

**MINUTES
OPEN SESSION
December 17, 2009**



BOARD OF TRUSTEES

I. CALL TO ORDER

Chairman Steve Ballard called the meeting to order on Thursday, December 17, 2009, at 6 p.m. in the Dr. Charles O. Warthen Conference Room in the Community Education Center, 404 East 3rd Street, Kewanee, Illinois.

II. ROLL CALL

Present: Trustees John T. Ahern (via phone), Steven J. Ballard, Sonia R. Berg, Michael F. O'Brien, Evelyn L. Phillips, Student Trustee Kate S. Longley
Absent: Trustees Donna M. Frye, Diana K. Shreck
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 consisted of employment matters, collective negotiating matters, pending litigation, and purchase/sale/lease of College assets; Student Trustee Longley seconded. The Board met in closed session from approximately 6 p.m. to 6:40 p.m.

IV. RECONVENE OPEN SESSION

Chairman Ballard reconvened the open session on December 17, 2009, at approximately 7:00 p.m.

Present: Trustees John T. Ahern (via phone), Steven J. Ballard, Sonia R. Berg, Michael F. O'Brien, Evelyn L. Phillips, Student Trustee Kate S. Longley
Absent: Trustees Donna M. Frye, Diana K. Shreck
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

PUBLIC HEARING ON INTENT TO ISSUE BONDS

Trustee Berg moved to open the public hearing on intent to issue bonds; Student Trustee Longley seconded.

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

Chairman Ballard announced that in view of the current financial condition of the District, the Board of Trustees would consider the adoption of a resolution setting forth and describing in detail outstanding claims against the district, declaring its intention to issue funding bonds to pay claims against the District, and directing that notice of such intention be published. Board Secretary Berg read the resolution setting forth and describing in detail claims heretofore authorized and allowed for proper community college purposes

which are presently outstanding and unpaid, declaring the intention to avail of the provisions of Article 3A of the Public Community College Act of the State of Illinois, as amended, and to issue bonds for the purpose of paying claims against Community College District No. 503, Counties of Rock Island, Henry, Mercer, Whiteside, Henderson, Knox, Bureau, Stark and Marshall and State of Illinois, and directing that notice of such intention be published as provided by law.

Chairman Ballard called for anyone present to speak on behalf of the bond issuance. Chairman Ballard called a second time for anyone present to speak on behalf of the bond issuance. At this time, Jerry Lack, Executive Director of the Illowa Construction Labor Management Council, expressed the Council's strong support of this bond issuance. Due to the economy and workers looking for contracts, good interest rates, and a good time to invest in the infrastructure of Black Hawk College, this is a perfect time to help the economy and keep citizens working. Chairman Ballard thanked Mr. Lack for his support and asked a third time for anyone present to speak on behalf of the bond issuance. There were none.

Trustee Berg moved to adjourn the public hearing on intent to issue bonds; Trustee Phillips seconded.

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

ADVISORY VOTE: Student Trustee Longley

NAYS: None; motion carried.

V. MINUTES

Trustee Berg moved to approve the minutes of the open session of the regular meeting of November 19, 2009; Student Trustee Longley seconded.

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

ABSTAIN: Trustee Ballard

ADVISORY VOTE: Student Trustee Longley

NAYS: None; motion carried.

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.* As an example, the academic appeals process ensures that if there are issues by students, there is a fair process to follow. Another example is use of the wait list, which allows students who want to get into a class have a fair chance after drops are done.

B. Faculty Senates

Darryl Beckett reported for Quad-Cities Faculty Senate President Ken Nickles. Committee assignments have been done and work is still going on for some charges with specific committees. An agreement was reach regarding statistics exam ap credit. The Senate is in the process of putting together an ad hoc committee to cross reference classes for both campuses. There is ongoing discussion concerning student withdrawal policy. A suggestion was made to improve upon emergency notifications by posting in each classroom door indicating the room it is.

