

**MINUTES
OPEN SESSION
March 18, 2010**



BOARD OF TRUSTEES

I. CALL TO ORDER

Chairman Steve Ballard called the meeting to order on Thursday, March 18, 2010, at 6:03 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, Steven J. Ballard, Donna M. Frye, Evelyn L. Phillips, Diana K. Shreck
Absent: Trustees Sonia R. Berg, Michael F. O'Brien; Student Trustee Kate S. Longley
Others Present: President Richard Underbakke
Vice Presidents Rose M. Campbell, Chanda R. Dowell, Dick Vallandingham
Interim Vice President 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 consisted of employment matters, collective negotiating matters, pending litigation, and purchase/sale/lease of College assets; Trustee Phillips seconded.

AYES: Trustees Ahern, Ballard, Frye, Phillips, Shreck
NAYS: None; motion carried.

The Board met in closed session from approximately 6:03 p.m. to 6:50 p.m.

IV. RECONVENE OPEN SESSION

Chairman Ballard reconvened the open session on March 18, 2010, at approximately 7:00 p.m.

Present: Trustees John T. Ahern, Steven J. Ballard, Donna M. Frye, Evelyn L. Phillips, Diana K. Shreck
Absent: Trustees Sonia R. Berg, Michael F. O'Brien; Student Trustee Kate S. Longley
Others Present: President Richard Underbakke
Vice Presidents Rose M. Campbell, Chanda R. Dowell, Dick Vallandingham
Interim Vice President Leslie Anderson
Executive Secretary to the President Cindy Schrock

V. MINUTES

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

AYES: Trustees Ahern, Frye, Phillips, Shreck
ABSTAIN: Trustee Ballard
NAYS: None; motion carried.

Trustee Phillips read a resolution recognizing Peggy Gaff for her 31 years of service to Black Hawk College. Ms. Gaff is retiring March 31. Ms. Gaff commented that there are five people leaving East Campus with a total of 152 years of service. She appreciated working with the Board and learning how the Board works.

VI. EMPLOYEE / PUBLIC COMMENT

A. Core Value Reflection

The core value reflected upon was *Fairness – We will endeavor to be consistent and even handed in our policies and procedures and dealings with others.* The College's policies and processes reflect fairness in a variety of areas: screening committees for employment, purchasing, classroom syllabus, etc. It is a basic practice to try to be as fair as possible with whomever employees are working with or serving. Open communication is a very important part in treating students fairly.

B. Faculty Senates

Quad-Cities Faculty Senate – No report.

East Campus Faculty Senate President Ken Nickles reported that both senates are wrapping up final committee reports for 2009; starting to work on 2010 committees; looking at facilities and improvements that are planned; and working on unit plans to identify needs on East Campus that will benefit students. East Campus teams are out competing.

C. IFT Faculty & Pro Tech

No report.

D. UAW Support Staff

No report.

E. IFT Adjunct Faculty

No report

F. SGA

No report.

G. Others

No report.

VII. PRESIDENT & ADMINISTRATION INFORMATIONAL REPORTS

A. President

Justice Thomas Kilbride will be visiting the College on Monday, March 22. He will be speaking in the lower lobby at 10:00 am after he talks to Professor Joan Eastlund's Intro to Political Science class. His discussion will revolve around his Judicial Education Program focusing on the decline in civic education in the country.

Dr. Underbakke visited Springfield and Washington DC and had several successful meetings with legislators. Representative Hare has shown interest in the College's sustainable energies proposal. A meeting was also held with a USDA representative.

On March 15 and 16 representatives from BLDD Architects were on campus meeting with all employees that will be impacted by the design of the one-stop service area and redesign of the back office areas (business offices, administration, HR, payroll, etc.). Members of the President's Cabinet are charged with assuring there are no unnecessary facilities projects started prior to the major renovation project.

Trustees are invited to a wine and cheese celebration in the Restaurant, on April 1, from 5 to 7 p.m., hosted by the Quad-Campus Foundation to celebrate a successful internal campaign.

B. Instruction and Information Technology

VP Campbell attended the ACCT Legislative Summit in DC, and during a large group meeting with Senator Durbin in Washington, DC, the Senator asked about retention at community colleges. Vice President Campbell responded by saying the majority of community college students don't attend a community college to complete a degree, and she challenged the university presidents during the meeting to talk about their retention rates.

