

**AGENDA  
OPEN SESSION  
Thursday, May 23, 2013**



**MISSION STATEMENT**

Black Hawk College provides the environment and resources for individuals to become lifelong learners.

**BOARD OF TRUSTEES**

You are hereby notified of the regular meeting of the Board of Trustees of Community College District #503 on **Thursday, May 23, 2013.** The meeting will be held in the **Dr. Charles O. Warthen Conference Room in the Community Education Center, 404 East 3rd Street, Kewanee, Illinois.**

May 16, 2013

Dorothy W. Beck, Secretary

**I. CALL TO ORDER**

**II. ROLL CALL**

Dorothy W. Beck \_\_\_\_\_  
Tim A. Black \_\_\_\_\_  
Kylee L. Fox \_\_\_\_\_  
Donna M. Frye \_\_\_\_\_

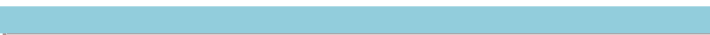
John D. McCooley \_\_\_\_\_  
Douglas L. Strand \_\_\_\_\_  
David L. Emerick, Jr. \_\_\_\_\_  
David E. Edge, III \_\_\_\_\_

**III. PLEDGE OF ALLEGIANCE**

**IV. MINUTES**

- A. Approval of the Minutes of the Regular Meeting of May 2, 2013.
- B. Approval of the Minutes of the Special Meeting of May 6, 2013.
- C. Approval of the Minutes of the Closed Session of December 20, 2012.
- D. Approval of the Minutes of the Closed Session of February 21, 2013.
- E. Approval of the Minutes of the Closed Session of March 21, 2013.

Moved by: \_\_\_\_\_ Seconded by: \_\_\_\_\_



## **V. EMPLOYEE / PUBLIC COMMENT**

- A. Core Value Reflection  
*Respect: We will treat others with positive regard and esteem.*
- B. Faculty Senates
- C. IFT Faculty & Pro Tech Unit
- D. UAW Support Staff Unit
- E. IFT Adjunct Faculty Unit
- F. Student Government Association
- G. Others

---

## **VI. PRESIDENT & ADMINISTRATION INFORMATIONAL REPORTS**

- A. President  
President's Activities, April 1 – April 30, 2013 - Report by Dr. Baynum
- B. Instruction  
Instruction Report by Dr. Bettie Truitt
- C. Student Services  
Student Services Report by Dr. Dick Vallandingham
- D. Finance  
Financial Operations of the College for Period Ending April 30, 2013. – Report by Leslie Anderson.
- E. East Campus  
East Campus Update – Report by Chanda Dowell
- F. Marketing  
Marketing Activities - Report by John Meineke
- G. Administrative Services  
Administrative Services Report - Police, IT, Auxiliary Services, Facilities
- H. Human Resources
  - 1. Positions in Process – Report by Karen Boyd
  - 2. Memo
- I. Planning and Institutional Effectiveness – Report by Kathy Malcolm
- J. Foundations – Board Liaisons  
Updates – Reports by Trustee Black and Chair Emerick

---

## **VII. BOARD REPORTS** (Items must be acted on together or separately.)

- A. Ratification of Expenditures for Period Ending April 30, 2013. BR#8473
- B. Ratification of Expenditures for Preferred Vendors April 30, 2013. BR#8474

- C. Proposed FY2014 Budget and Authorization of Public Display, Public Hearing and Publication of Proposed FY2014 Budget. BR#8475
- D. Award of Contract and Designation of Depositories. BR#8476
- E. Compensation Adjustment for Professional Staff – FY2014. BR#8477
- F. Proposed Calendar of Regular Board Meetings For June 2013 through June 2014. BR#8478
- G. Approval of Audit Committee for 2014. BR#8479
- H. Consideration to Amend Board Policy 10.46. BR#8480
- I. Approval to Proceed with Architectural Services to Provide Plans and Bid Specifications and Capital Project Application for the East Campus Welding and Skilled Trades Center BR#8481
- J. Award of Contract for IP Camera Security System. BR#8482
- K. Approval to Purchase Two (2) 12 Passenger Vans for East Campus. BR#8483
- L. Personnel Recommendations:
  - a. Richard Morthland – Employment. BR#8484
  - b. Rachel Horner Brackett- Employment. BR#8485
  - c. James Prohs – Professor Emeritus. BR#8486

Moved by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

## VIII. MISCELLANEOUS

### A. Reports

- 1. ICCTA Meeting and Convention Schedule
- 2. Other

### B. Board of Trustee Meeting Self-Assessment

## IX. CLOSED SESSION

The Board of Trustees may, upon a majority vote of a quorum present, vote to convene in closed session in accordance with Subsection 2(a) of the Open Meetings Act [5 ILCS 120/2(a)] to discuss:

- 1. Employment/Appointment Matters [5 ILCS 120/2(C)(1)]
- 2. Collective Negotiating Matters/Salary Schedules [5 ILCS 120/2(c)(2)]
- 3. Filling a vacancy on the Board of Trustees [5 ILCS 120/2(c)(3)]
- 4. Purchase or Lease of Real Property [5 ILCS 120/2(c)(5)]
- 5. Setting a Price for Sale or Lease of Owned Property [5 ILCS 120/2(c)(6)]
- 6. Sale or Purchase of Securities, Investments, or Investment Contracts [5 ILCS 120/2(c)(7)]
- 7. Security / Criminal Matters [5 ILCS 120/2(c)(8)]
- 8. Pending Litigation [5 ILCS 120/2(c)(11)]
- 9. Discussion with Auditors [5 ILCS 120/2(c)(28)]
- 10. Other Matters Identified by the OMA [5 ILCS 120/2(a)]

No decisions will be made during closed session.

**X. ADJOURN**

Moved by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

**Dates of Interest**

A list of events can also be found on [www.bhc.edu](http://www.bhc.edu)

May 31, 2013	Welding Graduation
June 7 - 8, 2013	ICCTA Annual Conference, Sofitel Chicago Water Tower Hotel, Chicago
June 13, 2013	GED and High School Credit Graduation, 7 p.m. iWireless Center
June 27, 2013	BOT Meeting, Black Hawk Board Room, QC Campus
August 10, 2013	Physical Therapy Assistant Graduation
September 20, 2013	ICCB State Meeting – Black Hawk College Campus

**MINUTES  
REGULAR OPEN SESSION  
Thursday, May 2, 2013**



**BOARD OF TRUSTEES**

**I. CALL TO ORDER**

Chair Evelyn Phillips called the meeting to order on Thursday, May 2, 2013 at 6 p.m., in the Sustainable Technology Building, 6600 – 34<sup>th</sup> Avenue, Moline, Illinois.

**II. ROLL CALL**

Present: Dorothy W. Beck, Donna M. Frye, David L. Emerick, Jerry W. Lack, Larry W. Lorensen, John D. McCooley, Donna M. Frye, Evelyn L. Phillips, Student Trustee Kylee Fox

Absent: None

Others Present: President Thomas Baynum, Executive Assistant to the President Karen Mowers, Vice Presidents Dr. Dick Vallandingham, Dr. Bettie Truitt, Chanda Dowell, Leslie Anderson

**III. PLEDGE OF ALLEGIANCE**

The meeting began with the Pledge of Allegiance.

**IV. MINUTES**

- A. **Trustee Lorensen moved to approve the minutes of the open session of March 21, 2013: Trustee McCooley seconded.**

AYES: Trustees Beck, Frye, Emerick, Lack, Lorensen, McCooley, Phillips

ADVISORY VOTE: AYE: Student Trustee Fox

NAYS: None, Motion carried.

**V. ELECTION**

Chair Phillips asked VP Anderson to read the Resolution Declaring the Results of the Regular Election of Board Members Held on April 9, 2013, BR#8464.

- A. **Trustee Frye moved to approve BR#8464: Trustee Beck seconded.**

AYES: Trustees Beck, Frye, Emerick, Lack, Lorensen, McCooley, Phillips

ADVISORY VOTE: AYE: Student Trustee Fox

NAYS: None, Motion carried.

- B. **Trustee Frye moved to approve BR#8465 (Results on the Election of Student Board Member 2013-2014): Trustee Beck seconded.**

AYES: Trustees Beck, Frye, Emerick, Lack, Lorensen, McCooley, Phillips

ADVISORY VOTE: AYE: Student Trustee Fox

NAYS: None, Motion carried.

## **VI. ACTION ITEMS**

Chair Phillips asked Student Trustee Fox if she had any words to share with the Board and she said it had been a great experience and she looked forward to serving as an elected trustee for the next two years. She congratulated David Edge as the incoming Student Trustee.

**Trustee Frye made a motion to move agenda item VI. A (Board Report #8466 Granting Trustee Emerita to Evelyn Phillips) to VI. D.: Trustee Emerick seconded.**

AYES: Trustees Beck, Frye, Emerick, Lack, Lorensen, McCooley, Phillips

ADVISORY VOTE: AYE: Student Trustee Fox

NAYS: None, Motion carried.

B. Chair Phillips announced that some resolutions would be read for outgoing board members. Trustee Beck read the resolution for Former Trustee Ahern. Trustee Emerick read the resolution for Former Trustee Sonia Berg. Trustee Phillips read the resolution for Former Trustee Mike Boland. Trustee Lack read the resolution for outgoing Trustee Lorensen. Trustee Frye read the resolution for outgoing Trustee Lack. Trustee McCooley read the resolution for outgoing student Trustee Fox. Trustee Frye read the resolution for outgoing Trustee Phillips and she was presented with an award.

C. Chair Phillips then administered the Oath of Office to the incoming trustees: Tim A. Black, Douglas L. Strand, Kylee L. Fox, and John D. McCooley. She then asked Trustee Fox to read an introduction about Student Trustee David E. Edge, III and then he was given the Oath of Office.

**D. Trustee Frye read BR# 8466 ( Trustee Emerita award for Evelyn Phillips) and Trustee Beck moved to approve: Trustee Emerick seconded.**

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

ADVISORY VOTE: AYE: Student Trustee Edge

NAYS: None, Motion carried.

Trustee Emerita Phillips was also given a plaque giving her lifetime membership in the Illinois Community College Trustee Association. She gave a small speech acknowledging the support she had received from many in here eighteen years of service on the Board.

## **VII. ROLL CALL**

Vice Chair Frye called for the roll call of the new board.

Present: Dorothy W. Beck, Tim A. Black, David L. Emerick, Kylee Fox, Donna M. Frye, John D. McCooley, Douglas L. Strand, Student Trustee David E. Edge, III  
Absent: None

## **VIII. REORGANIZATION OF THE BOARD**

Vice Chair Frye called for a nomination for the new Chairperson for the Board.

**Trustee Strand moved to nominate Trustee Emerick as the chairperson; Trustee Beck seconded.**

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

ADVISORY VOTE: AYE: Student Trustee Edge

NAYS: None, Motion carried.

Chair Emerick asked Vice Chair Frye to continue with the election. She called for a nomination for Vice Chairperson.

**Trustee Strand moved to nominate Trustee Frye as the Vice Chairperson; Trustee Emerick seconded.**

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

ADVISORY VOTE: AYE: Student Trustee Edge

NAYS: None, Motion carried.

Vice Chair Frye called for a nomination for Board Secretary.

**Trustee Emerick moved to nominate Trustee Beck as the Secretary; Trustee Strand seconded.**

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

ADVISORY VOTE: AYE: Student Trustee Edge

NAYS: None, Motion carried.

Vice Chair Frye called for a nomination for the ICCTA Representative.

**Trustee Emerick moved to nominate Trustee Beck as the ICCTA Representative; Trustee Strand seconded.**

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

ADVISORY VOTE: AYE: Student Trustee Edge

NAYS: None, Motion carried.

Vice Chair Frye called for a nomination for the ICCTA Alternate Representative.

**Trustee Beck moved to nominate Trustee Black as the ICCTA Alternate Representative; Trustee Strand seconded.**

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

ADVISORY VOTE: AYE: Student Trustee Edge

NAYS: None, Motion carried.

Vice Chair Frye called for a nomination for the Black Hawk College Foundation Board Representative.

**Trustee Beck moved to nominate Trustee Black as the Black Hawk College Foundation Board Representative; Trustee McCooley seconded.**

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

ADVISORY VOTE: AYE: Student Trustee Edge

NAYS: None, Motion carried.

Vice Chair Frye called for a nomination for the Black Hawk East Campus Foundation Board Representative.

**Trustee Beck moved to nominate Trustee Emerick as the Black Hawk College East Campus Foundation Board Representative; Trustee Black seconded.**

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

ADVISORY VOTE: AYE: Student Trustee Edge

NAYS: None, Motion carried.

Chair Emerick then took over control of the meeting agenda. He thanked everyone as the new Board Chair and shared he has enjoyed the time he has spent on the board. He assured the new board members that it will take all eight of them working together to provide the quality of education for which Black Hawk is known.

## **IX. EMPLOYEE / PUBLIC COMMENT**

### **A. Core value reflection**

The core value highlighted was *Integrity: We will aspire to be truthful, sincere, and candid in all aspects of our daily activities*. Kathy Malcolm shared that tonight's proceedings are all about integrity and acknowledging the outgoing and incoming trustees shows the integrity of the college and importance of this core value.

### **B. Faculty Senate**

QC - Dr. Douglas Davidson thanked the Trustees for their support and acknowledged Chair Evelyn Phillips for her work. He introduced the new President and Vice President for the Faculty Senate for next fall. The new President is Dr. Tracy Davis and the Vice president is Dr. Todd Linscott.

EC – John Hartman had a class and was not able to attend.

### **C. IFT Faculty & Pro Tech Unit**

Professor Eastlund thanked the Trustees and especially Chair Phillips for her progressive leadership. She said it is the end of the year and students are being encouraged to finish strong.

### **D. UAW Support Staff Unit**

Gloria Nelson thanked the Trustees for their service and for all of the time they give. She expressed appreciation for them taking care of our home away from home.

### **E. IFT –Adjunct Faculty Unit - no report**



F. Student Government Association

Dr. Vallandingham reported that due to a conflict, no one was able to attend. He shared they are excited to introduce the new senators.

**X. PRESIDENT & ADMINISTRATION INFORMATIONAL REPORTS**

A. Dr. Baynum shared about activities that are just starting for the summer and a summary of some information from the President's Council and ICCTA conference. Most of the time in Springfield was spent on pension discussions. It was a very good meeting.

B. Instruction - no questions.

C. Student Services - no questions.

D. Finance

VP Anderson shared that the FY2014 budget has been provided in the Trustee packets to take home.

E. East Campus – no questions.

F. Marketing – no questions.

G. Administrative services – no questions.

H. Human Resources – There was a question about the EC basketball coaching position.

I. Planning and Institutional Effectiveness – no questions.

J. Foundations –

1. Black Hawk College Foundation (Quad Cities) – Trustee Beck noted the following:

There is a striking new donor wall across from the Hawk's Hub.

There is a change in the student housing contract with Bluffstone instead of giving \$10,000 a year to the Foundation for scholarships, it will credit \$10,000 in rent, to be distributed in whatever way the Foundation chooses.

There were many excellent applications for Minigrants this year – more than the Foundation could fund.

The search for the Executive Director is underway and a new director will be chosen soon.

2. Black Hawk College East Foundation – Trustee Emerick shared that there had been a special meeting held on Tuesday where the EC Foundation has made the recommendation to have Bluffstone take over management of the Prairie Pointe Apartments. That will go before the Foundation board in May. The contract may be for three years.

## **XI. BOARD REPORTS**

- A. Ratification of Expenditures for Period Ending March 31, 2013. BR#8467
- B. Ratification of Expenditures for Preferred Vendors March 31, 2013. BR#8468
- C. Award of Contract for EC Parking Lot Expansion. BR#8469
- D. Award of Contract for Quad Cities Campus Internet Bandwidth. BR#8470
- E. Ratification of Acceptance of the Illinois Community College Board Accelerating Opportunities I-CAPS Program Grant FY 2013. BR#8471
- F. Approval to Proceed with Design Specifications for the East Campus Building B Entrance Repair. BR#8472

**Trustee Frye moved to approve BR# 8467, #8468, #8469, #8470, #8471, and #8472: Trustee Beck seconded.**

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

ADVISORY VOTE: AYE: Student Trustee Edge

NAYS: None, Motion carried.

## **XII. MISCELLANEOUS**

### **A. Reports**

- 1. ICCTA Meeting and Convention Schedule  
Trustee Beck submitted a written report. She and President Baynum met with Representatives Mike Smiddy, Pat Verschoore, and Don Moffitt and with Senators Darin LaHood and Mike Jacobs. All five seem to understand our issues, to be supportive of Black Hawk College and to share our frustration with the finances of the state. We noted our concern about MAP grants that are going to –for-profit institution. This concern was news to some; all seemed to think such a distribution of taxpayer money was hard to justify. It is good to make our presence constantly known. She also noted that the City Colleges of Chicago have not paid any ICCTA dues for over a year and the City College of Chicago have pulled out of ICCTA and that they appear to have dropped out of the organization. ICCTA therefore has to raise the dues next year.

Dr. Baynum shared that he felt the representatives were very supportive and although some were not well-informed on issues that we face, BHC's representatives are well aware of the value of community colleges in general. We seem to have a strong friendly relationship with all five.

BHC is part of a regional area and there will be a meeting on July 17. Trustee Emerick thanked Trustee Beck for her part in working toward this.

Chair Emerick asked the trustees to look at the calendar on the bottom of the agenda and turn in RSVP's to Karen for events. He encouraged them to attend as many of the events as their schedule allows. It is a good way to show our support to the students and staff.

Trustee Black and Strand asked if the budget meeting could be rescheduled from May 8 due to conflicts. After discussion, Monday May 6 at 5 p.m. was chosen as the new date. Chair Emerick said it is an open meeting.

**XIII. Closed Session**

No closed session was requested.

**XIV. Adjourn**

There was a motion to adjourn by Trustee McCooley, Trustee Frye seconded.

---

David L. Emerick, Jr., Chair

Board of Trustees

---

Dorothy W. Beck, Secretary

Board of Trustees

**MINUTES  
SPECIAL OPEN SESSION  
Monday, May 6, 2013  
5 p.m.  
Black Hawk Board Room**



**BOARD OF TRUSTEES**

**I. CALL TO ORDER**

Chair David Emerick called the meeting to order on Monday, May 6, 2013 at 5 p.m., in the Black Hawk Board Room, 6600 – 34<sup>th</sup> Avenue, Moline, Illinois.

**II. ROLL CALL**

Present: Dorothy W. Beck, Tim A. Black, Donna M. Frye, Kylee L. Fox, Douglas L. Strand, David L. Emerick, Jr., Student Trustee David Edge

Absent: John D. McCooley

Others Present: President Thomas Baynum, Executive Assistant to the President Karen Mowers, Vice Presidents Dr. Bettie Truitt, Chanda Dowell, Leslie Anderson, Bruce Storey, Tiffany Hamilton, Gloria Nelson

**III. BUDGET WORKSHOP**

Dr. Baynum gave opening remarks and turned the meeting over to VP Anderson. She gave some introductory remarks and then presented a power point presentation as an overview to the budget. Following the presentations, VP Anderson and the others present answered questions.

**IV. BOARD OF TURESTEEES BUDGET**

Chair Emerick led a discussion about the preparation of the Board of Trustees budget for FY2014. Several items were noted for further discussion later this year and changes were made between specific line items, but the overall budget remained the same.

**V. ADJOURN**

Motion by Trustee Black to adjourn; Seconded by Trustee Fox.