East Campus Faculty Senate President Jeff Hawes noted the emergency issues are similar on the East Campus. He thanked Vice President Campbell and faculty senates for help in improving processes. East Campus will start working heavily with Vice President Dowell on curriculum and program review. On behalf of the East Campus faculty the continuance of issuing bonds is very important to improving programs. As faculty, they understand what the administrators do to identify needs. This all helps in recruitment and making the 1,000 enrollment goals. Mr. Hawes introduced Aaron Callahan, Drew Cotton, and Andrew Larson who gave updates on student activities and performances on the East Campus. Administration, staff, and faculty were thanked

for their support of these programs. Dr. Gene Gardner was thanked for his time at Black Hawk College.

C. IFT Faculty & Pro Tech

Joan Eastlund thanked Dr. Gardner for his service and congratulated the ag faculty on their recruitment efforts. Ms. Eastlund is pleased with the recently approved contract noting that the membership passed it with a majority.

D. UAW Support Staff

Gloria Nelson offered, on behalf of the UAW membership, best wishes to Dr. Gardner and congratulated the IFT membership on making the negotiations an easy process. Professors receiving Emeritus were congratulated.

E. IFT Adjunct Faculty -- No report.

F. SGA

Trustee O'Brien was pleased to see all of the Black Hawk College students and staff participating in the Thanksgiving dinner served at the Martin Luther King Center.

G. Others -- None.

VII. PRESIDENT & ADMINISTRATION INFORMATIONAL REPORTS

A. Interim President and President Elect

Dr. Gardner thanked the Trustees and staff for their support. He feels Black Hawk College is moving in the right direction. He encouraged everyone as they go into the future and face bumps to keep in mind that Black Hawk adds value to so many people in so many ways. Chairman Ballard said he is very indebted to Dr. Gardner for his service, and it has been an honor and pleasure to work with him.

B. Instruction and Information Technology

The East Campus telephone system has been updated, and the Quad-Cities system is next with work starting in April. Vice President Campbell assured the Board that the College will get a good system at a good price.

C. Student Services

The College is being very proactive in assuring that whatever happens with MAP funding that students would be kept informed and given opportunities to remain enrolled. There is positive news regarding the MAP funding. Minimester enrollments are currently looking very good and similar to last year. Spring enrollment is going extremely well with three-fourths of the students enrolled with their financial aid and payments in place.

D. Finance

1. Financial Operations of the College for Period Ending November 30, 2009.

BR #7833

Things are proceeding on schedule with no change in projected receipts of state funds. This report is the first to show property tax revenue. Expenses are a little higher, as expected. The finance department once again received an award for their budget document. An accounting intern position is being implemented. Interim Vice President Anderson thanked Dr. Gardner for his support and leadership of the finance department.

E. East Campus

Vice President Dowell read a resolution recognizing faculty and staff on the East Campus for their efforts in providing positive college visibility and recruiting at the National FFA Convention.

F. Facilities – No report.

G. Human Resources

Director of Human Resources Karen Boyd gave a presentation explaining the College's employee recognition program and how an environment is created to cultivate employee appreciation.

H. Planning and Institutional Effectiveness

Black Hawk College has received a Bronze level award from the Lincoln Foundation for Performance Excellence. Black Hawk's strengths were noted as leadership, student engagement, and strategic planning. Opportunities for improvement were also mentioned in their feedback report.

I. Foundations – Trustee Ahern is working on soliciting for funds.

J. SBDC/ITC/PTAC/BTC – No report.

IX. **CONSENT ITEMS**

A. Instruction & Student Services

1. National Science Foundation Grant Expenditure to JTM Concepts Inc., for Development of Three Dimensional Educational Models. **BR #7842**

The National Science Foundation (NSF) Advanced Technology Education Grant, "Innovations in Engineering Technology Education," is a three-year grant in the amount of \$26,677. This grant will provide for the creation of three dimensional models by JTM Concepts Inc. of Rock Island, Illinois, for educational teaching tools for four sustainable energy alternatives: wind, solar, geothermal and biomass scenes. JTM Concepts Inc., also will create a highly detailed model of the motor for the turbine with the ability for the user to zoom for close up detail of the turbine engine and the ability of rotation of the turbine in any direction; creation of additional models that will be general in nature; creation of various scenes for each energy alternative that will show the flow of energy from energy source to energy user; and reproduce the simulations in computer discs to be disseminated to educational entities.

