

**MINUTES  
OPEN SESSION  
October 14, 2010**



**BOARD OF TRUSTEES**

**I. CALL TO ORDER**

Chairman Steve Ballard called the meeting to order on Thursday, October 14, 2010, at 6:00 p.m., in the Dr. Charles O. Warthen Conference Room at the Community Education Center, 404 East 3rd Street, Kewanee, Illinois.

**II. ROLL CALL**

Present: Trustees John T. Ahern (via phone), Steven J. Ballard, Sonia R. Berg, Donna M. Frye, Michael F. O'Brien, Evelyn L. Phillips, Diana K. Shreck  
Student Trustee Nicole Ince

Absent: None

Others Present: Acting President Gene Gardner  
Vice Presidents Rose M. Campbell, Chanda R. Dowell, Michael R. Phillips,  
Richard Vallandingham  
Chief Financial Officer Leslie Anderson  
Executive Secretary to the President Cindy Schrock

**III. CLOSED SESSION**

*Trustee O'Brien moved to go into closed session in accordance with Section 2(c)(1)(2)(5)(6)(11) of the Open Meetings Act. Items for discussion consisted of employment matters, collective negotiating matters, pending litigation, and purchase/sale/lease of College assets; Trustee Berg seconded.*

AYES: Trustees Frye, Berg, Ahern, O'Brien, Phillips, Shreck, Ballard  
ADVISORY VOTE: Student Trustee Ince  
NAYS: None; motion carried.

The Board met in closed session from 6 p.m. to 6:45 p.m.

**IV. RECONVENE OPEN SESSION**

Chairman Ballard reconvened the open session on October 14, 2010, at approximately 7:00 p.m.

**V. MINUTES**

*Trustee O'Brien moved to approve the minutes of the open session of the regular meeting of September 16, 2010; Trustee Phillips seconded.*

AYES: Trustees Frye, Berg, Ahern, O'Brien, Phillips, Shreck, Ballard  
ADVISORY VOTE: Student Trustee Ince  
NAYS: None; motion carried.

## VI. EMPLOYEE / PUBLIC COMMENT

### A. Core Value Reflection

The Core Value highlighted was Caring and Compassion -- *In our interactions with each other, we will strive to be kind, considerate, and empathic as we work toward our collective and separate goals.* An example given was the care and compassion that the employee community is giving to Vashti Berry who recently gave birth to a baby girl who is facing medical issues. Vashti sends her thanks to everyone for their prayers and concern.

### B. Faculty Senates

1. Quad-Cities Campus – Faculty Senate President Ken Nickles gave the following report: Recent guests attended the Quad-Cities Faculty Senate meetings -- Kathy Malcolm regarding AQIP; Dr. Truitt and Karla Miley about program reviews; Mike Phillips regarding facility projects and Dr. Campbell regarding withdrawal policy changes. The new orientation program is experiencing a lot of momentum. There was a lively discussion on changing the recession party during graduation ceremonies.
2. East Campus – Jodee Werkheiser reported for Faculty Senate President Jeff Hawes. There was a state soils contest held at the Black Hawk College East Campus with 18 high schools represented. Dual enrollment is growing substantially with increases in core offerings and the number of students participating. Ms. Werkheiser thanked administration and the Trustees for their support of this program. The following events are planned: October 16 -- United Way fundraiser garage sale; October 19 --pumpkin auction; October 27 -- Trick or Treat Trail; and November 6 -- ag auto mechanic garden tractor pull. Several students will be attending the national FFA convention which is a strong recruitment event for the College. The horse judging team recently took first place at their event. Dr. Hawes will be receiving an award from the Illinois Department of Community Development.

### C. IFT Faculty & Pro Tech

Joan Eastlund reminded everyone that Election Day is November 2. The IFT/AFT takes their endorsements very seriously. They have endorsed five candidates (3 republican and 2 democrat.) They are also supporting the retention of a Supreme Court Justice. Ms. Eastlund commented on how supportive the College community has been for Vashti Berry and her new born daughter who is facing serious medical conditions. The executive council has donated to a fund for the family, which again demonstrates caring and compassion.

### D. UAW Support Staff

Gloria Nelson commented that the UAW is also supporting job creation during the upcoming elections. October 15 is the deadline for all staff to submit their responses to the PACE survey, and she has encouraged greater participation by UAW members. Ms. Nelson thanked Dr. Gardner for attending the recent Labor Management Council meeting.

