



**ANNUAL AND REGULAR DISTRICT BOARD MEETING  
MONDAY, JULY 12, 2021  
5:00 P.M.**

**MINUTES**

**CALL TO ORDER**

The Blackhawk Technical College District Board Annual and Regular meeting were held on Monday, July 12, 2021, at the Central Campus, 6004 S County Road G, Janesville, in Room 1230.

**Board Members Present:** Eric Thornton, Chairperson; Barbara Barrington-Tillman, Vice-Chairperson; Laverne Hays; Secretary; Rick Richard, Treasurer; Suzann Holland; Kathy Sukus; and Steve Pophal.

**Board Members Absent:** Rich Deprez.

**Staff Present:** Dr. Tracy Pierner; Kathy Broske; Tony Landowski; Renea Ranguette; Dr. Karen Schmitt; Lisa Hurda; Dr. Helen Proeber; and Julie Barreau.

**Student Representative:** None.

**Guests:** John Mehan.

**OATH OF OFFICE**

Reappointed District Board member Steve Pophal and newly appointed members Suzann Holland and Kathy Sukus signed their oaths of office.

**ELECTION OF OFFICERS OF THE DISTRICT BOARD**

President Dr. Tracy Pierner temporarily chaired the meeting and called for nominations for the office of Chairperson of the District Board for FY 2021-22.

Ms. Barrington-Tillman and Mr. Richard nominated Eric Thornton for the office of Chairperson of the District Board for FY 2021-22.

Following three calls for nominations, it was moved by Mr. Hays and seconded by Mr. Pophal to close nominations for the office of Chairperson of the District Board for FY 2021-22 and to cast one unanimous ballot for Eric Thornton for the office of Chairperson of the District Board for FY 2021-22.

**All in favor. Motion carried.**

Chairperson Thornton called for nominations for the office of Vice-Chairperson of the District Board for FY 2021-22. Mr. Richard and Mr. Pophal nominated Barbara Barrington-Tillman for the office of Vice-Chairperson of the District Board for FY 2021-22.

Following three calls for nominations, it was moved by Mr. Pophal and seconded by Ms. Sukus to close nominations and to cast one unanimous ballot for Barbara Barrington-Tillman for the office of Vice-Chairperson of the District Board for FY 2021-22.

**All in favor. Motion carried.**

Chairperson Thornton called for nominations for the office of Secretary of the District Board for FY

2021-22. Ms. Barrington-Tillman and Mr. Pophal nominated Rich Deprez for the office of Secretary of the District Board for FY 2021-22.

Following three calls for nominations, it was moved by Mr. Pophal and seconded by Mr. Richard to close nominations and to cast one unanimous ballot for Rich Deprez for the office of Secretary of the District Board for FY 2021-22.

**All in favor. Motion carried.**

Chairperson Thornton called for nominations for the office of Treasurer of the District Board for FY 2021-22. Mr. Pophal and Ms. Holland nominated Rick Richard for the office of Treasurer of the District Board for FY 2021-22.

Following three calls for nominations, it was moved by Ms. Barrington-Tillman and seconded by Mr. Pophal to close nominations and to cast one unanimous ballot for Rick Richard for the office of Treasurer of the District Board for FY 2021-22.

**All in favor. Motion carried.**

Chairperson Thornton called for Public Comment.

- Mr. Hays would like to forward a message from Tim McKearn; Tim sends a hello and best wishes to BTC.
- Ms. Hurda stated that Shelly Birkelo, a retired Janesville Gazette Reporter, commented that the Buzz Magazine is an incredible piece and well put together.

## **DISTRICT BOARD PROFESSIONAL DEVELOPMENT AND SPECIAL REPORTS**

Chairperson Thornton called for District Board Professional Development. Dr. Tracy Pierner reviewed the 2021-2022 State of the College report.

## **INFORMATION/DISCUSSION**

Chairperson Thornton called for Information/Discussion items.

- A. The June Financial Statement was reviewed.
- B. Dr. Tracy Pierner presented his monthly report.
  - Community Engagement Update: Janesville Rotary Luncheon; Green County Economic Development Meeting; Rotary Social Hour; Pie Ride; Business After 5; follow-up meeting with Aliant Energy; video shoot at Beloit Health System; conversation with Dr. Spearman from Rock Valley College; Charter Next Generation visit; Mark Pohan Higher Education Committee Meeting; Nature Pack visit; lunch with Kathy Hanson from KANDU.
  - Internal Meetings: Outbuilding design team meetings; PSTC design meetings; a new Registrar will be joining the team in August; Diversity Policy and Procedure Training; and Emergency Preparedness Meetings.
  - College Events: Shared Leadership Team met to discuss and update the Strategic Plan; two projects are complete and added project, Beautification; and we hosted a Community Partners Awards Luncheon.
  - Communication: WTCS Board Meeting Tuesday and Wednesday, DBA Spring Meeting the end of this week; hosting a potential manufacturing firm with James Otterstein; presenting to Forward Janesville and Lions; and completed an HLC peer review.
  - Other: Received a thank you card from Ms. Hurda and a thank you card from Margo Murray commending the vaccination clinic and staff and congratulating us on our magnificent campus.
- C. Public Safety & Transportation Training Center (PSTC) Project Update.

