Annual and Regular Meeting

of the

Blackhawk Technical College District Board

July 13, 2009

Minutes

The combined annual and regular meeting of the Blackhawk Technical College Board was held on Monday, July 13, 2009, at the BTC Administrative Center, 6004 S. County Road G, Janesville, in the Board Room. The following members were present: Lauri Steeber, Vice Chairperson; Chris Olson, Secretary; Jim Munro, Treasurer; Richard Bostwick; Heidi Carvin; Victor González; Kevin Leavy; and Mary Soddy. Board members absent: Tom Westrick, Chairperson. Staff present: Dr. Larson; Dr. Kennedy; Brian Gohlke; Jackie Pins; Len Walker; Dick Shikoski; Nancy Lightfield; and representatives of the Blackhawk Technical Faculty Federation.

Prior to the start of the annual and regular meeting, Associate Degree Nursing instructor Julie Patrick provided a presentation on her recent exchange trip to Germany.

In the absence of Chairperson Westrick, Vice Chairperson Steeber called the meeting to order at 7:00 p.m.

Reappointed Board members Heidi Carvin and Mary Soddy signed the oath of office. It was noted that reappointed Board member Thomas Westrick was not present but had signed his oath of office last week.

President Eric Larson temporarily chaired the meeting and called for nominations for the office of Chairperson of the Board for FY 2009-10.

Mr. Munro nominated Tom Westrick for the office of Chairperson of the Board.

Following three calls for nominations, it was moved by Mr. Olson and seconded by Mr. Leavy to close nominations for the office of Chairperson of the Board for FY 2009-10 and to cast one unanimous ballot for Tom Westrick for the office of Chairperson of the Board for FY 2009-10.

Motion carried.

President Eric Larson called for nominations for the office of Vice Chairperson of the Board for FY 2009-10.

Mr. Olson nominated Lauri Steeber for the office of Vice Chairperson of the Board.

Following three calls for nominations, it was moved by Mr. Olson and seconded by Ms. Soddy to close nominations and to cast one unanimous ballot for Lauri Steeber for the office of Vice Chairperson of the Board for FY 2009-10.

Motion carried.
Vice Chairperson Steeber called for nominations for the office of Secretary of the Board for FY 2009-10.

Mr. Bostwick nominated Chris Olson for the office of Secretary of the Board.

Following three calls for nominations, it was moved by Ms. Carvin and seconded by Mr. Leavy to close nominations and to cast one unanimous ballot for Chris Olson for the office of Secretary of the Board for FY 2009-10.

Motion carried.

Vice Chairperson Steeber called for nominations for the office of Treasurer of the Board for FY 2009-10.

Mr. Olson nominated Jim Munro for the office of Treasurer of the Board for FY 2009-10.

Following three calls for nominations, it was moved by Mr. Olson and seconded by Mr. Leavy to close nominations and to cast one unanimous ballot for Jim Munro for the office of Treasurer of the Board for FY 2009-10.

Motion carried.

It was moved by Mr. Bostwick and seconded by Ms. Soddy to approve the combined minutes of the Public Hearing on the FY 2009-10 Budget and Regular Meeting held on June 17, 2009.

Motion carried.

Vice Chairperson Steeber called for Public Comment. Rubina Jan provided “60-Second Success Stories” which recognized continued support of the faculty exchange program; Nursing faculty for their devotion to Licensed Practical Nurse cohort—9 of the 13 students will be completing that training; Dan Harrigan for his work in establishing the Clinical Laboratory Technician program; Wanda Sloan for her work with the flats revitalization group; and Jeff Messer for providing Ed-Venture opportunities for women with female trainers facilitating the sessions.

The June financial statement was presented. Mr. Munro requested Administration to look into the possibility of utilizing some of the Fund Balance to fund the College's Other Post Employment Benefits (OPEB) liability. Dr. Larson responded that $1.744 million has been applied to OPEB. Additional allocations can be made if the Board so desires. Mr. Olson stated that the Board is now in a position where it should look at how to utilize some of the Fund Balance. Dr. Larson added that in October, when the Board will be setting this year's tax levy, the Fund Balance needs to be taken into consideration. Ms. Carvin added that municipalities have been hit hard in these economic times. Anything the Board can do to have a zero tax levy impact should be done. Mr. Olson requested Administration to bring options to the Board when this decision is made in October. Dr. Larson indicated Administration would work with the Finance Committee to discuss options. Ms. Carvin questioned whether revenues in excess of expenditures could be used to buy down some of the debt service. Mr. Shikoski responded that action would only be possible if the notes were callable.
Vice Chairperson Steeber called for special reports.

Student Representative to the Board David Jones reported SGA activities over the summer are very limited; consequently, there was no additional report.

