Regular Meeting

of the

Blackhawk Technical College District Board

May 20, 2009

Minutes

The regular meeting of the Blackhawk Technical College Board was held on Wednesday, May 20, 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; Chris Olson, Secretary; Richard Bostwick; Heidi Carvin; Víctor González; Kevin Leavy (left meeting at 6:05 p.m.); and Mary Soddy. Board members absent: Kevin Leavy (after 6:05 p.m.) Staff present: Dr. Eric Larson; Dr. Sharon Kennedy; Brian Gohlke; Jackie Pins; Len Walker; Barb Erlandson; Dick Shikoski; Pat Kempinski; Hal Zenisek; Nancy Lightfield; representatives of the Blackhawk Technical Faculty Federation and the Educational Support Professionals.

Chairperson Westrick called the meeting to order at 5:30 p.m. He reported the BTC Board would immediately adjourn to a closed session pursuant to Wis. Stats. 19.85 (1)(c) for the purpose of beginning the process for the annual review of the President and evaluation of personnel as it relates to the setting of administrative salaries for FY 2009-10. He indicated the Board would reconvene in open session at approximately 7:00 p.m. Any action that might result from the closed session would be taken upon reconvening in open session, scheduled for action 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) for the purpose of beginning the process for the annual review of the President and evaluation of personnel as it relates to the setting of administrative salaries for FY 2009-10.

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

Motion carried.

Staff members were excused except for Dr. Larson, Mr. Gohlke, and Ms. Pins.

Mr. Gohlke and Ms. Pins were excused from the meeting.

Mr. Leavy left the meeting at 6:05 p.m.

It was moved by Mr. Olson and seconded by Mr. Bostwick to adjourn the closed session at 6:45 p.m.

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

Motion carried.

A recess was taken until 7:00 p.m.

Chairperson Westrick called the regular meeting to order at 7:00 p.m.
It was moved by Mr. Bostwick and seconded by Ms. Steeber to approve the minutes of the Regular Meeting held on April 15, 2009.

Motion carried.

Chairperson Westrick called for Public Comment. Bill Behling commented on the proposed pay increases for administrative and part-time non-teach staff. He stated local school boards are attempting to persuade unionized teachers to settle for little or no pay increases in view of the current economic situation and added that the BTC Board might want to be mindful of this type of restraint being sought throughout the educational community. Rubina Jan recognized two retiring faculty members, SNAP for Earth Day activities, and individuals involved in the Prairie Restoration Project, the Culinary Arts program staff/students for the successful Taste of the Future event, Early Childhood Education faculty and students for hosting a children's concert, and the success of this year's graduation ceremonies—GED/HSED, BTC programs, and the Basic Law Enforcement Academy.

The April financial statement was presented.

Chairperson Westrick called for special reports.

Student Representative to the Board Margaret Leavy was not present. Dave Jones introduced himself as the incoming Governor for the SGA and the new Student Representative to the Board. He also reported on the success of the recently held Backyard Bash.

Chairperson Westrick recognized Mary Johnson and Lois D. Swanson, who will be retiring from the District with 19½ years of service and 23 years of service respectively.

Dr. Larson presented the President’s monthly report and circulated correspondence and other information received by the District since the last meeting.

Chairperson Westrick called for Unfinished Business. There was none.

Chairperson Westrick called for the Consent Agenda.

It was moved by Ms. Carvin and seconded by Ms. Soddy to approve the consent agenda, which included current bills from the month of April – Voucher #00180633 to and including #00181034 and direct deposit expense reimbursements in the total amount of $740,869.68 (includes student related payments), a payroll total for the month of April of $904,920.79, payroll tax wire transfers for the month of April of $398,376.02, other wire transfers for the month of April of $63,872.85, WRS wire transfers for the month of April of $120,349.02, P-card disbursements for the month of April of $96,643.21, and a bond payment for the month of April of $382,680.94, for a grand total of $2,707,712.51; business and industry contracts negotiated since the last meeting—Blackhawk State Bank, $99.00; Community Action, Inc., $351.00; CRES Academy, $345.00; Genecor, $610.00; Integrated Marketing Solutions, $674.00; Kerry Ingredients & Flavours, $792.00; Metavante, $458.00; SW WI Workforce Develop. Board, $23,023.00; and approval of the Microsoft Contract for fiscal year 2009-10.

