MINUTES
OPEN SESSION
May 13, 2010

Black Hawk COLLEGE

BOARD OF TRUSTEES

I. CALL TO ORDER

Chairman Steve Ballard called the meeting to order on Thursday, May 13, 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, Sonia R. Berg, Donna M. Frye, Michael F. O'Brien, Evelyn L. Phillips, Diana K. Shreck; Student Trustee Nicole Ince
Absent: None
Others Present: President Richard Underbakke
Vice Presidents Rose M. Campbell, Chanda R. Dowell, Richard Vallandingham
Chief Financial Officer Leslie Anderson
Executive Secretary to the President Cindy Schrock
Attorney Matt Pappas

III. CLOSED SESSION

Trustee Shreck 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 Ahern, Ballard, Berg, Frye, O'Brien, Phillips, Shreck
ADVISORY VOTE: Student Trustee Ince
NAYS: None; motion carried. The Board met in closed session from approximately 6:03 p.m. to 7:15 p.m.

IV. RECONVENE OPEN SESSION

Chairman Ballard reconvened the open session on May 13, 2010, at approximately 7:20 p.m.

Present: Trustees John T. Ahern, 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: President Richard Underbakke
Vice Presidents Rose M. Campbell, Chanda R. Dowell, Richard Vallandingham
Chief Financial Officer Leslie Anderson
Executive Secretary to the President Cindy Schrock

Trustee Frye moved to amend the agenda to add appointment of Dr. Gardner; Trustee Shreck seconded.

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

V. MINUTES

Trustee Ahern moved to approve the minutes of the open session of the regular meeting of April 15, 2010; Trustee Berg seconded.

AYES: Trustees Ahern, Berg, Frye, 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 reflected upon 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.* This time of year students are working hard and are stressed as are the faculty; and this is the time we see caring and compassion around campus.

AMENDED ITEM

Trustee Frye moved to authorize Board Chairman Ballard to sign the contract for Dr. Gardner's position as liaison to the Board; Trustee Ahern seconded.

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

B. Faculty Senates

Quad-Cities Faculty Senate – A written report was give to the Trustees recapping the year. Kaye Quick and Nyla Woolard spoke at a couple of faculty senate meetings and addressed textbook order concerns. Significant improvements were made. Work on the development of an orientation course will continue.

East Campus Faculty Senate – No report.

C. IFT Faculty & Pro Tech

Joan Eastlund reported that faculty has come to the end of a good academic year with strong enrollments. Lu Bealer and Joan Eastlund have met with Dr. Gardner. Ms. Eastlund stated she represents the long-timers and persons who care very deeply about this institution. She asked that administration and the Board keep the mission of world class teaching in mind.

D. UAW Support Staff

Ms. Nelson was thrilled to see the Board Report appoint Mike Phillips as Vice President for Administration. She has worked with Mr. Phillips several times and was always impressed with him. The UAW was pleased to meet with Dr. Gardner and had a successful conversation regarding challenges ahead for the College, the economy, and students. Ms. Nelson asked what staff can do to help. Chairman Ballard agreed that the greatest asset is the employees and he, too, is pleased to have Mr. Phillips back.

E. IFT Adjunct Faculty -- No report.

F. SGA – No report.

G. Others -- No report.

VII. PRESIDENT &ADMINISTRATION INFORMATIONAL REPORTS

A. President

The College has received the 4th quarter payment of $866,000 and is short $140,000 from stimulus money; still $2 million due. Instructor Ravi Manimaran was shown on TV describing the educational teaching tools he developed in a multi-dimensional format involving the production of a particular energy alternative (wind, solar, geothermal or biomass). Also in the news was the small wind turbine and solar panel. The East Campus Foundation Board agreed to allow the College to take over the management of fundraising and participate in the oversight of their capital assets. A final agreement for the East Campus Foundation will be brought to the Board at a future meeting.

