Regular Meeting
of the
Blackhawk Technical College District Board
February 17, 2010

Minutes

The regular meeting of the Blackhawk Technical College Board was held on Wednesday, February 17, 2010, at the BTC Administrative Center, 6004 S. County Road G, Janesville, in the Board Room. Board members present: Tom Westrick, Chairperson; Lauri Steeber, Vice Chairperson; Jim Munro, Treasurer; Richard Bostwick; Heidi Carvin; Víctor González (arrived 5:45 p.m.); and Mary Soddy. Board members absent: Chris Olson, Secretary; and Kevin Leavy. Staff present: Dr. Larson; Dr. Kennedy; Renea Ranguette; Edward Robinson; Brian Gohlke; Jackie Pins; Len Walker; Andy McGrath; Pat Kempinski; Wendy Schultz; Mark Triller; and representatives of the Blackhawk Technical Faculty Federation and the Educational Support Professionals. Guest: Ted Sullivan, Janesville Gazette reporter (departed at 5:50 p.m.).

Chairperson Westrick called the meeting to order at 5:15 p.m. He stated the purpose of the special session was to finalize the Profile for the President, taking into consideration input received during the Presidential Search Forums conducted earlier in the day. Dr. Hunter thanked Board members for their input in the survey they had completed on the traits and characteristics of the next President. A draft Presidential Profile was distributed. The top 12 items on the draft Presidential Profile were developed from the important traits and characteristics identified on the Board's survey. Most of the comments during today's forums were covered within those 12 items; however, several modifications have been made based on the input received. Wording was added to the 11th bullet to reflect a new leader possess a passion for the mission. In addition, two additional bullets were added to reflect the following: 1) Understands the importance of technology as it relates to institutional effectiveness including its application to teaching and learning, and administrative support; and 2) Demonstrated ability to develop innovative programs and work with others to support the economic development efforts of the service area. With these additional modifications, in Dr. Hunter's opinion, the document covers what was heard during conversations at the forums. Board members commented that the public comments mirrored their input as far as traits. However, some of the comments shared during the sessions would be appropriate in a job description of president, but did not fit into the traits category. A question arose regarding whether to include wording relating to the use of data and the AQIP process. As there are other methods of evaluating colleges, Board members decided specifying AQIP would be too focused as not all applicants would be from the Midwest region. Board members asked Dr. Hunter whether any traits/characteristics commonly utilized by other colleges were missing from BTC's Profile. Dr. Hunter responded that the proposed Profile contains the major components that are normally identified by other institutions: communication, inclusiveness, and collaboration. The Board was in agreement of the traits and characteristics identified in the draft Profile.
Discussion moved to the required qualifications for applicants. Based on Dr. Hunter's experience, the two recommended qualifications for education and experience are those most commonly used. Chairperson Westrick called for input on the education requirements. After discussion, Dr. Hunter suggested a modification to the education requirement to reflect a minimum of a master's degree be required. The education requirement would then read, "A doctorate from an accredited institution preferred, minimum of a master's degree from an accredited institution required." Ms. Carvin stated the organizational structure within higher education is such that the pathway from a Vice President position to President is a normal transition. Vice Presidents usually have the education being requested. Additional Board comments reflected the desire for the President to have a doctoral degree as it adds credibility to the institution. Chairperson Westrick called for input on the experience requirements. Dr. Hunter stated that within the higher education field, senior level experience means the individual has responsibility of a specific area of a college and reports directly to the President. In some very large institutions, individuals may be qualified for a presidential position because of the scope of their work even though they do not hold a Vice President position. An applicant bears the responsibility of providing information regarding his/her position if it does not match the perception of what that particular position would be. A question arose regarding the length of required senior level experience. The consensus was the use of the term "equivalent" gives the Board the ability to judge the experience of an applicant. Mr. Munro questioned whether the state’s certification required work experience outside of education. Mr. Gohlke responded the certification requirements include two years of work experience outside of the field of education.

Board members agreed to the addition of a third bullet — meet and maintain Wisconsin Technical College System certification requirements — to address the certification requirements for the position.

It was moved by Mr. Munro and seconded by Mr. Bostwick to approve the Presidential Profile as discussed and modified.