Motion carried.

Chairperson Westrick called for New Business/Committee Reports.

Nancy Lightfield, Kedron Wiersgalla, and Pam Helmeid were present to provide information on the Academic Quality Improvement Program Systems Portfolio accreditation document. Ms. Helmeid, Team Leader for Category 8: Planning Continuous Improvement, reviewed the focus of this category,
which examines the institution's planning processes and how strategies and action plans are helping the College to achieve its mission and vision.

Dr. Larson requested input into the designation of a date for the annual Board Retreat. It was the consensus of Board members to hold a half-day retreat in conjunction with a regular meeting date. Chairperson Westrick requested members to give some thought to topic areas and potential facilitators for the session. Ms. Steeber suggested a potential topic could be a board evaluation process.

It was moved by Mr. Olson and seconded by Ms. Soddy to hold the annual Board Retreat on September 16, 2009, in conjunction with the regular Board meeting.

Motion carried.

Dr. Kennedy reviewed the Program Proposal for the Human Resources Two-Year Associate of Applied Science Degree program. This new program will prepare learners to assist organizations with effectively utilizing their human resources. She further reported that input received from local business and industry indicates the program will meet an unmet need because of retirements, turnover, and new positions due to business growth. Therefore, Administration is requesting approval of the program proposal to implement this program, pending final budget approval for FY 2009-10 and WTCS State Board approval, with the intent to begin offering the program in August 2009 or January 2010.

It was moved by Mr. Munro and seconded by Ms. Steeber to approve the program proposal for the Human Resources Two-Year Associate of Applied Science Degree program and to submit the documentation to the WTCS Board for approval.

Motion carried.

Finance Committee Chairperson Chris Olson stated the Committee presented its recommendation on the Fiscal Year 2009-10 Budget at the April Board meeting. Adoption of the Budget for presentation at a public hearing is requested, as well as setting the date of the public hearing.

It was moved by Committee and seconded by Committee action to approve the FY 2009-10 Budget for presentation at a public hearing and to hold the public hearing on June 17, 2009, at 6:30 p.m. at the Administrative Center in the Board Room.

Chairperson Westrick called for discussion. Mr. Munro questioned whether there was any interest in relooking at the proposed budget in light of Joint Finance Committee (JFC) that may be forthcoming. If JFC action is taken prior to the College's Public Hearing, he suggested the Board's Finance Committee could meet and discuss possible revisions prior to the Public Hearing. Dr. Larson stated that the proposed budget may need to move forward until state implications are known. The BTC budget can be adjusted at a later date through the budget modification process. Mr. Olson supported that recommendation as the tax levy is not set until October. The 2009-10 budget could be modified until that time.

Chairperson Westrick called the question.

Motion carried.

Mr. Shikoski requested action to approve the resolution authorizing the District to move forward with the capital borrowing for fiscal year 2009-10. The award of the bond sale would be scheduled for action at the June 17, 2009, Board meeting, pending final approval of the FY 2009-10 budget.
It was moved by Mr. Olson and seconded by Mr. Munro to adopt the attached resolution authorizing the borrowing of not to exceed $2,500,000.00; and providing for the issuance and sale of general obligation promissory notes therefor.

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

Motion carried.

Mr. Gohlke reported that at the March Board meeting, information had been shared with regard to the alignment of contracts for cleaning services at all BTC locations. Approval is now requested for an 11-month contract extension for KleenMark for continuation of cleaning services provided at the Aviation Center, the Monroe Campus, and the Center for Transportation Studies for the period August 1, 2009, through June 30, 2010. The monthly rates proposed are: $3,066/Monroe Campus, $1,259/Aviation Center, and $1,424/Center for Transportation Studies, and reflect a 2% increase from the 2008-09 contract levels. Mr. Gohlke added that a bid solicitation will be undertaken in spring 2010 for a new cleaning services contract(s) for all BTC locations effective July 1, 2010.