### E. IFT Adjunct Faculty -- No report.

### F. SGA – No report.

- G. Others -- No report.

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

- A. President

A group of administrators has been taking time to review the status of the bond fund projects and priorities, with the intent to move forward without lapses between projects and to control the budgets as they go forward. The President's Council will welcome new members Liz Breedlove and Shelly Cain. The group will meet twice a month on Mondays.

- B. Instruction and Information Technology

- C. Student Services

The Board will receive a request to approve two additional grants at the October Board meeting. The Illinois Community College Board has asked Black Hawk College to be one of three schools to write a proposal to develop a model of support services of delivery for bridge students, developmental students, and adult students.

- D. Finance

CFO Anderson reviewed the financial operations report for period ending September 30, 2010, showing an increase in Operating Funds revenue and decrease in expenditures from last year. Revenue increase is mainly due to increase in tuition and fee revenue and partially offset by a decrease in ICCB Equalization Grant revenue resulting from a reduced allocation from the State of Illinois. No movement yet on payments from the State. Trustees were given a quarterly cash balance report. The bookstore profit analysis, requested by Trustee Ahern, was given to Trustees. The FY10 audit report was also handed out. There were no findings reported as a result of the audit. All money has been committed for projects funded from the 2004 and 2008 bonds. Nine possible candidates for the BHC Board of Trustees have picked up election packets.

- E. East Campus

VP Dowell recognized Barbara Doehler and Akiko who have received the following National Council for Marketing and Public Relations District 3 awards: silver and bronze medallion award in the Computer Generated Illustration category, a bronze in the Specialty Advertising category and a gold in the Brochure/Flyer I (one color) category. The district includes community colleges in parts of Canada, Ohio, Michigan, Illinois, and Indiana. The marketing department is working on a video highlighting the BHC Honors Program. In addition, the department is looking at the best way to bundle the College programs to show that BHC values academic achieving students.

- F. Facilities

The restroom demolition is complete. This work is being done during the 3<sup>rd</sup> shift. Work on the Outreach Center drainage will begin on Monday, October 18. Planning continues on the sustainable energy addition to Building 2. CPI is doing a good job for the College. The remodel for the business office will begin soon with staff moving into the former WQPT office space in Building 2.

G. Human Resources – No report.

H. Planning and Institutional Effectiveness

Community surveys are currently out and data is being collected internally regarding the perception of the College and working environment. Student surveys are also being conducted. All of the data will be analyzed and fed into the planning process. Three meetings are scheduled for the strategic planning committee over the next few months. Faculty departments and staff have already been involved in the strategic planning discussions.

I. Foundations

Fifty-eight students were recently honored at a scholarship banquet with 110 attendees. The Prairie Pointe Apartments have a 95 percent occupancy rate. The horticulture department is doing some landscaping around the apartments. Foundation Director Liz Breedlove met with the Foundation Board members individually to discuss the five-year directions for the Foundation. A report will be presented on her recommendations for this fiscal year's goals and objectives. Ms. Breedlove is working on a direct mail appeal and endowment fundraiser campaigns. Ag alumni are encouraged to affiliate with the Foundation. A newsletter will be going out at the end of this year.

J. SBDC/ITC/PTAC/BTC – No report.

## VIII. CONSENT ITEMS

A. Instruction & Student Services

1. Acceptance of the KnowHow2GO Illinois Network Development Grant.  
**BR #8005**

Recommendation was made to accept the State of Illinois KNOWHOW2GOILLINOIS Network Development Grant for \$10,000 for FY2011. The goal of the Network Development Grant is to enable Black Hawk College and its partner organizations to further strengthen the College access and success network in the local community and region by developing, broadening, and formalizing partnerships and creating policy and advocacy initiatives focused on improving college-going and completion rates.

2. Acceptance of Student Support Services Demonstration Project Grant from State of Illinois. **BR #8011**

Recommendation was made to accept the State of Illinois Student Support Services Demonstration Project Grant for \$20,000 for FY2011. The goal of the grant is to develop a model for support services delivery for bridge students involving collaborative efforts of Adult Education, Developmental Education, and Career and Technical Education that assists in the transition into credit bearing courses.

