

**MINUTES
OPEN SESSION
October 15, 2009**



BOARD OF TRUSTEES

I. CALL TO ORDER

Chairman Steve Ballard called the meeting to order on Thursday, October 15, 2009, at 6 p.m. in the Dr. Charles O. Warthen Conference Room in the Community Education Center, 404 3rd Street, Kewanee, Illinois.

II. ROLL CALL

Present: Trustees Steven J. Ballard, Sonia R. Berg, Michael F. O'Brien, Evelyn L. Phillips, Diana K. Shreck; Student Trustee Kate S. Longley

Absent: Trustees John T. Ahern, Donna M. Frye

Others Present: Interim President R. Gene Gardner
Vice Presidents Chanda R. Dowell, Dick Vallandingham
Interim Vice President Leslie Anderson
Executive Secretary to the President Cindy Schrock

III. CLOSED SESSION

The Board met in closed session from approximately 6 p.m. to 7 p.m.

IV. RECONVENE OPEN SESSION

Chairman Steve Ballard reconvened the open session on October 15, 2009, at approximately 7:05 p.m., following the closed session.

Present: Trustees Steven J. Ballard, Sonia R. Berg, Michael F. O'Brien, Evelyn L. Phillips, Diana K. Shreck
Student Trustee Kate S. Longley

Absent: Trustees John T. Ahern, Donna M. Frye

Others Present: Interim President R. Gene Gardner
Vice Presidents Chanda R. Dowell, Dick Vallandingham
Interim Vice President Leslie Anderson
Executive Secretary to the President Cindy Schrock

V. MINUTES

Student Trustee Longley moved to approve the minutes of the open session of the regular meeting of September 17, 2009; Trustee O'Brien seconded.

AYES: Trustees Shreck, O'Brien, Phillips, Ballard

ABSTAIN: Trustee Berg

ADVISORY VOTE: Student Trustee Longley

NAYS: None; motion carried.

VI. EMPLOYEE / PUBLIC COMMENT

A. Core Value Reflection

The College has begun a new practice of reflecting on one of the College's Core Values at the start of every regularly scheduled meeting. The core value being reflected upon for this meeting was *Responsibility – We will be accountable, dependable, and reliable as we follow through on our commitment to teaching excellence, student learning, and service to others.* As an example, Dr. Vallandingham shared some changes that have been made in relation to enrollment services and making the students take a more active part in the enrollment process. Students are asked what they want to be and where they are headed. They then integrate that into a life plan and develop a semester by semester attack plan.

Chairman Ballard introduced President Elect Dr. Underbakke. Dr. Underbakke is very pleased to be here and has met with several different groups on both campuses. He is very excited to be a part of Black Hawk College. He was anxious to be here and now that he has had some time here he is more anxious to get here.

B. Faculty Senates

Quad-Cities Campus Faculty Senate President Ken Nickels reported that the Senate could not find any state statues in relation to considering religious beliefs in the classrooms and in relation to course work. It has been determined it is up to the instructor how that issue will be handled when it arises. The Senate received an update on the internship program and felt comfortable that the program would not take away from instructors. Two Senate goals were identified -- to effectively handle the new committee schedule and to resolve issues more quickly.

East Campus Faculty Senate President Jeff Hawes reported the Senate is starting to initiate the committee report processes. The next major push is completing committee reports which are due in January. The East Campus is striving to hit 1,000 students; there is a campus-wide recruiting effort scheduled on November 5. Trick or Treat Trail is scheduled as well as the United Way Campaign.

C. IFT Faculty & Pro Tech

Joan Eastlund welcomed President-Elect Underbakke. The negotiating team will be co-chaired by Lu Bealer and Brian Blazer with members Sandy Sullivan, Nan Ready, Deanna Bobzien, and Mark Esposito. Ms. Eastland will serve in an ex-officio capacity. Good progress has been made with the language committee. The goal is to complete negotiations by December 4.

D. UAW Support Staff

Gloria Nelson thanked administration for the meetings that were scheduled for staff to meet with Dr. Underbakke. Karen Boyd and Dr. Gardner were thanked for their efforts in partnering with Walgreens to enable employees to use their co-pay when getting the flu shot at a Walgreens. The union will be donating to the Quad-Cities and East Campus United Way campaigns.