Motion carried.

Chairperson Westrick called for discussion on Presidential Search Committee (PSC) membership. At past meetings, brief discussion had taken place regarding the different groups and organizations to be considered within the membership of the PSC. He stated tonight's discussion would focus on identifying those groups and the number of representatives for the PSC. Dr. Hunter stated an average size committee is 16 members; however, larger committees also work well. In addition to the four Board members who have expressed an interest on participating on the PSC, Chairperson Westrick asked what other groups should be included. The consensus was the following groups be represented on the PSC: staff (to include 1 member from each bargaining unit and an administrative member), students, Foundation Board, economic development, healthcare, protective services, post-secondary education, manufacturing, avocational students/senior citizens, and Blue Ribbon II Committee. A question arose as to the skill set individuals would bring to the PSC. Dr. Hunter stated the skill sets of individuals are not usually considered when determining PSC membership. The experiences and perspectives of the individual PSC members allow them to evaluate Committee assignments from different angles. The particular system utilized in his searches works because of the

diversity in how candidates are evaluated and not by the skill set of the PSC members. Board members directed Chairperson Westrick, Dr. Larson, and Ms. Pins to seek input and names of suggested PSC members. Responses to the suggestions would be solicited from Board members, with Chairperson Westrick making initial contact with individuals in the community to determine their interest in serving. The final decision on PSC membership will be scheduled for action at the March 17, 2010, Board meeting.

At 6:40 p.m., Chairperson Westrick stated the Board would recess until 7:00 p.m.

Chairperson Westrick called the meeting to order in regular session at 7:00 p.m. Due to the presence of Darcy Luoma, a representative from Sen. Kohl's office, via phone, the presentation on the Career and Technical Education Grant was moved to the first item of business.

Andy McGrath and Pat Kempinski presented an overview of the Career and Technical Education Grant (CATE), a federal grant received through the efforts of Sen. Kohl to assist dislocated workers with employment and training activities. The project activities will run from January 2010 through December 2011. Two tracks have been developed for this grant. Track #1 leads to an associate degree in either an Information Technology program (Networking, Web Analyst/Programmer, Security) or the Clinical Laboratory Technician program (students must be currently enrolled in the Lab Technician program). Track #2, College Readiness Preparation, involves courses targeted by TABE testing results and includes courses such as ABE refresher courses, student success class, basic computer concepts, and keyboarding. Upon completion of those courses, students can enter credit-based short-term certificate training in Nursing Assistant, SMAW (MIG) Welding, and Business. Once the short-term certificates have been completed, future career pathways would be available to students interested in continuing their education to receive an associate degree or program diploma. Chairperson Westrick extended a thank you to Sen. Kohl and his staff for providing this great funding opportunity for the dislocated workers. He invited the Senator and his staff to come to BTC and visit some of the students receiving training under the CATE Grant.

It was moved by Mr. Munro and seconded by Ms. Soddy to approve the minutes of the Regular Meeting held on January 20, 2010.

Motion carried.

Chairperson Westrick called for public comment. Rubina Jan provided “60-second success stories” by recognizing faculty members who will retire at the end of this semester, the Criminal Justice Association and instructor Jeff Tellefson for the "Vision of Courage" presentation held at Central Campus, Medical Assistant program faculty and students for hosting a successful Red Cross blood donation on campus, the Accounting and Administrative Professionals faculty and students for providing the VITA program, the staff and students who assisted with the Garden Expo held recently in Madison, Hal Zenisek for his service to the College, the Culinary Arts faculty and students for their fundraiser event on March 2, and Wanda
Sloan for activities arranged on Campus and within the community to recognize Black History month.

The January financial statement was reviewed.

Chairperson Westrick called for special reports.

Student Representative to the Board David Jones reported on upcoming events, including a legislative brunch, the Wisconsin Student Government legislative seminar, a Phi Theta Kappa induction ceremony on March 4, a BTC bowling tournament and a 3-on-3 basketball tournament being planned in response to requests for athletic activities, presentations by two speakers—sessions on March 4 and March 9, mock interviews for students on March 11, and the Awards Banquet on April 24. In addition, he noted the AITP club will be attending a national competition in St. Louis.

