The regular meeting of the Blackhawk Technical College Board was held on Wednesday, March 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; Heidi Carvin; Victor González; Kevin Leavy; and Mary Soddy. Board members absent: Chris Olson, Secretary; and Richard Boswick. Staff present: Dr. Larson; Renea Ranguette; Edward Robinson; Brian Gohlke; Jackie Pins; Len Walker; Kirke Plank; Melanie Baak; Wanda Sloan; and representatives of the Blackhawk Technical Faculty Federation and the Educational Support Professionals.

Chairperson Westrick called the meeting to order at 6:00 p.m. He stated the purpose of the special session was to discuss membership of the Presidential Search Committee (PSC). Categories to be represented on the Committee were determined at the February 17, 2010, meeting. Since then, individuals have been identified for potential membership on the PSC.

Ms. Steeber requested the Board move to closed session to hold discussion on individuals being considered for Committee membership. Chairperson Westrick stated no action would be taken during closed session. Action to approve membership was scheduled to be taken during regular Agenda business later in the evening.

It was moved by Ms. Steeber and seconded by Mr. Leavy to adjourn the meeting to a closed session as authorized by Section 19.85(1)(f), Wis. Stats., for the purpose of commenting on the financial, medical, social, or personal histories or disciplinary data of certain proposed candidates for appointment to the Presidential Search Committee.

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

Motion carried.

All staff were excused with the exception of Dr. Larson and Ms. Pins.

It was moved by Ms. Soddy and seconded by Mr. Leavy to adjourn the closed session at 6:25 p.m.

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

Motion carried.
Chairperson Westrick called for a recess until 7:00 p.m.

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

It was moved by Mr. Munro and seconded by Mr. González to approve the minutes of the Regular Meeting held on February 17, 2010.

Motion carried.

Chairperson Westrick called for public comment. Rubina Jan provided “60-second success stories” by recognizing Physical Therapy Assistant instructor Sue Griffin for her presentation at the National PTA Convention in California; Dustin Williams and post-secondary agriculture students for participation at a recent conference; Stephanie Hewitt and SGA members for participation in the WSG Legislative Seminar held in Madison; Mark Triller and the Campus Crusade for Christ student organization for sponsoring a collection of shoes for Haiti in conjunction with the locally coordinated effort by Soles4Souls in Janesville; Tina Jordan and Deborah Pessoa for attending a Human Simulation Conference; and by congratulating Early Childhood instructor Lori Krasemann for winning a WACTE essay contest and the Culinary Arts faculty/students for winning a silver medal at last week's Wisconsin Restaurant Association's competition in Milwaukee.

The February financial statement was reviewed.

Chairperson Westrick called for special reports.

Paul Gabriel, Executive Director of the Wisconsin Technical College District Boards Association, provided an update on Association activities.

Student Representative to the Board David Jones reported 10 students attended the WSG Legislative Seminar in Madison; a Legislative Appreciation Lunch is being scheduled for April 30 and will include a tour of the Aviation Center; there was a great turnout for recent speakers on campus; 27 students participated in mock interviews held on April 11; SGA elections will be held beginning March 30; a bowling tournament will be held on April 11 at River's Edge in Janesville; Earth Day Celebration will be held on April 22; the Student Awards Banquet will be held on April 24; and the Backyard Bash is scheduled for May 6.

Dr. Larson presented the President’s monthly report and circulated correspondence and other information received by the District since the last meeting. In addition, he reported there has been growing conversations in the community regarding employment opportunities for graduates. He distributed labor market projections for May 2010 which have been compiled for employment clusters. Sources indicated jobs are available for graduates, but they may not be in our immediate area. Dr. Larson concluded by stating he and Dr. Kennedy would be guests on the Stan Milam Show on March 29.
Chairperson Westrick called for Unfinished Business. There was none.

Chairperson Westrick called for the Consent Agenda.

It was moved by Ms. Steeber and seconded by Ms. Soddy to approve the consent agenda, which included current bills from the month of February – Voucher #00187455 to and including #00189401 and direct deposit expense reimbursements in the total amount of $3,800,000.33 (includes student related payments), a payroll total for the month of February of $966,771.42, payroll tax wire transfers for the month of February of $419,272.56, other wire transfers for the month of February of $73,424.33, WRS wire transfers for the month of February of $127,575.32, P-card disbursements for the month of February of $112,436.10, a bond payment for the month of February of $0.00, and a health insurance wire transfer for the month of February of $295,226.30, for a grand total of $5,794,706.36; business and industry contracts negotiated since the last meeting—Beloit Memorial High School, $5,370.00; Bytec, Inc., $712.00; Clinton Community School District, $410.00; Kerry Ingredients & Flavors, $400.00; Mercy Health System, $729.00; Monroe Clinic & Hospital, $6,094.00; Parkview High School, $19,092.00; and Tigre USA, Inc., $1,009.00; and acceptance of the resignation of Richard Dannemiller, Manager, Training & Consulting Services, effective July 16, 2010.

Motion carried.

Chairperson Westrick called for New Business/Committee Reports.