---

David L. Emerick, Jr., Chair

Board of Trustees

---

Dorothy W. Beck, Secretary

Board of Trustees

## President's Activities: April 1 - April 30, 2013

Date	Meeting	Subject
Monday, April 1	Quad Cities President's Council, Trinity College of Nursing	Quarterly Meeting
	Moline Rotary	Weekly Meeting
	Mark Willett	Facilities Department Update
Tuesday, April 2	Kathy Malcolm	Higher Learning Commission Planning Meeting
	Shawn Cisna	Campus Security Update
Wednesday, April 3	Kathy Malcolm	Planning and Institutional Effectiveness Update
	Jon Looney	Information Technology Department Update
	Kay Quick	Auxiliary Services Department Update
	Jason Holdorf (Missman), Leslie Anderson, Mark Willett	Invoicing Procedures
	John Meineke	Cheri Bustos Visit Planning Meeting
Thursday, April 4	Bruce Maxey, Ryan Dehart (BLDD), Leslie Anderson	Monthly Meeting
	Melissa Hancock	Villas at Black Hawk Agreement
	Dominick Demonica	Master Plan Update
	Faculty Senate	College update
Friday, April 5	Congresswoman Cheri Bustos	Listening Tour/College Presentations
	Dominick Demonica	Facilities Master plan Steering Committee
	Leave for HLC Annual Conference in Chicago	
Saturday, April 6	HLC AQIP Colloquium	Engaging the Campus in Improving Student Success; Competency Mapping; Lean Process in Higher Education; Myths, Misconceptions and Questions about AQIP
	Kathy Malcolm	AQIP Systems Portfolio Review
	Dr. Tim Gallimore, HLC Accreditation Liaison	AQIP Systems Portfolio Review
Sunday, April 7	HLC Annual Conference: Presidents' Track	Breakfast with HLC Board of Trustees; Presidents' Forum Opening Session; The Changing Educational Landscape; News from the Hill (DC Update); Student Success and the Higher Education Cost Problem; Listening on the Future of AQIP; Annual Meeting Opening Session; Reception

Monday, April 8	HLC Annual Conference	From MOOC to MOLIER: Leveraging Technology to Advance Learning and Research; Dual Credit in US Higher Education: A Report on the HLC Study of State Policy and Quality Assurance Practices; Introduction to the New Criteria for Accreditation; The Commission's Academy on Assessment of Student Learning; The AQIP Pathway: Presidential Perspectives and Program Priorities; Assessing College-Wide Student Learning Outcomes at a Community College; Preview of the Commission's New Academy on Persistence and Completion
Tuesday, April 9	HLC Annual Conference	Becoming a Peer Reviewer; Governance that Works: Inclusive and Flexible Structures; Student Learning Outcomes: From 0 to 4500 in 80 Days
	Return from HLC Conference in Chicago	
Wednesday, April 10	Shawn Cisna	Campus Security Update
	Build-to-Suit, Gere/Dismer, BHC Personnel	Coordination and Communication Meeting- Adult Learning Center
	Capital Committee	Regular Meeting
	Labor Management Council	Regular Meeting
Thursday, April 11	Matt Pappas	President's Cabinet Training on Harassment
	Mark Willett	Facilities Department Update
	BLDD, Student Services, Facilities	Student Activities Remodel Bid Opening
	President's Cabinet	Regular Meeting
Friday, April 12	Hispanic Chamber Multicultural Series	Featured Doug Harris
	Jon Looney	Information Technology Department Update
	Liz Brown, Community College Presidents	Legislative Conference Call
	Purchasing, Insurance Oversight, Bidders	Pre-Proposal Meeting for TPA, PBM Services
	Instructional Services Council	Update on AQIP Systems Portfolio
Saturday, April 13	Lincoln Academy	Laureate Luncheon for Civic Committee - John Deere Headquarters
	Lincoln Academy	Academic Trustee, Laureate Induction- Augustana College
	Lincoln Academy	Laureate Banquet

Sunday, April 14	Phi Theta Kappa	Quad Cities Induction Ceremony
Monday, April 15	President's Cabinet	Budget Discussion Follow-Up
	Karen Mowers	Planning Meeting for Fall ICCB Meeting at BHC
	Rotary	Weekly Meeting
	Mark Willett	Facilities Department Update
	Jeff Blackwell	Illinois Family Literacy Grants
	Title III Advisory Committee	Mini Grants and Funding
	Kathy Malcolm, Dale Huntley, Bettie Truitt	Review of HLC Update Report
Tuesday, April 16	Chanda Dowell, Ray Jacobs - East Campus	Welding Facility Planning Session
	Illinois Academic Team	Annual Banquet - Springfield
Wednesday, April 17	Quad Cities Chamber of Commerce	Chamber Morning Network - BHC Host
	Shawn Cisna	Campus Security Update
	Kay Quick	Auxiliary Services Department Update
Thursday, April 18	QC Labor management Council	Scholarship Luncheon
	Matt Pappas	President's Cabinet Training on FOIA
	Jon Looney	Information Technology Department Update
Friday, April 19	Matt Pappas	Legal Council Update
	Karen Mowers	Review of PAAC Conference
	Dr. Dick Vallandingham	Student Services Addition Signage Update
	Liz Brown, Community College Presidents	Legislative Conference Call
	Student Services, Facilities	Student Activities Remodel
	Dr. Dick Vallandingham, Tiffany Hamilton	IPADS for Student Activities
	Mark Willett	Facilities Department Update
Saturday, April 20	Student Services	Open House - Quad Cities Campus
Monday, April 22	Jon Looney	ISES (BHC Assets Management) Training Session
	Build-to-Suit, Gere/Dismer, BHC Personnel	Construction Update Meeting-Adult Learning Center
	John Meineke, Dr. Dick Vallandingham	Student Services Addition Signage Update
	Moline Rotary	Weekly Meeting
Tuesday, April 23	Jared Brandau, Missman Engr.	Villas at Black Hawk Filings
	Leslie Anderson, BHC Faculty and Staff	Budget Forum
	Evelyn Phillips	Board Packet Review
	Kay Quick	Auxiliary Services Department Update
	Jon Looney	Information Technology Department Update
	Bruce Maxey, Ryan Dehart (BLDD), Leslie Anderson	BLDD Monthly Project Progress Meeting



Wednesday, April 24	Ribbon Cutting	Student Services Addition
	BHC Faculty and Staff	Monthly Lunch with the President
Thursday, April 25	Faculty Senate, Dr. Truitt	Monthly Senate, Administration Meeting
	Glenda Nicke, Mary Crider, Mike Meleg, Jon Looney	Adult Learning Center Furniture and IT Planning
	Tom Cross, Illinois Minority House Leader	Tour and Visit to BHC
	Chanda Dowell, Ray Jacobs, Kay Quick, Leslie Anderson	Pool Vehicles
	President's Cabinet	Regular Meeting
Friday, April 26	John Meineke	Board Reorganization Planning Meeting
	Kelly Young	Bluffstone, Villas at Black Hawk Construction Update
	Dr. Sylvia Manning, CEO Higher Learning Commission	Accreditation, AQIP Performance Portfolio
	E4E Committee - East Campus	Thank You Reception
	Leslie Anderson, East Campus Faculty and Staff	Budget Forum
	Leslie Anderson, Chanda Dowell, Ray Jacobs, Bob McChurch, Mark Willett	Protection Health and Safety Update and Budget Planning
	East Campus Language Arts	29th Annual Founders Award Banquet
Monday, April 29	Dominick Demonica	Health Science Building Mechanical and IT Planning
Tuesday, April 30	Leave for Springfield	
	Illinois Community College Presidents' Council	Regular Meeting
	Illinois Community College Trustees Association Board of Representatives Meeting	Regular Meeting

# Instructional Report-Vice President Truitt

---

## **WIU Partnership Meeting-April 26, 2013**

Black Hawk College hosted a Teacher Education meeting on Friday, April 26 to discuss recent updates to the Teacher Ed curriculum. I joined Dean Nickels, Professor Melear and Professor Bachelder along with several representatives from WIU, IL Central College, Sauk Valley College, IL Valley College, Spoon River College, and Carl Sandburg College to discuss these changes and how they will affect our students.

## **WIU Internship Opportunities in English and Family Literacy**

This summer, Black Hawk College is piloting internship opportunities for WIU graduate students in the areas of English and Family Literacy. Based on the success of the pilot, we will plan for continuation and possible expansion of these opportunities for future students.

## **ICCB Monitoring visit-May 1, 2013**

Our team (Cathy Dorathy, Chris Adell, Jen Holldorf and Bettie Truitt) met with ICCB Representative, Sue Petrilli, to discuss the results of the FY 2013 ICCB Federal Postsecondary Perkins Programmatic Monitoring Guide. The results of the report were excellent, 94% of the review items scored at the highest satisfactory level, 6% scored at the opportunity for improvement level, and 0% scored as unsatisfactory. We have updated ICCB with our progress toward quality in the 6% areas and are striving toward the 100% satisfactory mark for next year. Many thanks to Cathy, Chris, and Jen for their fine work in creating processes and supporting documentation for this important report.

## **QC GOAL 2025-May 8, 2013**

I met with area administrators and staff from WIU, St. Ambrose, CASA, EICC, Augustana, and Trinity to agree on a Memorandum of Understanding to work collaboratively toward increasing the number of people in the Quad Cities who complete training or education after high school that leads to employment. This collaboration is tied to the Lumina Foundation, details to follow.

## **New Transfer Agreement-BHC and University of Illinois at Urbana-Champaign**

BHC students have a variety of new options for transfer into the College of Agricultural, Consumer and Environmental Sciences (ACES) at the University of Illinois. Upon completion of prescribed course sequences at BHC, students will be admitted to the College of ACES at the junior level in a relevant field of study.

## **Deans Hiring Update**

Betsey Morthland has accepted the position of Dean of Health Sciences. Betsey has been employed at Black Hawk College since 2003 and was initially hired as an instructor and program coordinator for the college's Health Information Management Program. In 2011, she was named chair of the Allied Health Department and has been serving as interim dean of health sciences since July 2012.

Ken Nickels has accepted the position of Dean of Math and Sciences. Ken has been employed at Black Hawk College since 2003 and was initially hired as an instructor in the Mathematics and Computer Science Department. He served as vice president and president of the QC Campus Faculty Senate from 2008-2012 as well as provided leadership on many additional institutional committees. He has been serving as interim dean of math and sciences since July 2012.

As of 5 pm on May 9, 2013, job offers have been extended for the Dean of Business Development and Technology as well as the Dean of Arts and Humanities.

Instruction is looking forward to working with the exceptionally talented individuals put forth through the college's hiring process.

# **Student Services Report**

Prepared by

Dr. Dick Vallandingham, Vice President for Student Services and Dean of Students

## ***Spring Semester 2013 – Student Services Highlights***

Black Hawk College Student Service areas continue to look for ways to improve services, increase student engagement, and support student success. The opening of the First Stop Center at the Quad Cities campus was only one of the highlights of the semester. Here are others submitted by members of the Student Services Leadership Team.

### **Recruitment**

Campus visits were a major focus for the Recruitment department. In addition to the annual Open House event in April (which drew over 100 students), two new programs were introduced and improvements were made to the individual campus tour experience.

The two new programs, Adult Information Sessions and Welcome Wednesdays, were designed to be targeted small group visit opportunities for prospective students taking the first steps toward enrolling at BHC. For individual campus tours, a new online reservation system was put into use. These efforts have resulted in an increase in the number of visitors to our campus.

Karen Dahlstrom, Recruitment Coordinator/Admissions Advisor

### **Disability Services**

The Disability Services office presented six “Bridging the Gap” workshops for high school special education students. In addition, the office developed and produced a 15 minute video for students with disabilities and their parents on making the transition from high school to college.

In conjunction with the Student Life office, Disability Services celebrated Disability Awareness Week on campus with special performances of an international known deaf mime, JJ Jones.

Disability Services also coordinated the area's first ever Interpreter/Consumer Workshop, held at BHC, that together Deaf community members and sign language interpreters.

Susan Sacco, Disability Services Coordinator

## **Financial Aid**

When the Illinois Student Assistance Commission announced the earliest MAP grant suspension date ever (March 1, 2013), the BHC Financial Aid Office took proactive steps to contact current and potential students prior to the cut-off deadlines with action information. These efforts, along with other Financial Aid Office outreach efforts such as College Goal Sunday, FAFSA Completion Workshops, and high school visits, have resulted in earlier application completions by BHC students. To date, the BHC Financial Aid Office has processed 3700 FAFSA records for 2014.

Joanna Dye, Director of Financial Aid

## **Retention**

A new classroom visit initiative was undertaken during the 2012-2013 academic year to connect students to college resources that support student success. These visits, coordinated by Student Retention and delivered by student services staff, allowed for discussions on specific resources and services of need and interest by the students in the class. Developmental course classes were the primary focus of the initiative.

The Early Alert process was evaluated for quality improvement. As a result of this analysis, additional communication strategies were initiated. During the spring semester, faculty who submitted an early alert received personalized communication on the status of the early alert action.

Ty Perkins, Student Retention Coordinator

## **Student Support Services/TRIO**

The BHC TRIO/Student Support Services program has 27 students graduating this year with another 8 transferring prior to degree completion. In addition, the office recorded over 1400 tutoring visits for the semester.

Kari Koster, Student Success Center Director

**DISCUSSION AND ANALYSIS OF THE  
FINANCIAL OPERATIONS REPORT FOR  
THE TEN MONTH PERIOD ENDING APRIL 30, 2013**

**EDUCATION FUND AND OPERATIONS & MAINTENANCE FUND**

The financial results for the total Operating Funds reflect an increase in revenue and an increase in expenditures from last year.

Revenues for FY13 increased from last year's level by \$1,041,636 or 3.41%.

Notable changes in revenue year over year include:

- Fall Tuition revenue increase of \$188,821 or 3.41%
- Summer Tuition revenue increase of \$220,965 or 25.42% due to reporting change implemented in FY12
- Spring Tuition increase of \$214,135 or 3.99%
- Adult Ed enrollment increase of \$486,058 or 26.19%
- Property tax revenue decrease of \$128,494 or 2.31%
- Student fees revenue decrease of \$109,083 or 8.41%
- Investment revenue decrease of \$75,685 or 30.17%

Expenditures for FY13 increased from last year's level by \$190,616 or 0.68%.

Notable changes in expenditures year over year include:

- Ed Fund salaries decrease of \$857,990 or 5.26% due to accounting method change
- Benefits decrease of \$192,620 or 4.88% due to fluctuations in health plan funding levels
- Supplies & Materials expense decrease of \$29,961 or 2.20%
- Waivers, primarily Adult Ed, increase of \$1,026,691 or 36.80%

**AUXILIARY FUND**

The financial results for the total Auxiliary Fund reflect a decrease in revenue and an increase in expenditures from last year. Revenue decreased \$203,108 or 5.74% while expenditures increased \$27,397 or 0.85%.

The decrease in revenue of \$203,108 is attributable to a \$188,742 or 6.05% decrease in Bookstore revenues, a \$21,719 or 5.80% decrease in student auxiliary fees due to lower enrollment, and a \$7,873 or 30.56% increase in QC vending revenue.

Expenditures are up \$27,397. Notable changes include a \$100,166 or 4.04% decrease in Bookstore expenses, a \$40,392 or 15.10% increase in QC Athletics, and a \$30,795 or 16.89% decrease in other expenses, offset by an increase of \$91,953 or 91.76% increase in Student Life expenditures due to increased salaries & benefits and contractual services.

The financial information on the following pages represents the major items of revenue and expenditures for the month ended April 30, 2013 for each of the appropriated funds.



**REPORT OF FINANCIAL OPERATIONS OF THE COLLEGE  
FOR THE PERIOD ENDING APRIL 30, 2013**

FISCAL YEAR 2013					FISCAL YEAR 2012				DIFFERENCE	
	Current Month Actual	YTD Actual 83% thru Yr.	Adjusted Budget 12 Months	% Budget Realized	Current Month Actual	YTD Actual 83% thru Yr.	Adjusted Budget 12 Months	% Budget Realized	% YTD Actual 2013 / 2012	\$ YTD Actual 2013 / 2012
<b>EDUCATION FUND</b>										
REVENUE	\$ 2,618,641	\$ 28,053,069	\$ 31,551,446	88.91%	\$ 2,423,737	\$ 27,017,090	\$ 30,007,693	90.03%	3.83%	\$ 1,035,979
EXPENDITURES	\$ 2,662,951	\$ 24,754,808	\$ 32,361,604	76.49%	\$ 2,452,173	\$ 24,840,629	\$ 30,670,965	80.99%	-0.35%	\$ (85,821)
<b>OPERATIONS &amp; MAINTENANCE FUND</b>										
REVENUE	\$ 380,826	\$ 3,537,634	\$ 4,521,078	78.25%	\$ 371,277	\$ 3,531,977	\$ 4,446,944	79.42%	0.16%	\$ 5,657
EXPENDITURES	\$ 337,816	\$ 3,351,410	\$ 4,330,884	77.38%	\$ 300,801	\$ 3,074,973	\$ 4,366,115	70.43%	8.99%	\$ 276,437
<b>TOTAL FOR EDUCATION AND OPERATIONS AND MAINTENANCE</b>										
REVENUE	\$ 2,999,467	\$ 31,590,703	\$ 36,072,524	87.58%	\$ 2,795,014	\$ 30,549,067	\$ 34,454,637	88.66%	3.41%	\$ 1,041,636
EXPENDITURES	\$ 3,000,767	\$ 28,106,218	\$ 36,692,488	76.60%	\$ 2,752,974	\$ 27,915,602	\$ 35,037,080	79.67%	0.68%	\$ 190,616
<b>AUXILIARY FUND</b>										
REVENUE	\$ 44,001	\$ 3,335,512	\$ 3,922,900	85.03%	\$ 59,115	\$ 3,538,620	\$ 3,936,285	89.90%	-5.74%	\$ (203,108)
EXPENDITURES	\$ 143,499	\$ 3,237,416	\$ 3,922,900	82.53%	\$ 115,931	\$ 3,210,019	\$ 3,625,917	88.53%	0.85%	\$ 27,397
<b>AUDIT</b>										
REVENUE	\$ 93	\$ 63,421	\$ 94,992	66.76%	\$ -	\$ 45,690	\$ 86,440	52.86%	38.81%	\$ 17,731
EXPENDITURES	\$ 5,600	\$ 79,062	\$ 80,000	98.83%	\$ 3,600	\$ 47,200	\$ 71,170	66.32%	0.00%	\$ 31,862
<b>LIABILITY, PROTECTION &amp; SETTLEMENT FUND</b>										
REVENUE	\$ 152,583	\$ 2,018,644	\$ 2,769,370	72.89%	\$ -	\$ 1,293,369	\$ 2,476,046	52.24%	56.08%	\$ 725,275
EXPENDITURES	\$ 204,178	\$ 2,024,164	\$ 3,383,477	59.82%	\$ 166,570	\$ 1,847,760	\$ 2,476,050	74.63%	9.55%	\$ 176,404
<b>BOND &amp; INTEREST FUNDS</b>										
REVENUE	\$ 5,081	\$ 3,616,697	\$ 5,456,825	66.28%	\$ -	\$ 2,779,113	\$ 5,502,775	50.50%	30.14%	\$ 837,584
EXPENDITURES	\$ 88,059	\$ 5,502,063	\$ 5,456,825	100.83%	\$ -	\$ 5,143,146	\$ 5,452,775	94.32%	6.98%	\$ 358,917
<b>WORKING CASH FUND</b>										
REVENUE	\$ 31,263	\$ 294,682	\$ 300,000	98.23%	\$ 32,094	\$ 352,268	\$ 400,000	88.07%	-16.35%	\$ (57,586)
<b>OPERATION &amp; MAINTENANCE RESTRICTED FUNDS</b>										
REVENUE	\$ 11,607	\$ 1,489,271	\$ 23,540,000	6.33%	\$ 45,474	\$ 1,274,542	\$ 3,970,000	32.10%	16.85%	\$ 214,729
EXPENDITURES	\$ 909,618	\$ 9,859,655	\$ 18,307,317	53.86%	\$ 1,271,055	\$ 6,708,180	\$ 16,230,626	41.33%	46.98%	\$ 3,151,475
<b>RESTRICTED FUNDS</b>										
REVENUE	\$ 2,188,657	\$ 15,900,964	\$ 21,411,830	74.26%	\$ 1,561,346	\$ 15,750,576	\$ 15,156,410	103.92%	0.95%	\$ 150,388
EXPENDITURES	\$ 279,894	\$ 16,341,144	\$ 21,465,932	76.13%	\$ 270,958	\$ 16,456,272	\$ 15,235,028	108.02%	-0.70%	\$ (115,128)