2. Instructional Fee Changes for 2010 – 2011. **BR #7838**

Recommendation was made to approve instructional fee changes for 2010-2011 effective for the fall 2010 semester.

Student Trustee Longley moved to approve all items under Instruction and Student Services; Trustee O'Brien seconded.

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

B. Administration & Finance

The following Board Reports were pulled and acted on separately: 7840, 7834, and 7836; and the resolution was acted on separately.

1. Ratification of Expenditures for Period Ending November 30, 2009. **BR #7831**

Recommendation was made to ratify bills totaling \$1,007,474.47 and payroll expenditures of \$2,048,772 for the month of November 2009.

2. Ratification of Expenditures for Preferred Vendors November 2009. **BR #7832**
Recommendation was made to ratify expenditures for preferred vendors for the Month of November 2009 in the amount of \$49,491.87.
3. Award of Contract for Purchase of Bleachers
(Quad-Cities Gymnasiums and East Campus Ag Arena) **BR #7830**
Recommendation was made to approve the purchase of bleachers for the Quad-Cities Campus gymnasiums and East Campus Ag Arena from E.T. Paddock of Lockport, Illinois, in the amount of \$136,145.
4. Resolution Recognizing Positive College Visibility & Recruiting at the National FFA Convention.
Recruitment Coordinator Angela Heckman; Administrative Assistant Kelly Craig; Applied Science Department Faculty Andrew Larson, Dr. Jeffrey Hawes, Drew Cotton, Aaron Callahan, and Brian Arnold; and agriculture education students Lisa Bates, Jennifer Lincoln, Andrea Wallerstedt, and Daniel Smith represented the College at the National FFA Convention in October. These employees and students were recognized for their example of commitment to Black Hawk College and efforts in recruiting students.
5. Disposition of Closed Session Minutes and Audio Tapes. **BR #7835**
Recommendation was made that no additional closed session minutes be opened to the public since the last review in June 2009 and that the audio recordings of closed sessions of December 2007 through May 2008 be destroyed.
6. August 1, 2010 – July 31, 2014, Agreement Between Black Hawk College and Illinois Federation of Teachers, Local #1836. **BR #7840**
Recommendation was made to approve the August 1, 2010-July 31, 2014, contract agreement between the College and the Illinois Federation of Teachers, Local #1836. Trustee Phillips commented that she was a Trustee with the College for the former contract, and this year's short and smooth negotiations were unheard of in the past.
7. Real Property Tax Assessment Settlement Agreement Regarding Quad Cities Nuclear Power Station (Exelon and MidAmerican Energy). **BR #7834**
The College, in conjunction with Rock Island County and Erie Schools, has been party to pending litigation before the Circuit Court of the 14th Judicial Circuit, Rock Island County, Illinois, relating to tax year 2010 and thereafter regarding the real property tax assessment of Parcel 01-006-09-00, the Quad Cities Nuclear Power Station. A negotiated settlement has been reached between the parties involved. The key components of the agreement are to set the assessed valuation of this property at \$140,000,000 for tax year 2010, \$150,000,000 for tax year 2011, and \$155,000,000 for tax years 2012 through 2014 and to withdraw all pending litigation. The assessed valuation of Exelon for tax year 2009 is \$100,000,000 and this agreement will provide stability for all taxing bodies and for Exelon over the life of this agreement.
8. Award of Contract for Purchase of Remaining Furniture for the Hawk's Nest, Quad Cities Campus. **BR #7841**
Recommendation was made to approve an award of contract for the purchase of remaining furniture for the Hawk's Nest on the Quad-Cities Campus in the amount of \$13,916.20 to Office Specialists of Galesburg, Illinois.

9. Adoption of Resolution of Intent to Issue Funding Bonds to Refinance Debt Certificates. **BR #7836**

The Board of Trustees authorized the issuance of Debt Certificates at the November 19, 2009, Board meeting. On December 3, 2009, \$20,000,000 in Debt Certificates were issued and the College received the funds. No funds have been disbursed from the proceeds to this point, though legal costs and interest income and expense have been incurred. Recommendation was made to approve the resolution to establish the Board's intent to refund the Debt Certificates by the issuance of funding bonds.