3. Ratification of Acceptance of the Illinois Community College Board Early School Leaver Transition Grant – FY2011. **BR #8017**

Recommendation was made to ratify acceptance of the Illinois Community College Board Early School Leaver Transition Program Grant in the amount of \$74,937 for fiscal year 2011. Funds were increased by \$24,660 over the FY2010 award. The grant provides School to Work opportunities

for high school dropouts between the ages of 16 and 21 through related class and supervised, paid, work-based learning activities.

4. Department of Labor, Joined By a River, Grant Expenditure to Dell for Inventory Specialist Laptop Loan Program. **BR #8018**  
Recommendation was made to approve the purchase of ten (10) Dell Latitude laptops with carrying cases for the BHC Career and Technical Education Laptop Loan Program for \$13,000 with the sole source of funding to come from the U.S. Department of Labor, Joined by a River Grant. These computers will be targeted for students in the Inventory Specialist program, a program developed through this U.S. DOL grant.

*Trustee Berg moved to approve all items under Instruction & Student Services; Trustee Phillips seconded.*

AYES: Trustees Frye, Berg, Ahern, O'Brien, Phillips, Shreck, Ballard  
ADVISORY VOTE: Student Trustee Ince  
NAYS: None; motion carried.

B. Administration & Finance

1. Ratification of Expenditures for Period Ending September 30, 2010. **BR #8006**  
Recommendation was made to ratify bills totaling \$3,702,185.32 and payroll expenditures of \$1,959,485.81 for the month of September 2010.
2. Ratification of Expenditures for Preferred Vendors September 2010. **BR #8007**  
Recommendation was made to ratify expenditures for preferred vendors for the month of September 2010 in the amount of \$156,853.42.
3. Tentative Adoption of 2010 Tax Levies. **BR #8020**  
Recommendation was made for the Board of Trustees to express its intent to levy, in compliance with its legal authorization as well as 805/3-14.3 of the Community College Act, the following tax levies on the taxable property of the Black Hawk College District for the 2010 tax year, with final adoption on November 18, 2010.

Education Fund	\$4,199,536
Operations and Maintenance Fund	2,449,729
Liability, Protection and Settlement Fund	2,264,250
Social Security and Medicare	314,965
Audit	90,990
Protection, Health and Safety	1,749,807
Additional Tax Levy	2,152,262
Bond and Interest	5,455,897

The proposed levy is not greater than 105% of the 2009 extensions; therefore, a public hearing is not required.

4. Award of Contract for Custodial Supplies and Services to LaPort, Inc. **BR #8013**  
Recommendation was made to approve an award of contract for custodial supplies and services to Laport Inc. of Chicago, Illinois, in the amount of \$98,970.84 annually for three years with two one-year renewals at the College's option, with funding coming from the Operations and Maintenance Fund.

5. Submission of Protection, Health and Safety Projects to the Illinois Community College Board -- FY2011. **BR #8010**  
The College has identified five projects that qualify for funding under the guidelines of the legislation pertaining to Protection, Health and Safety projects. These projects include: Electrical Feed Replacement at Quad-Cities Campus, Elevator Upgrades at Quad-Cities and East Campuses, Water Main Feed Renovation at East Campus, Stairwell and Flooring Upgrades at Quad-Cities Campus, and Mechanical Renovations at the Outreach Center. The projects cannot be funded from Operations and Maintenance Funds. It will be necessary to levy an additional Protection, Health and Safety tax to fund these projects. Recommendation was made to submit these projects totaling \$1,684,800 to the Illinois Community College board for funding and requests authorization to levy the \$1,684,800.
6. Submission of Capital Renewal Grant – 2010 Bond Project to the Illinois Community College Board. **BR #8012**  
The College has identified the need to renovate an existing men's and women's restroom and to reconfigure an area currently used by Accounting, Payroll and IT. A new conference room and break area will be included in this project. Recommendation was made to approve the submission of Capital Renewal Grant - 2010 Bond project totaling \$425,258.00 to the Illinois Community College Board for approval under section 805/3-21.3.01 of the Public Community College Act. The Business Office and Restroom renovation project will be funded with \$190,100 from the Capital Renewal Grant and supplemented with \$243,442 from 2010 bond funds.
7. Award of Contract for Building 1 Stairwell Upgrades. **BR #8009**  
The College has identified the need to renovate stairwells in Building 1; the renovations will include abatement of existing flooring, painting, new flooring and light fixtures. The stairwells being renovated include the stairs from the Business Office to the fourth floor, the stairs from the lower lobby to the tunnel, and the stairwell from the upper to lower lobby. The painting will be completed by Accent Services, the College's preferred painting contractor; flooring removal will be completed by Advanced Environmental, the College's preferred abatement contractor; light fixtures will be installed by the College's maintenance personnel. Recommendation was made to approve the award of contract for the Building 1 Stairwell Upgrades, to Sherwin Williams Flooring in the amount of \$31,193.27 with a 10 percent contingency of \$3,119 for a total project cost of \$34,312.27 with resources to come from 2010 bonds.
8. Award of Contract for Purchase of Tractor for East Campus Applied Science Department. **BR #8019**  
Recommendation was made to approve the purchase of a tractor for the East Campus Applied Sciences Department from Kleine Equipment of Kewanee, Illinois, in the amount of \$29,950.00, minus trade-in of \$4,950.00, for a total expenditure of \$25,000.00.
9. Award of Contract for Purchase of Powerware Uninterruptible Power Supply (UPS) Batteries Through Yoka, Inc. **BR #8016**  
Recommendation was made to approve an award of contract for the purchase of new batteries for one UPS in the Data Center, in an amount not to exceed \$10,830.00 with a 5% contingency of \$541.50.

