

**MINUTES
REGULAR OPEN SESSION
Thursday, June 27, 2013
6 p.m.
Black Hawk Board Room**



**Note: all informational reports and all Board Reports
cited in these minutes can be found in the June 27, 2013
Board Meeting Packet, available at**

<http://www.bhc.edu/about-us/board-of-trustees/agenda-packets>

BOARD OF TRUSTEES

I. CALL TO ORDER

Chair David Emerick called the meeting to order on Thursday, June 27, 2013 at 6 p.m., in the Black Hawk Board Room, 6600 34th Ave., Moline, IL 61265.

II. ROLL CALL

Present: Dorothy W. Beck, Tim A. Black, Kylee L. Fox, John D. McCooley (by phone), Douglas L. Strand, David L. Emerick, Jr.

Absent: Donna M. Frye, Student Trustee David Edge

Others Present: President Thomas Baynum, Executive Assistant to the President Karen Mowers, Vice Presidents Dick Vallandingham, Chanda Dowell, Leslie Anderson, BHC Foundation Director Rose Mary Boesen, Outgoing UAW Local President Gloria Nelson, New UAW President Betsy Hall, IFT Local President Joan Eastlund

III. PLEDGE OF ALLEGIANCE

The meeting began with the Pledge of Allegiance.

IV. PUBLIC HEARING

Chair Emerick called the Public Hearing on FY2014 Budget to order.

Trustee Strand moved to open the budget hearing; Trustee Fox seconded.

AYES: Trustees Beck, Black, Fox, McCooley, Strand, and Emerick

ADVISORY VOTE: Student Trustee was Not Present

ABSENT: Trustee Frye, Edge

NAYS: None, Motion carried.

ROLL CALL FOR PUBLIC HEARING

Present: Dorothy W. Beck, Tim A. Black, Kylee L. Fox, John D. McCooley (by phone),
Douglas L. Strand, David L. Emerick, Jr.

Absent: Donna M. Frye, Student Trustee David Edge

Chair Emerick called for comments from the Board, from the public, and for any written communications regarding the budget. There were no written or verbal comments.

Trustee Strand moved to adjourn the hearing on the FY 2014 Budget; Trustee Beck seconded.

AYES: Trustees Beck, Black, Fox, McCooley, Strand, and Emerick

ADVISORY VOTE: Student Trustee was Not Present

ABSENT: Trustee Frye, Edge

NAYS: None, Motion carried.

V. MINUTES

- A. Approval of the Minutes of the Special Open Budget Workshop meeting on May 6, 2013.

Trustee Fox moved to approve the minutes of the budget workshop of May 6, 2013, Trustee Strand seconded.

AYES: Trustees Beck, Black, Fox, McCooley, Strand, and Emerick

ADVISORY VOTE: Student Trustee Not Present

ABSENT: Trustee Frye and Edge

NAYS: None, Motion carried.

- B. Approval of the Minutes of the Regular Meeting of May 23, 2013.

Trustee Beck moved to approve the minutes of the regular meeting of May 23, 2013, Trustee Strand seconded.

AYES: Trustees Beck, Black, Fox, McCooley, Strand, and Emerick

ADVISORY VOTE: Student Trustee Not Present

ABSENT: Trustees Frye and Edge

NAYS: None, Motion carried.

VI. EMPLOYEE / PUBLIC COMMENT

- A. Core Value Reflection

The Core Value highlighted was *Responsibility- We will be accountable, dependable, and reliable as we follow through on our commitment to teaching excellence, student learning, and service to others.* Vice President Anderson provided the example of the budget forums that were held for the Board and for the public. These forums provided the opportunity for interested individuals to ask questions and provide input prior to the FY 2014 budget's presentation to the Board

- B. Faculty Senates - no report

- C. IFT Faculty & Pro Tech Unit

Professor Eastlund thanked the board for the development of the budget process. She also thanked Gloria Nelson for the long service she has given the UAW as its unit president. Eastlund welcomed the new president of UAW Local Unit 2882, Betsy Hall.

