Regular Meeting

of the

Blackhawk Technical College District Board

August 19, 2009

Minutes

The regular meeting of the Blackhawk Technical College Board was held on Wednesday, August 19, 2009, at the BTC Beloit Center, 1741 Riverside Drive, 50 Eclipse Center, Beloit, in Room 127. The following members were present: Tom Westrick, Chairperson; Chris Olson, Secretary; Jim Munro, Treasurer; Richard Bostwick; Heidi Carvin; Victor González; Kevin Leavy; and Mary Soddy. Board members absent: Lauri Steeber, Vice Chairperson. Staff present: Dr. Larson; Dr. Kennedy; Brian Gohlke; Dick Shikoski; Jackie Pins; Len Walker; Nancy Lightfield; Steve Davidson; Jason Thoms; and representatives of the Blackhawk Technical Faculty Federation and the Educational Support Professionals.

Prior to the start of the regular meeting, Board members participated in a tour of the new Beloit Center facility.

Chairperson Westrick called the meeting to order at 6:30 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 discussing negotiations with the BTC/Educational Support Professionals. He indicated the Board would reconvene in open session at approximately 7:00 p.m. for the purpose of conducting regular monthly business. Any action which might result from the closed session 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. Munro and seconded by Ms. Soddy 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 discussing negotiations with the BTC/Educational Support Professionals.

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

Motion carried.

Dr. Larson and all staff members were excused.

Dr. Larson was recalled into closed session.

It was moved by Mr. Olson and seconded by Mr. Bostwick to adjourn the closed session at 7:15 p.m.
The roll was called and the following voted affirmatively: Mr. Olson, Mr. Leavy, Mr. González, Mr. Munro, Ms. Carvin, Ms. Soddy, Mr. Bostwick, and Mr. Westrick.

Motion carried.

Chairperson Westrick called the regular meeting to order after a brief recess.

It was moved by Mr. Munro and seconded by Mr. Olson to approve the minutes of the combined Annual and Regular Meeting held on July 13, 2009.

Chairperson Westrick thanked the Board members for their confidence in him and his re-election as Chair for this year.

Motion carried.

Chairperson Westrick called for Public Comment. Rubina Jan provided “60-Second Success Stories” by recognizing the support of the Board, administration, and staff for the vision and work to create the new Beloit Center; Kent Marsden for his participation in the Educator Externship program at Edgerton Hospital where he worked with Pharmacy staff, Radiology, and the Lab; BTC's Culinary Arts instructors for "Stirring the Pot" cooking demonstrations that were conducted in Monroe this summer; and Tim Curtis and Gary Schenck for enhancing web-based courses in Fire Science.

The July financial statement and the Quarterly Financial Statement were presented and reviewed.

Chairperson Westrick called for special reports.

Student Representative to the Board David Jones reported SGA is making preparations for the upcoming year, including a student involvement rally and Constitution Day activities. Mr. Leavy inquired into whether students had incurred problems in the timeliness of receiving financial aid. Mr. Jones stated there have been delays in students receiving communications regarding state and federal funding. Mr. Gohlke added that two (2) part-time employees have been assisting with processing financial aid requests. In addition, a new full-time, limited-term employee would be beginning within the next week. This additional staffing has assisted in Student Services being able to keep up with the increased volume of financial aid requests.

Dr. Larson presented the President’s monthly report and circulated correspondence and other information received by the District since the last meeting. Compared to last year at this same point in time, as of August 17, enrollment reflects a 41% increase in FTEs and a 30% increase in Headcount. Mr. González congratulated Administration and staff for the wonderful work done on the Beloit Center project. Mr. Munro urged Board members to attend the DBA reception on August 28 if they are available. Board members inquired into whether the Beloit Center's signage could be improved. Dr. Larson responded the current signage is the largest allowable under City ordinances. Hendricks Development Group continues work on redesigning the Eclipse Center's facade. Upon completion, the College's signage should be more visible.

Chairperson Westrick called for Unfinished Business. There was none.
Chairperson Westrick called for the Consent Agenda. Mr. Leavy requested Enclosures 8, 10, and 11 be pulled from the Consent Agenda.