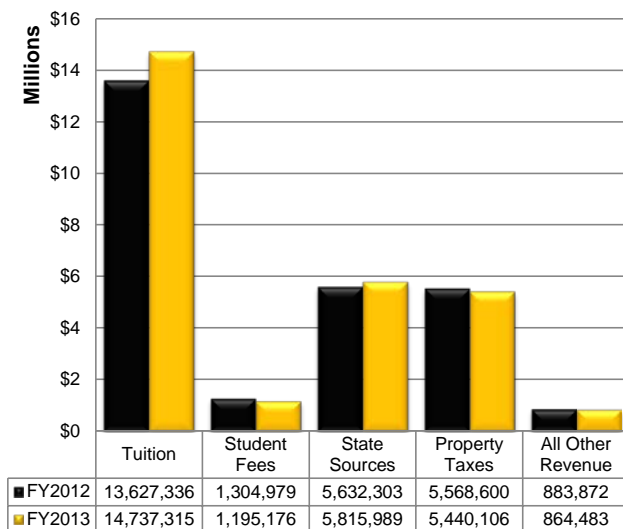


## EDUCATION FUND

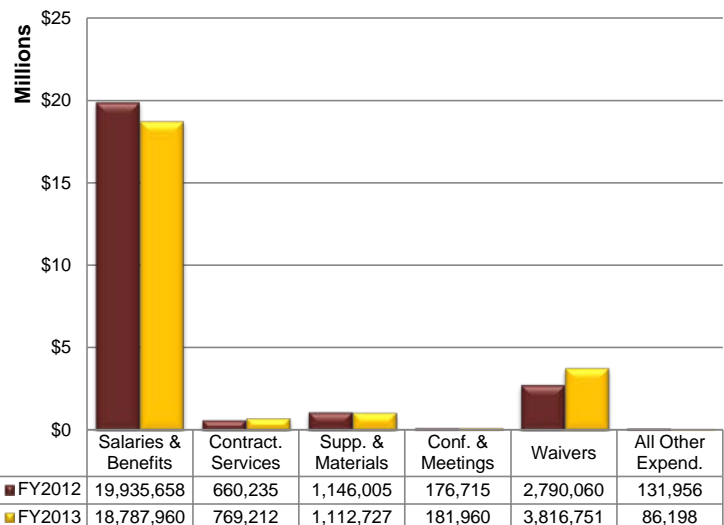
<b>Revenue</b>	FY 2013			FY 2012		
	Current Month Actual	YTD Actual	Adjusted Budget	Current Month Actual	YTD Actual	Adjusted Budget
Tuition - Fall	\$ (1,191)	\$ 5,730,198	\$ 5,972,975	\$ (1,277)	\$ 5,541,377	\$ 5,138,004
Tuition - Spring	(6,163)	5,574,950	5,746,483	(12,071)	5,360,815	5,105,962
Tuition - Summer	884,547	1,090,289	898,447	830,632	869,324	911,785
Tuition - Adult Ed	266,299	2,341,878	2,713,294	189,776	1,855,820	2,739,322
Student Fees	37,231	1,195,176	1,321,489	59,928	1,304,979	1,273,490
State Funding	624,074	5,815,989	6,812,644	562,310	5,632,303	6,958,414
Property Taxes	760,473	5,440,106	6,753,254	735,251	5,568,600	6,679,506
Sales & Service	32,209	568,909	598,260	33,161	532,977	569,710
Investment Income	13,617	175,174	250,000	17,398	250,859	300,000
Other Revenue	7,545	120,400	184,600	8,629	100,036	31,500
Uncollectible Tuition	-	-	(100,000)	-	-	(100,000)
Contingency	-	-	400,000	-	-	400,000
<b>TOTAL</b>	<b>\$ 2,618,641</b>	<b>\$ 28,053,069</b>	<b>\$ 31,551,446</b>	<b>\$ 2,423,737</b>	<b>\$ 27,017,090</b>	<b>\$ 30,007,693</b>

<b>Expenditures</b>	FY 2013			FY 2012		
	Current Month Actual	YTD Actual	Adjusted Budget	Current Month Actual	YTD Actual	Adjusted Budget
Salaries	\$ 1,712,588	\$ 15,447,569	\$ 20,591,701	\$ 1,670,604	\$ 16,305,560	\$ 19,755,978
Benefits	299,304	3,340,391	3,833,679	448,979	3,630,098	4,109,532
Contractual Services	156,824	769,212	1,362,597	43,258	660,235	1,187,609
Supplies & Materials	140,793	1,112,727	1,624,712	105,703	1,146,005	1,561,643
Conference & Meetings	36,714	181,960	314,815	23,766	176,715	318,438
Fixed Charges	470	10,818	22,900	70	12,810	45,800
Utilities	-	2,892	5,500	415	3,867	15,780
Capital Outlay	-	-	-	-	14,107	14,107
Waivers	314,002	3,816,751	4,015,000	155,867	2,790,060	3,000,000
Other Expenditures	2,256	72,488	65,200	3,511	101,172	144,593
Contingency	-	-	525,500	-	-	517,485
<b>TOTAL</b>	<b>\$ 2,662,951</b>	<b>\$ 24,754,808</b>	<b>\$ 32,361,604</b>	<b>\$ 2,452,173</b>	<b>\$ 24,840,629</b>	<b>\$ 30,670,965</b>

**Education Fund Revenue  
(Dollars)**



**Education Fund Expenditures  
(Dollars)**

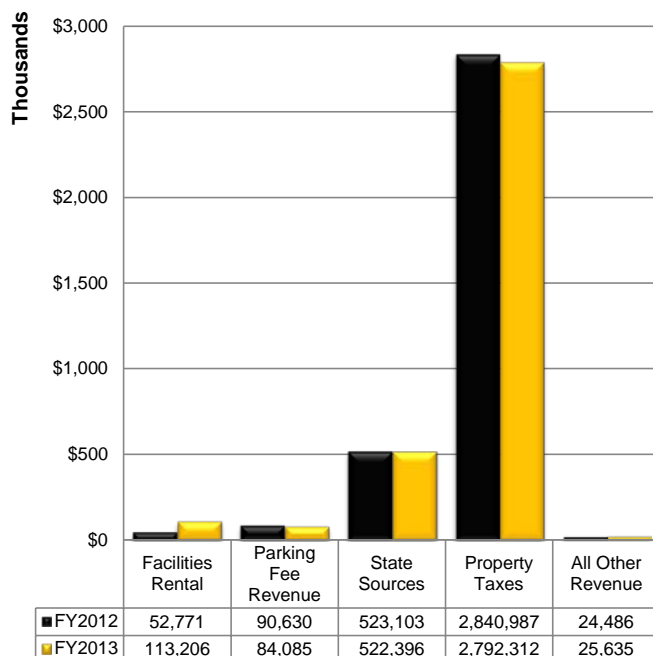


## OPERATIONS & MAINTENANCE FUND

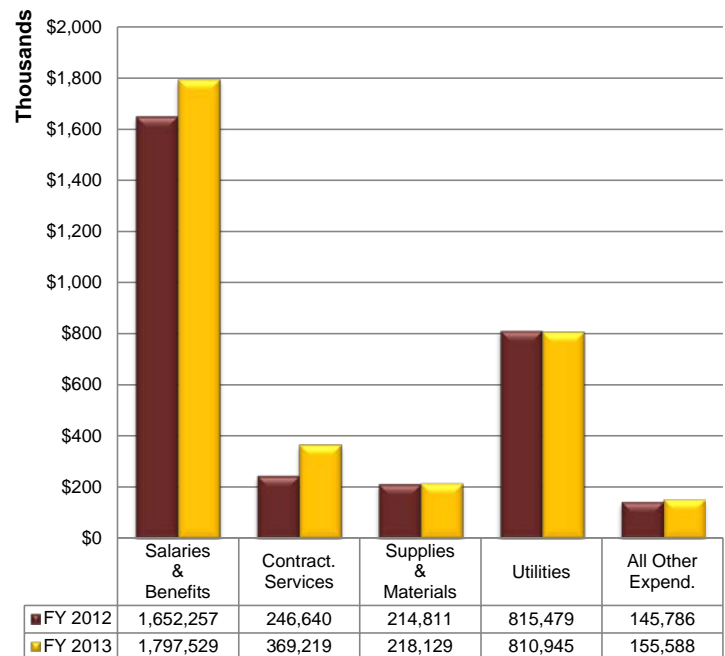
<b>Revenue</b>	FY 2013			FY 2012		
	Current Month Actual	YTD Actual	Adjusted Budget	Current Month Actual	YTD Actual	Adjusted Budget
Facilities Rental	\$ 12,924	\$ 113,206	\$ 122,640	\$ 5,230	\$ 52,771	\$ 123,900
Parking Fee Revenues	460	84,085	85,000	175	90,630	85,000
ICCB Credit Hour Grants	52,240	522,396	627,724	52,310	523,103	627,724
Property Taxes	312,517	2,792,312	3,400,414	310,611	2,840,987	3,325,020
Other Revenue	2,685	25,635	35,300	2,951	24,486	35,300
Contingency	-	-	250,000	-	-	250,000
<b>TOTAL</b>	<b>\$ 380,826</b>	<b>\$ 3,537,634</b>	<b>\$ 4,521,078</b>	<b>\$ 371,277</b>	<b>\$ 3,531,977</b>	<b>\$ 4,446,944</b>

<b>Expenditures</b>	FY 2013			FY 2012		
	Current Month Actual	YTD Actual	Adjusted Budget	Current Month Actual	YTD Actual	Adjusted Budget
Salaries	\$ 131,995	\$ 1,379,457	\$ 1,717,222	\$ 133,839	\$ 1,331,272	\$ 1,717,389
Benefits	41,438	418,072	525,282	32,642	320,985	428,877
Contractual Services	38,830	369,219	462,834	23,656	246,640	249,602
Supplies & Materials	26,212	218,129	320,354	21,329	214,811	272,617
Conference & Meetings	724	3,105	30,170	4,348	4,940	7,720
Fixed Charges	12,657	150,849	160,172	12,385	124,351	170,915
Utilities	85,910	810,945	1,114,850	72,602	815,479	1,237,500
Capital Outlay	-	-	-	-	16,495	16,495
Other Expenditures	50	1,634	-	-	-	-
Contingency	-	-	-	-	-	265,000
<b>TOTAL</b>	<b>\$ 337,816</b>	<b>\$ 3,351,410</b>	<b>\$ 4,330,884</b>	<b>\$ 300,801</b>	<b>\$ 3,074,973</b>	<b>\$ 4,366,115</b>

**Operations & Maintenance Fund Revenue  
(Dollars)**



**Operations & Maintenance Fund Expenditures  
(Dollars)**

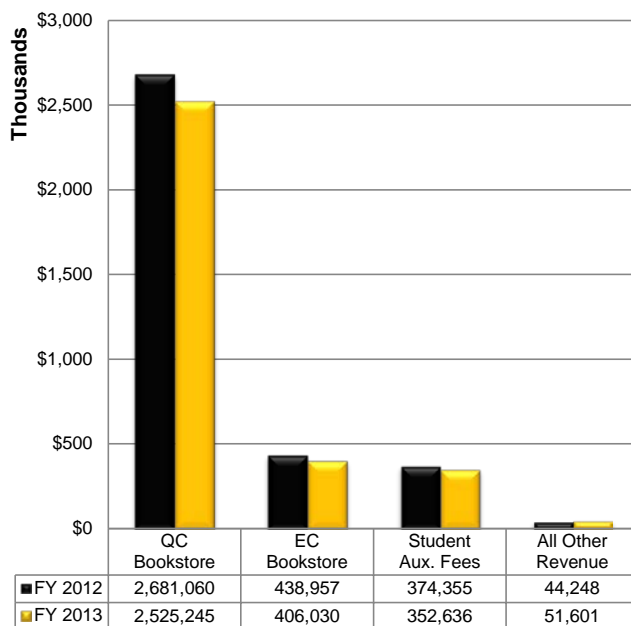


## AUXILIARY FUND

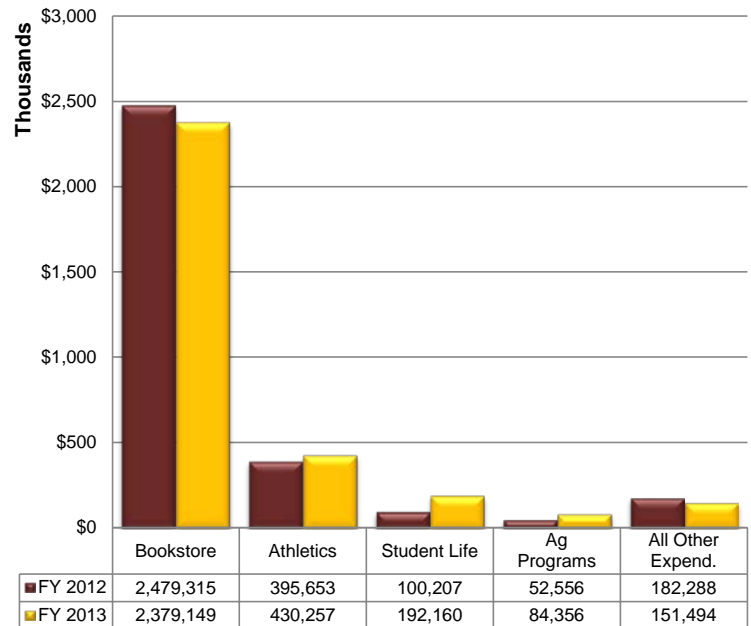
<b>Revenue</b>	FY 2013			FY 2012		
	Current Month Actual	YTD Actual	Adjusted Budget	Current Month Actual	YTD Actual	Adjusted Budget
Bookstore - QC	\$ 16,882	\$ 2,525,245	\$ 2,795,050	\$ 21,247	\$ 2,681,060	\$ 2,860,900
Bookstore - EC	6,296	406,030	428,850	5,309	438,957	474,300
Food Service - QC	1,072	9,841	12,000	1,060	10,625	12,500
Vending - QC	3,248	33,632	25,000	6,698	25,759	30,100
Student Auxiliary Fees	15,321	352,636	405,000	23,311	374,355	300,000
Other Revenue	1,182	8,128	7,000	1,490	7,864	8,485
Contingency	-	-	250,000	-	-	250,000
<b>TOTAL</b>	<b>\$ 44,001</b>	<b>\$ 3,335,512</b>	<b>\$ 3,922,900</b>	<b>\$ 59,115</b>	<b>\$ 3,538,620</b>	<b>\$ 3,936,285</b>

<b>Expenditures</b>	FY 2013			FY 2012		
	Current Month Actual	YTD Actual	Adjusted Budget	Current Month Actual	YTD Actual	Adjusted Budget
Bookstore - QC	\$ 33,013	\$ 2,039,548	\$ 2,271,671	\$ 27,137	\$ 2,121,586	\$ 2,323,614
Bookstore - EC	9,472	339,601	365,809	10,097	357,729	402,273
Athletics - QC	24,438	307,880	391,111	30,965	267,488	322,142
Athletics - EC	6,409	122,377	139,176	5,888	128,165	143,166
Student Life	15,506	192,160	223,924	7,064	100,207	116,523
Ag Programs - EC	17,949	84,356	75,750	11,169	52,556	42,000
Other Expenditures	36,712	151,494	205,459	23,611	182,288	276,199
Contingency	-	-	250,000	-	-	
<b>TOTAL</b>	<b>\$ 143,499</b>	<b>\$ 3,237,416</b>	<b>\$ 3,922,900</b>	<b>\$ 115,931</b>	<b>\$ 3,210,019</b>	<b>\$ 3,625,917</b>

**Auxiliary Fund Revenue  
(Dollars)**



**Auxiliary Fund Expenditures  
(Dollars)**



**AUDIT FUND**

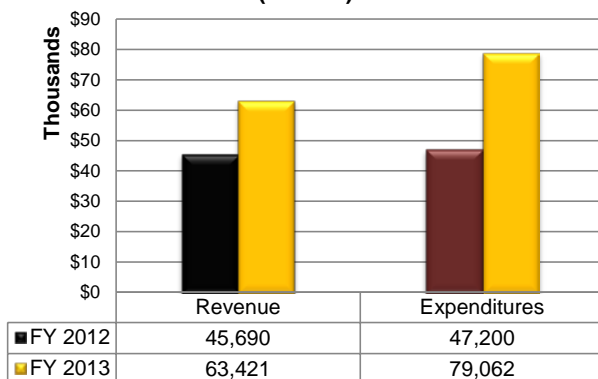
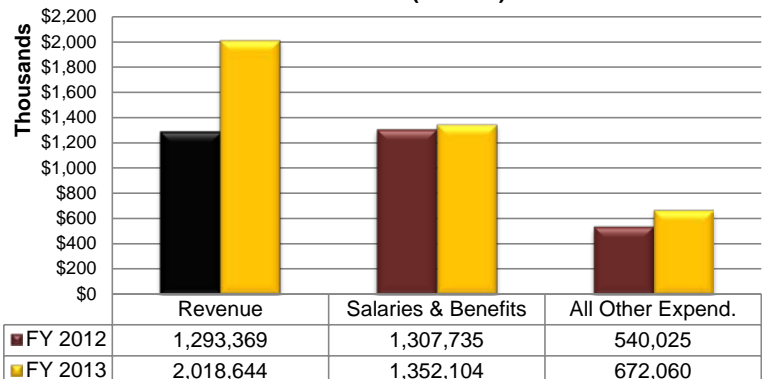
<b>Revenue</b>	FY 2013			FY2012		
	Current Month Actual	YTD Actual	Adjusted Budget	Current Month Actual	YTD Actual	Adjusted Budget
<b>TOTAL</b>	<b>\$ 93</b>	<b>\$ 63,421</b>	<b>\$ 94,992</b>	<b>\$ -</b>	<b>\$ 45,690</b>	<b>\$ 86,440</b>

<b>Expenditures</b>	FY 2013			FY 2012		
	Current Month Actual	YTD Actual	Adjusted Budget	Current Month Actual	YTD Actual	Adjusted Budget
<b>TOTAL</b>	<b>\$ 5,600</b>	<b>\$ 79,062</b>	<b>\$ 80,000</b>	<b>\$ 3,600</b>	<b>\$ 47,200</b>	<b>\$ 71,170</b>