D. UAW Support Staff Unit

Gloria Nelson announced this was her last meeting after chairing the BHC Support Staff Union since 1998. Nelson provided a brief background on the relationships between the UAW and the Board. She noted particularly the importance of being provided an opportunity to speak directly to the Board at every regular Board meeting. She also noted the development of the Labor Management Council which includes representation from all bargaining units and from those not represented by any union. Nelson then introduced Betsy Hall who thanked Nelson for her leadership over the last 15 years and through five contract negotiations. Ms. Nelson was thanked by the Board for her service.

B. IFT Adjunct Faculty Unit – no report

C. Student Government Association – no report

VII. BOARD REPORTS - CONSENT

- A. Ratification of Expenditures for Period Ending May 31, 2013. BR#8487
- B. Ratification of Expenditures for Preferred Vendors May 31, 2013. BR#8488
- C. Ratification of Acceptance of Illinois Department of Commerce & Economic Opportunity (DCEO) Grant for Illinois Small Business Development Center (IL SBDC) and IL SBDC/International Trade Center (IL SBDC/ITC) January 1, 2013 – December 30, 2013. BR#8489
- D. Approval to Purchase One (1) Fourier Transform Infrared (FTIR) Spectrometer and One (1) Gas Chromatograph (GC) for East Campus. BR#8490
- E. Personnel Recommendations:
 - a. Sarah R. Morrison – Employment. BR#8491
 - b. Briana L. Mills – Employment. BR#8492
 - c. Debra Collins – Change in PDL. BR#8493

Trustee Beck moved to approve Board Reports #8487, #8488, #8489, #8490, #8491, #8492, and #8493. Trustee Strand seconded.

AYES: Trustees Beck, Black, Fox, McCooley, Strand, and Emerick

ADVISORY VOTE: Student Trustee Not Present

ABSENT: Trustee Frye and Edge

NAYS: None, Motion carried.

VIII. BOARD REPORTS

- A. Adoption of Proposed Fiscal Year 2014 Budget. BR#8494
Trustee Beck moved to approve Board Report # 8494. Trustee Strand seconded.

AYES: Trustees Beck, Black, Fox, McCooley, Strand, and Emerick

ADVISORY VOTE: Not Present

ABSENT: Trustee Frye and Edge

NAYS: None, Motion carried.

- B. Disposition of Closed Session Minutes and Audio Tapes Report. BR#8495
Board Secretary/Trustee Beck explained that the Board is given the task of reviewing past Closed Session minutes to determine which of them should be opened and which should remain closed. In recent years the Board has voted to keep all such minutes closed. She recommends that the Board review closed session minutes to make sure the College is compliant with State law. Beck indicated a hope that the Board could go

through the minutes one year at a time for review. Trustees Strand, Black, and Emerick will help review these. This process may take a few months to complete.

Trustee Beck moved to approve Board Report # 8495. Trustee Strand seconded.

AYES: Trustees Beck, Fox, McCooley, Strand, and Emerick

ABSTAIN: Trustee Black

ADVISORY VOTE: Student Trustee Not Present

ABSENT: Trustee Frye and Edge

NAYS: None, Motion carried.

C. Approval to Amend Board Policy 10.46. BR#8496

This policy is concerned with reimbursement of trustee expenses. The change to this policy is as follows: "Recurring expenses *that may* be reimbursed include but are not necessarily limited to basic internet and basic phone service up to a determined maximum charge per month. . . ."

Trustee Strand moved to approve Board Report # 8496. Trustee Beck seconded.

AYES: Trustees Beck, Black, Fox, McCooley, Strand, and Emerick

ADVISORY VOTE: Student Trustee Not Present

ABSENT: Trustee Frye and Edge

NAYS: None, Motion carried.

D. Appointment of College Architect BLDD Architects, Decatur, Illinois. BR#8497

Dr. Baynum indicated that the college has a positive working relationship with BLDD which is currently the single official architect of record for the College. BLDD provides oversight for the many projects currently underway on both campuses. They do not construct the buildings but they oversee the projects for us. The College also works closely with Demonica Kemper Architects which is working on the Health Science Center and the Master Building Plan. Board Reports 8497 and 8498 would formalize the relationship with both firms. In response to a trustee's request, Baynum reported that these Board Reports could be postponed until the meeting in August.