E. IFT Adjunct Faculty -- No report.

F. SGA

SGA Treasurer Carl Favor gave the following report:

Phi Theta Kappa

- Ran a tea and lemonade stand at hog days
- Pizza sells start next Thursday
- Will soon be inducting new members

Student Government Association

- Had the Fall Feast at East, Tailgating Party at the end of September
- Trick or Treat Trail October 28

- Pumpkin decorating/carving contest starts next Monday
- United way pumpkin auction October 20

Ag Business Club

- Had an aggie picnic and volleyball tourney at the end of September
- Upcoming Bonfire and Bags tourney October 20
- Planning a semi-formal dance the first week of December

Equine

- Show team - Was high point team at Truman State University September 26 and 27
- Had a barrel race at BHE October 7
- Preparing for Missouri State University competition October 24 and 25
- Judging team - sophomores are currently at the All American Quarter Horse Congress
- Preparing for the Quarter Horse World Show in November

Livestock

- 2nd place team at the National Barrow Show, 1st place reasons team
- Returned from Tulsa contest and leaving for Purdue and Stockman contest in Indiana this weekend
- Preparing for Kansas City, American Royal the end of October

Soils

- 2nd place team in the two year division at the Purdue Contest last weekend

Volleyball

- Record 22 and 9
- Home tourney this weekend

Basketball

- Working on pre-season games

Science Club

- Had Star gazing last week
- Still looking for new members and officers

Horticulture Club

- Visited Sunny Fields
- Visit Mid American Growers in two weeks
- Preparing for the PAS contest

G. Others -- None.

VII. **PRESIDENT & ADMINISTRATION INFORMATIONAL REPORTS**

A. Interim President and President Elect

Report given previously.

B. Instruction and Information Technology

A press conference was held announcing the 2+2 program with Western Illinois University. BHC offers the associate of arts in teaching degree, and then the student will transfer to WIU for a teaching certificate in Illinois.

C. Student Services

1. Update on Early Alert System -- Dr. Vallandingham reported on the early alert system that was instituted beginning in the 2008 fall semester. Students in need of help were identified and then connected to a student services staff to access resources. During the spring 2008/2009 semester, 299 students were identified as needing intervention, and 52 percent of those students were successful by the end of semester. This semester 165 students have been identified. Staff recognizes that some students may not follow through with

recommendations. Some will simply withdraw and that is an appropriate decision for them. It is always a challenge to help these students.

D. Finance

2. Financial Operations of the College for Period Ending September 30, 2009.

BR #7798

This report indicated the financial results for the total Operating Funds reflect an increase in both revenue and expenditures from last year. Ms. Anderson introduced a new spreadsheet showing Operating Funds Revenue and Expenditures by source and object.

3. Bonding – A report on bonding will be presented at the November Board meeting.

E. East Campus – No report.

F. Facilities – No report.

G. Human Resources

1. Flu Vaccinations

The College is offering a one-time amendment to their health benefit to receive flu shots at Walgreens under their co-pay. The regular flu shots will be administered on the Quad-Cities Campus on November 10.

2. Long-Term Disability, Life Insurance, Third-Party Administrator

The College has contracted with the Hartford Group for long-term disability and life insurance. This carrier offered a 23 percent reduction from the current carrier that is guaranteed for three years. The College also signed a two-year contract with HCH as a third party administrator.

H. Planning and Institutional Effectiveness

1. Lincoln Site Team Visit Update

The Lincoln Foundation team will be on campus the week of October 26 meeting with various groups. Ms. Malcolm has had conversations with groups of employees focusing on main points to get across about the College. Those points are that BHC is known for teaching and learning, building relationships with students, and is a comprehensive community college. Employees were encouraged to become familiar with the College's mission. The team will not be holding an exit interview or meeting with the entire Board.

I. Foundations – No report.

J. SBDC/ITC/PTAC/BTC – No report.

K. WQPT – No report.

IX. CONSENT ITEMS

A. Instruction & Student Services

1. Acceptance of Illinois Community College Board Postsecondary Career and Technical Education Grant -- FY2010. **BR #7802**

This grant provides funds in the amount of \$393,834 to enhance instruction and academic support activities to strengthen and improve career and technical programs and services and to enhance the way high schools, community colleges, universities, business, and parents work together.

