

**MINUTES  
OPEN SESSION  
November 18, 2010**



**BOARD OF TRUSTEES**

**I. CALL TO ORDER**

Vice Chair Evelyn Phillips called the meeting to order on Thursday, November 18, 2010, at 6:00 p.m., in the Black Hawk Room on the Quad-Cities Campus of Black Hawk College, 6600 34th Avenue, Moline, Illinois.

**II. ROLL CALL**

Present: Trustees John T. Ahern, Sonia R. Berg, Donna M. Frye, Michael F. O'Brien, Evelyn L. Phillips, Diana K. Shreck; Student Trustee Nicole Ince

Absent: Trustee Steven J. Ballard

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 Ahern 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 will consist of employment matters, collective negotiating matters, pending litigation, and purchase/sale/lease of College assets; Trustee Berg seconded.*

AYES: Trustees Berg, Ahern, O'Brien, Frye, Shreck, Phillips

ADVISORY VOTE: Student Trustee Ince

NAYS: None; motion carried.

**IV. RECONVENE OPEN SESSION**

Vice Chair Phillips reconvened the open session on November 18, 2010, at approximately 7:00 p.m.

**V. MINUTES**

*Trustee Ahern moved to approve the minutes of the open session of the regular meeting of October 14, 2010; Student Trustee Ince seconded.*

AYES: Trustees Berg, Ahern, O'Brien, Frye, Shreck, Phillips

ADVISORY VOTE: Student Trustee Ince

NAYS: None; motion carried.

**VI. EMPLOYEE / PUBLIC COMMENT**

The Pledge of Allegiance was recited.

A. Core Value Reflection

The Core Value highlighted was Fairness – *We will endeavor to be consistent and even handed in our policies and procedures and dealings with others.* The College develops processes and procedures to be sure of student success. An example given was the wait list for classes that was created to ensure fairness of those on the wait list have the first chance of getting into that class.

B. Faculty Senates

1. Quad-Cities Campus – East Campus Faculty Senate President Dr. Jeff Hawes read the following report for Quad-Cities Campus Faculty President Ken Nickles.

The QC campus approved the entire Student Learning Year End Report for '08 – '09. Each senator took a look at the section for his/her respective department and “signed-off” on that section. (Essentially, the report was approved by the entire senate working together.) So, because no senator had any concerns, the entire report was approved.

Susan Sacco from Disability Services spoke at the last QC senate meeting. She clarified procedures that are in place and commented on some concerns she had. She also addressed some concerns the faculty had regarding testing and how the tests can be better proctored. All in all, it was an excellent, open and honest discussion and it helped address concerns for both parties. I hope to have Susan back either in the spring or next fall.

2. East Campus – East Campus Faculty Senate President Dr. Jeff Hawes reported the Senate is receiving excellent support from administration. The Senate worked with Kathy Malcolm and Michelle Johnson on assessment models to comply with the Weave Online standards. The equine students are on a winning streak; and the livestock students just returned from Louisville. Major emphasis of the East Campus faculty will be on recruitment and retention.

C. IFT Faculty & Pro Tech

Joan Eastlund reported that the semester seems to be moving along nicely. She reminded the Board that if the College had used the past model to negotiate labor contracts, the IFT would just now be voting on their contract that expired over a year ago. She thanked administration and Dr. Gardner for moving that process forward so quickly. It is time to sign up for the Section 125 health care program and noted that the College has changed the administrator for that program. Unions have met with Karen Boyd and had all their questions answered regarding the changes; and the union leadership are prepared to answer their membership questions.

D. UAW Support Staff -- No report.

E. IFT Adjunct Faculty -- No report.

F. SGA

SGA officers Ashly McCabe, Evan Martin, and William Bruner presented the following report:

### Communication

The format of open meetings has been changed to allow a time for free student input and to open discussion among all student groups and organizations. We host "clearing the air" meetings, which are preliminary meetings to the official open meetings. These meetings allow students to voice their comments/questions/suggestions and allow ample time for SGA.

### Office Hours

SGA Officers set office hours to provide a consistent and open door atmosphere for the student body to communicate with officers.