Trustee Phillips moved to approve BR #s 7831, 7832, 7830, 7835, 7841 under Consent Administration & Finance; Trustee Berg seconded.

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

Trustee Berg moved to approve the Resolution Recognizing Positive College Visibility & Recruiting at the National FFA Convention; Student Trustee Longley seconded.

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

Trustee Berg moved to approve BR #7840; Trustee O'Brien seconded.

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

Trustee Phillips moved to approve BR #7834; Student Trustee Longley seconded.

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

Trustee Berg moved to approve BR #7836; Student Trustee Longley seconded.

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

C. Personnel

1. Granting Staff Emeritus Status – 2009 – Donna Scalf. **BR #7837**

The President's Cabinet has recommended to the Interim President that Staff Emerita status be granted to Donna Scalf upon her retirement on February 1, 2010.

Donna Scalf first came to Black Hawk College in January 1985 and held the title of Procurement Assistance Coordinator. She was then named Director of the Small Business Development Center shortly after its inception in 1985. Her responsibilities continued to grow with the addition of the following Centers under her direction: International Trade Center, Procurement Technical Assistance Center, and Business Training Center. The Centers have consistently met or exceeded their goals set by the state. The BTC has grown 86 percent under her direction.

Donna has also been instrumental in Black Hawk College securing a \$325,000 grant that will be used to provide the state of Illinois a duplicable

Advance Welding Training Program that will be developed by the Business Training Center. She has also been involved in securing the second site location of an additional welding lab to ensure the success of the initiative.

Quoting from the letter of nomination from her staff, “Donna has provided opportunity for all of the staff to not only do their jobs well, but to excel and become integrated in the Quad City business community. Her commitment to Black Hawk College is evident in the professionalism and vision she provides for the four centers she oversees. She carries out the College mission by removing barriers and providing support that allows her staff to not only do their jobs to their utmost, but also she has created a team of people that are high functioning and their efforts will be sustainable upon her retirement.”

Trustee Phillips commented that she has known Donna Scalf since 1985; her accomplishments speak for themselves, and she is very deserving of this award.

Trustee Berg moved to approve BR #7837 Trustee Phillips seconded.

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

2. **Granting Professor Emeritus Status – 2009 – Heather Holding. BR #7839**

The Counseling Department and the Quad-Cities Campus Faculty Senate recommended to the Interim President that Professor Emerita status be granted to Professor Heather Holding.

It is not an exaggeration to state that thousands of BHC students owe their success to Professor Heather Holding – even though they may never have met with her. From her initial assignment as a counselor in January 1973 to her current role as department chair, Professor Holding has demonstrated a passionate commitment in her provision of quality advising and articulation information for students. She has always been a consummate professional in her interactions with students, faculty, and staff.

The responsibilities held by Professor Holding have been diverse throughout her career – teaching Psychology 105 [Career Exploration and Planning]; coordinating College Nights and State Transfer Days; facilitating curriculum-specific or degree-designated articulation agreements; co-authoring a HECA grant with Western Illinois University to develop the Transfer Advisement and Retention Center; designing the College-wide Crisis Intervention Plan; and finally, serving on numerous state committees involved with transfer and articulation issues.

She has always considered advising as a shared responsibility between faculty and advisors. Her efforts to create the Transfer Advisement website have resulted in significant improvements in the advising process for students. She has collaborated with Mary Anne Dockery-Jackson and Coleman Harris to design web-enhanced advisor training, which in April 2007 has been recognized by the Illinois Board of Higher Education as a Featured Effective Practice at www.ibhe.org.

Professor Holding's department has undergone numerous transformations. As department chair in the early 1990's, she supervised personnel and services for Counseling, Advising, Assessment/Orientation, Articulation, Transfer Advisement and Retention Center, DISCOVER, Career Resource Center, Peer Counselor-Aides, Weekend College, High School Articulation Conference, and College Night. Students have been her priority from the beginning and her office door is always open.

