Regular Meeting

of the

Blackhawk Technical College District Board

April 17, 2019

Minutes

The regular meeting of the Blackhawk Technical College Board was held on Wednesday, April 17, 2019, at the BTC Administrative Center, 6004 S. County Road G, Janesville, in the Board Room. The following members were present: Barbara Tillman, Chairperson; Eric Thornton, Vice Chairperson; Laverne Hays, Secretary; Rick Richard, Treasurer; Traci Davis; Mark Mayer; and Malik Surani. Board members absent: Rachel Andres and Steve Pophal. Staff present: Dr. Tracy Pierner; Dr. Zahi Atallah; Renea Ranguette; Jackie Pins; Dr. Jon Tysse; Tony Landowski; Jennifer Thompson; Steve Kormanak; Brad Smith; Sheryl Hooker. Guest: Rich Deprez, Board member-elect.

Chairperson Tillman called the meeting to order at 5:10 p.m. She welcomed Rich Deprez, Board member-elect, who will join the Board in July.

Chairperson Tillman called for Public Comment. Mr. Surani announced he has accepted a position in Atlanta, which will result in his resignation from the Board on May 1, 2019.

Chairperson Tillman called for Special Reports.

Bonnie Cisewski was recognized for her retirement on May 3, 2019, after 43 years of service to the College.

Two student success stories were provided by Kwamesha Milsap, WTCS Student Ambassador from BTC, and Bibiana Casique, for securing a large food donation for the Multi-Cultural Alliance Silent Auction.

Student Representative to the Board James Henry provided a report on past and future student activities and events.

Chairperson Tillman called for Information/Discussion items.

The March financial statement and quarterly update were reviewed.

Dr. Pierner presented the President's monthly report, which included local and state meetings attended. Foundation activity has increased with six new scholarship programs launched and donations totaling $245,000 raised within the community for the Nancy B. Parker Nursing Scholarship. Communication has also been received that the Foundation has been invited to move forward with applications for two additional local foundations to further support the Parker

scholarship fund. Meetings have been held with Brodhead High School and Milton High School regarding Project Lead the Way opportunities. Conversation has begun with Upper Iowa University on their future in the University Center at Central Campus. United Alloy is expanding its partnership in Welding at AMTC. Badger State Ethanol is interested in growing internship opportunities. The President's Table at the Culinary lunch hosted individuals from Hendricks Holding Group. Dr. Pierner attended a legislative breakfast in Beloit, attended the HLC Conference in Chicago, and conducted a presentation at Franklin Middle School for 8th graders. An on-campus event was the Medical Assistant program focus-visit for accreditation; the report-out was very positive. Upcoming events: HLC Celebration on April 22; groundbreaking ceremony at Monroe Campus on April 24; private conference with the Board on April 24; Student Awards Ceremony on April 27; GED Graduation on May 2; and a Town Hall Meeting on May 13 to provide a Strategic Plan update to employees. The potential exists for two individuals from the College to travel to China in June to visit three colleges. Communication was just received that the Chinese student anticipated at BTC in Fall 2019 will not be coming. Dr. Pierner was requested to follow-up with Ms. Davis on specifics of the situation. A final item shared was Dr. Pierner's list of identified themes from the PACE survey results.

Chairperson Tillman called for the Consent Agenda.

It was moved by Mr. Mayer and seconded by Mr. Richard to approve the consent agenda, which included the minutes of the Regular Meeting held on March 20, 2019; current bills from the month of March – Voucher #00269672 to and including #00269129 and direct deposit expense reimbursements in the total amount of $841,850.44 (includes student related payments), a payroll total for the month of March of $961,726.11, payroll tax wire transfers for the month of March of $393,347.22, other wire transfers for the month of March of $25,118.96, WRS wire transfers for the month of March of $155,918.52, P-card disbursements for the month of March of $169,397.31, a bond payment for the month of March of $7,733,665.21, and a health insurance wire transfer for the month of March of $291,812.96, for a grand total of $10,572,836.73; 34 training contracts negotiated since the last meeting totaling $118.534; approval to issue continuing contract/employment letters to the attached list faculty and project faculty for the 2019-20 academic year; acceptance of two resignations – Julie Cease, Engineering Instructor, effective March 18, 2019, and Diane Jette, Academic Advisor, effective April 2, 2019; confirmation of an instructional employment contract issued to Renee Peterson for the position of Mathematics Instructor at a salary of $68,000, effective August 16, 2019; confirmation of an instructional employment contract issued to Kristine Weir-Martell for the position of Communications Instructor at a salary of $64,607, effective August 16, 2019; confirmation of an instructional employment contract issued to Corey Groebner for the position of Automotive Technician Instructor at a salary of $58,000, effective August 16, 2019; and acceptance of an intent to retire for Amy Mills', Administrative Assistant in Evaluation & Testing, effective October 31, 2019.

Motion carried.

Chairperson Tillman called for Action Items.