The College will be awarding contracts for the Outbuildings at the end of July. Design Meetings are going forward.

D. WTCS Consortium Update. There were no updates.

## ANNUAL MEETING BUSINESS

A. It was moved by Mr. Pophal and seconded by Ms. Sucus to hold regular monthly meetings of the Board on the third Wednesday of each month at the Administrative Center of Blackhawk Technical College at 5:00 p.m. with the following exceptions: the October 20, 2021 meeting held at AMTC in Milton; the April 20, 2022 meeting held at Monroe Campus; and the Annual Organizational and Regular meeting will be held on July 11, 2022, at 5:00 p.m. at the Administrative Center of Blackhawk Technical College.

**All in favor. Motion carried.**

B. The *Janesville Gazette* has been designated the official newspaper of the District for FY 2020-21 and FY 2021-22. Therefore, no action is necessary this year as the *Janesville Gazette* will continue for another year as the District's official newspaper.

C. The Naming of Wisconsin Technical College District Boards Association Delegate and Community Representatives:

a. It was moved by Mr. Pophal and seconded by Mr. Richard to nominate Mr. Hays as the Blackhawk Technical College voting delegate to the Wisconsin Technical College District Boards Association for two (2) years.

**All in favor. Motion carried.**

The following designations were made for the District Boards Association committees:

b. It was moved by Ms. Barrington-Tillman and seconded by Ms. Sucus to nominate Mr. Richard and Ms. Sucus to be External Partnership committee representatives.

**All in favor. Motion carried.**

c. It was moved by Ms. Holland and seconded by Mr. Richard to nominate Ms. Barrington-Tillman, Mr. Hays, and Mr. Pophal to be Internal Best Practices Committee Representatives.

**All in favor. Motion carried.**

d. It was moved by Mr. Richard and seconded by Mr. Pophal to nominate Mr. Hays to be a Bylaws, Policies & Procedures Committee Representative.

**All in favor. Motion carried.**

e. It was moved by Ms. Barrington-Tillman and seconded by Ms. Sucus to nominate Ms. Holland to be an Awards Committee Representative.

**All in favor. Motion carried.**

D. It was moved by Mr. Richard and seconded by Mr. Pophal to approve the attached Resolution designating the depositories in which District funds will be deposited and the individuals authorized to make transactions for FY 2021-22.

**All in favor. Motion carried.**

E. It was moved by Mr. Pophal and seconded by Ms. Sucus to designate Attorney Sean Scullen of Quarles & Brady LLP, Milwaukee, for labor relations and general higher education legal issues, and Attorney David Moore of Nowlan Law LLP, Janesville, for local legal issues regarding general land issues and local disputes and contracts for FY 2021-22.

**All in Favor. Motion carried.**

- F. It was noted that no action would be needed on the designation of an auditor for the Blackhawk Technical College District. Accordingly, in March 2020, the District Board awarded a three-year audit contract to Wipfli of Eau Claire for the fiscal years ending 2020, 2021, and 2022, with two one-year optional renewals for fiscal years ending 2023 and 2024.

## CONSENT AGENDA

Chairperson Thornton called for the Consent Agenda. It was moved by Mr. Pophal and seconded by Mr. Richard to approve the consent agenda, which included:

- A. June 16, 2021, District Board Regular Meeting Minutes.
- B. Current Bills – The June bills include:
- Starting Check Number #000282194 and Ending Check Number #00282658
  - Direct Deposit Expense Reimbursements = \$1,943,813.96 (includes student related payments)
  - Payroll = \$841,769.03
  - Payroll Tax Wire Transfers = \$471,721.64
  - Other Wire Transfers = \$52,538.24
  - WRS Wire Transfers = \$173,531.95
  - P-card Disbursements = \$182,948.36
  - Bond Payment = \$0
  - Health Insurance Wire Transfer = \$301,201.24
  - Grand Total for the Month = 3,967,524.42
- C. Training Contracts – Report Totals:
- Number Served: 119
  - Estimated FTEs: 0.27
  - BTC Cost Formula: \$34,748
  - LAB Cost Formula: \$12,927
  - Actual Contract Cost: \$34,748
- D. Instructional Employment Contract Issued to Roger Kent for the Position of Truck Driving Instructor – July 26, 2021.
- E. Instructional Employment Contract Issued to Charles Quince for the Position of Digital Marketing & Sale Management – August 11, 2021.

**All in favor. Motion Carried.**

## ACTION ITEMS

Chairperson Thornton called for Action Items:

- A. John Mehan of Robert W. Baird reviewed results from the competitive bids received to borrow \$3,800,000 for building improvements and annual capital equipment included within the Fiscal Year 2021-22 budget.

It was moved by Mr. Pophal and seconded by Ms. Barrington-Tillman to adopt the attached Resolution awarding the sale of \$3,800,000 General Obligation Promissory Notes, Series 2021B to Colliers Securities LLC, at an interest rate of 1.0622% and a net interest cost of \$260,074.