It was moved by Ms. Soddy and seconded by Mr. Olson to approve the consent agenda, excluding Enclosures 8, 10, and 11, which included current bills from the month of July – Voucher #00182262 to and including #00182644 and direct deposit expense reimbursements in the total amount of $1,965,445.27 (includes student-related payments), a payroll total for the month of July of $932,824.20, payroll tax wire transfers for the month of July of $448,432.64, other wire transfers for the month of July of $220,635.77, WRS wire transfers for the month of July of $183,589.03, P-card disbursements for the month of July of $246,489.69, and a bond payment for the month of July of $0.00, for a grand total of $3,997,416.60; and the following business and industry contracts negotiated since the last meeting—First American Credit Union, $591.00; Harlem High School (Athletic Dept.), $1,173.00; Joyce Ethridge Cleaning & Cares, $360.00; Joyce Ethridge Cleaning & Cares, $180.00; Kathy Finley Services, $269.00; Monroe Clinic & Hospital, $10,752.00; North American Tool, $858.00; Rock Co. Juv. Justice Diversion Prog., $1,694.00; Rock Valley Community Programs, $54.00; School District of Milton, $784.00; Smurfit-Stone Container Corp., $837.00; SW WI Workforce Develop. Board, $735.00; SSI Technologies, Inc., $120.00; and Sun Valley Homes, $156.00; confirmation of an instructional employment contract issued to Kimberly Hawkins for the position of Medical Imaging Clinical Education Specialist at a salary of $46,143, effective July 15, 2009; confirmation of an instructional employment contract issued to Cynthia Ruiz for the position of Dental Assistant instructor at a salary of $53,601, effective August 19, 2009; acceptance of the intent to retire of Loren Lippincott, Associate Dean-Health, Human, and Protective Services, effective December 30, 2009; and acceptance of the resignation of Aaron Tomlinson, Law Enforcement Services Coordinator, effective August 14, 2009.

Motion carried.

Chairperson Westrick called for discussion on Enclosures 8, 10, and 11. Mr. Leavy questioned what the funding source was for these three limited-term employment (LTE) positions. Dr. Larson responded that these positions would be partially funded through Kohl grant money. Mr. Leavy requested Administration to indicate the funding sources within the write-ups for all future LTE positions. Mr. Westrick asked how LTE status is determined. Mr. Gohlke responded that LTE positions are developed on short-term notice to meet unanticipated needs. Ms. Carvin questioned what kind of support is given to LTEs who may not have taught before. Dr. Kennedy responded that many of our new faculty are from business and industry. The Deans work with them very closely. They are provided as much professional development help as necessary. In addition, permanent faculty also assist in partnering/mentoring LTEs.

It was moved by Ms. Soddy and seconded by Mr. Leavy to approve Enclosures 8, 10, and 11—confirmation of a limited-term instructional employment contract issued to Tracy Towne for the position of Associate Degree Nursing instructor at a salary of $61,682, effective August 19, 2009; confirmation of a limited-term instructional employment contract issued to Tracey Ramsey for the position of Associate Degree Nursing instructor at a salary of $59,599, effective August 19, 2009; and confirmation of a limited-term instructional employment contract issued to William Lobenstein for the position of Industrial Maintenance instructor at a salary of $49,849, effective August 19, 2009.

Motion carried.
Chairperson Westrick called for New Business/Committee Reports.

Nancy Lightfield and Kedron Wiersgalla provided information on the Higher Learning Commission's Index to the Five Criteria for Accreditation.

Steve Davidson stated the College's current storage area network is at capacity and has no additional warranty. A new storage area network is needed to meet the continued growth in data files. A Request for Proposals (RFP) was conducted for this purchase. The proposal provides for building a new system in parallel with the current system and adequate storage for data at all BTC locations for the next 60 months. Responses to the College's needs were not equal between the vendors who submitted proposals. An analysis of the bids resulted in the two highest qualified bidders being Paragon Development Systems (PDS) and Computer Discount Warehouse Corp. (CDW), both of Madison. The PDS bid responded to the complete needs of the College's proposal and would provide the equipment and services that would support current needs. While substantially lower in cost, the CDW bid re-scoped the project and did not contain all requested elements. In order to meet the needs that were requested within the RFP, additional pricing would be necessary within CDW's proposal. It was Administration's recommendation to award the bid to Paragon Development Systems, Madison, WI, at a total cost of $185,587. Mr. Bostwick asked whether any of the services provided by PDS could be done in-house. Mr. Davidson responded that IT staff currently do as much as they can; the proposed contract would provide for services over-and-above what BTC staff could do. He added that most of the vendors were not willing to provide as expedient service as Paragon, whose proposal provides on-site troubleshooting services within a 4-hour period of time. Mr. Bostwick stated the PDS hardware cost is cheaper than the other vendors and questioned whether better hardware would negate a need for many troubleshooting services in the future. Mr. Davidson responded that the PDS hardware was less expensive due to the experience it has with NetApp. CDW's hardware is an IBM re-brand, thus it is higher priced. Mr. Westrick questioned if the proposed purchase was adequate for the College's future needs. Mr. Davidson responded the proposed system was adequate and would last for five years. He added that when we migrate to the new system, we would also recover space in the system due to duplication, and that the new system would allow for capacity planning in the future at a smaller incremental price.