Dr. Larson presented the President’s monthly report and circulated correspondence and other information received by the District since the last meeting. He noted the overflow parking arrangements at the Caravilla site would be discontinued on Feb. 25 as sufficient parking is now available at Central Campus. Discussion has taken place with Follett Bookstore regarding the option of students being able to lease rather than purchase textbooks. Last week the College received the AQIP System Portfolio reviewers' comments, and they were very favorable. The next step is for Drs. Larson and Kennedy to meet with the AQIP Co-Coordinators to begin planning actions to address any items noted.

Chairperson Westrick called for Unfinished Business. There was none.

Chairperson Westrick called for the Consent Agenda.

It was moved by Mr. Munro and seconded by Ms. Soddy to approve the consent agenda, which included current bills from the month of January – Voucher #00186917 to and including #00187454 and direct deposit expense reimbursements in the total amount of $1,367,994.63 (includes student related payments), a payroll total for the month of January of $871,414.60, payroll tax wire transfers for the month of January of $387,605.74, other wire transfers for the month of January of $71,995.53, WRS wire transfers for the month of January of $184,514.68, P-card disbursements for the month of January of $263,680.88, a bond payment for the month of January of $0.00, and a health insurance wire transfer for the month of January of $281,498.50, for a grand total of $3,428,704.56; business and industry contracts negotiated since the last meeting—E & N Hughes, $354.00; GSM Transportation, $2,901.00; Seneca Foods, $1,476.00; and the following contracts which do not meet LAB criteria (cost listed in parentheses) which would have resulted in additional contract charges—CESA 2, $3,221.00 ($3,795.00); approval to issue continuing contract/employment letters to the attached list of members of the Faculty Federation; acceptance of the intent to retire of Social Sciences and Communications instructor Rick Dehring, effective the end of the Spring 2010 semester; acceptance of the intent to retire of Associate Degree Nursing instructor Nancy Manthei, effective the end of the Spring 2010 semester; acceptance of the intent to retire of Medical Administrative Specialist instructor Nina
Gookin-Peterson, effective May 19, 2010; and acceptance of the resignation of Hal Zenisek, Dean of Business and Information Technology Division, effective March 5, 2010.

Motion carried.

Chairperson Westrick called for New Business/Committee Reports.

Dr. Kennedy presented the annual Outreach Centers Report, which included enrollment information and trends. Mr. González stated he was extremely happy with the Edgerton community education efforts and would like additional updates on progress being made in that effort. He added that the model of having someone within the community to act as a site coordinator is the perfect way to operate this type of programming.

Dr. Kennedy reported on the fee structure for avocational classes and noted these types of classes do not receive state aid funding. The recommendation being brought forth calls for a 10 cent fee increase to assist with the cost recovery of offering these types of courses.

It was moved by Mr. Munro and seconded by Ms. Soddy to increase avocational fees for 2010-11 by 10 cents per hour to $2.30 per hour, plus material fees, and to maintain a 25% reduction to senior citizens.

Motion carried.

Ms. Ranguette presented an annual report of Tax Incremental Districts (TIDs) located within the Blackhawk Technical College District.

Mr. Robinson reported the District Board is allowed to delegate staff the authority to submit remission requests to the WTCS State Office for out-of-state tuition for needy and worthy students. Due to the elevation of the Director of Student Services' position to that of Vice President, action was requested to name the new positions responsible for this action.

It was moved by Mr. Munro and seconded by Ms. Soddy to delegate authority to request remission authorization from the WTCSB for out-of-state tuition for needy and worthy students to the positions of Vice President of Student Services (Mr. Edward Robinson) and/or Registrar (Ms. Kerry Froehlich-Mueller).

Motion carried.

Mr. Robinson provided a review of the High School Enrollment report which reflects information on the total number of students who enrolled at BTC upon their graduation from local high schools. He stated the admissions and recruitment processes are in the process of being revamped, with an Enrollment Management Plan being developed. Over the last five years, traditional-age student enrollments have decreased. Staff are researching the reasons for the decline. Mr. Munro suggested the data for the Monroe School District may need to be modified to desegregate the Monroe E-school enrollment from the high school enrollment. He
stated the actual enrollment in the Monroe School District has declined, whereas the report indicated the District has experienced an increase. Mr. González requested the next report reflect 2008, 2009, 2010 to provide a larger trend.