### Press release with Chieftain

We sent a press release to the Chieftain which detailed the SGA commitment to serving students and promotes free communication between the newspaper and the SGA

### Student Activities Sub-Committee

We started holding meetings for the Student Activities Sub-Committee on Mondays to allow for student input on what events/activities are brought into Black Hawk College

### Unity

- Inducting a new secretary into the SGA – we held an interview last Tuesday Zachary Sullivan
- We are getting together for a small retreat after Thanksgiving break to prepare and evaluate our goals for next semester
- Fall Festival -- We brought students together for two afternoons of free food, games, and the promotion of organizations
- Hispanic Heritage Celebration -- We held three separate events celebrating our population of Hispanic-American students, hosting an open mic event, a free food event, and free salsa dancing lessons to help bring students together.
- Free Thanksgiving Meal/Veteran's Day Celebration

### Leadership

- SGA Officers attended the 1st Annual Leadership Workshop on September 23 and 24. The workshop will give all students who attended vital tools for success as a leader in all fields of life including study. Many valuable things were learned during the process of the workshop, including ideas such as implementing a more open and conversational approach to conducting meetings and avoiding spending a disproportionate amount of time on dealing with the press or newspaper
- APCA Workshop (November 5, 6, and 7)

### Promote and Honor

- SGA Officers are continuing the Student of the Month program and are encouraging student nomination through the BHC Chieftain, posting flyers throughout QC Campus, and posting announcements on myBlackhawk.
- SGA Officers are encouraging diverse club growth.

G. Others -- No report.

## VII. PRESIDENT & ADMINISTRATION INFORMATIONAL REPORTS

### A. President

Dr. Gardner reported that there were no updates on legislation that recently passed that would affect community colleges. Trustee Ahern encouraged maintaining contact with legislators. The state still owes Black Hawk College \$1.4 million for FY 2010. The College has a strong fund balance which is a positive at this time. Colleges have been assured the payments will be made. The 2010 bond facility projects are underway.

### B. Instruction and Information Technology

Dr. Michael Rivera has accepted the position of Dean of Instruction and Student Learning. Dr. Rivera earned his Ph.D. from Purdue University. He holds a MS degree in strategic management from Indiana University's Kelly School of Business and he earned an MBA in International Business and Marketing from Taylor University. He currently is the Dean of the School of Business and Assistant Professor for Ivy Tech Community College, South Bend, Indiana, and will join BHC just prior to the spring semester.

Black Hawk's Engineering Technology program continues to attract attention about the College's products developed through the National Science Foundation project. Ravi Manimaran and Dr. Campbell gave a presentation about BHC's three-dimensional instructional CD "innovations in Engineering Sustainable energy systems" at the national STEMtech conference last month. The session was jam packed and attendees were very enthusiastic about the presentation. All participants received a free CD, and business cards were collected to disseminate learning modules.

Dr. Campbell thanked department chairs, Debbie Collins and Glenn Saddoris for their support and encouragement of innovation in instruction and a special thank you to Ravi Manimaran who is the project coordinator.

### C. Student Services

Spring term enrollments are progressing well reflecting a 16 to 17 percent increase ahead of last year at this time.

### D. Finance

CFO Anderson reviewed the financial operations Board Report # 8023. The FY2010 audit report was given to the Trustees, and they were asked to contact Ms. Anderson with questions on the audit prior to the December Board meeting, at which time the auditor will review the report.

### E. East Campus/Marketing

The ag faculty attended the FFA convention again this year and collected information on over 400 potential students. Jodee Werkeiser and Kelly Craig were recognized for their work on a database of those students. The ag department hosted an open house and 40 percent of the attendees were contacts from the FFA convention. Parents expressed appreciation for the opportunity to interact with faculty during that open house. The College's redesigned web site will launch in April. Ms. Dowell asked for positive thoughts from everyone for employee Vashti Berry and her infant daughter who has experienced

medical issues since birth. Trustee Ahern asked that a video be shared with the Trustees to show the ag trailer that has become a very successful recruiting tool.