2. Submission to Illinois Community College Board Logistics and Warehousing 10-Credit and 33-Credit Hour Certificates. **BR #7805**

This program will replace the current Warehouse and Distribution Specialist certificate program and will include improvements which will provide the foundation for an effective career ladder in the field of logistics.

Trustee Shreck moved to approve all items under A. Instruction and Student Services; Student Trustee Longley seconded.

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

B. Administration & Finance

A request was made to act on Items 4 and 12 separately (BR #s 7803 and 7804.

1. Ratification of Expenditures for Period Ending September 30, 2009. **BR #7796**
Recommendation was made to ratify bills totaling \$3,254,584.38 and payroll expenditures of \$1,935,376.10 for the month of September 2009.
2. Ratification of Expenditures for Preferred Vendors September 2009. **BR #7797**
Recommendation was made to ratify expenditures for preferred vendors in the amount of \$103,412.04 for month of September 2009.
3. Assessment of West End of Building 3 on the Quad-Cities Campus. **BR #7809**
Recommendation was made to approve the assessment of long-term needs for the west end of Building 3 on the Quad-Cities Campus in the amount of \$17,000 with funding from Local Project funds.
4. Lease of Extension Site Building for Welding Program. **BR #7803**
Recommendation was made to approve leasing a facility for the welding program extension site at 3901 25th Street, Moline, Illinois, from T.R. Holdings L.C., of Bettendorf, Iowa for \$2,125 per month, and \$2.63 per square foot per year for operating expenses including property taxes.
5. One-Time Exception to Purchase Amount Requiring Bidding Process and Board Approval. **BR #7811**
Recommendation was made to approve a one-time exception related to expediting the Welding Lab Project which will allow the College Administration to: a) utilize the \$50,000 exception to the bidding process for remodeling projects as described in the Illinois Public Community College Act, Chapter 110, Illinois Compiled Statutes, 805/3-27.1; b) increase the requirement for a Board Report from \$10,000 to \$25,000; and c) increase the signatory authority of the College President from \$10,000 to \$25,000.
6. Award of Contract for Electrical Work on Extension Site Building for Welding Program. **BR #7810**
Recommendation was made to approve the award of contract to Davenport Electric Company in the amount of \$13,102.00 with a 5% contingency of \$655.00, with funding coming from 2008 Bond Funds.
7. Award of Contract for Purchase of Adobe Licenses. **BR #7808**
Recommendation was to approve an award of contract to EnPointe Technologies, Inc., Gardena, California, in the amount of \$ 46,074.36 for the purchase of the Adobe products with funding to come from Restricted funds.
8. Tentative Adoption of 2009 Tax Levies. **BR #7801**

Recommendation was made to approve the following tax levies on the taxable property of the Black Hawk College District for the 2009 tax year, with final adoption on November 19, 2009:

Education Fund	\$4,156,391
Operations and Maintenance Fund	2,424,562
Liability, Protection and Settlement Fund	2,058,752
Social Security and Medicare	300,000
Audit	83,128
Protection, Health and Safety	1,680,000
Additional Tax Levy	2,123,223
Bond and Interest	5,673,474

9. Extension of Memorandum of Understanding with The Dispatch Regarding EBS Excess Capacity Use and Royalty Agreement. **BR #7799**
Recommendation was made to approve an extension of the Memorandum of Understanding regarding the EBS Excess Capacity Use and Royalty Agreement with The Dispatch retroactively from October 1, 2009, to September 30, 2010.
10. First Amendment and Consent to EBS Excess Capacity Use and Royalty Agreement. **BR #7812**
In September 2006, Black Hawk College entered into an EBS Excess Capacity Use and Royalty Agreement with the Moline Dispatch Publishing Company. The agreement would allow The Dispatch to utilize the licenses held by Black Hawk College to operate EBS spectrum and Broadband Radio Service spectrum for distribution of wireless services in the market. The Dispatch agreed to pay royalty payments to the College for this use. DigitalBridge Spectrum Corporation has been in communication with The Dispatch Publishing Company and wish to enter into an agreement with Black Hawk College similar to the agreement the College had with The Dispatch. Recommendation was made to approve the agreement with DigitalBridge Spectrum Corporation subject to final approval from FCC attorney.
11. Award of Contract for Purchase of John Deere Lawn Tractor and Mower Deck for the East Campus. **BR #7800**
Recommendation was made to approve an award of contract up to the amount of \$18,281.98 to Maloney Equipment, Inc., of Fulton, Illinois, with funding coming from Restricted Operations and Maintenance Funds for the purchase of a John Deere Lawn Tractor and Mower Deck for the East Campus.
12. Agreement for Transfer of WQPT License and Equipment to Western Illinois University. **BR #7804**
Recommendation was made to approve the agreement for transfer of WQPT License and equipment to Western Illinois University.
13. Agreement with WQPT and Fusion Communications Incorporated. **BR #7813**
As part of WQPT's strategic plan, the board of the Greater Quad Cities Telecommunication Corporation directed WQPT management to seek out ways to improve the future viability of the station. The elimination of Black Hawk College funding and revenue reductions from other sources, combined with new rent expenses, make it necessary to seek ways to further reduce WQPT's operating expense budget. Eight full time positions have already been eliminated. Contracting the technical portion of WQPT's operation to an outside firm is currently the only option available to significantly further reduce operating expenses. Fusion Communications Incorporated is the only firm in the area capable of fulfilling this function. Payment will be made from WQPT funds. Recommendation was made to approve the agreement with Fusion Communications Incorporated to provide services to WQPT.