Ms. Ranguette provided information on the preliminary budget for fiscal year 2010-11. Enrollments have peaked in recent years, with FY 2009-10 realizing enrollments much higher than predicted. Staff have worked to project where students are in their programs and how it will impact future enrollments as we move forward. Enrollment decline is projected to begin during the next fiscal year. To assist in anticipating a normalized enrollment, we have used 2007-08 as our base year to project future enrollment. She stated a declining enrollment projection would have a negative impact on state aid. Another area of significant note is the prediction of a 1% decline in equalized valuation, which is offset by a 1% increase in mill levy. Ms. Ranguette requested input from the Board on the direction it wishes Administration to pursue. Ms. Carvin stated, given the economic times, it would be better to utilize our fund balances rather than increase the tax levy. Ms. Ranguette responded it is very likely that the College would need to utilize fund balances in the near future to balance the budget. Mr. Munro stated that we have pushed the upper limits of what the Board originally set for fund balance, and then established additional fund balances. He supported using some of the fund balances to return to the original goals that had been established by the Board. He added that when visiting the District's legislators we have heard we should not ask for additional state funding until our levy limit was at the maximum level of 1.5. As a College, we need to look at the programs we want to continue, what programs we want to increase, and move forward from there. Mr. Westrick questioned whether Administration is anticipating the same level of revenues exceeding expenses as last year. Ms. Ranguette responded that it appears the College will end the year with an approximate deficit of $455,000, which would be covered through the use of fund balance. Mr. González stated he would prefer to not have an increase in the levy and requested close consideration be given to increased expenditures. Ms. Ranguette stated ongoing reviews will continue for both the operational and capital budget requests. The final budget recommendation for Fiscal Year 2010-11 will be presented to the Finance Committee in early April.

Mr. Robinson reported the College is mandated by federal law to maintain student records indefinitely. Historically, those records have been recorded on microfilm. Due to age, the microfilm and the image quality have deteriorated. Initial funding in the amount of $53,500 was included in the Fiscal Year 2009-10 budget. Subsequent funding of $53,500 to complete the conversion of records was included as a project to be funded through utilization of the Fiscal Year 2008-09 balances. Five vendors were asked to submit quotes for the conversion of 321 rolls of film during the student record conversion project. He recapped the four complete proposals which had been received. Mr. Robinson noted the proposal costs included all project-related work, factoring in 30% of the rolls would be challenging. If the number of rolls exceeds 30%, there could be a slight increase in the total project cost. A recommendation was made to award the contract for the student record conversion project to the low bid, Data Dimensions of Janesville, at a cost of $79,355.42.
It was moved by Mr. Munro and seconded by Ms. Carvin to award the contract for the student record conversion project to Data Dimensions of Janesville, WI, as stated.

Motion carried.


It was moved by Committee and seconded by Committee action to adopt Board Policy E-700 – Identity Theft Prevention as presented.

Motion carried.

It was moved by Committee and seconded by Committee action to approve revisions to Board Policies B-260, E-220, E-227, E-343, E-400, F-430, and I-730 as presented.

Motion carried.

Chairperson Westrick called for Wisconsin Technical College District Boards Association items. Board members who attended the Association's Winter meeting in Milwaukee in January provided a brief report. Mr. González stated the Association is evaluating the meeting schedule and format; he requested any suggestions/input be communicated to him. He added that the Association has also discussed a presentation on statewide marketing efforts at the next ACCT conference. A reminder was provided regarding the Association's Spring meeting being held in Racine on April 30-May 1, 2010. Mr. Munro reported the Nominating Committee met via conference call. The Association's three incumbents have voiced their intent to seek re-election. However, all Board members will receive a letter seeking other individuals interested in running for the positions. DBA officer positions should be added to the March Board agenda to provide an opportunity for anyone interested in being nominated to do so.

Chairperson Westrick called for other items. There were no Emerging Items shared.

It was moved by Mr. Bostwick and seconded by Ms. Soddy to adjourn the meeting at 8:27 p.m.

Motion carried.

Christopher J. Olson
Secretary