**LIABILITY, PROTECTION AND SETTLEMENT FUND**

<b>Revenue</b>	FY 2013			FY2012		
	Current Month Actual	YTD Actual	Adjusted Budget	Current Month Actual	YTD Actual	Adjusted Budget
<b>TOTAL</b>	<b>\$ 152,583</b>	<b>\$ 2,018,644</b>	<b>\$ 2,769,370</b>	<b>\$ -</b>	<b>\$ 1,293,369</b>	<b>\$ 2,476,046</b>

<b>Expenditures</b>	FY 2013			FY 2012		
	Current Month Actual	YTD Actual	Adjusted Budget	Current Month Actual	YTD Actual	Adjusted Budget
Salaries & Other Benefits	\$ 81,710	\$ 797,959	\$ 1,080,016	\$ 78,804	\$ 781,966	\$ 908,848
Unemployment	-	44,776	25,000	18,682	27,257	25,000
Worker's Compensation	40,862	192,933	250,000	18,889	190,413	220,000
Medicare Expense	25,552	248,814	300,000	24,741	241,534	300,000
FICA Expense	6,475	67,622	100,000	7,015	66,565	100,000
Insurance (General)	-	334,599	450,000	32	300,852	400,000
Legal Services	10,753	98,601	107,250	11,342	102,323	102,746
Other Expenditures	38,826	238,860	1,071,211	7,065	136,850	223,529
Contingency	-	-	-	-	-	195,928
<b>TOTAL</b>	<b>\$ 204,178</b>	<b>\$ 2,024,164</b>	<b>\$ 3,383,477</b>	<b>\$ 166,570</b>	<b>\$ 1,847,760</b>	<b>\$ 2,476,050</b>

**Audit Fund  
(Dollars)****Liability, Protection & Settlement Fund  
(Dollars)**

**BOND & INTEREST FUNDS**

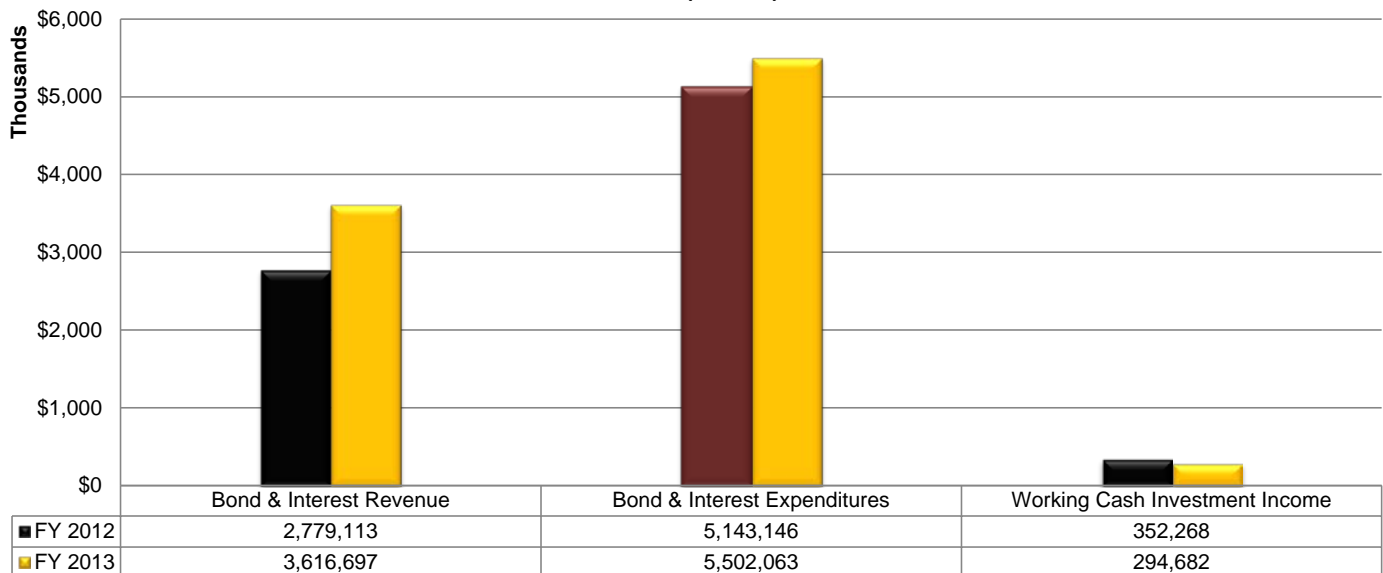
<b>Revenue</b>	FY 2013			FY 2012		
	Current Month Actual	YTD Actual	Adjusted Budget	Current Month Actual	YTD Actual	Adjusted Budget
<b>TOTAL</b>	<b>\$ 5,081</b>	<b>\$ 3,616,697</b>	<b>\$ 5,456,825</b>	<b>\$ -</b>	<b>\$ 2,779,113</b>	<b>\$ 5,502,775</b>

<b>Expenditures</b>	FY 2013			FY 2012		
	Current Month Actual	YTD Actual	Adjusted Budget	Current Month Actual	YTD Actual	Adjusted Budget
<b>TOTAL</b>	<b>\$ 88,059</b>	<b>\$ 5,502,063</b>	<b>\$ 5,456,825</b>	<b>\$ -</b>	<b>\$ 5,143,146</b>	<b>\$ 5,452,775</b>

**WORKING CASH FUND**

<b>Revenue</b>	FY 2013			FY 2012		
	Current Month Actual	YTD Actual	Adjusted Budget	Current Month Actual	YTD Actual	Adjusted Budget
<b>Investment Income</b>	<b>\$ 31,263</b>	<b>\$ 294,682</b>	<b>\$ 300,000</b>	<b>\$ 32,094</b>	<b>\$ 352,268</b>	<b>\$ 400,000</b>

**Bond & Interest and Working Cash Funds  
(Dollars)**



**RESTRICTED OPERATIONS & MAINTENANCE FUND**

May 23, 2013

Revenue for the month:

	Current Month Actual	YTD Actual
<b>TOTAL REVENUE</b>	<b>\$ 11,607</b>	<b>\$ 1,489,271</b>

Expenditures for the month:

	Fund Number	Encumbered	Total Project Activity	Project Budget	% Spent	Complete
<b>Protection, Health &amp; Safety Projects</b>						
FY11 Electrical Feed Replacement - QC	731101	-	136,866	136,866	100%	X
FY11 Elevator Upgrades - QC & EC - Phase I	731102	-	329,244	329,244	100%	X
FY11 Elevator Upgrades - QC & EC - Phase II	731102	-	43,008	401,270	11%	
FY11 Elevator Upgrades - QC & EC - Phase III	731102	-	-	255,886	0%	
FY11 Water Main Feed Renovation - EC	731103	-	-	57,200	0%	
FY11 Stairwell & Flooring Upgrades - QC	731104	-	116,665	182,400	64%	
FY11 Boiler/Chiller Mechanical Renovations	731105	-	315,197	315,197	100%	X
FY12 AHU-120 Replacement - QC	731201	-	72,839	283,000	26%	
FY12 Bldg A Lower Level RTU Relacement - EC	731202	-	10,548	177,910	6%	
FY12 Interior/Exterior Lighting Upgrades - EC	731203	-	311,890	311,890	100%	X
FY12 Yard Hydrant Replacement - EC	731204	-	3,350	34,100	10%	
FY12 Classroom/Office HVAC Upgrade - EC	731205	-	10,942	168,695	6%	
FY12 Pool HVAC Replacement - QC	731206	-	24,050	449,900	5%	
FY12 Automotive Shop HVAC Upgrades - EC	731207	-	116,673	161,110	72%	
FY12 Stairwell Asbestos Abatement - QC	731208	-	48,139	54,200	89%	
FY12 Bldg 1 Curtain Wall - QC	731209	-	-	304,800	0%	
FY13 EC Sanitary Sewer	731301	-	210,645	214,247	98%	
FY13 EC Fire Alarm Upgrades - Phase I	731302	-	53,285	697,360	8%	
FY13 EC Fire Alarm Upgrades - Phase II	731302	-	-			
FY13 EC Fire Alarm Upgrades - Phase III	731302	-	-			
FY13 QC Building 3 HVAC Upgrades	731303	-	64,722	938,550	7%	
FY13 EC IT and CEC Cooling System Upgrade	731304	-	3,120	36,620	9%	
FY10 Fire Alarm System Upgrade - QC	7388	-	1,431,859	1,431,859	100%	X
PHS Contingency	7890	-	73,096	532,657	NA	
<b>Protection, Health &amp; Safety Projects Totals</b>		<b>\$ -</b>	<b>\$ 3,376,138</b>	<b>\$ 7,474,960</b>		

<b>Local Projects</b>						
Apple Mobile Student Lab	781302	-	17,499	17,499	100%	X
ITS Local Refresh ,	7820	-	65,917	65,917	100%	X
QC Facilities Local Refresh ,	7821	-	251,526	284,620	88%	
EC Facilities Local Refresh ,	7822	-	99,587	207,175	48%	
EC Furniture and Equipment ,	7823	-	42,522	48,918	87%	
Industrial Training Lab Purchase/Remodel ,	7826	-	265,700	265,700	100%	X
Architect Fees - Special Projects ,	7884	-	54,276	88,943	61%	
Facilities Assessment	7886	-	107,259	107,259	100%	X
Emergency Contingency	7805	-	3,000	600,000	NA	
Interest Revenue Earned ,	7805	-	(87,989)	-	NA	
<b>Local Projects Totals</b>		<b>\$ -</b>	<b>\$ 819,297</b>	<b>\$ 1,686,030</b>		

<b>Surplus Operating Funds</b>						
QC Scoreboard Replacement	791201	-	84,750	84,750	100%	X
EC Instructional Equipment	791202	-	22,904	45,000	51%	
QC Instructional Equipment	791203	-	10,684	24,690	43%	
Learning Management System	791204	-	106,453	130,000	82%	
Pool Vehicle Purchases	791205	-	113,406	113,406	100%	X
Master Plan	791301	-	-	-	NA	
Surplus Operating Funds	790000	-	-	1,874,460	NA	
<b>Local Surplus Operating Funds</b>		<b>\$ -</b>	<b>\$ 338,197</b>	<b>\$ 2,272,306</b>		

Note 1: Budget is estimated and subject to change

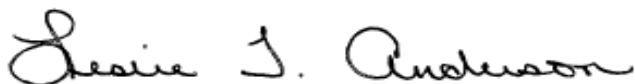
Note 2: Represents interest revenue earned on a fiscal year basis, which offsets expenditure activity during the fiscal year

## RESTRICTED OPERATIONS &amp; MAINTENANCE FUND

Expenditures for the month:

	Fund Number	Encumbered	Total Project Activity	2010 Bond Funds	Other Funding Sources	Total Project Budget	% Spent	Complete
<b>2010 Bond Projects (\$20 Million) <sup>1</sup></b>								
QC1 Student Services Addition	7601	65,094	3,664,646	3,934,211	-	3,934,211	93%	
QC1 2nd Floor Business Office <sup>2</sup>	7602	726	524,348	335,075	190,000	525,075	100%	
District Restroom Remodel - Phase I	7603	-	427,329	427,329	-	427,329	100%	X
District Restroom Remodel - Phase II	7603	-	458,815	458,815	-	458,815	100%	X
District Restroom Remodel - Phase III	7603	-	-	113,856	-	113,856	0%	
District Outdoor Signage	7604	-	294,195	500,000	-	500,000	59%	
District Faculty Offices	7605	-	143,719	150,000	-	150,000	96%	
QC1 Auditorium	7606	474	535,185	537,413	-	537,413	100%	
East Campus Auditorium	7607	-	533,977	533,977	-	533,977	100%	X
QC2 Bldg Addition <sup>3</sup>	7608	620	4,069,067	2,881,437	1,187,630	4,069,067	100%	X
District Wind Turbine	7609	-	13,309	13,309	-	13,309	100%	X
QC1 Stairwell Upgrades	7610	-	48,365	48,365	-	48,365	100%	X
Desktop Refresh FY11-FY13	7611	-	437,661	567,516	-	567,516	77%	
Printer Refresh FY11-FY13	7612	8,725	64,623	105,000	-	105,000	62%	
Projector Refresh FY11-FY13	7613	5,030	162,059	201,000	-	201,000	81%	
Banner Expansion <sup>5</sup>	7614	-	514,313	-	738,585	738,585	70%	
Technology Infrastructure Refresh FY11-FY13	7615	24,368	755,077	775,000	-	775,000	97%	
ITS Projects FY11-FY13	7616	-	769,134	851,484	-	851,484	90%	
Instructional Refresh	7617	3,892	262,727	493,000	-	493,000	53%	
QC Library Renovations	7618	-	20,700	700,000	-	700,000	3%	
District Street & Parking Repairs - Phase I <sup>4</sup>	7619	-	559,752	429,752	130,000	559,752	100%	X
District Street & Parking Repairs - Phase II <sup>4</sup>	7619	-	694,952	564,952	130,000	694,952	100%	X
District Street & Parking Repairs - Phase III <sup>4</sup>	7619	-	-	895,296	130,000	1,025,296	0%	
District Wellness Facilities Update	7620	-	31,165	1,111,173	-	1,111,173	3%	
EC Science Lab Remodel	7621	-	1,136,065	2,900,000	-	2,900,000	39%	
FY10 Bonds Contingency	7895	-	230,000	230,000	-	230,000	NA	
Interest Revenue Earned <sup>6</sup>	7895	-	(652,100)	242,040	(652,100)	(410,060)	NA	
<b>2010 Bond Projects Totals</b>		<b>\$ 108,930</b>	<b>\$ 15,699,085</b>	<b>\$ 20,000,000</b>	<b>\$ 1,854,115</b>	<b>\$ 21,854,115</b>		

<b>2012 Bond Projects (\$20 Million) <sup>1</sup></b>								
QC Health Sciences Building	771301	-	56,000.00	15,000,000	-	15,000,000	0%	
Master Plan	771302	-	209,261.08	292,600	-	292,600	72%	
East Campus Facility Expansion	TBD	-	-	4,707,400	-	4,707,400	0%	
Interest Revenue Earned <sup>6</sup>	7894	-	(3,358)	-	(3,358)	(3,358)	NA	
<b>2010 Bond Projects Totals</b>		<b>\$ -</b>	<b>\$ 261,903</b>	<b>\$ 20,000,000</b>	<b>\$ (3,358)</b>	<b>\$ 19,996,642</b>		



Leslie T. Anderson  
Vice President for Finance

Note 1: Budget is estimated and subject to change

Note 2: Additional funding sources: \$190,000 provided by Illinois Capital Development Board

Note 3: Additional funding sources: \$1,000,000 provided by Illinois Jobs Now!, \$23,000 provided by MidAmerican Energy, \$150,000 from Fund 7825 (EBS), \$2,900 employee donation to Foundations for Green Roof, \$11,730 from Fund 02

Note 4: Additional funding sources: \$390,000 provided by Illinois Capital Development Board

Note 5: Banner software purchased with interest earnings on 2010 Bonds

Note 6: Includes net interest earnings on debt certificates as well as monthly interest income

**BLACK HAWK COLLEGE**  
**RESTRICTED PURPOSE FUND GRANT EXPENDITURE ACTIVITY**  
**FOR THE PERIOD ENDING APRIL 30, 2013**

	Current Activity	Cumulative Activity	Budget
<b>State Sources:</b>			
<b>Illinois Community College Board</b>			
State Program Improvement	\$ 7,175	\$ 7,175	\$ 22,993
Early School Leaver	6,032	60,420	74,451
FY13 Innovation Grant	-	-	3,000
Adult Education - Basic	11,622	160,718	200,409
Adult Education - Public Assistance	7,179	84,262	104,282
Adult Education - Performance	8,767	145,397	187,014
<b>Illinois State Board of Education</b>			
Truants' Alternative Education	15,788	139,863	173,166
<b>Secretary of State</b>			
FY13 Adult Volunteer Literacy	13,504	48,853	59,000
FY13 Family Literacy/Moline Center	4,781	25,982	31,100
FY13 Family Literacy/Church of Peace Upper Division	10,431	25,509	31,100
FY13 Family Literacy/Church of Peace Lower Division	5,511	24,919	31,100
<b>Department of Commerce and Economic Opportunity</b>			
Small Business Development Center 01/01/13 - 12/31/13	5,022	13,195	40,000
International Trade Center 01/01/13 - 12/31/13	(2,529)	12,599	40,000
Procurement Technical Assistance Center 07/01/12 - 06/30/13	10,402	25,571	39,000
Eliminating the Digital Divide 06/01/12 - 06/30/13	5,014	24,484	37,310
<b>Illinois State Financial Aid</b>			
Illinois Student Assistance Commission - MAP	62	865,064	865,064

	Current Activity	Cumulative Activity	Budget
<b>Cash Match Funds:</b>			
Small Business Development Center - State Grant 01/01/13-12/31/13	\$ 2,756	\$ 8,723	\$ 38,663
Small Business Development Center - Federal Grant 01/01/13-12/31/13	2,506	10,639	38,663
International Trade Center - State Grant 01/01/13-12/31/13	1,062	2,092	38,663
International Trade Center - Federal Grant 01/01/13-12/31/13	1,440	2,427	38,664
Procurement Technical Assistance Center	6,665	47,432	63,622

<sup>1</sup> Award amount is estimated based on current activity

<sup>2</sup> Award amount is currently unavailable or official award documents have not yet been received



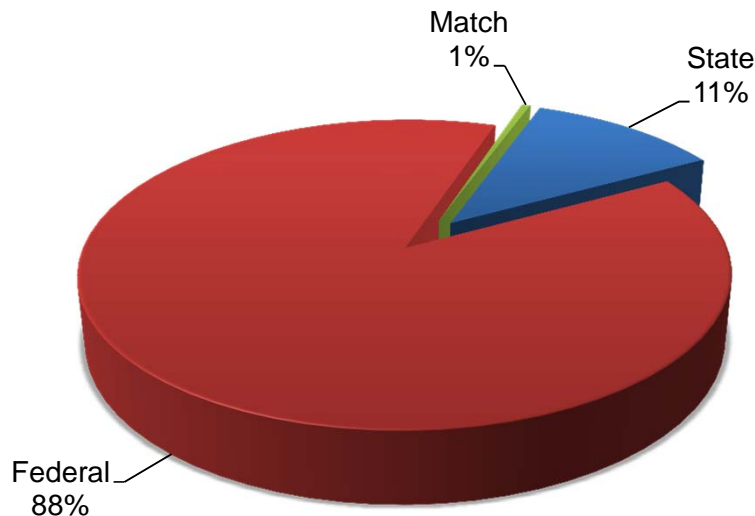
**BLACK HAWK COLLEGE**  
**RESTRICTED PURPOSE FUND GRANT EXPENDITURE ACTIVITY**  
**FOR THE PERIOD ENDING APRIL 30, 2013**

	Current Activity	Cumulative Activity	Budget
<b>Federal Sources:</b>			
<b>Department of Education</b>			
Strengthening Institutions	\$ 14,219	\$ 182,804	\$ 478,761
PELL	(1,065)	7,910,060	7,910,060
College Work Study	15,992	123,246	126,970
SEOG	(150)	139,239	139,239
Direct Loans	(3,641)	3,524,225	3,524,225
Adult Education Federal Basic	18,997	149,404	192,309
EL/Civics	3,477	25,288	37,318
Carl Perkins Grant	25,658	248,676	301,769
CTE Innovations Grant	-	-	5,746
Student Support Services 09/01/12 - 8/31/13	24,744	217,411	339,036
Adult Education & Family Literacy - ICAPS	993	2,231	10,000
Career & Technical Education - ICAPS	3,490	5,132	10,000
Local Programs of Study Implementation 08/01/12 - 06/30/13	-	2,147	10,000
<b>Department of Labor</b>			
Workforce Investment Act - Training for Employment and Academic Mastery	7,231	57,255	78,017
ESL for Seaford Employees	2,468	22,120	32,856
<b>Department of Health and Human Services</b>			
Refugee Social Services	3,519	23,622	30,137
<b>Department of Defense</b>			
Procurement Technical Assistance Center 07/01/12 - 06/30/13	2,879	28,501	35,000
<b>Small Business Administration</b>			
Small Business Development Center 01/01/13 - 12/31/13	3,357	11,529	40,000
International Trade Center 01/01/13 - 12/31/13	3,208	11,003	40,000
<b>Department of Veterans' Affairs - GI Bill</b>	<b>1,987</b>	<b>103,625</b>	<b>103,625</b>