B. Instruction and Information Technology

Vice President Campbell reviewed the 2009 Curriculum Review report. Programs at both the Quad Cities and the East Campuses experienced a positive trend from the previous year in the number of programs operating at revenue to cost ratio above 1.00. VP Campbell commented this is just an indicator of performance by discipline and not an exact science. The report is a financial indicator of the effectiveness of the programs. There is great collaboration between the campuses and the report shows positive trends. Programs listed as "Opportunities for Improvement" included the following: Financial Accounting, Child Development, Engineering Technology, Computer Information Processor and COER Program, Health/Physical Education (East Campus) and Office Careers (East Campus). Explanation narratives were given for each of these programs.

GED graduation will be held on June 10, 7 p.m., at the i wireless Center.

C. Student Services

The College is heavily into enrollment for the fall and summer and with indications of running about 20 percent ahead of same time last year. There will be a push in early July with Smart Start Orientation. Data shows this helps with retention. Quad-Cities Campus athletic teams are doing well with the softball team heading to national tournament. Trustee Phillips congratulated Vice President Vallandingham on the good enrollment figures.

D. Finance

1. Financial Operations of the College for Period Ending April 30, 2010.
   BR #7912
   CFO Anderson referenced pages 4 and 5 pointing out they were revised per the discussion at the last Board meeting. There are several open projects under 2008 Bond Projects that will be done within the next month.

2. Cash Reconciliation as of March 31, 2010
   A spreadsheet showing cash balances as of March 31, 2010, was given to Trustees. This can be done on a quarterly rather than once a year basis.

3. Fund Balance Policy
A Board Report proposing a fund balance policy will be presented for action at the June Board meeting. Trustees were given a memo from CFO Anderson explaining a fund balance policy.

4. Risk Management Procedure
A risk management procedure will be presented to the Board for approval. This will become an administrative guideline for the College. Trustees were given a memo from CFO Anderson explaining the Illinois Local Government and Government Employees Tort Immunity Act and her suggested plan for handling tort funds.

- Balanced budget for operation funds before transfers
- Corporate Personal Property Replacement Tax held flat
- Property tax increase for operating funds based on projected increase in EAV only
- State payments for operating funds is 3.5% reduction
- Credit hours held flat over next year
- Salaries based on 3 percent raises
- With new positions included, total salaries were budget at 3.3% increase
- Utilities are down a little
- All other line items are at a 3 to 5 percent increase
- College is committed to GFOA process
- Budget document is large to give taxpayers a lot of information

Trustees Shreck and Ahern were complimentary to CFO Anderson on her work on the budget document.

Updates on the bond issuances were as follows:

- $250,000 outstanding in proceeds to be used from 2004 issue; projects should be completed by fall semester
- 2006 issue was to cover health insurance costs
- $500,000 outstanding in proceeds from 2008 issue; phone system is the major use of these dollars; deadline to spend the funds is October 11, 2010
- Arbitrage dates for 2010 bonds is December 4, 2012, payment schedule is 6 years; 3-year proceed use time; projects have been decided on and are starting. New Vice President for Administration will begin working on the project when he arrives July 1.

Trustee Ahern asked CFO Anderson to show contingency funds when they are accessed.

E. East Campus

There will be a June Board Report requesting approval for web site revitalization. Mediacom has been re-airing the barrow races that were held at the East Campus several months ago.

F. Facilities – No report.

G. Human Resources – No report.

H. Planning and Institutional Effectiveness – No report.

I. Foundations

Trustee Berg read the following report:

- Scholarship deadline is May 15. To date we have 106 applications. Awards will be announced in late June.

- The Foundation hosted almost 250 people at the 8th Annual Quad Cities Area Leaders Under 40 event held April 29. Fifteen Leaders were recognized this year. Proceeds from the event support various campus projects. Thank you to those trustees who attended.