Trustee Strand moved to postpone until the August meeting the approval of Board Report #8497. Trustee Fox seconded.

AYES: Trustees Beck, Black, Fox, McCooley, Strand, and Emerick

ADVISORY VOTE: Student Trustee Not Present

ABSENT: Trustee Frye and Edge

NAYS: None, Motion carried.

E. Appointment of College Architect Demonica Kemper Architects (DKA), Chicago, Illinois. BR#8498

Trustee Strand moved to postpone until the August meeting the approval of Board Report #8498. Trustee Fox seconded.

AYES: Trustees Beck, Black, Fox, McCooley, Strand, and Emerick

ADVISORY VOTE: Not Present

ABSENT: Trustee Frye and Edge

NAYS: None, Motion carried.

F. Resource Allocation Management Plan (RAMP) for FY2015 and Submission to Illinois Board of Higher Education (IBHE). BR#8499

According to President Baynum, every year the college is asked to submit a RAMP document to the state. This is the document used by all Illinois universities and community colleges in the competitive process used to request funds for capital projects. The College has consistently submitted a RAMP to the State, but the document has not substantially changed for many years, even though the College's needs have changed significantly. Among other changes, the plan before the Board would move the Worknet Center and all of the entities at the College's 16th Street center in Moline to a new building on the Quad Cities Campus.

If the Plan is approved, the State would fund 75% of the actual building, but the College would have to find other funds for 25% of the actual building and to furnish and maintain the facility. A meeting with both College Foundations, trustees, and administrators was held in Fall 2012 to explore the possibility of a Major Gifts Campaign.

Trustee Beck moved to approve Board Report #8499. Trustee Black seconded.

AYES: Trustees Beck, Black, Fox, McCooley, Strand, and Emerick

ADVISORY VOTE: Not Present

ABSENT: Trustees Frye and Edge

NAYS: None, Motion carried.

G. Approval to Proceed in Acquisition of Land from Black Hawk College Foundation.
BR#8500

The Black Hawk College Foundation (Quad Cities) was given two pieces of land on 34th avenue (lots 10 and 11) which it would like to turn over to the College for its future growth and development. The lots are contiguous to current College property. Baynum thanked the Foundation for the gift and urged its acceptance.

Trustee Beck moved to approve Board Report #8500. Trustee Strand seconded.

AYES: Trustees Beck, Black, Fox, McCooley, Strand, and Emerick

ADVISORY VOTE: Not Present

ABSENT: Trustees Frye and Edge

NAYS: None, Motion carried.

H. Approval of Facilities Master Plan. BR#8501

The Facilities Master Plan was the subject of an open presentation to the Board earlier this evening. Its place on the agenda in this regular Board of Trustees meeting provides an opportunity for the Board as a whole to evaluate. Trustee Donna Frye and, before her, Board Chair Evelyn Phillips have served on the Master Planning Task Force.

Trustees Beck, Black, Fox and Strand requested that the Task Force and DKA look at the cost/benefit implications of including child care facilities on both campuses. Trustee Fox who had served last year as the BHC Student Trustee noted that students who had attended presentations on the developing Master Plan had named child care as a priority.

Some of the costs associated with the projects in the Plan would be paid from bonds and some from other sources such as Public Health Service (PHS) funds.

Baynum noted that this Plan allows the College to position itself for future students by providing a vision for future learning.

Trustee Strand moved to approve Board Report #8501. Trustee Beck seconded.

AYES: Trustees Beck, Black, Fox, McCooley, Strand, and Emerick

ADVISORY VOTE: Student Trustee Not Present

ABSENT: Trustees Frye and Edge

NAYS: None, Motion carried.

- H. Award of Contract to Schebler Company for Quad Cities Campus Pool HVAC System Replacement. BR#8502

Trustee Black moved to approve Board Report #8501. Trustee Strand seconded.

AYES: Trustees Beck, Black, Fox, McCooley, Strand, and Emerick

ADVISORY VOTE: Not Present

ABSENT: Trustees Frye and Edge

NAYS: None, Motion carried.

