

**MINUTES  
OPEN SESSION  
November 19, 2009**



**BOARD OF TRUSTEES**

**I. CALL TO ORDER**

Vice Chair Evelyn Phillips called the meeting to order on Thursday, November 19, 2009, at 6 p.m. in the Black Hawk Room on the Quad-Cities Campus of Black Hawk College, 6600 34<sup>th</sup> Avenue, Moline, Illinois.

**II. ROLL CALL**

Present: Trustees John T. Ahern, Sonia R. Berg, Michael F. O'Brien, Evelyn L. Phillips, Diana K. Shreck; Student Trustee Kate S. Longley  
Absent: Trustees Steven J. Ballard, Donna M. Frye  
Others Present: Interim President R. Gene Gardner  
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 O'Brien 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 can consist of employment matters, collective negotiating matters, pending litigation, and purchase/sale/lease of College assets; Trustee Berg seconded. The Board met in closed session from approximately 6 p.m. to 7 p.m.*

**IV. RECONVENE OPEN SESSION**

Vice Chair Phillips reconvened the open session on November 19, 2009, at approximately 7:05 p.m.

Present: Trustees John T. Ahern, Sonia R. Berg, Michael F. O'Brien, Evelyn L. Phillips, Diana K. Shreck; Student Trustee Kate S. Longley  
Absent: Trustees Steven J. Ballard, Donna M. Frye  
Others Present: Interim President R. Gene Gardner  
Vice Presidents Rose M. Campbell, 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 October 15, 2009; Trustee Shreck seconded.*

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

**VI. EMPLOYEE / PUBLIC COMMENT**

A. Core Value Reflection

The core value reflected upon was *Appreciation of Diversity – We value the contribution of others who have talents and abilities, beliefs and traditions, actions and behaviors that are different than our own. We value the divergence of thoughts and ideas that make an institution of higher learning the center for the development of human potential.* As an example, the annual fall symposium addressed a wide range of issues. Trustee Ahern attended four of the sessions and reported they were outstanding. He compared what he learned to the same caliber of what he has learned in Harvard Business School. Trustee Ahern congratulated Erskine Carter on putting on an excellent symposium.

B. Faculty Senates

East Campus Faculty Senate President Jeff Hawes reported that the Senate is starting work on courses for the coming year, looking at hybrid delivery models, and evaluating the four-day process. The United Way Campaign is at 80 percent of their goal. Unique grant opportunities are being pursued for the year. Collaboration is starting with the American Corn Growers Corporation and work is beginning with the Illinois DHS in relations to food and terrorism. Many events have been held that have served as good recruitment tools, including attendance at the FFA convention. The ag trailer was taken to this event resulting in very positive results and reactions. The Senate extended its appreciation to the Board and administration for their assistance with their initiatives. A fall open house was held. Services are expanded to secondary districts reaching potential students. The ag student organization competed at a state level competition which resulted in two state winners. Trustee Ahern suggested a resolution be presented to those involved in the mobile trailer project that has been used at various recruitment activities.

Quad-Cities Campus Faculty Senate President Ken Nickles extended the Senate's thanks to Kaye Quick for addressing issues the faculty had regarding textbooks. An in-depth look at the processes and procedures for faculty and student handbooks is progressing. The Senate is in agreement that the choir will join in the singing of the BHC loyalty song at graduation.

C. IFT Faculty & Pro Tech

Joan Eastlund thanked Dr. Gardner for his involvement during negotiations. Language and a number of the economic issues have been completed.

D. UAW Support Staff

Gloria Nelson reported the United Way Campaign is almost concluded. The UAW donated half the funds to East Campus and half to the Quad-Cities Campus campaigns. Dr. Fitzgerald, Heather Holding and Rick Fiems were wished well in their upcoming retirements.

E. IFT Adjunct Faculty -- No report.

F. SGA

SGA officers gave a report on activities and future plans for events. The group is looking for funding initiatives. Over 36 volunteer hours were clocked during the Thanksgiving luncheon. Students were very active in the MAP grant restoration efforts. Students had an opportunity to speak with the Lincoln Foundation examiners that were on campus recently, and they are active in cleaning up Blackhawk Road. College student clubs are working collaboratively with each other.

G. Others -- None.

## VII. PRESIDENT & ADMINISTRATION INFORMATIONAL REPORTS

### A. Interim President and President Elect

Dr. Gardner read a letter from SBDC/ITC/PTAC Director Donna Scalf announcing her retirement effective February 1, 2010.

