

**MINUTES
OPEN SESSION
Thursday, December 16, 2010**



BOARD OF TRUSTEES

I. CALL TO ORDER

Chairman Steven Ballard called the meeting to order on Thursday, December 16, 2010, at 6:10 p.m., in the Black Hawk Room on the Quad-Cities Campus of Black Hawk College, 6600 34th Avenue, Moline, Illinois. (This meeting was moved from the Community Education Center in Kewanee, Illinois, due to weather conditions.) Media was notified.

II. ROLL CALL

Present: Trustees John T. Ahern, Steven J. Ballard, Donna M. Frye, Evelyn L. Phillips
Student Trustee Nicole Ince
Absent: Trustees Sonia R. Berg, Michael F. O'Brien, Diana K. Shreck
Others Present: Acting President Gene Gardner
Vice Presidents Rose M. Campbell, Chanda R. Dowell (via phone), 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 Phillips seconded.

AYES: Trustees Ahern, Frye, Phillips, Ballard

ADVISORY VOTE: Student Trustee Ince

NAYS: None; motion carried. The Board met in Closed Session from 6:10 to 6:45 p.m.

IV. RECONVENE OPEN SESSION

Chairman Ballard reconvened the open session on December 16, 2010, at approximately 7:00 p.m.

V. PLEDGE OF ALLEGIANCE

Attendees recited the Pledge of Allegiance.

Trustee Ahern made a statement that the absenteeism by Trustees is unacceptable. This is a meaningful office and elected officials need to be at each meeting.

VI. MINUTES

Trustee Phillips moved to approve the minutes of the open session of the regular meeting of November 18, 2010; Trustee Ahern seconded.

AYES: Trustees Ahern, Frye, Phillips
ABSTAIN: Trustee Ballard
ADVISORY VOTE: Student Trustee Ince
NAYS: None; motion carried.

VII. EMPLOYEE / PUBLIC COMMENT

A. Core Value Reflection

Honesty – *We will aspire to be truthful, sincere, and candid in all aspects of our daily activities.*
The example shared was as the College works on the strategic plan staff have been very honest in providing feedback and providing opinions in a very respectful manner. Students also have felt comfortable in sharing their perspectives.

B. Faculty Senates

Vice President Dowell shared a holiday greeting from East Campus Faculty Senate President Dr. Jeff Hawes. Chairman Ballard wished the East Campus a Merry Christmas and thanked them for their work over the year.

Quad-Cities Faculty Senate President Ken Nickles reported that the QC and EC Faculty Senate Officers have been working on sub-committees and will report to the Board in February. He thanked the Senate Officers for their good work.

C. IFT Faculty & Pro Tech

Joan Eastlund reported that there has been a growing awareness across the College that the College may be moving toward a more tiered process in making judgments. This will cause a danger of a double standard. An example given was negligence in rolling out a change to a health care program for the entire College community. There is also a perception that middle management employees, who are on the front line carrying out the mission of the College, receive reprimands when a mistake is made; however, this does not seem to be applied across the board to administration. Nevertheless, the mission of teaching and learning goes on. Ms. Eastlund thanked the Board for working toward the good of the students and wished the Trustees a Merry Christmas. Trustee Ahern said discipline has been applied to administrators. Ms. Eastlund welcomed Dr. Gardner back as President. Chair Ballard commented that he feels these issues can be worked out and he is confident President Gardner, with his open door policy, will be able to do that.

D. UAW Support Staff

Gloria Nelson shared that the UAW have had several issues come up recently and she has brought those to the attention of Karen Boyd and Vice President Phillips. Even though she may not agree with the answers, it is important to get an answer and have those conversations. Ms. Nelson also wished the Trustees a safe, happy, and a receipt of state money holiday season.

E. IFT Adjunct Faculty – No report.

F. SGA -- No report.

G. Others – No report.

VIII. PRESIDENT & ADMINISTRATION INFORMATIONAL REPORTS

A. President

President Gardner recognized Kathy Malcolm for being selected to receive an AIR Data and Decisions Academy Presidential Scholarship. Ms. Malcolm will receive on-line training in institutional research. The College is moving forward on building projects; a successful semester is coming to a conclusion;

and the College is looking forward to strong enrollments for the spring semester. Everyone at the College is involved in building the kind of environment to create a welcoming place for students.

B. Instruction and Information Technology

The College bandwidth project is completed, which has tripled bandwidth capacity. Vice President Campbell recognized the IT staff for their hard work on this project. Karen Baber, Department Chair of the nursing program, has been selected to receive a \$10,000 scholarship from the Illinois Board of Higher Education for the FY2011 Nurse Educator Fellowship. Vice President Campbell thanked the faculty and staff for their hard work at the conclusion of this semester.

C. Student Services

Vice President Vallandingham reported that there have been several student engagement activities throughout this last week of classes. Work is progressing on transition for special students. A leading expert on student engagement will be on campus in the spring. The priority enrollment period is finished, and the non-payment drops are completed. There are 4,315 students enrolled and paid. Trustee Ahern asked about tracking the retention of students. The College is improving this process and working on activities to improve the retention rate. The early alert system shows a 60 percent success rate. Ms. Malcolm will gather data for the Trustees to show successful retention and also just the number of students retained.