The roll was called. The following members voted affirmatively: Ms. Barrington-Tillman, Mr. Hays, Ms. Holland, Mr. Pophal, Mr. Richard, Ms. Sukus, and Mr. Thornton.

**All in favor. Motion Carried.**

- B. It was moved by Mr. Richard and seconded by Ms. Sukus to approve the Resolution Providing the Sale of \$5,000,000 General Obligation School Building Bonds, Series 2021C.

The roll was called. The following members voted affirmatively: Ms. Barrington-Tillman, Mr. Hays, Ms. Holland, Mr. Pophal, Mr. Richard, Ms. Sukus, and Mr. Thornton.

**All in favor. Motion Carried.**

- C. The Three-year Facilities Plan was reviewed. The Plan is an annual requirement of the WTCS Board. Projects include the acquisition/construction of a Public Safety and Transportation Training Center; remodel of 1500-1514 instructional classrooms and the former library and health training science center. Also, the remodel of the lower level commons and the modernization of the cafeteria; remodel of the Blackhawk Room and shared kitchen; remodel of the 1300 Wing; and several capital improvements.

It was moved by Ms. Barrington-Tillman and seconded by Mr. Richard to approve the Three-Year Facilities Plan for July 1, 2021 – June 30, 2024, and submit the document to the WTCS Board. District Board member Mr. Hays abstains.

**Motion Carried.**

- D. It was moved by Mr. Pophal and seconded by Ms. Sukus to submit the nomination of Brittany Kelly for the District Board Association's 2021 Distinguished Alumni Award.

**All in favor. Motion carried.**

- E. Dr. Helen Proeber presented on the Hospitality Management program. The leisure and hospitality industry, including full-service hotels and resorts, fine-dining restaurants, bed and breakfast inns, casinos, and theme and amusement parks, is growing in the College's District. Entering this industry at mid-management or supervisory levels, you need the required skills and experience employers to seek that this degree provides.

It was moved by Mr. Hays and seconded by Ms. Holland to approve the Concept Review for Hospitality Management Program.

**All in favor. Motion carried.**

## COMMITTEES

Chairperson Thornton called for Committee Reports.

### FINANCE

Finance Committee Meeting – No July Meeting Scheduled.

### PERSONNEL

Personnel Committee Meeting – No July Meeting Scheduled.

## NEW BUSINESS

- A. Lisa Huda, Director of Advancement & Foundation, presented on the PSTC Naming Opportunities.

It was moved by Ms. Barrington-Tillman and seconded by Ms. Holland to delegate authority to Dr. Tracy Pierner to determine whether the name of an individual, business, or organization will be attached to the Public Safety + Transportation Center project.

**All in favor. Motion carried.**

- B. A summary was provided on Philanthropic Gifts greater than \$5,000, which the BTC Foundation received from January 1, 2021, through June 30, 2021. Total cash and in-kind donations were \$246,849.54.

## OTHER BUSINESS

Chairperson Thornton called for Other Business:

- A. Staff changes consisting of new hires, new positions, resignations, and retirements were reviewed.
- B. A reminder was provided regarding the ACCT Leadership Congress held on October 13-16, 2021, in San Diego, California.
- C. It was moved by Mr. Richard and seconded by Mr. Pophal to adjourn to a closed session pursuant to Wis. Statutes 19.85 (1) (c) for the purpose of conducting a private conference regarding an Executive's Compensation.

The roll was called. The following members voted affirmatively: Ms. Barrington-Tillman, Mr. Hays, Ms. Holland, Mr. Pophal, Mr. Richard, Ms. Sukus, and Mr. Thornton.

All staff was excused from the closed session, except for Dr. Tracy Pierner. After a short discussion, Dr. Tracy Pierner was dismissed from the closed session.

It was moved by Mr. Richard and seconded by Mr. Pophal to adjourn the closed session at 8:36 p.m.

Chairperson Thornton called the meeting to order in open session at 8:37 p.m.

It was moved by Ms. Barrington-Tillman and seconded by Mr. Richard to approve Dr. Tracy Pierner's Amended Contract FY 2021-22 to an annual salary of \$215,250 (2.5% increase), effective July 1, 2021. Increase the contribution to a tax-sheltered annuity (TSA) of Dr. Pierner's choice from \$36,000 to \$45,000 (25% increase) effective July 1, 2020. Vacation days will increase from 25 days (5 weeks) to 30 days (6 weeks) and extend Dr. Pierner's contract through June 30, 2024.

**All in favor. Motion carried.**

## FUTURE AGENDA ITEMS

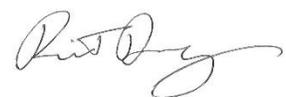
Chairperson Thornton called for Future Agenda Items. Dr. Tracy Pierner informed the District Board members that a special meeting would be scheduled in late July to approve contracts for the outbuildings. Ms. Barreau will be in contact with District Board members to schedule the Special meeting.

## ADJOURNMENT

It was moved by Ms. Sukus and seconded by Ms. Holland to adjourn the meeting at 8:45 p.m.

**All in Favor. Motion carried.**

Richard Depez



Secretary