### B. Instruction and Information Technology

Nearly 800 students enrolled in an 8-week class during FY09, an increase of 8-week classes from 43 in fall of 2007 to 76 in fall of 2008. Students who enrolled in the second 8-week courses after the 10<sup>th</sup> day generated more than 400 additional credit hours. For spring of 2009, BHC offered 66 8-week classes. There was an 89 percent retention rate obtained by students in the first 8-week classes compared to 72 percent retention in second 8-week classes. The number of students who earned grades of A,B,C or Pass was 90 percent. A new 12-week evening format was launched last spring. Survey data from 500 students indicated they have overwhelming preference for that format. This format is particularly enticing to students who are employed. In the works is a 14-month accelerated associate of arts or associate of science degree anticipated to begin next summer. Essentially students can be ready to transfer to a four-year institution after one academic year plus two summers.

Dr. Victoria Fitzgerald, Dean of Instruction and Student Learning, will retire the end of November. Dr. Fitzgerald has led the efforts to identify and develop the student learning assessment process at Black Hawk and has been instrumental in the development of the certificate programs in cooperation with local labor unions. She also has been instrumental in the direction of program development and has had leadership responsibilities for the National Science Foundation grant and the U. S. Department of Labor grant. The search for her successor is underway. During the transition period, former BHC department chair of Social and Behavioral Educational Studies, Karla Miley, will serve as interim dean.

The Quad Cities Manufacturing Laboratory (QCML) is a nonprofit group that seeks to identify opportunities in technology development and create linkages with area educational entities, industries and the Rock Island Arsenal's Joint Manufacturing Technology Center. Currently the QCML is pursuing companies who specialize in titanium powder with the intent to eventually have the Arsenal in a titanium manufacturing facility. As a result of Dr. Campbell sitting on the QCML board, the College will have opportunities to partner on future National Science Foundation grants as well as obtain resources for equipment and training programs.

### C. Student Services

1. MAP Funding -- Dr. Vallandingham reported work continues with students to develop financial plans to deal with whatever scenarios come their way regarding funding for MAP grants. The Illinois Legislature passed a resolution to restore MAP funding; however, there is no money attached to it, and no indication where the money will come from. The Illinois Community College Board is confident money will appear.

### D. Finance

1. Financial Operations of the College for Period Ending October 31, 2009.

#### **BR #7818**

This report indicated the financial results for the total Operating Funds reflect an increase in both revenue and expenditures from last year; and year-to-date revenue and expenditures have increased over last year in the Auxiliary Fund. State payments may be delayed. A change will be made in finance reports to more accurately reflect property tax revenue.

2. **Audit Report**

Greg Dunham of Lindgren, Callihan Van Osdol & Co., Ltd. reviewed the College's audit findings for FY2009. Trustees were given the audit report and management letter related to that audit. It was an unqualified (clean) report. Last year's control efficiencies were corrected or did not appear this year. He met with the Audit Committee prior to beginning the audit. Mr. Dunham commented that there should be an ongoing communication with that Committee. Improvements were suggested in regard to the Bookstore inventory and also password changes for Banner. The Audit Committee will meet again in January 2010.

3. **FY2011 Budget Calendar**

The budget process is starting for FY2011 with the goal to have a budget in place by July 1, 2010. Trustees complimented Ms. Anderson on a good job.

E. **East Campus**

1. **Subway Renewal**

A former Board Report authorized the College to renew the Subway food service contract, and that has been done. Sales are up from the first year as well as customer count.

2. **National FFA Convention**

Previously reported on.

3. **Bookstore and Federal Law**

In 2008 the federal government issued a Higher Education Act in an effort to make colleges be more transparent to students on the actual costs of going to school and in particular the costs of textbooks. Colleges have to be in compliance by July 2010. Black Hawk College is in a good position to meet that compliance requirement.

F. **Facilities** – No report.

G. **Human Resources** – No report.

H. **Planning and Institutional Effectiveness** – No report.

I. **Foundations** – No report.

J. **SBDC/ITC/PTAC/BTC** – No report.

**IX. CONSENT ITEMS**

Board Report #7829 was acted on separately.

A. **Instruction & Student Services**

1. **Training for Employment and Academic Mastery (TEAM) Youth Grant Fy2010.**

**BR #7814**

The Black Hawk College Adult Education Program has been awarded \$77,069 in Workforce Investment Act Title I funds through Partners in Job Training and Placement. Funds will be used to offer a comprehensive education and employment program for 23 out-of-school and 5 in-school youth between the ages of 16 and 21. TEAM will work in close alignment with the existing Optional Education, Early School Leaver, and YouthBuild programs as well as with the Youth Service Bureau of Rock Island County to improve retention, academic performance, and eventual transition to postsecondary education and employment for targeted youth.