<sup>1</sup> Award amount is estimated based on current activity

<sup>2</sup> Award amount is currently unavailable or official award documents have not yet been received

## Restricted Purpose Funding Source Analysis



**Black Hawk College**  
**Statement of Cash Position**  
**April 30, 2013**

Account	Bank	Yield	Maturity	Book Balance	Reconciling Items	Bank Balance
Education Fund	THE National Bank, East Moline	2.75%	On Demand	\$ 6,401,430		
	US Bank	0.060%	On Demand			
Operations and Maintenance	THE National Bank, East Moline	2.75%	On Demand	187,779		
Auxiliary Fund	THE National Bank, East Moline	2.75%	On Demand	33,358		
Payroll	THE National Bank, East Moline	2.75%	On Demand	(69,786)		
<b>Subtotal Operating &amp; Auxiliary Funds</b>				<b>\$ 6,552,781</b>	<b>\$ 353,095</b>	<b>\$ 6,905,876</b>

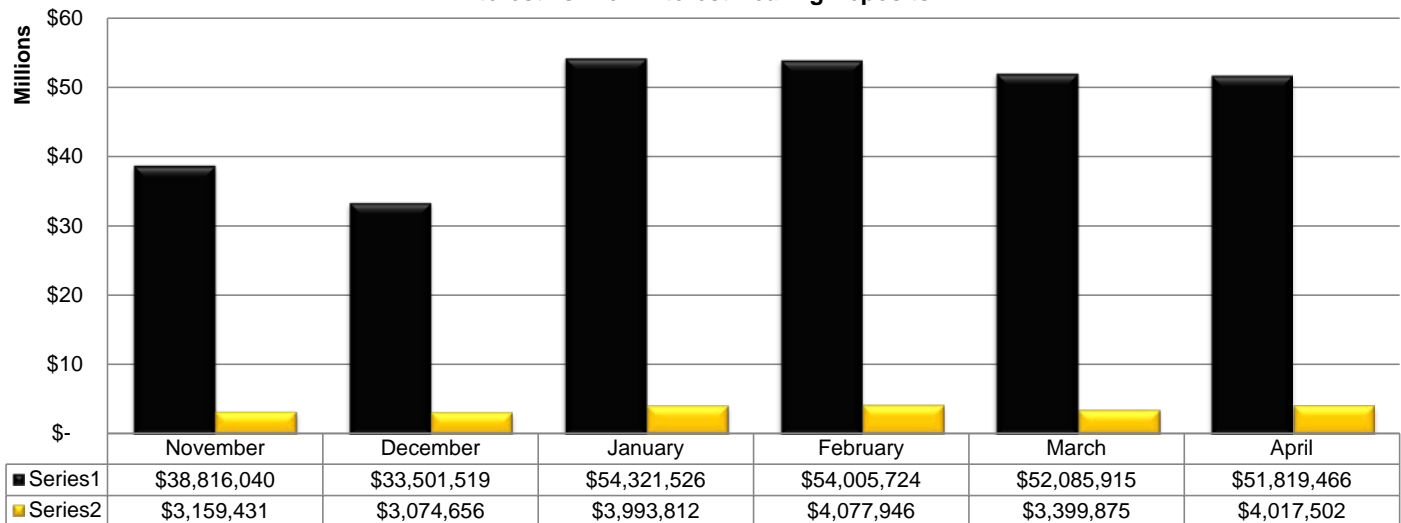
Audit Fund	THE National Bank, East Moline	0.00%	On Demand	\$ 183,883		
Liability, Protection, & Settlement	THE National Bank, East Moline	0.00%	On Demand	2,097,519		
Restricted Funds	THE National Bank, East Moline	0.00%	On Demand	541,397		
<b>Subtotal Restricted Funds</b>				<b>\$ 2,822,798</b>	<b>\$ (17,702)</b>	<b>\$ 2,805,096</b>

2012 Bond Proceeds - Cash	Blackhawk Bank & Trust, Milan	0.08%	On Demand	\$ 19,947,358	\$ -	\$ 19,947,358
2010 Bond and Interest	THE National Bank, East Moline	0.00%	On Demand	189,420	-	189,420
2010 Bond Proceeds - Cash Equivalents	Blackhawk Bank & Trust, Milan	0.35%	On Demand	3,962,930	-	3,962,930
2010 Bond Proceeds - Cash	THE National Bank, East Moline	0.00%	On Demand	966,881	130	967,010
Plant Funds - PHS & Local Projects	THE National Bank, East Moline	2.75%	On Demand	5,998,203	56,000	2,501,171
Plant Funds - PHS & Local Projects	Blackhawk Bank & Trust, Milan	0.35%	On Demand			3,553,032
<b>Subtotal Operations &amp; Maintenance Restricted Funds</b>				<b>\$ 31,064,791</b>	<b>\$ 56,130</b>	<b>\$ 31,120,920</b>

Working Cash Fund - Restricted	THE National Bank, East Moline	2.75%	On Demand	\$ 10,194,190	\$ -	\$ 10,194,190
Working Cash Fund - Unrestricted				2,790,848	-	2,790,848
VEBA Insurance Fund	THE National Bank, East Moline	0.00%	On Demand	1,932,084	42,765	10,789
VEBA Insurance Fund - Cash Equivalents	Blackhawk Bank & Trust, Milan	0.35%	On Demand			1,964,061
For Deposit Only	THE National Bank, East Moline	0.00%	On Demand	-	-	-
Section 125	THE National Bank, East Moline	0.00%	On Demand	45,187	-	45,187
<b>Subtotal Other Funds</b>				<b>\$ 14,962,309</b>	<b>\$ 42,765</b>	<b>\$ 15,005,074</b>

<b>Total Cash Position</b>	<b>\$ 55,402,679</b>	<b>\$ 434,288</b>	<b>\$ 55,836,967</b>
----------------------------	----------------------	-------------------	----------------------

**Interest vs. Non-Interest Bearing Deposits**



**BLACK HAWK COLLEGE  
STATE MONIES RECAP  
FISCAL YEAR 2013  
AS OF APRIL 30, 2013**

Description	Agency	Funds Allocated	Funds Received to Date	Funds Available	Funds Currently Due	Months Outstanding
<b>Operating Funds - FY13</b>						
Base Operating (Ed Fund)	ICCB	\$ 3,291,093	\$ 1,371,289	\$ 1,919,804	\$ 1,371,289	DEC - APR
Base Operating (O&M Fund)	ICCB	626,875	261,198	365,677	\$ 261,198	DEC - APR
Equalization	ICCB	3,348,294	1,395,123	1,953,172	\$ 1,395,123	DEC - APR
Career & Tech Ed.	ICCB	283,167	283,167	-	\$ -	NONE
<b>Total Operating Funds</b>		<b>\$ 7,549,429</b>	<b>\$ 3,310,776</b>	<b>\$ 4,238,653</b>	<b>\$ 3,027,609</b>	
<b>Restricted Funds - FY13</b>						
Adult Education - State Basic	ICCB	200,409	133,606	66,803	33,402	MAR - APR
Adult Education - Performance	ICCB	187,014	124,676	62,338	31,169	MAR - APR
Adult Education - Public Assistance	ICCB	104,282	69,521	34,761	17,380	MAR - APR
Program Improvement	ICCB	22,993	22,993	-	-	NONE
Early School Leaver	ICCB	74,451	74,451	-	-	NONE
CTE Innovation Grant	ICCB	3,000	3,000	-	-	NONE
Eliminating the Digital Divide	DCEO	37,310	37,310	-	-	NONE
Small Business Development Center (SBDC) 1/1/12-12/31/12	DCEO	36,250	17,265	-	-	NONE
International Trade Center 1/1/12-12/31/12	DCEO	36,250	17,989	-	-	NONE
Small Business Development Center (SBDC) 1/1/13-12/31/13	DCEO	40,000	-	40,000	13,195	JAN - APR
International Trade Center 1/1/13-12/31/13	DCEO	40,000	-	40,000	12,599	JAN - APR
Procurement Technical Assistance Center	DCEO	39,000	10,680	28,320	14,890	JAN - APR
Optional Ed	ISBE	173,166	105,166	68,000	34,697	FEB - APR
Literacy is for Everyone (LIFE)	SOS	59,000	59,000	-	-	NONE
Family Literacy	SOS	93,300	93,300	-	-	NONE
MAP	ISAC	866,479	864,397	2,082	667	APR
Illinois Veterans Grant	ISAC	-	-	-	208,343	JUL - APR
Illinois National Guard	ISAC	66,002	-	66,002	66,002	JUL - APR
Department of Vocational Rehabilitation	IDHS	34,245	26,590	7,655	7,655	FEB - APR
Veterans' Administration Rehabilitation	ILVA	38,354	37,358	996	996	APR
MIA/POW	ILVA	10,188	5,118	5,070	5,070	OCT - APR
<b>Total Restricted Funds</b>		<b>\$ 2,161,693</b>	<b>\$ 1,702,421</b>	<b>\$ 422,026</b>	<b>\$ 446,064</b>	
<b>Grand Total</b>		<b>\$ 9,711,122</b>	<b>\$ 5,013,196</b>	<b>\$ 4,660,679</b>	<b>\$ 3,473,674</b>	

**NOTES:**

1. ICCB funding is appropriated annually and accrued by the College monthly.
2. ISAC awards for student financial aid are accrued as amounts are credited to student accounts.
3. Months outstanding includes the current month's activity to date for those grants operating on a reimbursement basis.

ICCB = Illinois Community College Board  
 ISAC = Illinois Student Assistance Commission  
 ILVA = Illinois Department of Veterans Affairs  
 DCEO = Department of Commerce and Economic Opportunity

IDHS = Illinois Department of Human Services  
 ISBE = Illinois State Board of Education  
 SOS = Illinois Secretary of State

**BLACK HAWK COLLEGE  
STATE MONIES RECAP  
FISCAL YEAR 2012  
AS OF APRIL 30, 2013**

Description	Agency	Funds Allocated	Funds Received to Date	Funds Available	Funds Currently Due	Months Outstanding
<b>Operating Funds - FY12</b>						
Base Operating (Ed Fund)	ICCB	\$ 3,295,549	\$ 3,295,549	\$ -	\$ -	NONE
Base Operating (O&M Fund)	ICCB	627,724	627,724	-	-	NONE
Equalization	ICCB	3,187,173	3,187,173	-	-	NONE
<b>Total Operating Funds</b>		<b>\$ 7,110,446</b>	<b>\$ 7,110,446</b>	<b>\$ -</b>	<b>\$ -</b>	
<b>Restricted Funds - FY12</b>						
Small Business Development Center (SBDC) 1/1/12-12/31/12	DCEO	36,250	18,985	-	-	NONE
International Trade Center 1/1/12-12/31/12	DCEO	36,250	18,261	-	-	NONE
Procurement Technical Assistance Center	DCEO	39,000	39,000	-	-	NONE
Illinois Veterans Grant	ISAC	188,046	35,805	152,241	152,241	AUG - JUNE
Illinois National Guard	ISAC	81,163	77,859	3,304	3,304	JUNE
Department of Vocational Rehabilitation	IDHS	43,235	43,235	-	-	NONE
<b>Restricted Funds - FY11</b>						
Illinois Jobs Now QC	DCEO	1,000,000	-	1,000,000	1,000,000	FY2011
Illinois Jobs Now EC	DCEO	100,000	-	100,000	100,000	FY2011
<b>Total Restricted Funds</b>		<b>\$ 1,523,944</b>	<b>\$ 233,145</b>	<b>\$ 1,255,545</b>	<b>\$ 1,255,545</b>	
<b>Grand Total</b>		<b>\$ 8,634,390</b>	<b>\$ 7,343,591</b>	<b>\$ 1,255,545</b>	<b>\$ 1,255,545</b>	

**NOTES:**

1. ICCB funding is appropriated annually and accrued by the College monthly.
2. ISAC awards for student financial aid are accrued as amounts are credited to student accounts.
3. Months outstanding includes the current month's activity to date for those grants operating on a reimbursement basis.

*ICCB = Illinois Community College Board*

*ISAC = Illinois Student Assistance Commission*

*DCEO = Department of Commerce and Economic Opportunity*



## **East Campus Update**

**Prepared by Chanda Dowell**

**May 23, 2013**

### **Academic Programs**

- ☛ The East Campus is scheduled to host the North American College Teachers of Agriculture (NACTA) national conference and contest in April 2015. We are discussing the possibility of a co-sponsorship with a private company.
- ☛ Curriculum development work continues on the Veterinary Technician program.
- ☛ The credit welding curriculum will also be reviewed this summer for possible updates and scheduling changes.

### **Facilities**

- ☛ The science lab addition interior framing, tile, and masonry work is essentially complete. Plumbing, HVAC, and electrical installation continues.
- ☛ Punch list items continue to be addressed for the lighting, sewer, and elevator upgrade projects.
- ☛ The mechanics lab HVAC upgrades are completed. Training has been completed.
- ☛ Initial construction meetings were held for the HVAC and alarm upgrades. Alarm upgrade installation has begun.
- ☛ Work continues on developing specifications for the welding lab.

### **Recruiting**

- ☛ Recruitment Coordinator, Ashley Middleswarth presented Presidential Scholarships at two area high schools. As of May 13, we have 13 confirmed incoming freshmen out of the 35 candidates. The deadline was May 15.

### **Student Services and Activities**

- ☛ The SGA hosted the annual Spring Fling on April 16. The Auto-Mech Club grilled for all students, SGA served the picnic-style lunch, and the Student Life Office offered up a side of HillBilly Rockstarz, a live performance covering all genres of music. A highlight of the activities included welding instructor, Mark Washburn, playing the drums during several songs in addition to student Nick Harding playing the guitar.
- ☛ The SGA replaced the current pool tables with two new Valley regulation-sized pool tables for the game room. The new pool tables arrived in late April.
- ☛ Several student-led clubs ran end-of-year student engagement activities that included: Aggie Idol, a dodgeball tournament, and a softball tournament.
- ☛ SGA Officers offered a student-led, end-of-year leadership retreat for all current (and interested) SGA representatives. Activities included a team building exercise, reflections of events and activities hosted by SGA, and discussions and brainstorming of future event opportunities for next academic year.
- ☛ The Student Life Office, in partnership with SGA, hosted a faculty/staff appreciation dessert bar on May 7 as a part of National Teacher Appreciation Week. All faculty and staff were recognized for their mentorship, leadership, and support of student engagement activities.

**Marketing and Public Relations Report**  
**Prepared by John Meineke**  
**May 2013**

**Marketing**

- Events for April included:
  - Workforce Forum at QC Campus with U.S. Rep. Cheri Bustos.
  - First Stop Center and Hawk's Hub ribbon-cutting ceremony was well-attended and media coverage was good.
  - QC Chamber of Commerce Morning Network Breakfast. Ninety-six guests Chamber guests attended.
  - Visit to QC Campus by House Minority Leader Illinois Rep. Tom Cross. Thank you to Dr. Truitt for hosting Rep. Cross and Lt. Engle for security.
- We worked with Chanda Dowell and Ashley Middleswarth to develop working names for the welding facility slated for the CEC in Kewanee.
- We had the pleasure of interviewing Charlie Bailey, a BHC student graduating in May. Charlie is 72 years old and was unable to read most of his life. He said "I came to BHC, not just to college. What I got was an experience!"
- We launched a summer/fall enrollment mail campaign to fresh/soph students at Illinois state universities for reverse transfer and online course registration.
- We worked with Dr. V and Bob McChurch to finalize interior directional signs for the First Stop Center and Hawk's Hub area.
- Staff monitored the Board election and posted the results to the College website. Congratulations to our new Trustees.

**Public Relations**

- We continue to monitor more than 170,000 print, TV and online news outlets to capture the number of times the College is mentioned online in the media (marketing and PR) and the value these mentions have in equivalent advertising dollars. Totals for April include:

Total Mentions	Unique Visitors	Advertising Value
149	12,871,000	\$119,059

We have been very successful leveraging our Marketing and PR efforts to realize the equivalent value of more than \$1.2 million in advertising value at no cost to the College.

**Website Statistics**

Calendar YTD 2013:

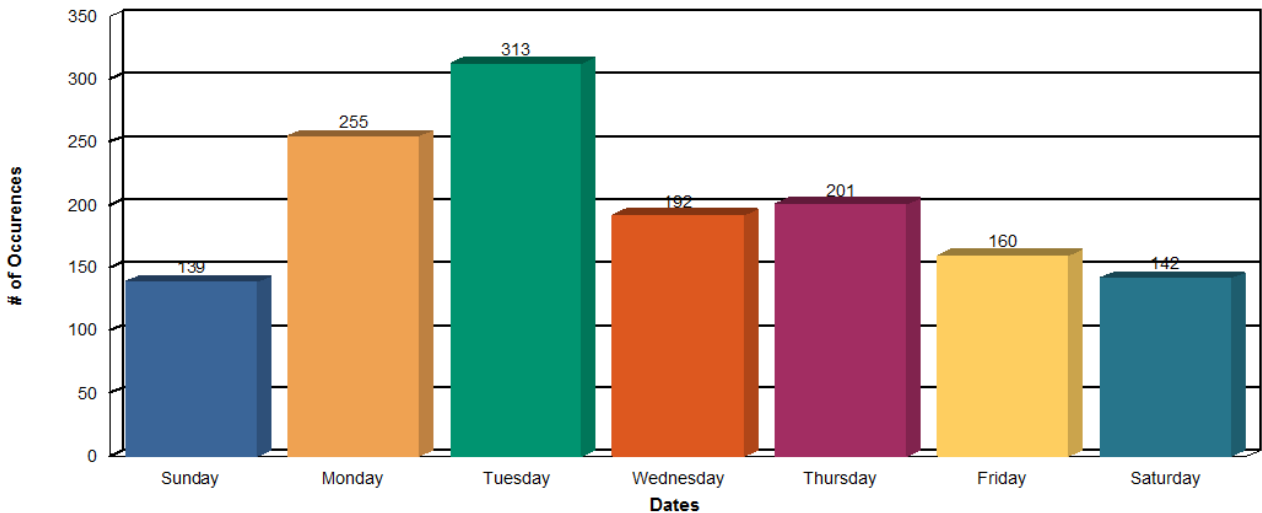
Visits	435,359
Page Views	1,097,857
Mobile Devices	62,893

- The number of visitors to our website from mobile devices continues to grow. April visits were 107% more than April 2012.
- We continue work on several projects including search engine optimization for program pages, development of a mobile website, and evaluation of e-mail and text marketing.

## Administrative Services Report

### **I. Police Report - Prepared by Shawn Cisna**

For the month of April 2013 the BHC PD recorded 1,402 entries into the reports management system. These entries include incidents, arrests, calls for service, officer training and a variety of other officer daily activities. The chart below represents Daily Event Counts by Day of Week for April.