She has served on Faculty Senate and numerous Senate committees, has presented at a variety of workshops/conferences, and has managed to keep up with advancements in college student counseling. It was not unusual for former BHC students to have approached her when she was at another university campus event and express their appreciation for her counseling.

Professor Holding has rarely seen barriers for herself or others – only opportunities. That positive attitude, her sense of perspective about change in general and her precision about doing things the right way have been essential elements in the success of academic advising and counseling at BHC.

The faculty of the Quad-Cities Counseling department unanimously recommend Professor Heather Holding be awarded Professor Emeritus upon her retirement in December 2009.

Vice President Campbell commented that Heather Holding has been a pillar for students in her role as a counselor and for faculty and staff. She was instrumental in seeing needs of students in our society were met and helped students who had nowhere else to go.

Trustee O'Brien moved to approve BR #7839; Trustee Berg seconded.

AYES: Trustees Berg, Ahern, 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
No report.

2. Black Hawk College Foundation Report
No report.

Black Hawk East College/East Campus Foundation Report

The following report was handed out to the Trustees:

Board of Directors 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 Board approved a revised general budget that increases the funding of grants to faculty and staff. Also the Board decided not to accept an offer of real estate to be donated to the Foundation due to the nature of the real estate being offered. The College attorney attended the meeting in order to discuss the proposed agreement between the Foundation and the College. The next meeting of the Foundation Board is Tuesday January 19, 2010.

Committees The following Foundation committees met:

- The Endowment Development Committee met Thursday December 3 from 7:30 to 8:30am and began planning the annual recognition reception. The reception is scheduled for March 16, 2010. The committee also discussed the Leaders Under 45 program as well as other fund raising projects.

Christmas Visits Major benefactors are being visited again this year and presented poinsettias from the Foundation. During one of these visits several years ago a benefactor offered to put 90 acres of farmland into a trust with the Foundation eventually becoming the sole beneficiary of the trust.

Nominations for Distinguished Service The Foundation will be inviting nominations for distinguished service recognition. The nomination form has been revised and will be posted on the Foundation web pages. The criteria for recognition are described on the nomination form.

Foundation Grants The Foundation will be inviting applications from faculty and staff for grants to fund innovative programs and/or services at the East Campus. The application form will be posted on the Foundation web pages.

Prairie Pointe Apartments Several updates regarding operation of Prairie Pointe Apartments include:

- Overall students have been good tenants this semester.
- Two tenants are leaving at the end of the semester and another student is interested in moving in at the beginning of the second semester. One of the two tenants leaving due to military service and will be released from his lease for the second semester.

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

Colgan Farms: The corn and soybean crops have been harvested. Tiling work will be done as weather permits and an old barn will be torn down as soon as the contractor is able to get to the job. The cost of these improvements is being funded personally by Doris Colgan. The trustees will meet in January to review the farm lease.

Foundation Farm: The corn and soybean crops have been harvested. Permission has been granted again this year to trap on the Foundation property along Indian Creek.

Walnut Ridge Farm: The corn crop has been harvested. Final payment of this year's cash rent has been received and the trust's net revenue has been disbursed.

IRS Form 990 The accounting firm that completed the Foundation audit is preparing the Foundation's IRS Form 990. The Foundation does not pay income taxes however as a non-profit organization it must annually provide financial and other operational information to the IRS.

3. Other

On behalf of administration, Vice President Campbell thanked Interim President Gardner for his leadership and service and thanked Kathy Malcolm for her work on the Lincoln Foundation Board. Chairman Ballard noted the good work the College is doing is assisted by the Board when they stay out of the day to day operation. Trustee Phillips complimented the fine talents of the College's choirs and wants to ask them to perform

for the Board at a future meeting. Chairman Ballard thanked everyone for what they do for the College.

B. Board of Trustee Meeting Self-Assessment

XI. ADJOURN

Trustee Berg moved to adjourn; Trustee O'Brien seconded. All ayes. The meeting adjourned.

Steven J. Ballard, Chair
Board of Trustees

Sonia R. Berg, Secretary
Board of Trustees