**B. Administration & Finance**

1. Ratification of Expenditures for Period Ending October 31, 2009. **BR #7816**  
 Recommendation was made to ratify bills totaling \$1,819,545.40 and payroll expenditures of \$2,058,349.28 for month of October 2009.  
 Ratification of Expenditures for Preferred Vendors October 2009. **BR #7817**  
 Recommendation was made to ratify preferred vendor expenditures in the amount of \$93,253.65 for the month of October 2009.
  
2. Final Adoption of 2009 Tax Levies. **BR #7820**  
 Recommendation was made to confirm the 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 BHC District for the 2009 tax year and authorize the execution of all required documents to satisfy any legal requirements.

	<b>Proposed 2009 Levies</b>	<b>2008 Extensions</b>
Education Fund	\$4,156,391	\$3,996,530
Operations and Maintenance Fund	2,424,562	2,331,309
Liability, Protection and Settlement Fund	2,058,752	1,918,334
Social Security and Medicare	300,000	299,740
Audit	83,128	86,591
Protection, Health and Safety	1,680,000	1,665,221
Additional Tax Levy	2,123,223	2,051,553
Bond and Interest	5,673,474	5,488,568
Totals	\$18,499,530	\$17,837,846

Based upon the estimated EAV of \$3,463,659,345 the proposed levy represents a total estimated tax rate of 53.56¢ per \$100 of equalized assessed valuation. The 2008 rate was 53.56¢.

3. Award of Contract for Administrative Software Maintenance to Mythics, Inc., for FY 2010.  
**BR #7815**  
 Recommendation was made to approve the award of contract for database software maintenance to Mythics, Inc., of Virginia Beach, Virginia, in an amount not to exceed \$16,736 with funding to come from FY10 Restricted funds.
  
4. Ratification of Acceptance of Illinois Department of Commerce & Economic Opportunity Federal Disaster Grant for IL Small Business Development Center.  
**BR #7823**  
 This grant will provide funds for the SBDC to assists small businesses in responding to disasters. Recommendation was made to ratify acceptance of the Illinois Department of Commerce & Economic Opportunity Federal Disaster Grant for Illinois Small Business Development Center September 1, 2009 through May 31, 2010, in the amount of \$63,000.
  
5. Ratification of Acceptance of Illinois Department of Commerce & Economic Opportunity for BHC Business Training Center Northwest Illinois Training Consortium: Employer Training Investment Program Small/Medium Multiple Company Option Grant. **BR #7824**  
 Recommendation was made to ratify acceptance of the Illinois Department of Commerce & Economic Opportunity for Black Hawk College Business Training Center Northwest Illinois Training Consortium: Employer Training Investment Program Small/Medium Multiple Company Option Grant July 1, 2009 through December 31, 2009, in the amount of \$135,000.

The ETIP grant encourages workforce training for new and ongoing skill improvement by reimbursing 50 percent of the training cost for approved classes.

6. First Amendment and Consent to EBS Excess Capacity Use and Royalty Agreement. **BR #7822**

In September 2006, Black Hawk College entered into an EBS Excess Capacity Use and Royalty Agreement with the Moline Dispatch Publishing Company to 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. Representatives of DigitalBridge Spectrum Corporation have been in communication with representatives of 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. In brief form, DigitalBridge would assume any financial obligations payable to BHC by The Dispatch. This is obviously based on their ability to perform. College Attorney Matt Pappas has accepted the transfer with certain changes in the wording. A draft of this agreement was approved at the Board meeting of October 15. Since that time, the agreement has been reviewed, modified, and is now in final form.

7. Award of Contract for Consulting Services from Sungard Sct. **BR #7827**

Recommendation was made to approve an award of contract for consulting services to SunGard Higher Education, of Malvern, Pennsylvania, in the amount of \$34,200 with a 5 percent contingency of \$1,710 with funding to come from the Education Fund. The consulting services will assist Information Technology Services staff with the implementation of the new platform to support the web portal environment (myBlackHawk) and all the currently associated integrated components.