D. Finance

1. Financial Operations of the College for Period Ending November 30, 2010. BR #8038

The state has paid the College all of the FY10 money; they currently owe over a million for FY11. CFO Anderson reviewed the Financial Operations Report for Five Month Period Ending November 30, 2010. Year-to-date revenue increase over last year is mainly due to a 18.3 percent increase in tuition and fee revenue. Corporate Personal Property Replacement Tax increased 28.31 percent over last year. Expenditures for FY11 are in line with the budget. Adult Ed Waivers increased 24.27 percent which is offset by the increase in Adult Ed tuition revenue. The increase in revenue in the Auxiliary Fund is primarily due to a 66.14 percent increase in student auxiliary fees and an increase of 7.18 percent in bookstore revenue. All of the 2004 bond projects funds are closed out. The 2008 bond fund projects are all committed; and the 2010 bond fund projects are progressing well. A memo was given to the Trustees explaining administration's discussions regarding the FY10 audit findings and how those will be addressed. The auditors did not attend the meeting as planned due to the weather. CFO Anderson said the auditors will go back to reporting in November in the future.

E. East Campus/Marketing

A marketing research project has been completed which involved a survey of 600 respondents and 200 employers and students to determine the College's visual awareness and brand standards and how best to communicate to various market segments. This will be finalized and launched in late March or early April. A media campaign is being planned to provide some positive exposure within the community. East Campus is approaching capacity for classroom space, and the Campus is working hard on achieving the goal of 1,000 students enrolled.

F. Facilities/Auxiliary Services/Police Department

A recap of the ongoing projects was given by Vice President Phillips. They include restroom remodel – winding down; Outreach Center drainage – complete; library lighting – complete; Building 1 stairwell – completed before spring semester. VP Phillips is happy with CPI's work. He recognized Officer Shawn Cisna who is completing a police staff and command program at Northwestern University. Trustee Phillips commented on the excellent work by College personnel who installed the library lighting.

G. Human Resources -- No report.

H. Planning and Institutional Effectiveness

Headcount for both campuses is up approximately 16 percent from last year at this time.

I. Foundations – Directors/Board Reps

Trustee Ahern read the following report:

- Board meetings have been changed to bi-monthly meetings; next meeting is January 18.
- Prairie Pointe apartments sustained some wind and hail damage from the November 22 storm; a fire safety plan is in process; occupancy of apartments is 80 students.
- Continuing discussions with Ag Alumni board regarding possible affiliation with the Foundation.
- 1st Annual Livestock Judging Team Alumni Banquet was held with over \$10,000 donated to Foundation.
- Year-End Appeal with a direct mail sent on December 9 to 4,000 households (donors and selected mailing list); goal of \$6,000; will support scholarships for the Certified Nursing Assistant program at the CEC in Kewanee.
- Employee giving Campaign will be February 4 – March 4.

J. SBDC/ITC/PTAC/BTC

Julie Gelaude reported that the Centers are busy closing out year-end budgets and working on new budgets. All the Centers are ahead of goals for the year. There was a welding graduation held today in the Auditorium in Bldg 2. Ms. Gelaude read a very favorable evaluation from a student regarding his experience in the program. Discussion was held on the Midwest Technical Institute which is building a facility in Moline and how that may impact BHC.

IX. **CONSENT ITEMS**

A. Instruction & Student Services

1. Resolution Recognizing Horse Judging Team.

This resolution will be presented to the team at the February Board meeting.

2. Acceptance of Illinois Community College Board Program Improvement Grant for Fiscal Year 2011. **BR #8040**

Recommendation was made to accept the FY2011 Illinois Community College Performance Improvement Grant allocation in the amount of \$22,745 and authorize its implementation in accordance with ICCB's guidelines. Grant funds will be used to enhance instructional and academic support activities and strengthen/improve career and technical programs and services.

3. Acceptance of Fiscal Year 2011 Illinois Community College Board Career and Technical Education Innovation Grant. **BR #8039**

Recommendation was made to accept the FY2011 Illinois Community College Innovation Grant in the amount of \$14,744. The grant is designed to provide resources to community college CTE programs in order to develop or enhance innovation in the areas of development, implementation, expansion and/or assessment of community college CTE Programs of Study; and/or application and use of data for CTE program improvement.

4. Ratification of Acceptance of Funds for Truants Alternative Optional Education Program from the Illinois State Board of Education – FY2011. **BR #8043**

Recommendation was made to ratify acceptance of funds in the amount of \$180,167 for the Truants Alternative Optional Education Program from the Illinois State Board of Education for FY 2011. The educational programming and support services provide assistance to at-risk and retrieved dropout students between the ages of sixteen and twenty-one to complete high school credits, earn high school diplomas, study for the GED, earn the GED, and/or prepare for transition to postsecondary education. Approximately 500 youth are served annually.