10. Award of Contract for Purchase of Microsoft Campus Agreement Licenses – FY2011. **BR #8015**

Microsoft Campus Agreement is a licensing program specifically designed for higher educational institutions. It allows the College to purchase products through volume licensing programs; thus, effectively reducing the total cost of software ownership. With subscription licensing, the College has access to a selection of the most current version of software products and any upgrades of those products. Microsoft recommends specific Authorized Education Resellers (AER) for the purchase of the Campus Agreement License. Recommendation was made to approve the award of contract to CDW-G of Vernon Hills, Illinois, for the amount of \$38,012.49 for the purchase of the Microsoft Campus Agreement.

Trustee Shreck moved to approve all items under Administration & Finance; Student Trustee Ince seconded.

AYES: Trustees Frye, Berg, Ahern, O'Brien, Phillips, Shreck, Ballard  
ADVISORY VOTE: Student Trustee Ince  
NAYS: None; motion carried.

C. Personnel

1. Granting Professor Emeritus Status – 2010 -- Joel Riley. **BR #8014**

Recommendation was made to grant Professor Emeritus to Professor Joel Riley. Professor Riley began his teaching career at Black Hawk College as an adjunct faculty member in 1981; he was hired as a full-time instructor in the former Industrial Related Technology Department in 1987. Professor Riley taught all of the technical and applied mathematics as well as computer aided drafting courses to students in the various manufacturing technology programs, and he was instrumental in creating the former Electro-Mechanical AAS degree program. Professor Riley is viewed by his colleagues as a master at getting his students engaged as learners in the teaching/learning process. His classroom teaching techniques and methods of assessing student learning have helped and encouraged many students to be successful in mathematics. Professor Riley will always be remembered as a sincere, thoughtful, and very dedicated Black Hawk College faculty member.

Trustee Berg moved to approved BR #8014; Trustee Frye seconded.

Trustee Phillips remembered giving Professor Riley orientation many years ago. She feels he is very deserving of this award.

AYES: Trustees Frye, Berg, Ahern, O'Brien, Phillips, Shreck, Ballard  
ADVISORY VOTE: Student Trustee Ince  
NAYS: None; motion carried.

2. Employee Action Relative to President Position.

Trustee Ballard moved to name Dr. Gene Gardner Acting President of Black Hawk College until further notice; Trustee Ahern and Trustee O'Brien seconded.

AYES: Trustees Frye, Berg, Ahern, O'Brien, Phillips, Shreck, Ballard  
ADVISORY VOTE: Student Trustee Ince  
NAYS: None; motion carried.

## IX. MISCELLANEOUS

### A. Communications & Trustees Reports

1. Illinois Community College Trustees Association

The next meeting will be November 12 and 13 in Oakbrook. Trustees Frye, Philips, and Student Trustee Ince will be attending.

2. Black Hawk College Foundation

3. Black Hawk East College/East Campus Foundation

4. Other

Jeff McFarland, a former BHC student, is now an adjunct professor at Lincoln Land College.

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

## X. ADJOURN

Trustee O'Brien moved to adjourn; Student Trustee Ince seconded. All ayes. The meeting adjourned at 7:40 p.m.



---

Steven J. Ballard, Chair  
Board of Trustees



---

Sonia R. Berg, Secretary  
Board of Trustees