publication would be sent to all national chambers of commerce.

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. Bostwick to approve the consent agenda, which included current bills from the month of September – Voucher #00182972 to and including #00184423 and direct deposit expense reimbursements in the total amount of $2,750,601.40 (includes student-related payments), a payroll total for the month of September of $870,657.43, payroll tax wire transfers for the month of September of $378,066.96, other wire transfers for the month of September of $74,453.22, WRS wire transfers for the month of September of $124,618.73, P-card disbursements for the month of September of $121,698.20, and a bond payment for the month of September of $412,101.81, and a health insurance wire
transfer for the month of September of $252,955.20, for a grand total of $4,985,152.95; and the following business and industry contracts negotiated since the last meeting—Albany High School, $6,857.00; ANGI Energy Systems, $1,694.00; Beloit College, $950.00; Black Hawk School District, $952.00; BRP US, Inc., $540.00; Cedar Crest, $1,053.00; Clinton Community School District, $1,100.00; Clinton High School, $2,159.00; Evansville High School, $2,379.00; FJ Turner Senior High School, $1,773.00; Genecor, A Danisco Division, $395.00; Kerry Ingredients & Flavours, $1,021.00; MECAS School, $800.00; Mentorship for Janesville Parker/Craig, $1,051.00; Regal Beloit Corp., $9,080.00; School District of Beloit, $34,828.00; School District of Brodhead, $4,538.00; School District of Edgerton, $2,379.00; School District of Janesville, $6,997.00; School District of Parkview, $4,758.00; Small World Child Care, $850.00; Wisconsin Cheese Group, $449.00; adoption of a resolution to designate district positions that are subject to Wisconsin’s Code of Ethics; confirmation of an administrative employment contract issued to Renea Ranguette for the position of Vice President of Finance & College Operations at a salary of $102,000, effective December 7, 2009, and approval of a relocation allowance for Ms. Ranguette, not to exceed $3,000, to assist with moving costs; acceptance of the resignation of Erin Maney, Manager, On-Line Learning, Assessment, and Curriculum, effective October 23, 2009; acceptance of the resignation of Theresa Butori, Teaching Learning Center Specialist, effective October 2, 2009; acceptance of the resignation of Amy Hart, Associate Degree Nursing Instructor, effective December 21, 2009; and approval of a $445,000 expenditure for the purchase of computers and technology-related equipment for fiscal year 2009-10 from state and regional contracts.

Motion carried.

Chairperson Westrick called for New Business/Committee Reports.

Mike Gagner and Linda Gage presented highlights of the Institutional Research & Planning Annual Report, including the Noel-Levitz Student Satisfaction Survey results; Needs Assessments conducted for three (3) program areas; the Graduate Follow-Up Survey; and ad hoc reporting requests from all levels of staff.

Len Walker provided an update on College marketing initiatives. The College entered into a contract with DreamWorld Studios to assist with the development of online marketing initiatives. The discovery phase of the project has been completed. He shared the web development plan, as it exists now, and noted the plan is a "working" document. The plan will drive the future efforts as BTC moves forward in the development of the new website. BTC has asked DreamWorld Studios to also develop the new website and a social media marketing strategy. He further reported the College's video footage has also been updated as a result of DreamWorld Studios’ contract; sample videos were previewed. The development of student success stories is a key component in the new marketing efforts. A final initiative in which DreamWorld Studios has become involved in is Future Fest, which is a statewide marketing initiative for a February 9, 2010, event. The local expenses for this initiative can be amortized over several years. BTC’s Future Fest proposal has been shared with several other colleges, and they are interested in collaborating in this particular project. Mr. Walker stated approval of
funding for the additional marketing expenditures would be brought to the Board at the November meeting.

Mr. Gohlke provided a strategic direction update on People. Objectives and initiatives identified for the People strategic direction were reviewed. Efforts for fiscal year 2009-10 include expanding diversity contacts/network to assist with recruitment, ongoing review of the newly implemented online applicant management system, and development of a plan for supervisory staff and mentor training programs.

Mr. Gohlke reported an original solicitation of bids for the carpet replacement project at Central Campus resulted in all bids being rejected at the August Board meeting with the directive to re-bid the project. The subsequent process resulted in three (3) vendors submitting bids. Administration recommended awarding the bid to the low bidder, Halverson Carpet Center, LTD., Janesville.