5. Instructional Fee Changes for 2011-2012. **BR #8046**

Recommendation was made to adopt the proposed instructional fee changes as listed below effective for the fall 2011 semester.

EMS 114 Paramedic Clinical I Increase fees from: \$100.00 to \$200.00
EMS 214 Paramedic Clinical II Increase fees from: \$150.00 to \$200.00
EMS 216 Paramedic Clinical III Decrease fees from: \$250.00 to \$200.00
Archaeology 205 Field Methods in Archaeology: Delete \$20.00 fee

Trustee Ahern moved to approve BR #s 8040, 8039, 8043, and 8046; Trustee Phillips seconded.

AYES: Trustees Ahern, Frye, Phillips, Ballard
ADVISORY VOTE: Student Trustee Ince
NAYS: None; motion carried.

B. **Administration & Finance**

1. Ratification of Expenditures for Period Ending November 30, 2010. **BR #8036**

Recommendation was made to ratify bills totaling \$6,444,543.69 and payroll expenditures of \$2,143,647.19 for month of November 2010.

2. Ratification of Expenditures for Preferred Vendors November 2010. **BR #8037**

Recommendation was made to ratify expenditures for preferred vendors for month of November 2010 in the amount of \$168,737.15.

3. Disposition of Closed Session Minutes and Audio Recordings. **BR#8041**

Recommendation was made that no additional minutes be opened to the public since the last review in June 2010 and that the audio recordings of Closed Sessions of December 2008 through May 2009 be destroyed.

5. Acceptance of Rock River Nonpoint Source Solutions Grant from Illinois Environmental Protection Agency Bureau of Water. **BR #8042**

In October 2010, the College received official notification from the Illinois Environmental Protection Agency Bureau of Water that they will fund \$82,500 for the installation of bio-retention practices (i.e. rain gardens, bio-retention cells or bio-swales) to address seven acres of impervious surfaces along roads, parking lots and other paved and impermeable surfaces on the College campus. The areas selected to become bio-retention areas will be maintained by the College for a period of ten years. Black Hawk College is responsible for a \$15,000 in-kind contribution. The \$15,000 contribution will span the entire ten year maintenance agreement, Black Hawk College labor and materials utilized to maintain the bio-retention areas will be counted as the in-kind

contribution. Recommendation was made to accept the Illinois Environmental Protection Agency Bureau of Water's Rock River Nonpoint Source Solution grant for \$82,500.

Trustee Ahern moved to approve BR #s 8036, 8037, 8041, and 8042; Trustee Phillips seconded.

AYES: Trustees Ahern, Frye, Phillips, Ballard
ADVISORY VOTE: Student Trustee Ince
NAYS: None; motion carried.

4. Proceed with Architectural Services to Provide Plans and Bid Specifications for an Addition to Building 2 on the Quad-Cities Campus. **BR #8047**

Recommendation was made to approve the purchase of services from the BLDD Architectural firm for the development of drawings and bid specifications for the proposed addition to Building 2 on the Quad-Cities Campus at an estimated various hard and soft cost of \$3,700,000 with funding from a variety of sources including the 2010 Bond Issuance. Upon approval, bids with a final recommendation being made to the Board of Trustees will be taken and the project will be submitted to the ICCB. Rates of architectural fees will be negotiated with the BLDD Architectural firm in relationship to the state's Capital Development Board fee structure.

Trustee Ahern moved to approve BR #8047; Student Trustee Ince seconded.

AYES: Trustees Ahern, Frye, Phillips, Ballard
ADVISORY VOTE: Student Trustee Ince
NAYS: None; motion carried.

C. **Personnel**

1. Personnel Recommendation -- Janet Weigel – Resignation/Retirement. **BR #8044**

Janet Weigel, professor in the Social, Behavioral and Educational Studies Department (SBES) at the Quad-Cities Campus, has been a faculty member since August 1987. Ms. Weigel has indicated her wish to retire and has submitted her resignation effective December 31, 2011. Ms. Weigel is a dedicated, very-well respected faculty member who has devoted her career to student success. Her years of service to students and to the College are very much appreciated.

2. Personnel Recommendation – Michael Staub – Employment. **BR #8045**

Recommendation was made to approve the appointment of Michael Staub at the rank of instructor for a tenure-track appointment to teach Psychology/Sociology in the Social, Behavioral and Educational Studies Department at the Quad-Cities Campus beginning with the spring 2011 semester.

Trustee Phillips moved to approve BR #s 8044 and 8045; Trustee Frye seconded.

AYES: Trustees Ahern, Frye, Phillips, Ballard
ADVISORY VOTE: Student Trustee Ince
NAYS: None; motion carried.

X. **MISCELLANEOUS**

A. **Communications & Trustees Reports**

1. Illinois Community College Trustees Association – No report

2. Other

Trustee Phillips inquired about the College addressing the performance based funding issue. The response was that the college has included this issue in the strategic planning discussions.

XI. ADJOURN

Trustee Ahern moved to adjourn; Trustee Phillips seconded. All ayes.



Steven J. Ballard, Chair
Board of Trustees



Sonia R. Berg, Secretary
Board of Trustees