Regular Meeting

of the

Blackhawk Technical College District Board

January 20, 2010

Minutes

The regular meeting of the Blackhawk Technical College Board was held on Wednesday, January 20, 2010, at the BTC Administrative Center, 6004 S. County Road G, Janesville, in the Board Room. Board members present: Tom Westrick, Chairperson; Chris Olson, Secretary; Jim Munro, Treasurer; Richard Bostwick; Víctor González; Kevin Leavy; and Mary Soddy. Board members absent: Lauri Steeber, Vice Chairperson; and Heidi Carvin. Staff present: Dr. Larson; Dr. Kennedy; Renea Ranguette; Edward Robinson; Brian Gohlke; Jackie Pins; Len Walker; Jason Thoms; and representatives of the Blackhawk Technical Faculty Federation.

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

It was moved by Mr. Bostwick and seconded by Ms. Soddy to approve the minutes of the Regular Meeting held on December 16, 2009.

Motion carried.

It was moved by Mr. Olson and seconded by Mr. Munro to approve the minutes of the Special Meeting held on January 7, 2010.

Motion carried.

Chairperson Westrick called for public comment. Rubina Jan provided “60-second success stories” by recognizing Wanda Sloan for her work related to the MLK programming held on-campus, Dr. Kennedy for her leadership in bringing green technology training to campus, Eric Schwebke and Kevin Holmin for their efforts in the Electro-Mechanical Technology program which have led to a substantial increase in student enrollment, Gregg Krisco for his work with Prayas, Inc., Chefs Wollinger and Thomas and the Epicurean Club for their efforts in raising funds for the Haitian Relief, and to Jeff Scott and the Web Technology Programming students for their work in modifying websites for small Rock and Green County businesses.

The December financial statement and quarterly update were reviewed.

Chairperson Westrick called for special reports.

Student Representative to the Board David Jones was not in attendance; consequently, there was no report.
In the absence of Lauri Steeber, Dr. Larson and Mr. Walker provided a BTC Foundation update. Of note were the announcement of legacy gifts to the Foundation and increased scholarship awards.

Chairperson Westrick stated input was being sought on several items for the Presidential search process. At the special meeting on January 7, 2010, initial discussion was held regarding the Public Forums. Several dates had been suggested for the Forums—Feb. 4 and Feb. 11. An additional date for consideration is February 17. Dr. Kennedy advised February 17 is a non-student-contact day as it is an inservice date for all faculty members. Chairperson Westrick asked if it would be possible to set aside a time during the inservice session for the purpose of conducting a forum for faculty and staff. Dr. Kennedy stated an accommodation could be made for that purpose. Based on discussion, Board member consensus was to hold the Public Forums on February 17. A determination was made to hold four sessions—one at the Monroe Campus and three at Central Campus. Times of the sessions would be 9:30-10:30 AM (staff, students, and community members) at the Monroe Campus and 1:00-2:00 PM (faculty and staff), 2:30-3:30 PM (students), and 4:00-5:00 PM (community members). A special session of the Board would be scheduled for approximately 5:15 PM to review input received and finalize the Presidential Profile. The Board requested letters of invitation be sent to the following special interest groups within the District: Chambers of Commerce, Blue Ribbon II Committee members, Foundation members, public service clubs, K-12 superintendents, and community leaders. Board members expressing interest in serving on the Presidential Search Committee include Tom Westrick, Jim Munro, Heidi Carvin, and Kevin Leavy. The Board anticipates the Committee would have approximately 16 members. Additional membership would be driven by the types of categories the Board wishes to have represented on the Committee. Categories would be finalized in the near future. Final Committee membership would be announced in March.

Dr. Larson presented the President’s monthly report and circulated correspondence and other information received by the District since the last meeting. He reported a smooth start to the spring semester with a 19% increase in headcount from the previous year and a 29% increase in FTEs. A review had begun for the 2010-11 budget, with the Board being provided a first look at next year’s budget during the February meeting. A continuing concern on campus has been the rising cost of textbooks. Faculty have continued to work on initiatives to lower the cost of books to students. In addition, Follett Bookstore has asked the College to participate in their new textbook rental program. Another possibility is utilizing open source materials available to students on the Internet. Dr. Larson noted the ability to make any changes impacting textbook costs must be faculty-driven. Chairperson Westrick stated he has talked to a number of dislocated workers who are being offered transfers to other plants, which would impact normalization of enrollments. Dr. Larson noted if students are provided job transfer opportunities, they should get in touch with appropriate staff for assistance in making arrangements to finish their coursework. Mr. Robinson said information would be relayed to the student population regarding what they should do if they are afforded a job transfer opportunity.