It was moved by Mr. Olson and seconded by Ms. Soddy to approve an 11-month contract extension for KleenMark for cleaning services at the Aviation Center, the Monroe Campus, and the Center for Transportation, effective August 1, 2009.

Motion carried.

Mr. Gohlke stated a bid solicitation was done for an 11-month cleaning service contract for the new Beloit Center. Bids were received from five (5) vendors. Administration recommended award of a contract to the low bidder, KleenMark, at a cost of $19,013.34. Cleaning services for this location would also be included in the bid solicitation being undertaken in spring 2010. Mr. Olson stated the Board has consistently said that it is preferred to keep contracts in-district if at all possible. Diversified Building Maintenance holds the current cleaning services contract for Central Campus and is in-district. Ms. Steeber questioned the high part-time turnover rate reported for KleenMark. Mr. Gohlke responded the percentage indicated is for KleenMark employees as a whole; BTC has not experienced any difficulties with this company providing services at three BTC locations. Mr. Munro stated the price difference between KleenMark and Diversified is significant enough to warrant award of bid to the low bidder.

It was moved by Mr. Munro and seconded by Ms. Carvin to award an 11-month contract for cleaning services at the Beloit Center to KleenMark, Madison, at a cost of $19,013.34, effective August 1, 2009.

Motion carried with Messrs. Olson and González voting no.

Ms. Carvin requested turnover information be provided during the next RFP process for cleaning services at all BTC locations, and specifically, report on how KleenMark has performed at the new Beloit Center.

Mr. Gohlke reviewed the bids received for the replacement of approximately 90,000 square feet of an adhered roofing membrane on the portion of the Central Campus building which was constructed in 1986. Bids received were significantly under-budget due to the current economy. Due to favorable costs for this type of work, Board members suggested that if there are similar roofing projects scheduled to be done within the next year, it would be advantageous for the College to pursue receiving quotes for those projects at this time.
It was moved by Mr. Munro and seconded by Mr. Olson to award a contract in the amount of $291,800 to Maly Roofing, Madison, for the replacement of approximately 90,000 square feet of roof at Central Campus.

Motion carried.

Dr. Larson stated that an average base wage increase of 2.57% is recommended for administrative staff for fiscal year 2009-10. In addition, compensation adjustments were requested for individuals who are below the midpoint in their salary range. Administrative increases would be based on employees' pay ranges, with the upper level pay ranges receiving 2%, mid-level ranges receiving 2.5%, and lower level ranges receiving 3%.

It was moved by Mr. Munro and seconded by Ms. Steeber to approve an average base wage increase of 2.57% in fiscal year 2009-10 for administrative staff and to approve adjustments of compensation for individuals who are below the midpoint of their salary range.

Motion carried.

It was moved by Mr. Olson and seconded by Ms. Soddy to approve a 3.0% adjustment of wages for part-time, non-teach staff members, effective July 1, 2009.

Motion carried.

Personnel Committee member Chris Olson facilitated a review of Board Policy #C-417 – Executive Limitations. It was the consensus of members that this policy has worked well. It was requested that the policy be marked as reviewed as of this meeting date. No modifications were recommended.

Chairperson Westrick called for Wisconsin Technical College District Boards Association (DBA) items. A brief report was provided on the Association's spring meeting which was held in Appleton in late April.

Chairperson Westrick called for other items. Mr. Munro inquired into whether a presentation proposal had been submitted for the ACCT Conference with regard to dislocated workers and the resulting enrollment surge the College has experienced. Dr. Larson responded a joint proposal had been submitted by Fox Valley Technical College, Mid-State Technical College, and BTC.

It was moved by Mr. Olson and seconded by Ms. Soddy to adjourn the meeting at 8:10 p.m.

Motion carried.

Chris Olson
Secretary