It was moved by Mr. Hays and seconded by Mr. Surani to nominate Beloit Health System for the District Boards Association 2019 Technical Education Champion (TECh) Award.

Motion carried.

Chairperson Tillman called for Committee Reports.

The Finance Committee met earlier in the evening. The proposed Fiscal Year 2019-20 budget was presented, the finance statement and quarterly update reviewed, discussion held regarding ending the College's lease at the Job Center, and modifications to the current year's budget presented for approval. The Committee presented its recommendation regarding action to approve the budget modifications.

It was moved by Ms. Davis and seconded by Mr. Mayer to approve the attached modifications to the Fiscal Year 2018-19 budget, as presented.

Motion carried unanimously.

The Personnel Committee met earlier in the evening; a recommendation was presented by the Committee with regard to approval of funding for employee recognition.

It was moved by Mr. Surani and seconded by Mr. Thornton to approve up to $15,000 for Fiscal Year 2018-19 exemplary organizational contribution employee recognition.

Motion carried unanimously.

Chairperson Tillman called for New Business.

Board member consensus was to hold the annual Retreat on August 21, 2019. Agenda topics suggested included Strategic Plan update and Strategic Planning moving forward. A joint session involving the BTC Foundation Board is to be determined. Board members were asked to forward additional topic suggestions to Chairperson Tillman.

The armed security task force's report was reviewed. Recommendations included piloting armed security at Central Campus, expand equipment to include other less than lethal options, consider locking doors after evening activities commence, and a comprehensive training program to properly and regularly train employees and students. A proposal recommendation from the Executive Council will be brought back to the Board for formal action at a future meeting. Mr. Richard also suggested a presentation be made to the Board on what the College is doing for mental health services.

Chairperson Tillman called for Other Business.

Mr. Thornton is currently serving as the voting representative to the WTC Insurance Trust. Due to the nature of the Trust, he requested a College Administrator be assigned as the

representative moving forward. Dr. Pierner was requested to decide on who the representative will be and report back to the Board.

Brief reports were provided on the District Boards Association Spring meeting in Fond Du Lac on April 12-13. Board members noted beautification efforts at other college campuses and inquired into such efforts at BTC. Dr. Pierner delivered the Board's resolution to DBA and had a conversation with the Executive Director.

Chairperson Tillman called for Future Agenda Items. There were none.

It was moved by Ms. Davis and seconded by Mr. Surani to adjourn the meeting at 6:59 p.m.

Motion carried.

Laverne E. Hays
Secretary

FULL-TIME FACULTY
CONTRACT RENEWAL FOR 2019-2020

Lavinia Baldivieso	Business Management Instructor
Linda Becker	Nursing Assistant
Tammy Berberich	Basic Skills
Bobbi Jo Bishofberger	Welding
Mallory Bohling	Nursing
Marlene Burgos-Stewart	Nursing
Kathryn Church	Radiography Instructor
Bryan Coddington	Electro-Mechanical Technology Instructor
Jeremy Crabb	Electrical Apprentice Instructor
Patricia DeGarmo	Office Technology Instructor
Melissa Dix	IT Web/Programming Instructor
Jessica Donahue	Surgical Lab Technician Instructor
Michael Doubleday	EPD Instructor
Jeremy Ebersole	Biological Science Instructor
Christopher Esser	HVAC/R Instructor
Sean Fahy	Engineering Instructor
Adam Faucheux	Biological Science Instructor
Erica Fenton	Basic Skills
Melissa Fischer	Nursing Instructor
Michael Flory	Mathematics
Kathleen Fratianne	Accounting
Tiffany Garrison-Stanley	Science Instructor
Julia (Kathy) Gates	Medical Assistant Instructor
Susan Griffin	Physical Therapist Assistant
Richard Grossen	CNC Technician
Daniel Harrigan	Laboratory Technician / Math – Science Instructor
Cheryl Harsevoort	Behavioral/Social Science Instructor
Beverly Hart	Nursing Assistant
Deborah Heder	Nursing
Nichole Hinkel	AD-Nursing
William Hodge	IT Networking Technology Instructor
Glenn Hoffarth	Economics/Social Science
Cathy Hopkins	Basic Skills
Melissa Hughes	Diagnostic Medical Sonography
Jaye Jackson	Electro-Mechanical Technology
Rubina Jan	Social Sciences
Steven Jones	Diesel Instructor
Anthony Jordan	Air Conditioning, Heating and Refrigeration Technology
Kristina Jordan	Emergency Medical Technician
Michael Kalkirtz	IT Networking
James Kobs	Nursing Instructor
Jeffrey Kropp	Business Management
Michael Langdon	Basic Skills
Alexandra Liezert	Radiography Instructor
William Lobenstein	Industrial Mechanic Instructor