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 Mr. González to approve the consent agenda, which included current bills from the month of December – Voucher #00186279 to and including #00186916 and direct deposit expense reimbursements in the total amount of $756,703.16 (includes student related payments), a payroll total for the month of December of $1,412,322.69, payroll tax wire transfers for the month of December of $597,296.04, other wire transfers for the month of December of $109,597.41, WRS wire transfers for the month of December of $123,424.87, P-card disbursements for the month of December of $110,698.96, a bond payment for the month of December of $0.00, and a health insurance wire transfer for the month of December of $274,816.90, for a grand total of $3,384,860.03 business and industry contracts negotiated since the last meeting—Pease Adult Family Home, $150.00; Regal Beloit, $3,017.00; Rock Co. Juv. Justice Diversion Prog., $1,694.00; Turner High School, $9,606.00; and the following contracts which do not meet LAB criteria (cost listed in parentheses) which would have resulted in additional contract charges—Community Action, $1,251.00 ($1,287.00) and Community Action, $1,251.00 ($1,287.00); confirmation of limited-term instructional employment contracts issued to Linda Daane for the position of LTE Office Technology instructor at a salary of $60,476, effective January 7, 2010, to Mary Engebretson for the position of LTE Associate Degree Nursing instructor at a salary of $59,599, effective January 7, 2010, to Amy Kitching for the position of LTE Business Management instructor at a salary of $57,510, effective January 7, 2010, to Julie Scheppelle for the position of LTE Office Technology instructor at a salary of $58,415, effective January 7, 2010, and to Edward Schoville for the position of LTE Computer Service Technician instructor at a salary of $64,414, effective January 7, 2010; confirmation of approval to grant a six-month unpaid medical leave of absence to Sandra Hough, effective February 8, 2010; and confirmation of an instructional employment contract issued to Julia Gates for the position of Nursing Lab Assistant at a salary of $53,601, effective December 2, 2009.

Motion carried.

Chairperson Westrick called for New Business/Committee Reports.

Dr. Kennedy provided a strategic direction update on Programming. Objectives and initiatives identified for the Programming strategic direction were reviewed. Efforts for fiscal year 2009-10 include aligning BTC curriculum with high schools' programs of study to better prepare students for college-level work, tracking effect of higher cut scores on the COMPASS Test, mandating a one-credit Student Success course, expanding on-line and hybrid opportunities, and reviewing traditionally low-enrolled programs as well as provided an update on the progress that has been made on the goals. Chairperson Westrick requested an update on the result of previously reported changes in the Automotive program area to improve student success rates.

Dr. Kennedy presented a list of programs approved for operation in Fiscal Year 2010-11. She stated, over the next year, the College would more than likely have a combination of
curriculum revisions, a local certificate, and an advanced certificate in green technologies/processes.

Ms. Ranguette stated a Request for Purchase had been done for core infrastructure hardware consisting of a network system switch for the servers and the network and a wireless controller to increase the capacity for the College wireless network. Requests were sent to five (5) Cisco equipment vendors. Administration recommends approval of the purchase from Paragon Development Services (PDS) at a cost of $149,394 to meet BTC network requirements. Funding for the purchase would be provided from the FY08-09 balances.

It was moved by Mr. Olson and seconded by Mr. Leavy to approve the purchase of the Cisco Nexus Switch and Wireless Controller Systems from Paragon Development Services (PDS) at a cost of $149,394.

Motion carried.

Ms. Ranguette stated 20 modifications were being presented for the fiscal year 2009-10 budget. Of note were modifications 4 and 20 which reflect changes in the funding structure for returning veterans.

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

Motion carried unanimously.

Mr. Gohlke stated a request was being made to approve increased limited-term staffing for the Career and Technical Education (CATE) grant, funding which was sponsored by Sen. Kohl in the Dept. of Labor budget. Administration is requesting three additional limited-term instructional positions for the Business & Information Technology Division—two for Office Technology and one for Information Technology-Web Analyst/Programmer, at an approximate salary cost of $158,004. The College does have full enrollment in these instructional areas.

It was moved by Mr. Munro and seconded by Mr. Leavy to approve increased staffing for the Career and Technical Education (CATE) grant through the establishment of three limited-term instructional positions within the Business and Information Technology Division.

Motion carried.

It was moved by Mr. Olson and seconded by Mr. Leavy to confirm limited-term instructional employment contracts for the following Career and Technical Education (CATE) grant positions to Sadie Gunnink for the position of LTE Office Technology instructor at a salary of $46,121 and to Tania Messina for the position of LTE Office Technology instructor at a salary of $52,284, both effective January 7, 2010.

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

A reminder was given regarding the Association’s Winter Meeting being held in Milwaukee January 20-22, 2010. Mr. González stated he has been a member of a DBA ad hoc committee which is looking at the frequency of Association meetings. During the current year, 3 meetings are being held instead of 4 meetings in hopes of attracting additional statewide attendance. A report on the initiative would be made at the meeting on January 21.

Chairperson Westrick called for other items. Emerging items included Mr. Leavy's request for a report in the near future on high school visits and resulting enrollments. Mr. Robinson responded a report can be provided on enrollments at the College by high school; however, tracking information has not been collected in the past. Currently, an enrollment management plan is being developed which does have a tracking component. He added that he has also been at high schools with staff in an effort to develop better connections with the schools. Chairperson Westrick requested a report be presented at the February Board meeting on enrollment information for recent high school graduates.

It was moved by Mr. Olson and seconded by Mr. Bostwick to adjourn the meeting at 8:15 p.m.

Motion carried.

Christopher J. Olson
Secretary