- The following sponsors make Leaders Under 40 possible:
  - Dispatch/Rock Island Argus
  - THE National Bank
  - AT&T
  - Cleaveland Insurance
  - John Deere
  - Pappas, Hubbard, O'Connor, Fildes, Secaras, P.C.
  - The Sedona Group
  - The Network
  - KJWW Engineering
  - H&R Accounts
  - Illinois Quad Cities Chamber of Commerce
  - RSM McGladrey

- The Foundation will host the Summer Mixer June 24. Please save the date and try to attend. More details will follow.

- The Foundation is finalizing its FY11 plan and budget and will share new initiatives in next report.

J. SBDC/ITC/PTAC/BTC – No report.

VIII. CONSENT ITEMS

A. Instruction & Student Services

1. Amy Helpenstell Grant from the Amy Helpenstell Foundation – FY2011 **BR #7914**

The Black Hawk College Optional Education division of the Adult Education and Family Literacy Program has been awarded $6,000 by the Amy Helpenstell Foundation to be used to provide scholarships to 8 - 12 graduating Optional Education students who wish to enroll in a Black Hawk College short-term training program. The scholarships will assist students to acquire skills in an area that will provide an immediate opportunity to find employment and earn income while also providing a stepping stone to future advancement. Potential identified programs include Certified Nursing Assistant Training, Pharmacy Technician, EKG Technician, Phlebotomy Technician, Dialysis Technician, and Welding.

Trustee Berg moved to approve BR #7914; Trustee Frye seconded.

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

B. Administration & Finance

1. Ratification of Expenditures for Period Ending April 30, 2010. **BR #7910**

   Recommendation was made to ratify bills totaling $1,715,793.84 and payroll expenditures of $2,029,637.34 for April 2010.

2. Ratification of Expenditures for Preferred Vendors April 2010. **BR #7911**

   Recommendation was made to ratify preferred vendor expenditures for the month of April 2010 in the amount of $93,195.76.

3. Preferred Vendor, Asbestos Abatement Services Agreement, District Wide. **BR #7921**

   Recommendation was made to approve the Award of Contract for Preferred Vendor, Asbestos Abatement Services Agreement, District Wide, to Advanced Environmental of Waterloo, Iowa, and IA-IL Taylor Insulation of Davenport, Iowa to perform asbestos abatement on an as needed basis.

4. Discussion of Proposed FY2011 Budget and Authorization of Public Display, Public Hearing, and Publication of Proposed FY2011 Budget. **BR #7913**

   Recommendation was made to

   (1) authorize public display of the proposed FY2011 Black Hawk College budget effective Friday, May 14, 2010;
   (2) authorize a public hearing on the proposed FY2011 budget on Thursday, June 17, 2010; and
   (3) authorize publication of notice of availability of the Budget for public inspection and of a Public Hearing on the FY2011 budget.

5. Acceptance of Proposal for Marketing Research College Branding Project with Personal Marketing Research, Inc (PMR). **BR #7917**

   Recommendation was made to accept the proposal from Personal Marketing Research, Inc., of Davenport, Iowa, to complete the marketing research and branding project at a cost of $13,650.00. Payment of $5,000 will come from FY10 Black Hawk College Special Project funding and $8,560.00 from the FY10 Marketing Department budget.

6. Award of Contract for Purchase of an Alignment Lift for East Campus. **BR #7920**

   Recommendation was made to approve the award of contract for purchase of the Auto Mechanic's Alignment Lift for East Campus to Illinois Oil Marketing Equipment, Inc. of Pekin, Illinois, in the amount of $17,085 with additional costs of approximately $1,500 to cover electrical installation costs, $400 for oil disposal costs and a 5% contingency for a total project cost not to exceed $20,000 with funding coming from the federal Carl D. Perkins grant.

7. Award of Contract for East Campus HVAC Control System Equipment. **BR #7915**

   Recommendation was made to approve the award of contract for East Campus HVAC control system equipment to Integrated Controls of Lincoln, Nebraska, in the amount of $24,600 with a 5% contingency for a grand total of $25,830 with funding from Local Project Funds.