8. Award of Contract for Purchase of Lounge Furniture for Quad-Cities and East Campuses. **BR #7826**

Recommendation was made to approve an award of contract for the purchase of lounge furniture for the Quad-Cities and East Campuses in the amount of \$105,862.97 to Office Elements of Hiawatha, Iowa, with funding coming from 2008 Bond proceeds.

9. Consideration of a Resolution to Approve and Provide for Issuance of \$20,000,000 General Obligation Debt Certificates (Limited Tax). **BR #7829**

Recommendation was made to pass the resolution prepared by the law firm, Chapman & Cutler, LLP, who is acting in the role of bond counsel to assure the College is taking all necessary steps for the legal issuance of debt. The action being proposed is the first of several steps by the Board that are necessary for the eventual issuance of non-referendum bonds (funding bonds). The \$20,000,000 is needed to pay for capital needs of the College including facilities improvements, technology, and other capital needs for three fiscal years. The \$20,000,000 General Obligation Debt Certificates (Limited Tax) will be purchased by First Midstate, Inc. of Bloomington, Illinois, under terms described in the agreement. It is anticipated that the College will issue funding bonds to pay off the Debt Certificates.

10. Award of Contract for Purchase of Stools and Chairs for Quad-Cities and East Campuses. **BR #7828**

Recommendation was made to approve an award of contract for purchase of stools and chairs for the Quad-Cities and East Campuses in the amount of \$17,823.93 to Allsteel of Muscatine, Iowa, with funding coming from 2008 Bond proceeds.

*Trustee Ahern moved to approve all items under Consent A & B; Trustee Berg seconded.*

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

ADVISORY VOTE: Student Trustee Longley

NAYS: None; motion carried.

A request was made to act on Board Report #7829 separately.

*Trustee O'Brien moved to amend the motion to act on Board Report #7829 separately;  
Trustee Ahern seconded.*

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

*Trustee Berg moved to approve all items under Consent A & B except Board Report #7829;  
Student Trustee Longley seconded.*

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

*Trustee O'Brien moved to approve Board Report #7829; Trustee Berge seconded.*

Dr. Gardner commented that this will be similar to past bond issuances of the College, and it is a good time to be borrowing money due to the low interest rates. There are many needs of the College that this will address. There will be no tax increase, construction jobs will be created, and this will alleviate stress on the College's operating funds.

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

## C. Personnel

1. Personnel Recommendation – Heather Holding -- Retirement. **BR #7821**  
Heather Holding, Professor and Department Chair for Counseling at the Quad-Cities Campus, has been a faculty member since January 1973. Professor Holding will retire and has resigned that position effective December 31, 2009. She has served as advisor and counselor to BHC students and throughout the years as a crisis counselor and contributor to the overall success of BHC students. Professor Holding has served on numerous BHC Committees and the QC Faculty Senate. She has held the title of Articulation Coordinator and has worked on numerous articulation agreements with four-year colleges and universities and the Illinois Articulation Initiative.
2. Personnel Recommendation – Richard P. Fiems -- Professor Emeritus – **BR #7825**  
The Quad-Cities Campus Faculty Senate has recommended to the Interim President that Professor Emeritus status be granted to Professor Rick Fiems at the 2010 commencement exercises. Professor Fiems has been with Black Hawk College since May 1981 when he was hired as Coordinator, Department of Public Safety. In August of 1992, he also assumed the responsibility of an instructor of law enforcement in the Public Services Department. Mr. Fiems will retire at the end of the fall 2009 semester. Professor Fiems has made many significant contributions to his profession, his students, and the College. He drafted the Law Enforcement and Justice Administration Degree program between BHC and WIU. He developed the 'Basic Campus Enforcement Course' for the IL Association of Campus Law Enforcement Administrators. He also served on the ICCB statewide corrections curriculum development committee. As a published author, Rick wrote 15 scripts for the Professional Security Television Network which includes videos, study guides and exams and courseware used in the BHC and other degree programs. As a teacher, Professor Fiems has made a difference in the lives of a countless number of students by advising, mentoring and providing career counseling and job placement. As a

colleague, Rick's ability to cut to the chase, his rational approach to problems, and his sense of humor has served the department well.

*Trustee Berg moved to approve both items under Personnel, Student Trustee Longley seconded.*

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

Student Trustee Longley reported that the ICCTA is working on putting "community" back into community college.

The Rock Island Arsenal Joint Manufacturing and Technology Center (RIAJMTC) and Black Hawk College received the Business/Industry Partnership Award from the ICCTA. The award recognizes an Illinois business that has built a successful workforce training alliance with a local community college.