A presentation was shared on the Microsoft Elevate America project. Microsoft representatives visited the Community Education Center and taped segments of a video they produced in which they highlighted a variety of people who were improving their computer skills through Microsoft certification programs. David Harris is the program manager for that training.

C. Student Services

Recruiter Vashti Berry gave an update on the Presidential Scholars Program, which is the revamp of the top 10 percent awards program. Marketing materials were shared and a review was given of the new recruitment initiatives. Counselor referrals have gone from 18 in 2009 to 58 potential scholars who have shown an interest in attending Black Hawk College. To date there are 20 scholars attending. Almost the entire Kewanee high school students in the top 10 percent of their class attend BHC.

D. Finance

1. Financial Operations of the College for Period Ending February 28, 2010.

BR #7876

Financial results for the total operating funds continue to reflect an increase in both revenue and expenditures from last year.

The third quarter credit hour payment has been received; however, the equalization funds have not. MAP funds have been paid and the College received the Department of Commerce and Economic Opportunity grant money for the science lab improvements. A recap of the FY11 budget will be given at the April Board meeting. The first electronic student refunds will be rolled out the week of March 22.

The 2009 tax levy update was shared showing the 2008 levy, 2009 adopted levy, 2009 projected levy and the difference between projected and adopted.

The bond funds recap was shared showing the 2004 bond projects (\$5.3 million); the 2008 Bond projects (\$4.5 million); and the 2010 bond projects (\$20 million).

2. Preferred Vendor Procedure

Trustees were given a memo outlining the current preferred vendor process and a recommended new process. There is confusion with the current process, so it has been suspended. A new process will be presented for approval at the April Board meeting. The significant differences will be a recommended three-year appointment period; approval will be made for all preferred vendors; all expenditures made to preferred vendors will be reported to the Board monthly.

E. East Campus

Mediacom was on campus recording the recent Illinois Horse Show Association Regional Championships. East Campus finished as the champion team and will go on to the semi-finals. The East Campus Foundation recently held their annual recognition event at which time

Marjabelle Stewart was posthumously inducted into the Wall of Fame as was the Ag Business Club Group. The ag faculty are credited with creating a strong alumni group.

F. Facilities – No report.

G. Human Resources – No report.

H. Planning and Institutional Effectiveness

President Underbakke, Kathy Malcolm, and Trustee Sonia Berg attended an awards reception hosted by the Lincoln Foundation in Springfield on Tuesday, evening, March 9.

I. Foundations -- No report.

J. SBDC/ITC/PTAC/BTC – No report.

VIII. **CONSENT ITEMS**

Board Report #7844 was pulled and not acted on. Board Report #s 7879, 7885, 7886, and 7888 were acted upon separately.

A. Instruction & Student Services

B. Administration & Finance

1. Ratification of Expenditures for Period Ending February 28, 2010. **BR #7874**
Recommendation was made to ratify bills totaling \$3,813,867.73 and payroll expenditures of \$1,966,532.05 for the month of February 2010.
2. Ratification of Expenditures for Preferred Vendors February 2010. **BR #7875**
Recommendation was made to ratify expenditures for preferred vendors in the amount of \$96,394.81 for the month of February 2010.
3. Improvements to East Campus Security Camera System. **BR #7879**
Recommendation was made to approve the purchase and installation of security cameras and the associated wiring for a total cost of \$12,253 plus a 5 percent contingency of \$612. The cameras will be from ADT Security Services and the wiring provided by Mechanical Services Incorporated from Galesburg, Illinois. The cameras will be mounted on the Prairie Pointe apartment building to provide security to B-Parking Lot.

Trustee Phillips moved to approve BR #7879; Trustee Shreck seconded.

The cameras belong to the College but in order to provide the needed security, they are to be mounted on the Prairie Pointe Apartment building. The project will combine wiring needs for the IT department for a Network Bridge to improve internet access and internet security for the apartments. A question was asked why the East Campus Foundation is not paying for this work. It is believed the Foundation is not charged for internet access; however, administration will investigate why the College should incur this expense.

AYES: Trustees Ahern, Phillips, Shreck, Frye, Ballard
NAYS: None; motion carried.