- I. Approval to Precede with Professional Services for Phase Three of Parking Lot and Roadway Repairs. BR#8503

The Board's approval is required to complete this project which has been sitting on the College's books for some time. Work on this project would begin in Fall 2013.

Trustee Strand moved to approve Board Report #8503. Trustee Beck seconded.

AYES: Trustees Beck, Black, Fox, McCooley, Strand, and Emerick

ADVISORY VOTE: Not Present

ABSENT: Trustees Frye and Edge

NAYS: None, Motion carried.

IX. PRESIDENT & ADMINISTRATION INFORMATIONAL REPORTS

A. President

President Baynum presented his daily activity report for May and emphasized his efforts to build relationships with legislators across the state and the nation.

B. Instructional Services

Academic Vice President Bettie Truitt is at a conference on leadership; she provided a written report. Baynum noted also that the College had just completed a Reverse Transfer agreement with Western Illinois University, enabling students' smooth transferability of credit from WIU toward BHC degrees and certificates.

C. Student Services

Vice President Dick Vallandingham commented briefly on the written report presented to the Board by Student Retention Coordinator Ty Perkins.

D. Finance

Vice President for Finance Leslie Anderson thanked the Board for recognizing how much work goes into preparing a budget. Board Chair Emerick said that he and Trustee Strand had met with the auditors earlier in the day.

E. East Campus

Vice President Chanda Dowell reported on gifts to the East Campus, curriculum review and curriculum development, and new programs.

F. Marketing

Director of Marketing and Public Relations John Meineke noted that his department works closely with other departments, providing as examples of this cooperation his office's work with BHC Police on ALICE training and with the athletic teams on recruiting materials.

G. Administrative Services

Baynum reported that the light on the broadcast tower is finally fixed and that the ITS report shows that we have made major progress with the technology "refresh" program.

H. Human Resources

Dr. Baynum reported that BHC has made great progress on the filling of open positions, putting the College in a very good position for the beginning of the Fall term

I. Planning and Institutional Effectiveness

Kathy Malcolm informed the Board that the PACE (Personal Assessment of the College Environment) Survey shows significant improvements since it was first administered in 2004. For the first time, this year's report included adjunct faculty responses. Much of the College's supervisor training is based on results of this survey.

J. Foundations

BHC Foundation (QC) – Trustee Beck introduced the new Foundation Director, Rose Mary Boesen who indicated that she had been given a warm welcome.

East Campus Foundation – Trustee Emerick reported that the Foundation did ratify a three-year contract with Bluffstone to take over the management of Prairie Pointe apartments. The Foundation Director position held by Liz Breedlove will become a full-time position on September 1.

X. MISCELLANEOUS

A. Reports

1. ICCTA Meeting and Convention Schedule

Trustees Beck, Black and Emerick reported the Annual Meeting held in Chicago. Trustee Emerita Evelyn Phillips was honored twice during the meeting for her service as a

trustee. Chair Emerick noted the ICCTA's value as our advocacy group for the issues facing community colleges in Illinois.

2. ICCTA Western Regional Meeting Information

The event will be July 30 at the Quad Cities campus. More details will be coming out as soon as they are available.

3. Board Retreat Information – July 19 & 20

The Board Retreat will be held at TPC on July 19 and 20. Details will be sent as soon as they are available.

4. Other

Trustees Beck and Emerick briefly reported on the Representative Mike Smiddy's Town Hall meeting held on campus June 26.

B. Motion to adjourn to Closed Session by Trustee Black in accordance with Subsection 2(a) of the Open Meetings Act [5 ILCS 120/2(a)] to discuss: #8. Pending Litigation [5 ILCS 120/2(c)(11)] and seconded by Trustee Beck. Board adjourned to Closed Session at 7:50.

Board resumed Open Session at 9:01. Motion to Adjourn by Trustee Beck and seconded by Trustee Fox.

AYES: Trustees Beck, Black, Fox, McCooley, Strand, and Emerick
ADVISORY VOTE: Not Present
ABSENT: Trustees Frye and Edge
NAYS: None, Motion carried.

Board adjourned at 9:03 p.m.

David L. Emerick, Jr., Chair
Board of Trustees

Dorothy W. Beck, Secretary
Board of Trustees