F. Facilities

The ICCB has approved the Protection, Health and Safety projects that the Board approved in October. The restroom renovation project is moving forward nicely with the East Campus ones completed in November, and the Quad-Cities Campus ones completed in mid-December. The Outreach Center drainage project is almost complete. The architects will present a conceptual design to the Board at the December Board meeting of the sustainable technologies addition to Building 2. The stairwell renovations will be completed before the spring semester; the library lighting fixtures are in; and the College will be signing the third and final extension with Subway which will take that contract to July 2012.

G. Human Resources – No report.

H. Planning and Institutional Effectiveness

The strategic planning team met on October 28 and discussed their approach. External environmental scans were presented, and key threats and opportunities were identified from that data. Internal scans regarding students were also reviewed. Another meeting is scheduled on December 3 to continue discussion.

I. Foundations

Trustee Ahern shared the meeting packet from the Black Hawk East College Foundation meeting of November 16, 2010, which included minutes of previous meetings.

Trustee Berg read the following report:

- The Foundation welcomed 184 runners and walkers onto campus Nov. 13. The numbers have steadily increased 6 – 10% each of the 4 years it's been going on. Proceeds will go to purchase new equipment for the Fitness Center.
- The Foundation has welcomed four new members into its Heritage Society (planned giving recognition) in 2010. A dinner is again planned for February 3, 2011, to continue growing this elite group.
- DHCU Community Credit Union is again sponsoring the QC Area Leaders Under 40 luncheon Dec. 2 at their corporate office in Moline. This is a networking event open to all individuals selected as Leaders Under 40.
- Nominations are available beginning Dec. 1 for the 2011 Leaders Under 40 event. They can be found at [foundation.bhc.edu](http://foundation.bhc.edu). Trustees can save the date for April 28 for the Leaders recognition dinner.
- BHC scholarship applications will be available online January 14, 2011 at [foundation.bhc.edu](http://foundation.bhc.edu).

J. SBDC/ITC/PTAC/BTC

SBDC Director Joel Youngs reported the following: Black Hawk College was chosen as one of eight in the state to be visited by a national accreditation team. The team was extremely pleased that BHC invited some of their advisory board members to the visit, which provided them with their insight. The state network coordinator and state director complimented the College on the past year's results and on the site visit. Susan Llewelyn of the Business and Training Center has been named the 2010 weTRaIN "Professional of the Year." weTRaIN is the Illinois Community College Training Resource and Information Network and is made up of community college colleagues throughout the state who do

customized training. This is a peer-selected award. Vicky Miller of the PTAC has finished her fiscal year with very good numbers. Welding is going strong and numbers are very good for the BTC also.

## VIII. CONSENT ITEMS

### A. Instruction & Student Services

Trustee Ahern requested Board Report #8027 be acted on separately.

2. Ratification of Acceptance as Subcontractor of Western Illinois University Grant "Grow Your Own Teacher" – Fiscal Year 2011. **BR #8025**

Recommendation was made to ratify acceptance of the WIU subcontract to support the "Grow Your Own Teacher" grant in the amount of \$8,159 by Western Illinois University (WIU). BHC will serve as a subcontractor for this WIU project funded through the Illinois State Board of Education (ISBE). The purpose of the "Grow Your Own Teacher" grant is to provide tuition and textbook assistance to Black Hawk College students who are seeking education in pursuit of a career in teaching. This is the fifth year of this project with funds to cover 2010-2011.

3. Agreement with Tutor.com to Provide On-Line Tutoring Service for Students 24/7. **BR #8028**

In keeping with the goal of the Student Success Grant to serve students, the College would like to expand its license with Tutor.com for the 2010-2011 year at a cost of \$12,000. Tutor.com provides students with live homework help/live tutor 24 hours a day, 7 days per week. Recommendation was made to approve the agreement with Tutor.com.

4. Approval of Statement of Support for Guard and Reserves. **BR #8035**

The Illinois community colleges have been asked to join other employers in recognizing that the National Guard and Reserve are essential to the strength of our nation and the well-being of our communities. As an employer, Black Hawk College has chosen to join other employers and community colleges in Illinois to pledge support to those servicemen and women to continue their service and necessary training in order to protect our country in peace time and war.