Trustee Berg moved to approve all items under B. Administration and Finance except BR #s7803 and 7804; Student Trustee Longley seconded.

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

Trustee Berg moved to approve BR #7803; Trustee Shreck seconded.

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

Trustee Phillips expressed her disappointment in an editorial that ran in the Quad City Times that put the College in a negative light regarding WQPT. BHC did not "lead the way" to get rid of WQPT. Chairman Ballard agreed and said this is the mindset of the entire Board. The College has supported WQPT over the years, but due to funding challenges the College had to look at its core value. There were many discussions regarding this and hard decisions were made. It was his understanding that the GQCTC and BHC Boards agreed to go about this in a cooperative way.

Trustee Phillips moved to approve BR #7804; Student Trustee Longley seconded.

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

C. Personnel

1. Personnel Recommendation – Richard Fiems – Faculty Resignation/Retirement
BR #7807

Richard Fiems, professor in the Engineering, Computer, Logistics, Law Enforcement and Apprenticeship Technologies Department at the Quad-Cities Campus, has been a faculty member since August 1992. Professor Fiems will retire and has resigned that position effective December 31, 2009. Recommendation was made to accept the resignation/retirement of Professor Richard Fiems effective December 31, 2009.

2. Recommendation Concerning Tenure Status of Faculty for Spring 2010.
BR #7806

Recommendation was made to approve tenure status of faculty member Emily Lehman, biology, for the spring 2010 term..

Trustee Berg moved to approve Board Report #7806, Trustee Shreck seconded.

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

Trustee Phillips moved to approve Board Report #7807, Trustee Berg seconded.

Trustee Shreck recognized Mr. Fiems for his contribution to the College and she accepts his resignation with regret. Trustee Phillips would like to see more information on employees who have served the College for so many years. Mr. Fiems will be back in the capacity of a part-time police chief after a vacation.

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

X. MISCELLANEOUS

A. Communications & Trustees Reports

1. Illinois Community College Trustees Association

Several Trustees attended the AACC convention. It was noted that the new board member orientation session was very similar to what the College does for new trustees. Trustees Phillips and Frye attended the state ICCTA meeting. There was a very informative legislative meeting. It was noted that many of the community colleges in the south don't have unions. The new president of the ACCT is from Illinois.

2. Black Hawk College Foundation Report

Trustee Berg gave the following report:

- Thank you to those trustees who have financially supported the Foundation.
- The Foundation will host the annual Scholarship Banquet October 21 at Centre Station. Encouraged all trustees to attend. Nice event bringing donors and students together. Almost \$50,000 was disbursed to date, impacting 108 students. More dollars will be disbursed throughout the year.
- Invited trustees to participate or come watch the Hawk Hustle Nov. 14 at 9 a.m. The 4 mile cross country run/walk welcomes new people to the campus and raises funds for fitness initiatives. Sponsors include Swanson Construction, Quad City Bank & Trust, KVF Quad Corp, Subway-BHC and Colona, and Providence Therapy Services.
- The Foundation disbursed \$7,300 in mini grants this fall with additional monies located for additional projects. They include a new Veteran's Resource Center, leadership conference for TRIO students, and funding for Engineering Club contest design and entry. Additional funding supported a new ceramic kiln and hotplates for the chemistry lab.
- The Foundation fall fundraising mailing will drop in November and December, depending on the segment (alumni, retirees, etc.)
- The Foundation is hosting an event to encourage planned giving and recognition through its Heritage Society. This event takes place December 3 and will include long-term employees who are currently supporting and retirees.
- Leaders Under 40 Luncheon is also December 3, hosted by DHCU Community Credit Union. This event brings alumni leaders together and invites all leaders to give toward the Leaders Under 40 Scholarship.
- Plans also are underway and sponsors are being secured for the 2010 Leaders Under 40 event to take place on April 29.