Dr. Larson presented the President’s monthly report and circulated correspondence and other information received by the District since the last meeting. He stated discussions have begun with regard to a strategic message regarding the availability of classes at the College for the Fall semester as we are rapidly approaching capacity for enrollments. Ms. Carvin stated that anything the College could do to find additional space within the communities should be done. Dr. Larson responded that Madison Area Technical College and Gateway Technical College have offered to take our overflow of students in areas where we cannot serve additional students. He also reported final interviews are being held for the Vice President-Student Services position, and that the Vice President-Finance and College Operations position is being re-advertised.

Vice Chairperson Steeber called for Unfinished Business. There was none.

Vice Chairperson Steeber called for Annual Meeting Business.

It was moved by Mr. Munro and seconded by Mr. Olson to continue to hold regular monthly meetings of the Board on the third Wednesday of each month at the Administrative Center of Blackhawk Technical College at 7:00 p.m., with the following exceptions—the August 19, 2009, meeting will be held at 7:00 p.m. at the Beloit Center in Room 127; the April 21, 2010, meeting will be held at 7:00 pm. at the Monroe Campus in Rooms 413-414; and the annual and regular meeting of the Board will be combined and held on July 12, 2010, at 7:00 p.m. at the Administrative Center of Blackhawk Technical College.

Motion carried.

It was noted The Monroe Times would remain the official newspaper of the District for FY 2009-10. Next year, the designation would be rotated to The Janesville Gazette.

Vice Chairperson Steeber indicated it would be necessary to name a delegate to the Wisconsin Technical College District Boards Association as the Board’s current delegate, Mr. Jim Munro, had completed his two-year term.

It was moved by Mr. Munro and seconded by Mr. Olson to nominate Víctor González as the Blackhawk Technical College voting delegate to the Boards Association for a two-year period.

Motion carried.

The following designations were made for the District Board Association’s committees:

Legislative Committee Representatives
Tom Westrick
Lauri Steeber
It was moved by Mr. Munro and seconded by Mr. Leavy to approve the attached resolution designating the depositories in which District funds will be deposited and the individuals authorized to make transactions for FY 2009-10.

Motion carried.

It was noted that no action would be needed on the designation of an auditor for the Blackhawk Technical College District. Wipfli LLP is in the first year of their three-year contract, with two one-year optional renewals.

It was moved by Mr. Olson and seconded by Mr. Leavy to retain Attorney William Bolgrien of Bolgrien, Koepe & Kimes, S.C., Beloit, as its general legal counsel, and Attorney Jon Anderson of LaFollette, Godfrey & Kahn, S.C., Madison, for labor relations for FY 2009-10.

Motion carried.

Vice Chairperson Steeber called for the Consent Agenda.

It was moved by Mr. Olson and seconded by Mr. Leavy to approve the consent agenda, which included current bills from the month of June – Voucher #00181515 to and including #00182261 and direct deposit expense reimbursements in the total amount of $1,020,219.21 (includes student-related payments), a payroll total for the month of June of $1,280,489.38, payroll tax wire transfers for the month of June of $592,376.53, other wire transfers for the month of June of $84,481.31, WRS wire transfers for the month of June of $110,777.20, P-card disbursements for the month of June of $244,523.83, and a bond payment for the month of June of $0.00, for a grand total of $3,332,867.46; and the following business and industry contracts negotiated since the last meeting—Cartographics Corp., $156.00; Cedar Crest, $156.00; Collinwood, $156.00; Cozy Li'l Acres, $156.00; Huntington Place, $135.00; Joyce Ethridge Cleaning and Cares, $360.00; Morgan School, $873.00; Positive Living, Inc., $156.00; Protient, Inc., $571.00; St. Elizabeth Manor, $156.00; SW WI Workforce Development Bd., $84,185.00; WI Ctr. for Blind/Visually Impaired,
$435.00; and confirmation of a limited-term instructional employment contract issued to Stephanie Douglas for the position of Counselor at a salary of $47,083, effective August 19, 2009.

Motion carried.

Vice Chairperson Steeber called for New Business/Committee Reports.

Mr. Walker provided a Strategic Direction update on Enrollment Management. Information shared included accomplishments addressing specific goals in the areas of enrollment management, student retention, and student services and an overview of market research that has been completed. Board members commended Mr. Walker for the work that has been done in this area.

Nancy Lightfield and Kedron Wiersgalla were present to provide information on the Self-Evaluation Process of the Academic Quality Improvement Program Systems Portfolio accreditation document. The self-evaluation of the Systems Portfolio identifies which systems within the College are strong and which ones require attention and improvement. The proposed membership for the Self-Evaluation Teams were shared. Dr. Larson inquired into additional Board member interest in serving as a reviewer during this process. In addition to Mr. Westrick's assignment to assist with reviewing the Helping Students Learn category, additional interest was expressed by: Ms. Carvin, Planning Continuous Improvement category; Mr. Leavy, Valuing People category; and Mr. Munro, Measuring Effectiveness category. It was suggested that training for this process could be provided during the Board's Retreat on September 16.