It was moved by Mr. Olson and seconded by Mr. Leavy to award the contract for carpet replacement at Central Campus to Halverson Carpet Center, LTD., Janesville, at a cost per square yard of $24.75.

Motion carried.

Personnel Committee Chairperson Kevin Leavy reported the Committee met earlier in the evening.

It was moved by Committee and seconded by Committee action to approve Administration's request for 11 additional positions, including six (6) limited-term instructors, one (1) instructional specialist, one (1) administrative specialist, and three (3) part-time lab assistants, for the remainder of the 2009-10 fiscal year.

Motion carried.

It was moved by Committee and seconded by Committee action to approve Administration's request to create the position of Dean of Public Safety.

Motion carried.

Mr. Olson inquired about the Paramedic program that was noted during discussion regarding the Dean of Public Safety position. Dr. Kennedy responded the College is working with Mercy Health Systems on the Paramedic program initiative, which is in response to a new accreditation requirement.

Finance Committee Chairperson Chris Olson reported a joint meeting of the Finance and Buildings & Grounds Committees was held on September 28, 2009. Mr. Shikoski added the
property valuation has since been announced and has resulted in additional funds being needed to offset the property devaluation. The revised actual property devaluation is $700,495.

It was moved by Committee and seconded by Committee action to approve the following options for the fiscal year 2008-09 balances—maintain the 2009-10 budget as presented, offset property devaluation at a cost of $700,495, reduce the proposed property tax/mill rate increase to 1.5%, increase the contribution to the OPEB liability by $200,000, allocate $400,000 for future College expansion, and apply $500,000 to one-time capital and equipment expenditures.

Motion carried.

Mr. Shikoski reported the 2009-10 budget was developed using an estimated equalized value growth of 2.50%. On October 13, the District received notification that its actual equalized value growth was -0.82%. The FY 2009-10 budget was adopted with a 2.7% levy increase. A revised recommendation was presented to reduce the levy increase to 1.5% through utilization of the fiscal year 2008-09 balances. This action would result in a decrease in the mill rate from the budget amount of 1.74481 to 1.72928.

It was moved by Mr. Munro and seconded by Ms. Carvin to authorize a total tax levy of $20,819,635 for 2009-10, inclusive of exempt computers, and a local (actual) tax levy of $20,749,303, or 1.72928 mills (including debt service) on $11,998,810,726 of equalized value, and that the various taxing entities be properly informed of their appropriate shares of the District’s levy.

Motion carried.

It was moved by Mr. Olson and seconded by Mr. Leavy to approve the Procurement Annual Report as presented.

Motion carried.

Mr. Shikoski reviewed the budget calendar that has been developed for the 2010-11 budget process. Dates and activities that require Committee or full Board involvement were highlighted on the calendar. This calendar is very similar to what was approved and used the past several years.

Chairperson Westrick called for Wisconsin Technical College District Boards Association items. A reminder was provided with regard to the Association’s fall meeting being held in Waukesha on November 4-6. Members attending will present a report at the November Board meeting. Mr. Westrick noted that Mr. González will be unable to attend the meeting; therefore, Mr. Olson will act as the voting delegate at the meeting.
Chairperson Westrick called for other items. Brief reports were provided on attendance at the ACCT Annual Convention held in San Francisco earlier this month. Members expressed ongoing interest in wind technology initiatives and concerns about textbook costs.

Chairperson Westrick stated discussion at the Board Retreat resulted in a new agenda item—Emerging Issues. Items brought forth for future discussion included: 2010 ACCT Conference in Toronto with the possibility of presenting on consortium marketing initiatives and high school recruiting efforts. Mr. Westrick stated, in light of Dr. Larson's retirement announcement, the Board needs to begin a presidential search process as soon as possible. Consensus was to hold a special meeting of the BTC District Board on Tuesday, November 3, 2009, at 4:30 p.m. to discuss the search process. Ms. Pins was asked to provide a draft Request for Proposals and a listing of search consultants at the meeting.

It was moved by Mr. Olson and seconded by Mr. Bostwick to adjourn the meeting at 8:50 p.m.

Motion carried.

Chris Olson
Secretary