Melanie Baak and Kirke Plank provided Learning Operations Reports on their divisions: the General Education Division and the Manufacturing, Construction, and Aviation (MCA) Division respectively. Information was shared on actions to respond to increased demand and actions to plan for normalization of enrollments for fall 2010. Green initiatives within the MCA Division were also reviewed. Dr. Larson expressed appreciation to Mr. Plank for his willingness to act as the interim Dean in the Business & Information Technology Division.

Wanda Sloan provided a review of the annual update to BTC’s Affirmative Action Plan. She stated there have been significant improvements within the last year in hiring diverse representatives in more visible positions. Ms. Carvin inquired into the mentoring program for Beloit Memorial High School students which had been mentioned during last year's report. Dr. Larson stated the partnership with the Black Male Role Model Group in the mentoring project has not progressed as he had hoped. However, there have been a number of additional activities within the Beloit community to establish contacts for mentorship opportunities. Mr. Robinson added inquiries for mentors have been received from middle schools, and staff has been involved with the Boys and Girls Clubs to provide mentorships. Mr. González asked whether BTC is seen as a welcoming place within the community. Ms. Sloan stated BTC is seen as welcoming; people within the community want to be involved with the College as students and as employees. Mr. Leavy added more people in Beloit have recognized the College within the last year because of the new site in Beloit. He stated the College has done well in diverse hiring within upper levels of the College and inquired about entry-level positions. Ms. Sloan responded the College recruits in the same fashion for entry-level positions; however, those applicants are tested and
requisite skills are identified prior to interviews. Mr. Leavy posed the questions, "What challenges do we face in achieving the plan, especially with a new President starting? Is there anything the Board could do that it is not doing?" Ms. Sloan stated it is very important that Board members read the reports provided to see what departments are doing to promote diversity within their areas. She stated one of the most serious challenges is making inroads deeper into the organization and not just at the higher levels. In addition, we need to be aware of EEOC situations that are on the increase in other areas of the country to make sure they do not become a problem at BTC. Mr. Gohlke also urged Board members to show their support of Diversity Week activities by attending some of the events. Mr. Munro stated the annual updates remind him of the goals which have been established for the Plan. The key to being successful is the culture of the institution. If a culture believes in diversity, the organization will make a huge step forward. From the report received, it seems BTC has made a step in the right direction. Mr. Gohlke reported the College Leadership Team will begin a diversity mapping exercise on April 8, an exercise which will look at what the College is doing with diversity and what we could do with diversity. Gaps will be identified so we can move forward. Diversity mapping has been done at Beloit College, and they are very enthusiastic about the program. Mr. González noted the report provided data which indicated the percentage of minorities enrolling has increased, but the percentage of minorities completing has decreased. Is employability the reason they are not completing? He suggested a future report be provided on what has been done to increase retention. Ms. Sloan responded that employability is one of many reasons individuals are not completing. Dr. Larson stated the 2009 Graduate Follow-Up Survey was recently completed. That report will be provided to Board members. Ms. Sloan stated the 2008-09 update will be submitted to the WTCS State Office.

Chairperson Westrick stated the Board met prior to the start of the regular meeting to hold final discussion on the membership of the Presidential Search Committee (PSC). A copy of the proposed membership was distributed and reviewed. PSC meetings will be held on March 30, April 12, and May 10 at 2:30 p.m. The Committee's charge is to reduce the number of qualified applicants to the number of candidates the Board wishes to interview. The full Board will then make the final hiring decision.

It was moved by Mr. González and seconded by Ms. Carvin to approve the membership of the Presidential Search Committee, as presented with 22 members, with Thomas Westrick serving as Presidential Search Committee Chairperson.

Motion carried unanimously.

Ms. Ranguette reviewed the bids received for the Phase 4 HVAC project, which was funded in the 2009-10 budget.

It was moved by Mr. Munro and seconded by Ms. Steeber to award the bid for the installation of the HVAC system to Tri-Cor Mechanical, Janesville, in the amount of $165,000 and to award a bid for the controls portion to Control Solutions, Belleville, in the amount of $63,710.
Chairperson Westrick called for Wisconsin Technical College District Boards Association items. He reported a communication had been received from DBA regarding the proposed fiscal year 2010-11 budget and BTC’s dues increase of $444. Mr. Munro noted the inservice activities provided at quarterly meetings are included within the annual Association dues. He encouraged Board members to take advantage of participation in those activities. Chairperson Westrick asked Mr. Munro to comment on the Association’s Nominating Committee. Mr. Munro stated all colleges have been asked to submit names of Board members interested in seeking any of the three positions which will be open. Incumbents will be running for a second term, but others are also encouraged to participate. No Board members expressed interest in being nominated. A reminder was given about the Association's Spring Meeting, which will be held in Racine on April 30-May 1.

Chairperson Westrick called for other items. He called for any Emerging Issues. Ms. Steeber reported she had been approached about the possibility of BTC providing a training and certification program for the DOT. Dr. Larson indicated Dr. Kennedy would contact Ms. Steeber to discuss the opportunity. Mr. Munro inquired into the possibility of Board members touring the MERIT Center in Monroe prior to the start of the April Board meeting. As a final note, a reminder was made about the annual American Association of Community Colleges Convention being held April 17-20 in Seattle.

It was moved by Mr. Munro and seconded by Ms. Soddy to adjourn the meeting at 8:30 p.m.

Motion carried.

Christopher J. Olson
Secretary