*Trustee Frye moved to approve Board Report #s 8025, 8028, and 8035 under Instruction & Student Services; Trustee Ahern seconded.*

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

1. Purchase of Unlimited Illinois Quad Cities Transit Access Through Metrolink **BR #8027**

Recommendation was made to approve the purchase of unlimited Illinois Quad-Cities transit access from METROLINK for students from August 1, 2010, through July 31, 2012, at a cost of \$35,200 with funding coming from the FY2010 Student Support Services Grant.

Approval of this Board report will provide free rides to students anytime with a valid student ID. Trustee Ahern asked that Metro Link be asked to install a bus stop shelter on 34<sup>th</sup> Avenue.

*Trustee Ahern moved to approve Board Report #8027 under Instruction & Student Services; Trustee Frye seconded.*

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

**B. Administration & Finance**

1. Ratification of Expenditures for Period Ending October 31, 2010. **BR #8021**

Recommendation was made to ratify bills totaling \$1,862,174.28 and payroll expenditures of \$2,064,441.83 for the month of October 2010.

2. Ratification of Expenditures for Preferred Vendors October 2010. **BR #8022**

Recommendation was made to ratify expenditures for preferred vendors for October 2010 in the amount of \$129,746.44.

3. Final Adoption of 2010 Tax Levies. **BR #8034**

Recommendation was made to confirm the College's 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 and authorize the execution of all required documents to satisfy any legal requirements.

Education Fund	\$4,199,536
Operations and Maintenance	2,449,729
Liability, Protection and	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

4. Ratification of Acceptance of Bureau of Justice Assistance Grant. **BR #8029**

Recommendation was made to ratify the acceptance of the Bureau of Justice Assistance Grant in the amount of \$2,700 and \$1,350 in matching funds from the College for FY 2010 for the BHC Police Department to purchase five (5) protective vests to be used in tactical deployment situations.

5. Award of Contract for Renewal of Administrative Software Maintenance to Mythics, Inc. for FY 2011. **BR #8033**

Recommendation was made to approve an award of contract for database software maintenance to Mythics, Inc., of Virginia Beach, Virginia, in an amount not to exceed \$17,573 with funding to come from FY11 Restricted funds. The College needs to renew the third year of a three year contract for the database software maintenance with Mythics, Inc., of Virginia Beach, Virginia, a reseller of the Oracle database software.

The Oracle database software currently supports the infrastructure underlying the College's course management system, WebCT, and web portal, myBlackHawk. Software maintenance costs include support to maintain the system and any new releases for all components.

6. Award of Contract for Bluecoat Proxy Server for FY2011. **BR #8031**

Recommendation was made to approve an award of contract for Bluecoat Proxy Server to Information Systems Group, Inc. of Rolling Meadows, Illinois, in an amount not to exceed \$85,790.50, with a 5% contingency of \$4,239.53, with funding to come from 2010 Infrastructure Bond Funds. The second phase of the plan to improve bandwidth calls for the implementation of Proxy Servers to decrease internet traffic going to the internet and to provide additional visibility into internet usage for improved network management.

7. Award of Contract for Cisco Equipment. **BR #8032**

Recommendation was made to approve an award of the contract to H2IT in the amount of \$79,523.10, with a 5% contingency of \$3,976.15, with funding to come from 2010 Infrastructure Bond Funds to purchase equipment to be used for projects to refresh the College's infrastructure in regards to expanding network capacity at the BHC Outreach Center, East Campus and the BHC Community Education Center and also to purchase additional equipment, such as switches, to keep on hand in order to minimize network downtime.

Trustee Frye moved to approve all items under Administration & Finance;  
Trustee Berg seconded.

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

C. **Personnel**

1. Granting Staff Emeriti Status – 2010 -- Sandy Sullivan. **BR #8024**

Recommendation was made to grant Staff Emeriti status to Sandy Sullivan, who retired on July 31, 2010. Sandy has worked for Black Hawk College for over 20 years in various departments including financial aid, purchasing, outreach, and career services. She had a major impact on all the shareholders of the College and served students, employees, and the community. A major accomplishment during her career with BHC was growing the BHC Job Fair from 40 employers to over 90 employers. Taken from her Staff Emerita nomination letter, "She was a dedicated employee that looked out for all of Black Hawk and promoted the College and its services around the Quad Cities."