4. Acceptance of Illinois Public Risk Fund Safety and Educational Grant for Safety Equipment for the Facilities Department. **BR #7878**

Recommendation was made to accept the Illinois Public Risk Fund Safety and Educational Grant in the amount of \$10,800. The funds will purchase safety equipment for the facilities department.

5. Purchase of Road Salt for the Quad-Cities Campuses for the 2010-2011 Winter Season. **BR #7877**

Recommendation was made to approve the purchase of road salt for the Quad-Cities Campuses for the 2010-2011 winter season utilizing the joint purchasing bid conducted by the Illinois Department of Central Management Services for an amount not to exceed \$15,000.

6. Purchase of Employee Recognition Incentives. **BR #7884**

This report was pulled and not acted on.

7. Ratification of Purchase of Character Generator for WQPT. **BR #7887**

Recommendation was made to approve the ratification of purchase of a character generator from Harris Corp. for \$15,552.50 with funds provided by the Greater Quad Cities Telecommunication Corporation. This transfer was dependent upon WQPT's master control transfer to Fusion; and the purchase needed to be completed prior to the March Board meeting.

8. Ratification of Acceptance of the Public Radio and Television Basic Grant from the Illinois Arts Council – FY2010 **BR #7881**

Recommendation was made to ratify the acceptance of the Public Radio and Television Basic Grant from the Illinois Arts Council in the amount of \$151,275 for operating costs for the fiscal year 2010.

9. Award of Contract for Asbestos Abatement, Quad-Cities Campus Room 2-105. **BR #7885**

Recommendation was made to award a contract to Advanced Environmental of Davenport, Iowa, in an amount of \$14,900 for asbestos abatement on the Quad-Cities Campus, Room 2-105 with a 10 percent contingency of \$1,490.

Trustee Frye moved to approve BR #7885; Trustee Ahern seconded.

Concern was raised with taking such a low bid compared to the highest bid of \$54, 218. The Purchasing Manager and Facilities Superintendent assured the College that the work would be completed according to specifications.

AYES: Trustees Ahern, Phillips, Shreck, Frye, Ballard

NAYS: None; motion carried.

10. Ratification of Award of Contract for Architectural Services for the East Campus Storage Building. **BR #7886**

Recommendation was made to award a contract to BLDD Architects of Decatur, Illinois, in an amount not to exceed \$25,000 for architectural services associated with demolition and construction of the East Campus Storage Building.

Trustee Ahern moved to approve BR #7886; Trustee Frye seconded.

This type of charge has not been presented for approval in the past; only the contractor charges have been. This will be corrected with the improved preferred vendor procedures.

AYES: Trustees Ahern, Phillips, Shreck, Frye, Ballard

NAYS: None; motion carried.

11. Ratification of Acceptance of Four Corporation for Public Broadcasting Grants – FY2010. **BR #7880**

Recommendation was made to ratify acceptance of four Corporation for Public Broadcasting grants in the following amounts for fiscal year 2010: Community Service Grant (\$591,136), Local Service Grant (\$66,183), Interconnection Grant (\$11,790), and Fiscal Stabilization Grant (\$55,178.35).

12. Award of Contract for Purchase of Window Shades at Quad-Cities Campus and Outreach Center. **BR #7888**

Recommendation was made to award a contract to Commercial Window Covering of Iowa City, Iowa, in an amount of \$35,518 for window shades at the Quad-Cities Campus and Outreach Center.

Trustee Ahern moved to approve BR #7888; Trustee Phillips seconded.

The College wants to award an Iowa City, Iowa, vendor this contract rather than a local vendor because the company has done work for the College and they are a trusted and known vendor. The Rock Island vendor doesn't have installation experience with the College.

AYES: Trustees Ahern, Phillips, Shreck, Ballard
NAYS: Trustee Frye; motion carried.

Trustee Ahern moved to approve BR #s 7874, 7875, 7878, 7877, 7887, 7881, 7880; Trustee Shreck seconded.

AYES: Trustees Ahern, Phillips, Shreck, Frye, Ballard
NAYS: None; motion carried.

C. Personnel

1. Recommendations Concerning Tenure Status of Faculty for 2010-2011. **BR #7882**

Recommendations were made concerning the tenure status of faculty members listed below effective for the 2010-2011 academic year.