### **Equipment**

#### **EC Radio Project update:**

Supreme Radio will install all equipment May 14<sup>th</sup>, 2013. FCC licensing and equipment purchases by the vendor are complete.

### **Training**

#### **Enduring, Surviving and Thriving as a Law Enforcement Executive**

Chief Cisna has been selected by the Illinois Executive Board to attend the Illinois Law Enforcement Leadership Institute New Chief of Police Orientation. The Course presents concepts, strategies, and information necessary for new police chiefs to efficiently and effectively lead their organization. The successful police chief must be many things to many people and sets the tone for the organization. The chief's role calls for an awareness of multiple constituencies and agendas.

Police chiefs are leaders by the time they become chiefs, but leadership is a skill which undergoes continuous refinement and improvement. The chief must be adept at handling a variety of human resource issues, such as recruiting, hiring, retention, career development, and performance evaluation. Planning and budgeting are important tools which the new chief must use immediately.

And, essential to survival as a police chief is a clear awareness of certain political realities that accompany the job and environment.

Tuition and Lodging are provided at no cost by the ILETSB Executive Institute. The course is approved for Public Act 94-354 Annual Police Chief and Deputy Chief training.

### **Projects**

#### **IP Camera Systems Update**

A Request for Proposal for this project has been submitted by the purchasing department with bid-opening on May 9, 2013 at 2:00pm.

#### **EC Fire Alarm**

Installation of the new emergency alarm system at EC is in progress.

#### **A.L.I.C.E. Video**

Marketing has partnered with the BHC PD to produce an A.L.I.C.E. training video that can be offered to the campus community online. Production has been scheduled for June 12 and 13<sup>th</sup>.

### **Administrative**

#### **Lexipol (Policy and Procedure Development)**

The Black Hawk College Police Department Policy and Procedure Manual development is continuing. An initial rough draft of 450 pages has been designed by Lexipol. Currently, we are in the customization and editing phase which can take 3-6 months. Our tentative launch date is 8/1/2013.

#### **Clery Act**

2012 Crime statistics are being compiled to include in the Annual Security Report (ASR). The reauthorization of the Violence Against Women Act (VAWA) will have an impact on the ASR. We are currently reviewing and collecting information on the specifics of these requirements.

Data submission for the Campus Safety and Security survey occurs in October.

## **II. ITS Report - Prepared by Jon Looney**

ITS is busy preparing projects for the Summer and participating in planning for upcoming construction projects such as the ALC move and the Health Sciences Building.

The East Campus Science Lab project is going well from an ITS perspective. Network jack placements are correctly located; network wiring has been installed, tested, and identified.



Desktop technicians are making preparations for upgrading lab systems and installing new software requested for the fall semester.

Network and Telecommunications teams are preparing for the installation of the new Internet Bandwidth at the QC Campus.

Administrative Systems are working on Degreeworks, Flexible Registration, and HR/Payroll projects.

On the week of May 21 they will be participating in Argos training to learn more about the new Argos report writer for Banner along with HR, Finance, and others.

### **III. Auxiliary Services Report – Prepared by Kaye Quick**

#### **Bookstores**

- Hawk's Hub had a 40% increase in sales in April. This was our first full month in our new location.
- Book Buyback is May 9 -17 at both stores. We anticipate giving over \$125,000 back to students for their used books!
- Both stores are gearing up for summer classes. Book purchase orders to wholesalers and publishers will be placed after book buyback.

#### **Campus Services**

- QC and EC Campus Service departments worked together to balance out our pool vehicles to better serve the needs at both campuses. One 12 passenger van and one minivan will be transferred to the East Campus this month. This will help reduce pool vehicle expenses for both campuses.
- QC Pool Vehicle Procedures were updated this month. The new procedures are in the glove box of each pool vehicle and also posted in myblackhawk under Manuals, Forms, and Publications/Campus Service.

### **IV. QC Facilities - Prepared by Mark Willett**

- The Grounds Department is in full swing as the mowing season has fully kicked in and they are doing phenomenal job at keeping up!
- There have been some minor areas outside the new Building 1 addition that have new plantings and so far they look great and are making a very appealing impression for our guests
- Though the wind turbine has had some minor issues we have completed the repairs and it is functioning as designed and generating electricity
- The Maintenance Department has been working diligently on keeping our facilities in good repair from installing a new pneumatic valve at the Outreach Center, to handling some cooling issues to tracing down leaks for repair.

- The Custodial Department is working on a plan to extract carpets and strip and wax floors throughout the campus and satellite facilities
- The Facilities Department has been working in coordination with the Risk Management office and we have begun correcting some safety infractions that were noted in the recent walkthrough. This effort helps to ensure our facilities are safe for our students, faculty and staff.

# Position Status Report for BOT

5/14/2013


Positions Pending Approval	Comment	Replacement For?
N/A		
Positions In Process	Comment	Replacement For?
N/A		
Currently Posted Internally	Comment	# of Active Apps
N/A		
Currently Posted Externally	Comment	# of Active Apps
Custodian I PT EC	Closes 5/26/13	30
Dual Enrollment Coordinator (PT)	Closes 5/19/13	64
Mathematics Instructor (Full-time)	Closes 6/9/13	2
Closed and In Process	Comment	# of Active Apps
Chief Information Officer	Interviews 5/13/13 & 5/22/13	33
Construction Projects Manager (Limited Duration 3-5 Years)	Committee reviewing applications	11
Custodian I - PT QC (2 positions)	Committee reviewing applications	30
Dean of Arts and Humanities	Offer Pending	34
Dean of Business Development and Technology	Offer Pending	34
Educational Advisor (PT)	HR reviewing applications	57
Engineering Technology Instructor (Electrical Track/Full-time)	Committee conducting interviews	8
Facilities Custodian I (FT - EC)	Committee reviewing applications	2
HVAC Mechanic (PT)	HR Reviewing Applications	5
Mathematics Instructor EC (Full-time)	Offer Pending	28
Office Specialist I ESL (PT)	HR reviewing applications	36
Senior Analyst (Workflow / Administrator) formerly Sr. Systems Analyst I	Committee Reviewing Applications	4
Filled	Comment	
Anthropology/Archaeology Instructor (Full-time)	Rachel Horner Bracket starts 8/12/13	
Dean of Health Sciences	Betsey Morthland starts 7/1/13	
Dean of Math and Sciences	Ken Nickels starts 7/1/13	
Executive Director - QC Foundation	Rose Mary Boesen starts 5/23/13	
Speech Instructor (Full-time)	Richard Morthland starts 8/12/13	
Sociology Instructor (Full-time)	Sarah Morrison starts 8/12/13	
Target Start Dates: May 23, June 6		
Positions on Hold	Comment	Replacement For?
Computer Science Instructor (Full-Time)	On hold	Ilga Higbee/Reggie White



MEMORANDUM  
HUMAN RESOURCES OFFICE

May 14, 2013

To: Dr. Thomas Baynum

From: Karen Boyd, SPHR 

Re: Human Resources Updates for May 23, 2013 BOT Meeting

*Affordable Care Act:* PC continues to hold regular discussions regarding the impact of the ACA on BHC. Human Resources will monitor the work hours of part time employees as well as the equated hours of adjuncts to ensure compliance with the law. HR is also participating in meetings and webinars in order to stay well-informed on the topic.

*RFP for Third Party Administrator and Pharmacy Benefit Management Services:* BHC held a bid opening for responses to the RFP on Friday, May 10, 2013. Nineteen vendors, including the incumbent, responded to all or parts of the RFP. The purchasing department and the Insurance Oversight Committee are in the process of reviewing the RFP responses.

*Budgetary Impact on Part-Time Employment:* I have attached the memorandum that was sent to the employee community on May 6, 2013, outlining three precautionary measures the organization is taking to assist in maintaining financial conservancy.

*BannerHR:* Phase II of Banner HR implementation begins in June. This phase include Benefits Open Enrollment, Electronic Personnel Action Forms, New Hire Self Service Functionality, and Spreadsheet Budgeting.

Please let me know if you have any questions.

**Boyd, Karen**

---

**From:** Mowers, Karen  
**Sent:** Thursday, May 09, 2013 8:30 AM  
**To:** QC Everyone; OC Everyone; EC Everyone  
**Cc:** Baynum, Thomas  
**Subject:** Memo on budget impact on part-time employment



**President's Office  
Memorandum**

**May 6, 2013**

**To: All Black Hawk College Employees**

**From: Dr. Thomas Baynum**

**Re: Budget Impact on Part-Time Employment**

I hope you have had the opportunity to attend one of the FY14 Budget Forums hosted at the Quad Cities and East Campuses. If so, you are aware of some of the measures the College is taking to project a balanced budget for the coming year. A balanced budget is a fundamental principle at our institution as are: fiscal responsibility, strategic alignment, use of conservative estimates of projected revenue and expenses, and fund-balance compliance.

In our Operating Fund (Education Fund and Operations & Maintenance Funds combined), we have seen further decline in State Funding (down to 18% from 21% in FY13), an increase in Tuition & Fees (up to 49% from 46% in FY13), and relatively flat Property Taxes (29% in FY14 compared to 28% in FY13).

The College has taken a close look at the budgetary impact of state funding (revenues) and other legislative mandates such as pension and health care reform (expenses). We have identified three measures we will take to ensure continued budgetary sustainability. The first measure is to limit the number of hours a part-time employee is regularly scheduled to work to 27 hours per week. Another measure we are taking is to treat our athletic coaches as adjunct faculty members. The final measure we are taking is to limit the number of hours an adjunct faculty member can teach to 27 equated credit hours per academic year. We anticipate that these measures will assist us in maintaining financial conservancy.

The President's Cabinet has put careful thought and consideration into creating these precautionary measures that will allow us to continue to offer premier educational services. We appreciate your continued support of our College and our efforts to maintain a financially sound institution.

**C: Board of Trustees**

Karen Mowers  
Executive Assistant to the President & Board of Trustees  
309.796.5301

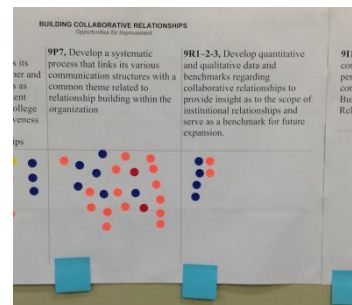
## Planning & Institutional Effectiveness Board of Trustees Update

### AQIP

For the purpose of disseminating the AQIP Appraisal Feedback Report and getting feedback from faculty and staff on the opportunities for improvement faculty and staff were invited to attend a Reaccreditation Open House May 3<sup>rd</sup> (Quad Cities) or May 7<sup>th</sup> (East Campus). During the Open House, participants had the opportunity to review posters displaying each of the opportunities for improvement identified in the AQIP Systems Appraisal Report. Using a fixed number of colored dots, participants prioritized improvements as critical or important for the College to address. For individuals not able to attend one of Open Houses they are afforded the opportunity to provide feedback in one or more surveys that are being sent to faculty and staff.



On Friday May 9, 2013 the AQIP Steering Committee reviewed the feedback and learned that all four employee groups (QC Faculty, EC Faculty, QC Staff and EC Staff) indicated the following two areas were of high importance:



1. Develop a more formal and structured process for designing, implementing and evaluating student learning including direct results for common, developmental, and specific program learning outcomes. Similar opportunities addressing results in this area include:
  - a. Develop a formal evaluation process for academic program changes based on data, including workforce needs and trends, so as not to rely on enrollment data as an indicator of need
  - b. Develop measures and gather results by which to determine that students completing courses, programs and degrees have acquired the knowledge and skills required by its stakeholders.
  - c. Develop concise program learning objectives and develop/implement program level assessment plans.
2. Identify results so both internal and external stakeholders are aware of how the institution is meeting the needs of the community.

The Committee also identified four opportunities as high importance by three of the four voting groups. Of those identified, two are being referred to the appropriate division of the college for further review. Once the Committee receives a recommendation by the appropriate division, these opportunities will be reconsidered. The four opportunities identified were:

1. Develop a well-defined decision-making process by which the appropriate decision-makers use relevant and comprehensive data.
2. Develop a process to address the needs and expectations of stakeholders in the planning process to respond to emerging opportunities and the changing needs of current and potential students and other key stakeholder groups.
3. To enhance employee productivity and satisfaction develop a fully aligned system that promotes continuing professional development. (Referred)
4. Develop more active or intrusive form of advising on degree, program and course selection. (Referred)

The Steering Committee will continue to seek input, and have additional surveys scheduled in future weeks/ months inviting faculty and staff to continue to provide feedback and direction on the improvement opportunities the College will focus on.

AQIP Steering Committee Members include: Dr. Baynum, Dorcas Cooper; Chanda Dowell, Jo Johnson, Chuck Leland, Kathy Malcolm Betsey Morthland, David Murray, Glenda Nicke, Peter Nodzinski, Christian Roldan Santos, Toni Smith, Dr. Truitt, Dr. Vallandingham.

**RATIFICATION OF EXPENDITURES  
FOR THE PERIOD ENDING  
APRIL 30, 2013**

**REPORT:**

Listed below is a summary of Accounts Payable activity that has been processed for payment. The listing dated April 30 represents bills totaling \$1,405,923.31. Obligations on these bills have been incurred in accordance with Board Policy and where required, bids were obtained.

Ratification of payroll expenditures for the month of April is also requested.

	April 1-30 for Ratification (Accts. Payable)	April 1-30 for Ratification (Payroll)
Education, Operations & Maintenance, and Auxiliary Funds	\$780,733.70	\$ 1,826,552.97
Restricted Purposes	159,873.90	263,242.40
Restricted Operations & Maintenance	465,315.71	0.00
Bond & Interest	0.00	0.00
	<u>\$1,405,923.31</u>	<u>\$2,089,795.37</u>

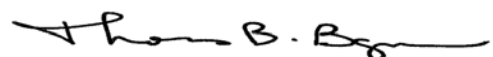
**RECOMMENDATION:**

It is the recommendation of the College President that the Board of Trustees ratifies bills totaling \$1,405,923.31 and payroll expenditures of \$2,089,795.37 for the month of April 2013.

Reviewed and Submitted by:



Leslie T. Anderson  
Vice President for Finance



Thomas B. Baynum  
President

**Black Hawk College**  
Selected checks written greater than or equal to \$5,000  
From 4/1/2013 to 4/30/2013

**EDUCATION, OPERATIONS & MAINTENANCE, AND AUXILIARY FUNDS**

<b>CHECK NUMBER</b>	<b>DATE</b>	<b>VENDOR</b>	<b>AMOUNT</b>	<b>DESCRIPTION</b>
!0003292	4/12/2013	Mid American Energy	26,693.20	Utilities
!0003293	4/12/2013	élan	69,357.61	Various PCARD purchases
!0003296	4/12/2013	Office Max	9,157.92	Office supplies
!0003331	4/26/2013	Johnson Controls	6,558.75	HVAC and chiller service agreement
00323446	4/5/2013	Health Alliance Medical Plans	49,158.53	March health plan services (flow through)
00323605	4/12/2013	Symantec Corporation	7,605.00	Internet data encryption certificates
00323607	4/12/2013	Torrey Outdoor Advertising	6,324.00	Billboard advertisements
00323667	4/19/2013	Cargill	6,850.15	Horse feed
00323673	4/19/2013	Edmentum	16,800.00	Academic library license renewal
00323685	4/19/2013	Henry Russell Bruce, Inc.	8,935.00	Advertising
00323719	4/19/2013	The ASL Source	7,210.00	Sign language interpreting
00323756	4/19/2013	Ryan D. Rieker	7,242.00	Hay and straw for horses
00323814	4/26/2013	Maquoketa Web Printing	5,332.00	2013 PaCE summer schedule
00323880	4/26/2013	Kuang L. Sung	12,589.00	IWNC rent - May 2013

**RESTRICTED PURPOSES**

<b>CHECK NUMBER</b>	<b>DATE</b>	<b>VENDOR</b>	<b>AMOUNT</b>	<b>DESCRIPTION</b>
!0003279	4/5/2013	Illinois Public Risk Fund	19,206.00	April Workers Comp and admin fee
!0003300	4/12/2013	Illinois Public Risk Fund	21,656.00	Workers Comp audited premium
!0003302	4/12/2013	élan	6,580.38	Various PCARD purchases
R0068264	4/5/2013	Edmentum	7,200.00	Academic library license renewal
R0068267	4/5/2013	Hilton	7,458.34	Student officer rooms for Model IL Gov. banquet
R0068276	4/5/2013	Pappas, O'Connor & Fildes, P.C.	13,608.00	February 2013 legal services

**RESTRICTED OPERATIONS & MAINTENANCE**

<b>CHECK NUMBER</b>	<b>DATE</b>	<b>VENDOR</b>	<b>AMOUNT</b>	<b>DESCRIPTION</b>
00003704	4/12/2013	Missman, Inc.	9,500.00	PHS Projects - QC student housing
00003705	4/12/2013	Swanson Construction Company	43,007.76	PHS Projects - QC & EC elevator upgrades
00003706	4/12/2013	Trane U.S., Inc.	17,299.00	PHS Projects - QC facilities local refresh
00003707	4/19/2013	Demonica Kemper Architects	56,000.00	2012 Bond Project - QC Health Sciences facility
00003708	4/19/2013	Valley Construction	10,278.22	PHS Projects - EC sanitary sewer
00003709	4/26/2013	McAdam, Inc.	10,390.00	PHS Projects - QC tennis court asphalt removal
32000506	4/5/2013	Allen Display	8,220.56	2010 Bond Project - QC student services addition
32000507	4/5/2013	Hillebrand Construction	18,426.81	2010 Bond Project - QC Bldg 1 auditorium
32000511	4/12/2013	Allen Display	11,836.83	2010 Bond Project - QC student services addition
32000516	4/19/2013	A & A Air Conditioning & Refrigeration	9,950.00	2010 Bond Project - QC student services addition
32000519	4/19/2013	Bush Construction Company	99,361.24	2010 Bond Project - QC student services addition
32000520	4/26/2013	Iowa Illinois Office Solutions	147,225.27	PHS Projects - District faculty offices, instructional refresh



**BLACK HAWK COLLEGE  
BOARD REPORT**

Board Report #8474  
May 23, 2013

**RATIFICATION OF EXPENDITURES  
FOR PREFERRED VENDORS  
APRIL 2013**

**PREFERRED VENDORS:**

The Board of Trustees has previously approved the use of preferred vendors for purchases of appropriate services or products for the College. When establishing the use of preferred vendors, the College committed to regularly reporting expenditures made to these companies to the Board for ratification.