Dr. Kennedy requested approval of a Scope Proposal for a Clinical Laboratory Technician (CLT) Associate of Applied Science Degree program. The CLT program is being proposed to respond to the need to expand entry-level training in the area of Clinical Laboratory Technician and prepare graduates for work in laboratories serving the health care sector. Training provided in this program would be a combination of lab work and clinical experience. She added that 80% of the dislocated workers enrolled in the Laboratory Technician program this summer have expressed interest in advancing into the proposed CLT program. This program is slated to be held at the Monroe Campus and is anticipated to begin in January 2010.

It was moved by Mr. González and seconded by Mr. Munro to approve the Scope Proposal for a Clinical Laboratory Technician Associate of Applied Science Degree program and to submit the required documentation to the Wisconsin Technical College System Office for State Board approval.

Vice Chairperson Steeber called for additional discussion. Mr. Olson questioned whether there would be job opportunities within this field for graduates of the program. Dr. Kennedy responded that this particular laboratory position is consistently wanting for people. The Needs Assessment that will be done, plus the workforce data that we will review, will be used to substantiate the need for this program. After the Needs Assessment is completed, a Program Proposal would be brought back to the Board for final implementation approval.

Vice Chairperson Steeber called the question.

Motion carried.
Mr. Walker stated a Request for Proposals was recently done to solicit vendors to provide consultation services for the development of a three- to five-year strategic online marketing plan and reviewed the components of the proposals received.

It was moved by Ms. Carvin and seconded by Mr. Munro to award contracts to DreamWorld Studios, Edina, Minnesota, for consulting services specific to online marketing services for Blackhawk Technical College and to Knupp & Watson, Inc., Madison, Wisconsin, for marketing services specific to continue the local implementation of the WTCS branding campaign, "We are Futuremakers," for Blackhawk Technical College, beginning August 1, 2009, through June 30, 2010, with the option of extension for three additional years based on the needs of the College and resource availability.

Vice Chairperson Steeber called for additional discussion. Mr. Munro asked for clarification on the cost of the proposal. Mr. Walker responded the costs would include: $16,000 for DreamWorld's discovery phase; $50,000-60,000 to design and deploy a revised website; and $20,000 for Knupp and Watson to customize the "We Are FutureMakers" campaign for BTC. He added that DreamWorld Studios would be asked to make a presentation to the Board at the December meeting and share the online marketing services plan developed. At that time, we would also have a solid pricing plan for future work.

Vice Chairperson Steeber called the question.

Motion carried.

Dr. Larson reported that the continued enrollment surge for fiscal year 2009-10 has resulted in a need to establish four (4) additional limited-term positions—Financial Aid Assistant, Information Technology Networking Instructor, Industrial Maintenance Instructor, and Clinical Lab Technician Instructor—at an anticipated cost of $290,083. The cost of these positions would be funded by program fees from the anticipated enrollment increases, vacant positions, and the Kohl Grant. Authorization to proceed with these positions was requested. If these were to become permanent positions, full searches would be done.

It was moved by Mr. Munro and seconded by Mr. Bostwick to grant authorization for the District to proceed with the limited-term employment positions of Financial Aid Assistant, Information Technology Networking Instructor, Industrial Maintenance Instructor, and Clinical Lab Technician Instructor for Fiscal Year 2009-10.

Motion carried.

Policy Review Chairperson Rich Bostwick reported the Committee met on June 17, 2009.

It was moved by Committee and seconded by Committee action to approve the revisions to policies D-440, D-540, D-554, D-560, D-630, D-640, D-650, and D-680 as presented.

Motion carried.
Vice Chairperson Steeber called for Wisconsin Technical College District Boards Association items.

It was moved by Mr. Olson and seconded by Mr. Leavy to submit the nomination of Aaron Henry for the District Board Association’s 2009 Distinguished Alumni Award.

Motion carried.

Mr. Olson requested that Administration develop a gallery of former distinguished alumni nominees and asked that additional information on this be shared with the Board in the future.

A reminder was given with regard to the Association's Summer Meeting being held in Green Bay later this week. Ms. Pins was directed to notify DBA that Jim Munro would act as the voting delegate for this meeting due to Mr. González’ inability to attend that Board meeting.

Vice Chairperson Steeber called for other items. It was noted there was a date change on the Board calendar for the Beloit Center open house. The correct date and time is September 18, 2009, from 2:00-6:00 p.m.

It was moved by Mr. Olson and seconded by Mr. Bostwick to adjourn the meeting at 9:02 p.m.

Motion carried.

Chris Olson
Secretary