Kent Marsden	Basic Skills Education
Mary Mather	Nursing Instructor
Nicholas Mauer	Welding Instructor
Eric Moe	Fire Protection Technician/EMS Instructor
Marshall Mundt	Math/Economics
Traci Newcomer	Nursing Instructor
Sheldon Newkirk	Automotive Technician
John Norland	Communications
Mark Olson	Culinary Arts
Deborah Pessoa	Nursing
Eva Peterson	Nursing Assistant
Greg Phillips	Electrical Apprenticeship Instructor
Julie Pierce	Nursing
Thomas Pleuger	CNC
Susan Potter	Nursing
Cynthia Ruiz	Dental Assistant
Michael Salamone	Diesel Instructor
Joel Schleusner	Business Management
Edward Scoville	Computer Service Technician
Michele Spates	Diagnostic Medical Sonography Instructor
Jon Thomason	Communications/Mathematics
Shaun Walker	Welding Instructor
William Walsh	Criminal Justice Instructor
Michelle Weirich	Early Childhood Education
Kristine Weir-Martell	Communications
Dustin Williams	Ag Business/Farm Management
Kathleen Winker	Clinical Laboratory Technician
Joseph Wollinger	Culinary Arts
Ann-Margaret Young	Human Services
Tara Zachgo	Medical Assistant Instructor
Mitchell Ziolkowski	Criminal Justice Instructor

GRANT FUNDED FACULTY
CONTRACT RENEWAL FOR 2019-2020

Erika Bemrich	Basic Skills Instructor/Jail
Carol Seichter	Basic Skills/Reading Instructor
Jered Soravia	Basic Skills Math and Chemistry Instructor

LTE FOR 2019-20

Nikki Arn	Dental Assistant Instructor

Proposed Modifications to the FY 2018-19 Budget

		Expenditures	Revenues
	General Fund		
1	Provide resources for shuttle transportation agreement with UW-Whitewater		
	Increase Function 3 Student Services Expenditures	18,316	-
	Increase Institutional Revenue	-	18,316
	Total - Amendment 1	**18,316**	**18,316**
2	Interfund transfer to fun Public Safety support staff position		
	Increase Function 1 Instructional Expenditures	7,300	-
	Increase Other Sources/Uses Revenue	-	7,300
	Total - Amendment 2	**7,300**	**7,300**
3	Adjust general fund budget to account for increases to estimated tuition and fee revenues, general institutional expenditures, and fund balance		
	Increase Function 6 General Institutional Expenditures	15,000	-
	Increase Program Fees Revenue	-	77,807
	Decrease Material Fees Revenue	-	(25,607)
	Increase Transfers to Reserves and Designated Fund Balances	37,200	-
	Total - Amendment 3	**52,200**	**52,200**
	Special Revenue Fund		
4	Decrease Special Revenue fund to account for duplicate budget entry net of new grant awards and WAT grant reductions		
	Decrease Function 1 Instructional Expenditures	(297,590)	-
	Increase Function 3 Student Services Expenditures	20,760	-
	Decrease State Aid	-	(313,333)
	Increase Institutional Revenue		1,062
	Increase Federal Revenue	-	35,441
	Total - Amendment 4	**(276,830)**	**(276,830)**
	Capital Projects Fund		
5	Increase Monroe building project budget per District Board action taken February 2019		
	Increase Transfers from Reserves and Designated Fund Balances	-	34,000
	Increase Function 7 Physical Plant Expenditures	34,000	-
	Total - Amendment 5	**34,000**	**34,000**
6	Transfer unallocated capital to purchase equipment for the Facilities and Printing departments		
	Increase Function 7 Physical Plant expenditures	17,000	-
	Increase Function 6 General Institutional expenditures	17,895	
	Decrease Function 2 Instructional Support expenditures	(34,895)	-
	Total - Amendment 6	**-**	**-**
	Debt Service Fund		
7	Increase Debt Service fund to reflect additional bond issue		
	Increase Transfers from Reserves and Designated Fund Balances	-	294,000
	Increase Institutional Revenue	-	34,000
	Increase Function 7 Physical Plant Expenditures	328,000	-
	Total - Amendment 7	**328,000**	**328,000**
	Enterprise Fund		
8	Record Interfund transfer to fund Public Safety support staff position		

Proposed Modifications to the FY 2018-19 Budget			
		Expenditures	**Revenues**
	Increase Other Sources/Uses Revenue	-	7,300
	Increase Other Sources/Uses Expenditures	7,300	-
	Total - Amendment 8	**7,300**	**7,300**
9	Establish WTCS Purchasing Consortium agency budget		
	Increase Function 3 Student Services Expenditures	21,715	-
	Increase Institutional Revenue	-	21,715
	Total - Amendment 9	**21,715**	**21,715**
10	Increase the Medical Imaging Student Club budget to reflect fund raising activity and the transfer of 2/3 of the FY19 HOSA Club fundraising budget		
	Increase Function 3 Student Services Expenditures	4,975	-
	Increase Other Student Fees Revenue	-	4,975
	Total - Amendment 10	**4,975**	**4,975**