8. Award of Contract for Ag Pavilion Parking Drainage East Campus. **BR #7916**

Recommendation was made to approve the award of contract to Swanson Construction of Bettendorf, Iowa, in the amount of $105,000.00 for the Ag Pavilion Parking Drainage at the East Campus with a 5% contingency of $5,250.00 with total funds amounting to $110,250.00, with funding from excess Protection, Health and Safety funds.

9. Bid Document Development. **BR #7918**

Recommendation was made to approve Midwest Underground Technology, Inc., for the wind turbine selection and engineering services at the Quad-Cities Campus and the East Campus with funding coming from the Operations and Maintenance fund.

10. Board Policy Waiver for Policy No. 4.55 Investment of College Funds. **BR #7922**

Recommendation was made that the Board of Trustees waive the six (6) month maturity requirement and out-of-district banks clause in Board Policy 4.55 Investment of College Funds, for the investment of the 2010 Bond proceeds.

11. Award of Contract for Applicant Tracking System – PeopleAdmin. **BR #7923**

Recommendation was made to approve the purchase of the PeopleAdmin Applicant Tracking Module service maintenance agreement in the amount of $14,380 with funding to come from Restricted Funds.

Trustee Ahern moved to approve all items under B. Administration and Finance; Trustee Berg seconded.

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

C. Personnel

1. Personnel Recommendation – Michael R. Phillips – Employment. **BR-#7919**

Recommendation was made to approve the appointment of Michael R. Phillips as Vice President for Administration effective July 1, 2010. Chairman Ballard is happy to have Mr. Phillips back at Black Hawk College.

2. Granting Professor Emeritus Status – 2010 – Daniel Haughey. **BR #7909**

Recommendation was made to grant Professor Emeritus status to Professor Haughey at the 2010 commencement exercises. Professor Haughey began his career with Black Hawk College in August of 1997 as an instructor in the Communication Arts Department. He has taught speech classes in addition to being the only theatre faculty member. Professor Haughey has been a tireless worker for our students in developing their talents and providing them opportunities to enhance their theatre skills with professionals in the field. His love for his art and his students has been demonstrated by the long hours he has given working with students in production classes and show preparation. Professor Haughey has been a leader in the state, having served as president of the Illinois Theater Association for several years. He is active in the community lending his skill and expertise to various events and has continued to pursue his craft in writing a new musical for the small stage.

Trustee Berg moved to approve all items under C. Personnel; Trustee O'Brien seconded.

AYES: Trustees Phillips, Shreck, Berg, Frye, Ahern, O'Brien, Ballard
ADVISORY VOTE: Student Trustee Ince was out of the room at the time of the vote.
NAYS: None; motion carried.

IX. MISCELLANEOUS

A. Communications & Trustees Reports

1. Illinois Community College Trustees Association

Trustees Frye and Phillips, will be attending the ICCTA annual convention June 3 and June 4.

2. Black Hawk College Foundation Report

Trustee Berg handed out pledge cards to each Trustee and asked that they be returned by June 30.

Black Hawk East College/East Campus Foundation Report

Trustee Ahern reported that $1,000 has been collected for equine scholarships. Donna Irvin will speak at the East Moline/Silvis Rotary.

3. Other

- Trustees Phillips and Frye attended the Founders Scholars banquet in Kewanee and commented that any time there is an opportunity to go to a student event it is very heart warming. Trustees also attended the Commitment to Excellence banquet for students on the Quad-Cities Campus. Dr. Kim Armstrong gave an excellent speech at this event.

- Three BHC graduates received their masters in library science from the University of Wisconsin at Madison.

- Student Trustee Ince brought attention to inconsistencies between the College's web pages and the catalog. Vice President Campbell responded that improvements are being made.

B. Board of Trustee Meeting Self-Assessment

X. ADJOURN

Trustee Frye moved to adjourn; Trustee Berg seconded. All ayes. The meeting adjourned.

Steven J. Ballard, Chair
Board of Trustees

Sonia R. Berg, Secretary
Board of Trustees