Purchases for the month of April 2013 consist of items totaling \$197,153.79. A breakdown of those expenditures follows:

Vendor Name	Contract Term	New Equipment	Licenses & Maintenance Contracts	Contractual Services	Other	Totals
<b>ACCENT SERVICES</b> ANDALUSIA, IL	5/1/12 - 4/30/15	-	-	2,903.04	-	\$ 2,903.04
<b>ADVANCED ENVIRONMENTAL</b> DAVENPORT, IA	5/1/10 - 4/30/13	-	-	-	-	\$ -
<b>ALLSTEEL, INC.</b> MUSCATINE, IA	5/1/11 - 4/30/14	-	-	-	-	\$ -
<b>AVI SYSTEMS</b> MINNEAPOLIS, MN	3/1/11 - 2/28/14	-	-	-	-	\$ -
<b>CDW-GOVERNMENT, INC.</b> VERNON HILLS, IL	9/1/11 - 8/31/14	4,966.11	-	-	-	\$ 4,966.11
<b>CLEVELAND INSURANCE</b> ROCK ISLAND, IL	11/10/11 - 6/30/14	-	-	-	-	\$ -
<b>DCS COMPUTERS</b> DAVENPORT, IA	9/1/11 - 8/31/14	-	-	220.00	-	\$ 220.00
<b>EN POINTE TECHNOLOGIES</b> LOS ANGELES, CA	9/1/11 - 8/31/14	-	-	-	-	\$ -
<b>FIDLAR PRINTING</b> DAVENPORT, IA	8/16/12 - 8/15/14	-	-	-	-	\$ -
<b>HENRICKSEN &amp; CO, INC.</b> ITASCA, IL	5/1/11 - 4/30/14	-	-	-	-	\$ -
<b>HENRY RUSSELL BRUCE</b> DAVENPORT, IA	10/18/12 - 10/17/14	-	-	8,935.00	-	\$ 8,935.00
<b>HON INDUSTRIES</b> MUSCATINE, IA	5/1/11 - 4/30/14	-	-	-	-	\$ -
<b>IA/IL TAYLOR INSULATION, INC.</b> DAVENPORT, IA	5/1/10 - 4/30/13	-	-	-	-	\$ -
<b>IBM</b> PITTSBURGH, PA	9/1/11 - 8/31/14	-	-	-	-	\$ -
<b>IOWA ILLINOIS OFFICE SOLUTIONS</b> DAVENPORT, IA	5/1/11 - 4/30/14	147,225.27	-	-	-	\$ 147,225.27
<b>MAQUOKETA WEB PRINTING</b> MAQUOKETA, IA	8/16/12 - 8/15/14	-	-	9,769.00	-	\$ 9,769.00
<b>ONE-STEP</b> DAVENPORT, IA	8/16/12 - 8/15/14	-	-	3,075.40	-	\$ 3,075.40
<b>PAPPAS, O'CONNOR &amp; FILDES, P.C.</b> ROCK ISLAND, IL	9/18/08 - Ongoing	-	-	13,608.00	-	\$ 13,608.00
<b>PINNEY PRINTING</b> CLINTON, IA	8/16/12 - 8/15/14	-	-	185.19	-	\$ 185.19
<b>PRATT AUDIO &amp; VISUAL</b> CEDAR RAPIDS, IA	3/1/11 - 2/28/14	-	-	-	-	\$ -

Vendor Name	Contract Term	New Equipment	Licenses & Maintenance Contracts	Contractual Services	Other	Totals
PRINTER'S MARK ROCK ISLAND, IL	8/16/12 - 8/15/14	-	-	105.00	-	\$ 105.00
QUAD CITY PRESS MOLINE, IL	8/16/12 - 8/15/14	-	-	25.00	-	\$ 25.00
SUPREME RADIO COMMUNICATIONS PEORIA HEIGHTS, IL	11/1/12 - 10/31/15	-	-	-	-	\$ -
SENTINEL TECHNOLOGIES DOWNER'S GROVE, IL	9/1/11 - 9/30/14	-	-	-	-	\$ -
THE NATIONAL BANK BETTENDORF, IA	6/26/08 - 12/31/13	-	-	-	-	\$ -
TRI CITY ELECTRIC DAVENPORT, IA	9/1/11 - 8/31/14	1,449.00	-	680.00	-	\$ 2,129.00
TICOMIX LOVES PARK, IL	9/1/11 - 8/31/14	4,007.78	-	-	-	\$ 4,007.78
<b>Totals</b>		\$ 157,648.16	\$ -	\$ 39,505.63	\$ -	\$ 197,153.79

**RECOMMENDATION:**

It is the recommendation of the College President that the Board of Trustees ratifies the expenditures for preferred vendors for the month of April 2013 in the amount of \$197,153.79 for purchases made in accordance with previously approved preferred vendor guidelines.

**SINGLE & SOLE SOURCE AND CO-OP VENDORS:**

Purchases for the month of April 2013 consist of items totaling \$0. A breakdown of those expenditures follows:

Single & Sole Source Vendor Name	Total Purchases
N/A	\$ -
<b>Totals</b>	\$ -

Co-op Vendor Name	Total Purchases
N/A	\$ -
<b>Totals</b>	\$ -

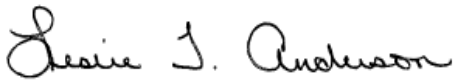
  

<b>Grand Total</b>	\$ -
--------------------	------

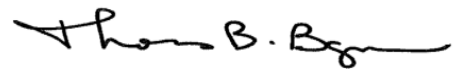
**RECOMMENDATION:**

It is the recommendation of the College President that the Board of Trustees ratifies the expenditures for single & sole source and co-op vendors for the month of April 2013 in the amount of \$0 for purchases made in accordance with published procedures.

**REVIEWED & SUBMITTED BY:**



Leslie T. Anderson  
Vice President for Finance



Thomas B. Baynum  
President

**BLACK HAWK COLLEGE  
BOARD REPORT**

Board Report #8475  
May 23, 2013

**PROPOSED FY2014 BUDGET AND AUTHORIZATION OF PUBLIC DISPLAY, PUBLIC  
HEARING, AND PUBLICATION OF PROPOSED FY2014 BUDGET**

**REPORT:** The budget for Fiscal Year 2014 that is being presented to the Board of Trustees is balanced. At this time, the amount of monies that is anticipated to be received from the State of Illinois is uncertain as it has been the case for the past several years. Of particular concern is the timeliness of the state payments that are due to the College. Administration believes that the College will receive the state monies due to the College at some point in time.

The proposed budget for Fiscal Year 2014 is based on three primary sources of funding: 1) state apportionment, 2) local tax support, and 3) student tuition and fees. Over the past decade, tuition has become an ever increasing source of revenue. Even so, tuition at Black Hawk remains average for all community colleges in Illinois. Low tuition coupled with outstanding educational and student service programs makes Black Hawk a great value for the first two years of college, or one of the many non-credit educational programs we offer.

The economy shows some signs of gaining a bit of positive momentum. The College's current stable financial situation has been made possible by the cooperation and hard work of virtually every Black Hawk College employee. Thanks to all who have participated in the development of this budget. Special thanks is extended to the Board of Trustees for their continued guidance and support as collectively we work to lead Black Hawk to continually higher levels of educational service.

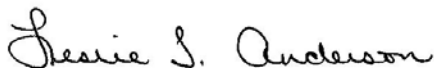
The College administration is recommending that the proposed FY2014 Budget be placed on file and made available for public inspection effective May 24, 2013, at the District Finance Office in Moline and at the East Campus Business Office in Galva. The administration also recommends that the Board holds a public hearing on the FY2014 tentative budget at the regular meeting scheduled for Thursday, June 27, 2013. It is further recommended that the Board authorizes publication of the attached notice regarding availability of the proposed budget for public inspection and regarding the public hearing on the budget.

**RECOMMENDATION:**

It is the recommendation of the College President that the Board:

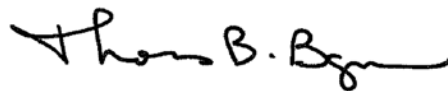
- (1) authorizes public display of the proposed FY2014 Black Hawk College Budget effective Friday, May 24, 2013;
- (2) authorizes a public hearing on the proposed FY2014 budget on Thursday, June 27, 2013; and
- (3) authorizes publication of the attached notice of availability of the Budget for public inspection and of a Public Hearing on the FY2014 budget (in substantially the form attached).

Reviewed and Prepared by:



---

Leslie T. Anderson  
Vice President for Finance



---

Thomas B. Baynum  
President

## **NOTICE OF PUBLIC HEARING**

**NOTICE IS HEREBY GIVEN** by the Board of Trustees of Community College District No. 503 (Black Hawk College), Counties of Rock Island, Henry, Mercer, Whiteside, Knox, Bureau, Stark, Marshall, and Henderson, State of Illinois, that a tentative budget for said Community College District for the 2014 fiscal year beginning July 1, 2013, will be on file and conveniently available for public inspection in this Community College District at the District Finance Office at 6600 34<sup>th</sup> Avenue, Moline, Illinois, and at the East Campus Business Office at 26230 Black Hawk Road, Galva, Illinois, from and after 9:00 a.m. on the 24<sup>th</sup> day of May 2013. Notice is further hereby given that public hearing on said budget will be held at 6:00 p.m. on the 27<sup>th</sup> day of June 2013, at Black Hawk College Quad Cities Campus, 6600 34<sup>th</sup> Avenue, Moline, Illinois, in this Community College District No. 503.

Dated this 23<sup>rd</sup> day of May 2013.

By order of the Board of Trustees of Community College District No. 503.

---

David L. Emerick Jr.  
Chair

## BLACK HAWK COLLEGE BOARD REPORT

Board Report #8476  
May 23, 2013

### AWARD OF CONTRACT AND DESIGNATION OF DEPOSITORIES

**REPORT:** The College's five-year period with THE National Bank of East Moline, Illinois as the Designated Depository ends June 30, 2013.

The Purchasing Department received specifications from the Vice President for Finance and the Director of Accounting for the bidding process that was completed in accordance with College procedures and Illinois State law to seek bids. Advertisements for Requests for Proposals (RFP) were placed in the Moline Dispatch and the Kewanee Star Courier, as stated by the Black Hawk College Board of Trustees policy.

The College received four responses to its RFP and each was evaluated for overall cost to the College, services provided, community presence, financial stability, and overall compliance with Board Policy 4.55. While the banking and investment climate has changed dramatically in the last several years, the College had anticipated major changes to the manner in which we conduct financial business. A comparison of major decision points is included below for your review:

Institution	Minimum Annual Cost	Interest Rate (Floor)	Service Level	Deposit Cap	Locally Owned	FDIC
Quad City Bank & Trust	\$ 4,800	0.50%	Increased	No	Yes	Yes
Blackhawk Bank & Trust	\$ 6,000	0.20%	Decreased	No	Yes	Yes
THE National Bank	\$ 10,800	0.15%	No change	Yes	No	Yes
US Bank	\$ 21,801	0.54%	Increased	No	No	Yes

In an effort to minimize risks associated with utilizing a single financial services provider in the current banking environment as recently experienced, it is recommended the College designate both Quad City Bank & Trust and Blackhawk Bank & Trust as depositories for the institution.

### RECOMMENDATION:

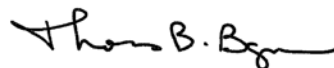
It is the recommendation of the College President that the Board of Trustees approves the Award of Contract and Designation of Depositories to Quad City Bank & Trust, Bettendorf, Iowa and Blackhawk Bank & Trust, Milan, Illinois for the period beginning July 1, 2013 through June 30, 2018.

Reviewed and Prepared by:



---

Leslie T. Anderson  
Vice President for Finance



---

Thomas B. Baynum  
President

**BLACK HAWK COLLEGE  
BOARD REPORT**

Board Report #8477  
May 23, 2013

**COMPENSATION ADJUSTMENT FOR PROFESSIONAL STAFF – FY2014**

**REPORT:** A three percent compensation adjustment is recommended for full- and part-time professional staff who are eligible to receive same. Their continued leadership and efforts are critical (as are all of our employee groups) to Black Hawk College as we provide quality educational opportunities to our many constituents.

The 3% raise as calculated for all full- and part-time Professional Staff has been included in the proposed budget distributed in May for FY2014.

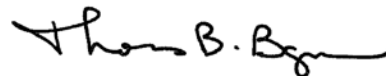
The health insurance plan and other benefits will be in line with what currently exists. All provisions of the compensation plan are subject to any and all limitations imposed by external funding sources for those employees whose compensation is subject to such terms and conditions.

**NOTE:** The President is not included in this compensation adjustment as this is solely at the discretion of the Board in accordance with Board Policy 2.43.

**RECOMMENDATION:**

It is the recommendation of the College President that the Board of Trustees approves the compensation adjustment as described above for all full- and part-time Professional Staff, effective July 1, 2013.

Prepared by:



---

Thomas B. Baynum  
President

**BLACK HAWK COLLEGE  
BOARD REPORT**

Board Report #8478  
May 23, 2013

**PROPOSED CALENDAR OF REGULAR BOARD MEETINGS  
FOR JUNE 2013 THROUGH MAY 2014**

**REPORT:** The consolidation election law reflected in Board Policy 10.41 (Regular Meetings), requires that the calendar of regular Board meetings for the coming year be established so that public notice of these meetings can be given.

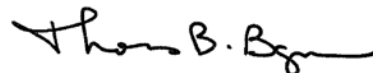
The Board meetings will be held on the third Thursday evening unless otherwise noted. The proposed calendar for regular Board meetings includes the location of the meeting. Board meetings beginning June 2013 through June 2014 will be as follows:

<b>DATE</b>	<b>WEEK</b>	<b>LOCATION</b>
<b>Thursday, June 27, 2013</b>	4 <sup>th</sup> (budget)	Quad-Cities Campus
<b>July</b>		No Regular Meeting
<b>Thursday, August 15, 2013</b>	3 <sup>rd</sup>	CEC
<b>Thursday, September 19, 2013</b>	3 <sup>rd</sup>	Quad-Cities Campus
<b>Thursday, October 17, 2013</b>	3 <sup>rd</sup>	East Campus
<b>Thursday, November 21, 2013</b>	3 <sup>rd</sup>	Quad-Cities Campus
<b>Thursday, December 19, 2013</b>	3 <sup>rd</sup>	CEC
<b>January</b>		No Regular Meeting
<b>Thursday, February 20, 2014</b>	3 <sup>rd</sup>	Quad-Cities Campus
<b>Thursday, March 20, 2014</b>	3 <sup>rd</sup>	CEC
<b>Thursday, April 17, 2014</b>	3 <sup>rd</sup>	Quad-Cities Campus
<b>Thursday, May 22, 2014</b>	4 <sup>th</sup> (graduation)	CEC
<b>Thursday, June 26</b>	4 <sup>th</sup> (budget)	Quad-Cities Campus

Quad-Cities Campus, 6600 34<sup>th</sup> Avenue, Moline, Illinois  
East Campus, 26230 Black Hawk Road, Galva, Illinois  
Community Education Center, 404 East 3rd Street, Kewanee, Illinois

**RECOMMENDATION:**

It is the recommendation of the College President that the Board of Trustees approves the proposed calendar of regular Board meetings shown above beginning June 2013 through June 2014.



---

Thomas B. Baynum  
President

**BLACK HAWK COLLEGE  
BOARD REPORT**

Board Report #8479  
May 23, 2013

**APPROVAL OF AUDIT COMMITTEE FOR 2014**

REPORT: Board Policy 10.35-D (below) calls for the appointment of an Audit Committee at the April re-organization meeting. This appointment was omitted from the May 2, 2013 agenda.

*Audit Committee*

*Since it was the intent of the legislature that the Board causes the audit to be done, it follows that the Board, or representatives therefore should be an integral part of the audit process and audit reporting along with the Board Treasurer. Therefore, each re-organization meeting in April the Board Chairperson will appoint two Trustees as an audit committee. The audit committee will meet periodically with the auditors to review the scope of the audit, to be made aware of the audit progress and any problems or anomalies encountered. The audit committee will in turn report to the full board.*

*ADOPTED 4/17/08, B.R.# 7520*

*AMENDED 3/10/11, B.R. #8079*

**RECOMMENDATION:**

It is the recommendation of the Board Chair that the Board of Trustees appoints Douglas L. Strand and David L. Emerick, Jr. to serve as the Audit Committee for Fiscal Year 2014.

Prepared by:



---

David L. Emerick, Jr.  
Board Chair



**BLACK HAWK COLLEGE  
BOARD REPORT**

Board Report #8480  
May 23, 2013

**CONSIDERATION TO AMEND BOARD POLICY 10.46**

REPORT: Board Policy 10.46 (below) outlines compensation or reimbursement of expenses for Board or Trustee members.

**10.46 Compensation/Reimbursement of Expenses**

Members of the Board shall serve without compensation but shall be reimbursed for their reasonable expenses incurred in connection with their service. Recurring expenses to be reimbursed include but are not necessarily limited to basic internet and basic phone service up to a determined maximum charge per month and travel to scheduled Board meetings and related activities. Non-recurring expenses to be reimbursed include, but are not limited to, such items as travel, meals, and conference registrations. Board members should obtain prior Board approval for all non-recurring expenses. The Board Chair may use his or her discretion, guided by past practice, to determine whether or not a request for reimbursement is justified. Appropriate documentation must be submitted within 60 days for all reimbursement requests.

The Board Chair must approve all reimbursement requests. If the Board Chair is unavailable to do so, the Vice Chair's approval must be secured. If neither the Chair nor the Vice Chair is available, approval must be secured by the Board Secretary. Board Chair reimbursement requests that are not routine and customary must be approved by the Vice Chair or, if the Vice Chair is unavailable, the Board Secretary.

Board members must strive to avoid any appearance of impropriety when making decisions to receive any services or items provided by the College to which they may be entitled based on their status as veterans, senior citizens, staff or faculty emeriti, or scholarship recipients. In all matters of reimbursement and receipt of services or items provided by the College, trustees will strive to exemplify ethical behavior and conduct that is above reproach.

ADOPTED 1/23/92, B.R. #5015  
AMENDED 3/10/11, B.R. #8079  
AMENDED 11/10/11, B. R. #8221

RECOMMENDATION:

It is the recommendation of the Board Chair that the Board of Trustees consider a review of this Board Policy item with action to be taken at a future meeting.

Prepared by:

A handwritten signature in black ink, reading "David L. Emerick, Jr." in a cursive script.

---

David L. Emerick, Jr.  
Board Chair

## BLACK HAWK COLLEGE BOARD REPORT

Board Report #8481  
May 23, 2013

### **APPROVAL TO PROCEED WITH ARCHITECTURAL SERVICES TO PROVIDE PLANS AND BID SPECIFICATIONS AND CAPITAL PROJECT APPLICATION FOR THE EAST CAMPUS WELDING AND SKILLED TRADES CENTER**

**REPORT:** Facility Purpose: The new structure is part of the College's Facilities Master Plan and will be designed to house the East Campus credit welding program as well as a flexible lab space allowing for deployment of future skilled trades programs. The current welding lab located on the East Campus is both undersized and poorly designed to meet the demands of the existing welding program and its enrollments.

Academic Offerings: The new facility will primarily house the East Campus credit welding program and provide a safe, appropriate learning laboratory for current students as well as accommodate continued program enrollment growth. In planning for an additional flexible lab space, the College is identifying additional skilled trades programs which may be offered in the facility to prepare learners for workforce needs.

The Structure: In order to keep the College operations consolidated, the new facility is being proposed to be constructed on property currently owned by the City of Kewanee on the east side of the College's Community Education Center parking lot. The City has suggested a willingness to sell the property to the College. This will allow the two College facilities to share a parking lot. The welding laboratory will be designed to American Welding Society standards and the facility will include appropriate classrooms, offices, storage, and amenities as well as an additional flexible laboratory space as noted.

Next Steps: If the Board approves this project to move forward, a Letter of Intent will be sent to the Illinois Community College Board (ICCB) informing them of the College's intent to build. Work will begin with BLDD architects and the required Capital Project Application, signed by both the Board Chair and Secretary, will be submitted to the ICCB as well. At the Board's June 27, 2013, meeting, approval will be sought to purchase land from the City of Kewanee. Based on the completed design work, the College will call for bids with a final recommendation for bid award being made to the Board of Trustees for approval at the August 15, 2013, board meeting.

**RECOMMENDATION:**

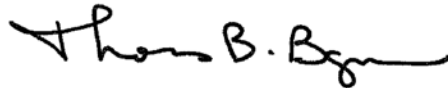
It is the recommendation of the College President that the Board of Trustees approves BLDD Architectural firm for the development of drawings and bid specifications and the submission of the ICCB Capital Project Application for the proposed East Campus Welding and Skilled Trades Center with a cost not to exceed \$5 million with funds provided from the 2013 bond issuance.