It was moved by Mr. Munro and seconded by Ms. Carvin to award the bid for the purchase of a storage area network to Paragon Development Systems, of Madison, at a cost of $185,587.

Motion carried.

Steve Davidson stated a Request for Proposals (RFP) was prepared for the purchase of service for the Microsoft Identity Lifecycle Manager Project. This RFP included customization and integration services as well as implementation and ongoing support. Based on an analysis of the bids received, the recommendation was to award the bid to Alaveris, Ottawa, Ontario, Canada, at a total cost of $37,500. This vendor's bid was substantially lower than other bidders because they provide this service within a niche market.

It was moved by Mr. Olson and seconded by Ms. Soddy to award a contract for services for the Microsoft Identity Lifecycle Manager Project to Alaveris, of Ottawa, Ontario, Canada, in the amount of $37,500.

Motion carried.
Mr. Shikoski reviewed the proposed modifications for the Fiscal Year 2008-09 budget. Of note were modification #1 which is proposed to meet the state requirement that past service costs must be placed under Function 6 and modification #5 which is the reallocation of grant funds to the proper account. The remainder of the modifications were routine in nature.

It was moved by Mr. Munro and seconded by Mr. González to approve the attached budget modifications for the Fiscal Year 2008-09 budget as modified.

Motion carried.

Mr. Shikoski reviewed the proposed modifications for the Fiscal Year 2009-10 budget. Of note were modifications to provide for funding for Beloit Center operational costs, funding for Phlebotomy and Industrial Maintenance cohort contracts, and the reallocation of capital project funds into proper function areas. The remaining modifications were routine in nature.

It was moved by Ms. Soddy and seconded by Mr. Leavy to approve the attached budget modifications for the Fiscal Year 2009-10 budget as modified.

Motion carried.

Mr. Gohlke stated a carpet replacement project at Central Campus was included in the FY 2009-10 budget. He reviewed the bids received from three (3) vendors and stated the quoted prices were significantly different. Analysis of the bids revealed that one of the bids contained an inferior product. Upon working with that vendor, Mannington from Calhoun, GA, it was learned that an alternate carpet, which met the College's needs, was listed on the state contract. A subsequent price was received from Mannington for that product, and it was a lower cost than the two remaining bids. Administration recommended the initial bids be rejected and approval given for Administration to purchase the alternate carpet from Mannington at the state-contract price. Board discussion followed. The consensus was that all companies should have been able to rebid this project, not just one vendor.

It was moved by Mr. Munro and seconded by Ms. Carvin to reject all initial bids received for the carpet replacement project at Central Campus.

Motion carried.

Administration was directed to bring new bids back to the Board for consideration at a future meeting.

Chairperson Westrick called for Wisconsin Technical College District Boards Association items. Board members shared information on the Association's meeting held in Green Bay in July. It was further noted that Mr. González would be participating in the Association’s Planning Meeting on August 28-29.

Chairperson Westrick called for other items. Ms. Pins announced that the WTCS State Board will be meeting at BTC on November 17-18. Mr. Westrick stated that the Board Member of the Year nominee would be selected at the September meeting and urged members to begin thinking about
who they would like as this year's nominee. BTC, Mid-State, and Fox Valley will be co-presenting a session at the upcoming ACCT Conference.

It was moved by Mr. Olson and seconded by Ms. Carvin to adjourn the meeting at 8:43 p.m.

Motion carried.

Chris Olson
Secretary