#### 2. Black Hawk College Foundation Report

Trustee Berg reported that she and Dr. Gardner attended the Scholarship Banquet. The Hawk Hustle had 170 registrants and the Leaders Under 40 luncheon will be on December 3.

#### Black Hawk East College/East Campus Foundation Report

The following report was handed out to the Trustees:

The Foundation Board of Directors met on Tuesday November 17 beginning at 5:00pm in the Conference Center in Building 2 at the East Campus. The College attorney attended the meeting in order to discuss the proposed agreement between the Foundation and the College.

The Finance Committee met on Wednesday, November 4, from 11:45am to 12:45 pm and reviewed the Foundation's investments as well the general budget. It recommended a revised general budget to the full Foundation Board. This revised budget includes funding of grants to faculty and staff at the East Campus. The Nominating Committee met on Tuesday, November 10, from 1:00 to 1:30pm and discussed a slate of officers for the Foundation Board. The Scholarship Committee met Tuesday, November 10, from 3:00 to 4:00pm and discussed the status of several scholarships as well as the scholarship application process for 2010-2011.

The recipient of this year's Rotary Scholarship, Jacquelynn Hansen, was invited to a recent meeting of the Rotary Club of Kewanee where she was introduced to the club and shared with the group her current program of study and her plans after Black Hawk.

Assistance is being provided by the Foundation to John Ahern for the campaign to raise funds for a scholarship for equine students. A new scholarship for equine students is being established and faculty and staff are developing the criteria for it.

Several updates regarding operation of Prairie Pointe Apartments include:

- Over 40 prospective students attending the Fall Ag Open House on November 6 toured the apartments.

- A fence comprised of posts and two strings of cable has been installed behind the service building in order to prevent parking behind the apartments.
- Plans are being developed to repair or replace the retaining wall at the back of the apartments that has deteriorated.

Several updates regarding the farms with which the Foundation is involved:

- Colgan Farms: The soybean crop has been harvested with the corn crop yet to be harvested. Tiling work will be done once the crop has been harvested and an old barn will be torn down as soon as the contractor is able to get to the job. The trustees will meet in January to review the farm lease.
- Foundation Farm: The soybean crop has been harvested with the corn crop yet to be harvested. Permission has been granted again this year to trap on the Foundation property along Indian Creek.
- Walnut Ridge Farm: The corn crop has not been harvested yet. Final payment of this year's cash rent has been received and the trust's net revenue has been disbursed. Also the Walnut Ridge Farm Trust granted permission for the farm to be used as part of the recently conducted invitational soil judging contest hosted by the Black Hawk College Applied Sciences Department. Extensive coverage of the contest appeared in the Kewanee Star Courier including an article by Dave Clarke about the connection between the farm and the campus. Black Hawk agronomy classes also used the pits for instructional experiences.

The Foundation provided support to the Community Players through partial sponsorship of the program for its fall play as well as through promotion of the play on the Foundation web pages. The Black Hawk East College Foundation Board Member Syndicate purchased a pumpkin again this year at the 7th annual Stampede Auction of Champion Pumpkins. Foundation Board members Janene Blodgett, Chuck Deahl, Sandy Dienst, Irv Kelman Gary Pheiffer, Steve Spivey and Patty Varner are the members of the syndicate and personally shared the cost of the successful bid of \$350 tendered by Gary Pheiffer on behalf of the syndicate. The auction is organized by the campus United Way campaign committee and raised \$3755 for United Way. The pumpkin was displayed at the campus for the Trick-or-Treat Trail and for the College Fair then went to a family who took good care of it for Halloween. The accounting firm that completed the Foundation audit is preparing the Foundation's IRS Form 990. Due to the additional information needed to comply with the new reporting requirements the accounting firm has applied for an extension of time to file the form with a new due date of February 15, 2010.

The Foundation display has been updated with new photos and information.

A written report of Foundation activities was presented by the executive director to the faculty and staff at the East Campus at Vice President's Dowell's campus meeting on November 12 in the auditorium.

### 3. Other

Trustee Ahern asked for a proposal to institute laptop computers for the Trustees' use during Board meetings.

Executive Secretary to the President Cindy Schrock read the resolution honoring Interim President Gardner.

*Trustee Ahern moved to approve the resolution; Trustee Berge seconded.*

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

B. Board of Trustee Meeting Self-Assessment

**XI. ADJOURN**

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



---

Evelyn L. Phillips, Vice Chair  
Board of Trustees



---

Sonia R. Berg, Secretary  
Board of Trustees