Reviewed and Prepared by



---

Chanda R. Dowell  
Vice President for East Campus



---

Dr. Thomas Baynum  
President

## BLACK HAWK COLLEGE BOARD REPORT

Board Report #8482  
May 23, 2013

### AWARD OF CONTRACT FOR IP CAMERA SECURITY SYSTEM

**REPORT:** Black Hawk College Police Department (BHC PD) utilizes Closed Circuit Television (CCTV) cameras as a means of detecting security, criminal and safety issues. Black Hawk College currently uses numerous standalone digital video recorder (DVR) based camera systems at the QC Campus, CEC, and EC Campus. Large portions of the CCTV system have been in place for ten years utilizing what is now considered outdated analog technology. Current CCTV systems have insufficient video storage capacities and disparate DVR system standardizations across the district. The video retrieval mechanisms of current CCTV systems are deficient when compared with current technologies available and fall short of current law enforcement efforts. The award of this contract will provide the college with a high quality, standardized security system compatible with future expansions across the college district.

The new IP Camera Security system will benefit the college in numerous ways. The system will feature cameras of a higher video resolution and different styles of view types. Additionally the system will feature centralized video storage per campus and a single customizable software viewer for the Police department. These features teamed with motion detection on the cameras aid in recording at high rates when motion is detected. Motion detection also assists the Police in an investigation allowing them to focus on recorded video that contains movement.

The Purchasing Department received specifications provided by the Black Hawk College Police Department and Information Technology Services (ITS), and a bidding process was completed in accordance with College procedures and Illinois State law to seek bids for IP Camera Security System Services and Support. Advertisements for Requests for Proposals were placed in the Moline Dispatch and the Kewanee Star Courier and bid documents were sent to twenty-one (21) potential vendors throughout the area.

Two (2) compliant proposals were received from Tri-City Electric Co (TCE) and Communications Engineering Co. (CEC). Tri-City Electric and Communications Engineering Co. provided designs with suitable storage tailored for typical college foot traffic patterns and campus activity. Tri-City Electric Co. and Communications Engineering Company have certifications and demonstrated expertise ideal for challenges and solutions presented in RFP 20-13. Proposals received were as follows:

Tri-City Electric	Proposal	\$104,126.73
Communications Engineering Co.	Proposal	\$141,072.47

### RECOMMENDATION:

It is the recommendation of the College President that the Board of Trustees approves award of contract for items needed immediately to Tri-City Electric Co. in the amount of \$104,126.73 plus \$10,413 contingency for a total \$114,539.73, with funding from the Liability, Protection and Settlement Fund.

Reviewed and Prepared by:



Shawn Cisna  
Chief of Police



Thomas Baynum  
President

- Current annual sales
- Total number of employees
- Describe the types of services the Firm provides. If not a full service Firm, discuss the types of services the Firm does provide, and how sub-contractors are selected and integrated in its processes.
- Describe the Firm's ability to install equipment, both stationary and mobile, in terms of the number of installer employed by the Firm, their experience and qualifications, and the type of specialized installation equipment owned and utilized by the Firm
- Names of the key person(s) that will provide sales, service, installation and training, as well as their professional affiliations and certifications
- Evidence that the firm performs Security background checks on personnel it hires
- Contact information for at least (3) current clients similar in size and/or structure to Black Hawk College.
- Banking and insurance references (include names, titles, and phone numbers).
- List and briefly describe all legal action for the past three years that the Firm has been: 1) a debtor in bankruptcy; 2) a defendant in a lawsuit for deficient performance under a contract; 3) a defendant in an administrative action for the deficient performance on a project; 4) a defendant in any criminal action.
- Vendors shall provide evidence they are an authorized dealer for the equipment being proposed, and evidence that the firm employs Factory Trained technicians

Vendors are invited to include additional information not requested above, if believed to be useful and applicable to this Appointment process.

### **STATEMENT OF NEEDS**

Black Hawk College is seeking proposals to replace numerous standalone DVR cameras and IP cameras in the College district with a standards based IP Camera system with mass storage and card access integration options.

Proposals shall include all costs associated with a complete, successful, and reliable IP Camera System. Pricing for each item shall be stated separately, including but not limited to the cost of the new cameras, installation, training, freight, cabling, licensing, weather protection, aerial work platform lifts, all necessary appurtenances, and any construction costs to locate cameras in the designated areas. Proposals shall also include the cost to remove and dispose of existing cameras that are being replaced, with a final committed, bottom-line total. DVR's shall be retained by the College for archival purposes.

Current environment of the college:

1. The college has many traditional DVR's located at the following sites:
  - Black Hawk College East Campus, 26230 Black Hawk Road, Galva, IL., 61434
  - Community Education Center, 404 E 3<sup>rd</sup> St., Kewanee, IL., 61443
  - Black Hawk College Quad Cities Campus, 6600 34<sup>th</sup> Avenue, Moline, IL., 61265
2. The college currently has an IP Camera system consisting of the following equipment:
  - 17 Axis cameras
  - Cisco 3560G, 3560X POE switches
  - Qty 1 - Iomnis Video Server (QC Campus only)
  - Milestone Software and licensing

Locations of each existing camera are shown on the attached spreadsheets. Please note the following:

- Column A: "Cam ID#" is for the purpose of identifying each camera in this proposal only; these numbers are not currently being used or associated with any existing cameras. This ID numbering system may or may not be used with the new camera system.
- Column B: A listing of camera locations. Those needing replaced one-for-one are Q1A thru Q16A at the QC Campus, PPA1A thru PPA8A and E1A thru E24A at the Kewanee Campus, and CEC1A thru CEC7A at the CEC Campus. Cameras Q17A thru Q28A and E25A thru E30A are non-existing and the College may choose to add these. Cameras Q30A thru Q40A are not to be replaced and shall be integrated into any new system being proposed. Cameras Q41A thru Q43A are existing IP cameras that the College may choose to replace. Cameras Q44A and Q45A are to be removed and are not to be replaced.
- Column C: Indicates the type of camera view.
- Column D: Pricing; please quote each individually.

Components to bid:

- Axis p3354 1 MP, similar, or better cameras in all areas specified.
  - Detail which model and type of camera the vendor will use in each installation.
- One (1) 42 inch monitor and mounting hardware, installed at the Black Hawk College Quad Cities Campus Police Department office in Building #3. Monitor shall have VGA, HDMI, and USB inputs.
- All cabling must be standard CAT6 and must conform to Panduit or Commscope certifications.
- No POE or midspan injectors will be allowed unless approved by BHC under special detailed circumstances.
- Industry standard servers with capacity for recording at a minimum of 30 days of video. Acceptable base manufacturers are IBM, HP, Dell. All servers must be rack mountable and come with rapid-rack rails (square holes.) Value added resellers which use an industry standard base, such as Iomnis who uses a Dell product, are acceptable as long as they use a vendor listed above as their base model.
- Software and licenses to run the system.
- Software specifications:
  - Does not have to be Milestone software; if different software is bid, please include costs to transition current Milestone system.
  - Capable of multiple parties viewing simultaneously.
  - Must be web accessible.
  - Software must be security hardened against electronic attacks.
  - Security privileges for each user to see only the camera they are allowed by the systems administrator.
  - Ability for each user to set their own views.
  - Options for remote or mobile viewing via a VPN or other secure method.
  - Is there a secure mobile website or app which would allow viewing on an iOS or Android device?
  - What authentication options are there with the software: LDAP or Active Directory Single Sign on?
  - Please state which card access systems are supported for integration.
- Servers for East Campus, Community Education Center, and QC Campus.
- Black Hawk College will provide the POE Switch ports for all cameras.
- Cameras will run on the same production network under a separate VLAN. Vendors are responsible for notifying of potential bottlenecks with performance to the college prior to,

during, and immediately after the installation is complete. Please use the following assumptions:

- All links back to the data center closets are at least 1Gb.
- In many cases BHC ITS can Ether-channel additional connections to increase bandwidth.
- Details of network infrastructure are available at the designated Pre Proposal meeting and walk through.
- Each vendor will be responsible for the initial installation of the software with BHC ITS personnel and training of BHC Police on use of the software.
- All cameras must be accessible from both East Campus and QC Campus.
- Outdoor cameras:
  - BHC will entertain multiple options regarding the outdoor cameras at East Campus. Please submit multiple configurations regarding these devices.
  - All cameras must have night vision or equivalent capability to view with clarity during darkness hours.
- The College will supply any PC computer(s) required for this project.

**All equipment shall be delivered, installed as/where needed, tested, commissioned to operate, and warranted by July 31, 2013.**

### **SPECIAL PRICING**

BHC is currently a member of the following consortiums: Educational & Instructional (E & I) Cooperative; Illinois Community College System Procurement Consortium (ICCSPPC); US Communities Government Purchasing Alliance; Illinois Public Higher Education Cooperative (IPHEC); and the Illinois Department of Central Management Services (CMS). Please take all of this into consideration, and submit your bids based on the program that would be most cost effective for BHC.

### **VENDOR INTERVIEW/PRESENTATION**

The College reserves the right to conduct interviews with the Vendor(s) being considered, if deemed necessary, to assist the College in making the best possible selection decision. Vendor(s) may be required to respond to any additional questions that arise during the Selection Committee's review of the Vendor's proposal. No Vendor shall have any rights against BHC as a result of such discussions.

### **SELECTION PROCESS**

The Selection Committee will make any necessary reference checks to determine the ability of the Vendor(s) to fulfill proposal requirements. The Vendor shall furnish additional information as may be requested and shall be prepared to show examples of projects it has completed with other customers that are similar to the College's needs. Black Hawk College at its sole discretion, reserves the rights to accept or reject any or all proposals, or a portion of, all of, or none of any parts thereof, for any or no reason and with no penalty to BHC. Further, the College may appoint to Preferred status any number of Vendors that best meet the requirements of this RFP and are most advantageous to the College, may accept a proposal other than the lowest cost proposal, and reserves the right to reject any proposal if it is determined that the Vendor is not properly qualified to carry out the obligation of any resultant appointment. Further, BHC reserves the right, for any or no reason, and at its sole and absolute discretion, to:

- A. Amend, in whole or part, withdraw or cancel this Request for Proposal
- B. Waive technicalities and informalities in the selection process
- C. Negotiate the terms and conditions of an agreement with the selected Vendor(s), if any. These negotiations could include all aspects of services and fees. Neither the selection of a Vendor nor the negotiation of the agreement with such Vendor shall constitute BHC's acceptance of the



proposal or a binding commitment on behalf of BHC to enter into an agreement with such Vendor, as any binding arrangement must be set forth in an agreement signed by both parties and is subject to all requisite approvals.

Criteria to be considered by the Selection Committee include, but are not limited to:

- A. Attendance to the Mandatory Pre-Proposal meeting
- B. The Vendor's responses to the Proposal Requirements and reference checks
- C. Past experience with the Vendor
- D. Cost

All materials submitted in response to this Request for Proposal will become the property of BHC. Any restrictions on the use of data contained within your submission must be clearly stated in the submission itself. Black Hawk College cannot ensure that all information submitted will be kept confidential and suggests that any proprietary information be clearly marked or otherwise protected by the Vendor. Black Hawk College may be required by the Freedom of Information Act (FOIA) to disclose information about this RFP.

# BLACK HAWK COLLEGE BOARD REPORT

Board Report #8483  
May 23, 2013

## APPROVAL TO PURCHASE TWO (2) 12-PASSENGER VANS FOR EAST CAMPUS

### REPORT:

The Capital Committee approved the purchase of two (2) 12-passenger vans to replace those at the East Campus that are aging, have high mileage on them, and high maintenance costs. A budget of \$25,000 each was established.

A Request for Proposal process was completed in accordance with College procedures and Illinois law. Advertisements for Request for Proposal were placed in the Moline Dispatch and Kewanee Star Courier as required by the Black Hawk College Board of Trustees policy. Additionally, Request for Proposal documents were sent to twelve (12) dealers in the District. Bids for base model units plus optional equipment required for safety and functionality were received as follows:

<u>Vendor</u>	<u>Brand</u>	<u>Base Cost plus options</u>
Wright Automotive, Hillsboro, Illinois	Ford	\$24,439.00 each
Gustafson Ford, Kewanee, Illinois	Ford	\$24,575.60 each
Leman's Chevy City, Bloomington, Illinois	Chevrolet	\$25,249.62 each (Price does not include tow package and extended warranty)

The low bid was \$24,439.00 from Wright Automotive of Hillsboro, Illinois.

### RECOMMENDATION:

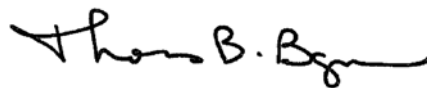
It is the recommendation of the College President that the Board of Trustees approves the purchase of two (2) 12-passenger vans at a price of \$24,439 each, \$48,878 total for two vans from Wright Automotive of Hillsboro, Illinois, using Local Projects Funding from Surplus Operating Funds.

Reviewed and Prepared by:



---

Chanda Dowell  
Vice President for East Campus



---

Dr. Thomas Baynum  
President

BLACK HAWK COLLEGE  
BOARD REPORT

Board Report #8484  
May 23, 2013

PERSONNEL RECOMMENDATION – RICHARD MORTHLAND  
EMPLOYMENT

REPORT: The search for a tenure-track speech instructor in the Communication and Fine Arts Department has been completed in accordance with College hiring procedures. As a result of this process, Richard Morthland is being recommended for appointment to the speech instructor position beginning with the fall 2013 semester. He is replacing James Prohs who retired in May.

Mr. Morthland earned his bachelor's degree from St. Ambrose University and his Master of Arts degree from Spring Arbor University. Mr. Morthland has taught as an adjunct professor at Black Hawk College since 2002. He served as State Representative for the Illinois General Assembly from 2011-2013.

RECOMMENDATION:

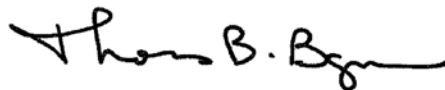
It is the recommendation of the College President that the Board of Trustees approves the appointment of Richard Morthland at the rank of instructor for the tenure-track speech position in the Communication and Fine Arts Department at the Quad-Cities Campus beginning with the fall 2013 semester.

Reviewed and Prepared by:



---

Bettie A. Truitt  
Vice President for Instructional Services



---

Thomas B. Baynum  
President

BLACK HAWK COLLEGE  
BOARD REPORT

Board Report #8485  
May 23, 2013

PERSONNEL RECOMMENDATION – RACHEL HORNER BRACKETT  
EMPLOYMENT

REPORT: The search for a tenure-track anthropology/archeology instructor in the Social, Behavioral and Educational Studies Department (SBES) has been completed in accordance with College hiring procedures. As a result of this process, Rachel Horner Brackett is being recommended for appointment to the anthropology/archeology instructor position beginning with the fall 2013 semester. This is a new position in the SBES department.

Dr. Horner Brackett earned her bachelor's degree from Knox College, a Master's degree in Anthropology, a Master's degree in Public Health, and a Ph.D. in Anthropology all from the University of Iowa. She has taught as an adjunct at Black Hawk College since the spring of 2010.

RECOMMENDATION:

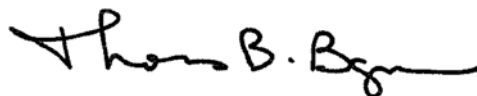
It is the recommendation of the College President that the Board of Trustees approves the appointment of Rachel Horner Brackett at the rank of instructor for the tenure-track anthropology/archeology position in the Social, Behavioral and Educational Studies Department at the Quad-Cities Campus beginning with the fall 2013 semester.

Reviewed and Prepared by:



---

Bettie A. Truitt  
Vice President for Instructional Services



---

Thomas B. Baynum  
President

BLACK HAWK COLLEGE  
BOARD REPORT

Board Report #8486  
May 23, 2013

GRANTING FACULTY EMERITUS STATUS – 2013  
JAMES PROHS

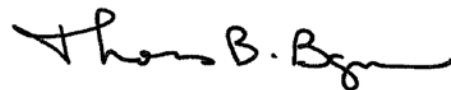
**REPORT:** Faculty members of the Communication and Fine Arts Department and the Quad-Cities Faculty Senate have recommended to the President that Professor Emeritus status be granted to James Prohs.

Professor Prohs has been a full-time faculty member since August, 2000. During his tenure as a faculty member, Mr. Prohs has contributed to the Speech Discipline in many ways. In addition to teaching a variety of courses in the Speech Department, both on-campus and as a Dual Credit instructor, he has worked on various projects that focus on assessing Speech classes. Mr. Prohs has served the Communication and Fine Arts Department as a Co-Chair and through his support of various Communication and Fine Arts events. Mr. Prohs has faithfully served the College as a Faculty Senate representative, on Faculty Senate Committees and other committees including the IRB. He has continually strived to promote quality speech communication education at Black Hawk College.

The Professor Emerita/Emeritus award has been granted in the past years to faculty members upon their retirement in recognition of their services to Black Hawk College. The faculty members of the Communication and Fine Arts Department have recommended James Prohs be awarded Faculty Emeritus upon his retirement May 16, 2013.

**RECOMMENDATION:**

It is the recommendation of the College President that the Board of Trustees approves the granting of Professor Emeritus to James Prohs.



---

Thomas B. Baynum  
President

## ***ICCTA MEETING AND CONVENTION SCHEDULE***

### **ICCTA SEMINARS (Fridays) & BOARD OF REPRESENTATIVES (Saturdays): (unless otherwise noted)**

September 13 – 14, 2013	Crowne Plaza Hotel, Springfield, IL
November 8 – 9, 2013	TBA, Chicago, IL

### **ICCTA ANNUAL CONVENTION:**

June 7 – 8, 2013	Sofitel Chicago Water Tower, Downtown Chicago
------------------	---

### **ICCTA REGIONAL AND OTHER MEETINGS:**

August 9 – 10, 2013	Executive Committee Planning Session, Bloomington, IL
---------------------	---

### **PRESIDENTS' COUNCIL:**

June 6, 2013	Sofitel Chicago Water Tower, Downtown Chicago
September 13, 2013	Crowne Plaza Hotel, Springfield, IL

### **ICCB MEETINGS:**

June 7, 2013	Sofitel Chicago Water Tower, Downtown Chicago
July, 2013	Subject to Call
September 20, 2013	Black Hawk College, Moline
November 15, 2013	Harry L. Crisp II Community College Center, Springfield, IL
December, 2013	Subject to Call

### **IBHE MEETINGS:**

June 4, 2013	DePaul University, Chicago, IL
August 6, 2013	University of Chicago, Chicago, IL
October 1, 2013	University of Illinois at Chicago, Chicago, IL
December 10, 2013	Governors State University, University Park

### **ICCB SAC MEETINGS:**

June 6 – 8, 2013	Sofitel Chicago Water Tower, Downtown Chicago (Student Leadership Institute)
------------------	--

### **ACCT/AACC EVENTS:**

October 2 – 5, 2013	ACCT Annual Leadership Congress, Seattle, WA
February 10 – 13, 2013	ACCT National Legislative Summit (NLS), Marriott Wardman Park Hotel, Washington, DC

### **OTHER DATES/MEETINGS:**

May 31, 2013	Illinois General Assembly's Scheduled Adjournment
June 21, 2013	ISAC Meeting, Michael A. Bilandic Building, Room N-505, Chicago, IL
September 20, 2013	ISAC Meeting, Governors State University, University Park, IL
November 13, 2013	ISAC Meeting, Niles West High School, Skokie, IL