Tenure, effective for fall 2010 semester, has been recommended for the following faculty:

Cynthia Becker	Associate Degree Nursing; Practical Nursing- Instructor
Jennifer Johnson	Massage Therapy & Bodywork- Instructor
James Larrabee	History/Political Science- Instructor
Albert Stacy	Mathematics- Instructor

Probationary contract for a third academic year, effective fall 2010 semester, has been recommended for the following faculty:

Adebayo Badmos	Engineering Technology: Manufacturing and Mechanical Tracks- Assistant Professor
Karin Barrett	Associate Degree Nursing-Instructor
Gayle Gerard	Speech- Instructor
John Hawry	Associate Degree Nursing- Instructor
Ravi Manimaran	Engineering Technology: Electrical Track-Assistant Professor
Kirk Watson	History/Political Science- Instructor

Probationary contract for a second academic year, effective fall 2010 semester, has been recommended for the following faculty:

Krista Hutton	Practical Nursing; Nursing Assistant-Instructor
Robyn McVey	Mathematics-Instructor

Charlotte Powell Associate Degree Nursing; Practical Nursing- Instructor
Christian Roldán Santos Mathematics-Instructor
Beth Snook Practical Nursing; Nursing Assistant-Instructor

2. Personnel Recommendation – Chief Financial Officer & Treasurer of the Board
Leslie T. Anderson. **BR #7883**
Recommendation was made to appoint Leslie T. Anderson as Chief Financial Officer and Treasurer of the Board effective March 22, 2010. Trustees were pleased to approve this appointment.

Trustee Frye moved to approve BR #7883; Trustee Phillips seconded.

AYES: Trustees Ahern, Phillips, Shreck, Frye, Ballard

NAYS: None; motion carried.

3. Administrative Structure. **BR #7889**
Recommendation was made to approve the administration structure reflecting the major changes that include the addition of a Vice President for Administration, creation of a Chief Financial Officer, and elimination of Vice President for Finance. Trustee Frye met with Dr. Underbakke and had her concerns addressed.

Trustee Ahern moved to approve BR #7889; Trustee Phillips seconded.

AYES: Trustees Ahern, Phillips, Shreck, Frye, Ballard

NAYS: None; motion carried.

4. Personnel Recommendation – Jason Grice – Employment. **BR #7890**
Recommendation was made to approve the full-time, tenure-track appointment of Jason Grice at the rank of instructor to teach in the Applied Science Department at the East Campus beginning with the 2010-2011 academic contract year.
5. Personnel Recommendation – Drew Cotton – Employment. **BR #7891**
Recommendation was made to approve the full-time, tenure-track appointment of Drew Cotton at the rank of instructor to teach in the Applied Science Department at the East Campus beginning with the 2010-2011 academic contract year.
6. Resolution Honoring Peggy Gaff.
A resolution was read honoring Peggy Gaff for her 31 years of service to Black Hawk College. Ms. Gaff is retiring March 31.

Trustee Ahern moved to approve BR #s 7882, 7890, 7891, and resolution honoring Peggy Gaff; Trustee Phillips seconded.

AYES: Trustees Ahern, Phillips, Shreck, Frye, Ballard

NAYS: None; motion carried.

IX. MISCELLANEOUS

- A. Communications & Trustees Reports
 1. **Illinois Community College Trustees Association**
The ICCTA will be meeting in Oakbrook, Illinois, on March 19. Trustees and administrators who attending the ACCT Legislative Summit in Washington DC received accolades for their representation of the College. They were pleased with the time the legislators gave their group.
 2. **Black Hawk College Foundation Report**
No Report

Black Hawk East College/East Campus Foundation Report

A visit is planned with Anheuser Busch to request scholarship donations.

3. Other

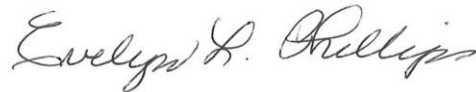
B. Board of Trustee Meeting Self-Assessment

X. **ADJOURN**

Trustee Ahern moved to adjourn; Trustee Phillips seconded. All ayes. The meeting adjourned.



Steven J. Ballard, Chair
Board of Trustees



Evelyn Phillips, Vice Chair
Board of Trustees