Trustees remembered Sandy as always promoting the College first and foremost; and, in particular, for the excellent work she did with the yearly career fairs and health care fairs.

Trustee Berg moved to approve Board Report #8024; Trustee O'Brien seconded.

AYES: Trustees Berg, Ahern, O'Brien, Frye, Shreck, Phillips  
ADVISORY VOTE: Student Trustee Ince

NAYS: None; motion carried.

2. Personnel Recommendation – John Depoe – Employment. **BR #8026**

Recommendation was made to approve the appointment of John Depoe at the rank of instructor for a one-semester term contract to teach philosophy in the Humanities, Languages, and Journalism Department at the Quad-Cities Campus for the spring 2011 semester. Mr. Depoe completed his oral defense of the dissertation for his Ph.D. in Philosophy from the University of Iowa in September. His Ph.D. will be conferred in December at the fall graduation. He earned his master's in philosophy from Western Michigan University and he also holds a master of arts in religion from Hardin-Simmons University. His areas of specialization include Epistemology, Metaphysics, Philosophy of Mind, and Philosophy of Religion. Mr. DePoe has published articles in several journals and he has taught philosophy classes at the University of Iowa and at Western Michigan University.

Trustee Ahern commented that he is impressed with Mr. Depoe's education and said that it will take a large person to fill Dorothy Beck's shoes.

Trustee Ahern moved to approve Board Report #8026; Trustee Frye seconded.

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

3. Personnel Recommendation – Nancy Smith – Resignation/Retirement. **BR #8030**

Recommendation was made to accept the resignation/retirement of Professor Nancy Smith effective June 30, 2011. Ms. Smith, professor in the Social, Behavioral and Educational Studies Department at the Quad-Cities Campus, has been a faculty member since January 1980. Nancy Smith's dedication to her students and to the institution is very much appreciated. In addition to instruction, she has also served the College in the role of Department Chair. She is well respected by her students and her colleagues for her contributions to the College. We wish her well on her retirement.

Trustees remember Ms. Smith as working hard for the College and always putting BHC first.

Trustee Berg moved to approve Board Report #8030; Trustee Frye seconded.

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

4. Action Relative to President Position.

Dr. Richard Underbakke resigned from Black Hawk College effective November 18, 2010.

Trustee Ahern moved to extend a contract to Dr. Gardner as President of Black Hawk College; Trustee O'Brien seconded.

Dr. Gardner thanked everyone for their confidence and support, and he looks forward to a great year.

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

## IX. MISCELLANEOUS

### A. Communications & Trustees Reports

#### 1. Illinois Community College Trustees Association

Trustee Frye attended the ICCTA meetings and seminars November 11 and 12. The main seminar was on legal updates for bargaining tables and the top 10 open meetings act questions. Trustee Frye also attended meetings on diversity, public relations, and public education, as well as the ICCTA Board meeting. She expressed her appreciation for being able to participate in these meetings.

The ICCB legislative summit will be February 13 – February 16, 2011. Early bird registration ends December 10.

Trustee Ahern thanked Trustees Frye and Shreck for attending the meetings. He also offered Trustees an opportunity to tour the White House while attending the February legislative summit.

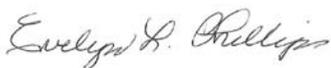
Student Trustee Ince attended the Student Advisory Council meeting with the main session focusing on teaching basic skills test and the fact that the standards have increased. The nursing committee is no longer active; Student Lobby Day will focus on career and college readiness with a goal to increase student participation. Local issues will be focusing on student participation and the SGA. The student angel tree, sponsored by the Sisters on Campus, will be put up next week.

#### 2. Other

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

## X. ADJOURN

Trustee Ahern moved to adjourn; Trustee Berg seconded. All ayes. The meeting adjourned at 8:08 p.m.



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Evelyn L. Phillips, Vice Chair  
Board of Trustees



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Sonia R. Berg, Secretary  
Board of Trustees