3. Black Hawk East College/East Campus Foundation Report

The following report was handed out to the Trustees.

Patty Varner was seated as a new member of the Foundation Board at the Board's September meeting. Election of officers will be conducted at the next meeting of the Foundation Board of Directors scheduled for Tuesday October 20 from 5:30 to 6:30pm in the Conference Center in Building 2 at the East Campus.

The following Foundation standing committees met:

- Housing Committee – Wednesday October 14 from 3:30 to 4:30pm

- Endowment Development Committee – Thursday October 15 from 7:30 to 8:30am
- Finance Committee – Thursday October 15 from 11:45am to 12:45pm

About 75 people attended the 10th annual Scholarship Banquet on Thursday October 1 at the Kewanee Dunes. Scholarship recipients and benefactors were recognized at the banquet with students coming to the podium to share with the audience their hometowns, programs of study, why they chose Black Hawk and what the scholarship meant to them. Each year one of the benefactors is asked to speak about why he or she established a scholarship and this year Sharon Deahl spoke to the group. Sharon shared why the Business and Professional Women's group provides a scholarship for a student at the East Campus and why she personally supports this scholarship. At the banquet two benefactors each contributed an additional \$500 to their respective scholarships for a total of \$1000. Dr. Gardner and Chanda Dowell each shared remarks with the audience on behalf of Black Hawk College. BHC Trustees John Ahern, Donna Frye and Evelyn Phillips attended the banquet. The banquet was organized by the members of the Foundation Scholarship Committee whose membership includes Janene Blodgett, Cathy Maguire and Gary Pheiffer and was assisted by Kelly Craig. The purpose of the banquet is to:

- Recognize the student recipients of scholarships administered by the Foundation
- Recognize the benefactors of the scholarships administered by the Foundation
- Connect benefactors with student recipients

Doris Colgan is considering contributing up to \$10,000 for improvements to the farms held by the Colgan Trusts. The improvements may consist of field tiling, establishing waterways and removal of old buildings.

Dave Clarke and Gary Pheiffer attended an informational meeting hosted by Invenergy regarding the transmission line they are planning that will support the future wind farm in Henry and Knox counties. The route of the line could run adjacent to the Walnut Ridge Farm.

The Foundation Executive Director met with the College President and East Campus Vice President on September 30 to discuss the location of wind towers the College is considering constructing at the East Campus with funding that has been requested from the federal government.

Several updates regarding operation of Prairie Pointe Apartments include:

- Plans to expand the security camera system in and around the apartments are being finalized.
- Illegal parking behind the building is being addressed.
- No major tenant issues have been encountered to date.

Decisions are still being finalized for the new furnishings that will be funded from the support provided by employees through the Employee Campaign this past spring. The Foundation pledged \$500 in addition to the employee contributions for the new furnishings. Members of the campaign steering committee are working with College officials regarding the new furnishings.

Preliminary reports for the audit have been received and will be reviewed by the Foundation Finance Committee.

4. WQPT – No report.

5. Other

Trustee Shreck would like to hear more about the horticulture project. She is hearing good things in the community. Jeff Hawes commented he is very pleased working with the faculty and administration in this program. Grants have benefited student enrollments. He sees good things to come in the ag program also. Trustee Shreck congratulated Mr. Hawes. Vice President Dowell reported on the trailer that was converted into a mobile instruction lab for the ag department. It will be highlighted at a convention in Indiana. Mr. Hawes complimented all who worked on this project. VP Dowell shared a story of an adjunct faculty member who runs the welding program who has been working diligently on getting his certification. He did get his certification and was very proud of his accomplishment. He was very appreciative of the confidence the College had in him.

B. Board of Trustee Meeting Self-Assessment

XI. ADJOURN

Student Trustee Longley 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