

MINUTES
OPEN SESSION OF REGULAR MEETING
BLACK HAWK COLLEGE BOARD OF TRUSTEES
March 12, 2009

Community College Board of Trustees
District No. 503
Counties of Rock Island, Henry, Mercer, Whiteside,
Knox, Bureau, Stark, Marshall, and Henderson
State of Illinois

I. CALL TO ORDER

The meeting was called to order by Chairman Steven J. Ballard on Thursday, March 12, 2009, at 6:00 p.m., in Room 102 at the Community Education Center, 404 East 3rd Street, Kewanee, Illinois.

II. ROLL CALL

Present: Trustees John T. Ahern, Steven J. Ballard, Tim A. Black, Fred R. Leggett, Evelyn L. Phillips, Diana K. Shreck, Barbara A. Terry
Student Trustee Joellyn Schott
Absent: None
Others Present: Interim President Gene Gardner
Vice Presidents Rose M. Campbell, Chanda R. Dowell, Jay E. Turney
Executive Secretary Cindy Schrock as recording secretary

III. CLOSED SESSION

Trustee Ahern moved to go into closed session; Trustee Phillips seconded. All Ayes

The Board met in closed session from 6:00 to 7:05 p.m. in accordance with Section 2(c)(1)(2)(5)(6)(11) of the Open Meetings Act. The agenda consisted of collective negotiating matters, pending litigation, and sale/lease of College assets.

IV. RECONVENE OPEN SESSION

Chairman Ballard reconvened the open session at 7:10 p.m.

Present: Trustees John T. Ahern, Steven J. Ballard, Tim A. Black, Fred R. Leggett, Evelyn L. Phillips, Diana K. Shreck, Barbara A. Terry
Student Trustee Joellyn Schott
Absent: None
Others Present: Interim President Gene Gardner
Vice Presidents Rose M. Campbell, Chanda R. Dowell, Jay E. Turney
Executive Secretary Cindy Schrock as recording secretary

V. MINUTES

Trustee Ahern moved to approve the open session minutes of the regular meeting of February 19, 2009; Student Trustee Schott seconded.

AYES: Trustees Black, Leggett, Phillips, Shreck, Terry, Ahern, Ballard
ADVISORY VOTE: Student Trustee Schott
NAYS: None; minutes were approved.

VI. EMPLOYEE COMMENT

A. Faculty Senates

1. Quad-Cities Campus – Senate President Dr. Bruce LeBlanc gave the following report:

Per a request by Trustee Ahern, a review of student activities was made. Following is a summary of the comments Dr. LeBlanc shared in regard to the Affirmative Action report. (The following comments have been expanded upon by Dr. LeBlanc from comments made during the Board meeting in order to provide more depth to the issues discussed.)

The QC Senate passed a motion to reject the Affirmative Action report. There were a number of concerns expressed, which include the following:

- 1) There remain questions as to why the AA/EEO Officer, Jo Johnson, has chosen as the “relevant labor market” the national market. We recognize that we place ads in national papers, but does that automatically mean, based on our hiring practices, that that is our relevant labor market? With the documentation provided by Ms. Johnson, we are not sure that using such a frame of reference is what is legally required. One Senator noted that if the use of the national data was required by all colleges and universities, they would have to all attempt to “look the same.” [Based on that I would add, why the government would not merely dictate the AA plans, or at least criteria, for all colleges and universities as most recruit nationally].
- 2) If the relevant labor pool remains the national pool, will the college provide the economic resources to bring in all of the selected candidates chosen for interviews by the selection/hiring committee? If the not, would that reality not allow us to potentially meet our AA Plan objectives?
- 3) Related to bringing in candidates some Senators reported that when they served on a hiring committee that they were limited to the number of candidates they could bring in from a distance for interviews. This concern would relate to number “2” above.
- 4) Also related to the AA Plan was the fact that some committees were instructed to “go back” to their original applicant pool, once they had chosen their desired candidates (who apparently had taken jobs elsewhere, or declined interviews) to add underrepresented individuals back into the selected pool.
- 5) If the AA Plan is approved, we believe that to meet the plan’s objectives that the College would need to follow their established procedures, especially the timelines, for hiring faculty. It is known in the academic community that the recruitment ads for the subsequent academic year appear in the early fall of the preceding academic year. This is when the “best” candidates begin to apply. Presently, we tend to advertise later in the fall,

and more often in the early spring for our fall positions. Although we still have candidates, we believe that we do not necessarily have the “best” candidate pool available for consideration.

- 6) Although a minor issue, a question was raised about an applicant who is a US citizen, and a member of a minority group, who resides outside the United States. How is this scenario impacted by the AA Plan?

Dr. LeBlanc will email these comments to the Trustees.

2. East Campus – Senate President John Hartman reported the Senate approved the proposed change in work cycle of February to January, which will lead to better productivity and transition from one committee to another. A lunch and learn session was held on campus safety sponsored by the SGA and PTK. SGA sponsored a job fair. The Lincoln Bicentennial event was held on March 12. The show team competed in the last meet. BHC won regional team champion and are going on to the semi-finalist event. Students were congratulated on achieving their goals. Work continues on the PTK induction and Founder Scholars event. Thoughts and prayers were requested for Byron Young and Kirk Watson.

- B. IFT Faculty & Pro Tech – Joan Eastlund expressed her thanks for allowing to serve on the Presidential Search Committee. There is a lot of interest across campus to attend the candidate forums.
- C. UAW Support Staff – Gloria Nelson reported there are questions being asked about the presidential candidates, the process, and their qualifications. She was impressed with the external members of the committee, Moises Eilemberg and Patricia Castro.
- D. IFT Adjunct Faculty – No report.
- E. SGA – The following was reported:

SGA is planning dodge ball on March 24; PTK is planning a trip to Chicago with the SGA funded by the Community Arts Council; ABC held a formal and a softball tournament will be held before the end of the year; girls and boys athletics are going very well; livestock judging, horse judging, show and soils teams are traveling to shows and competitions; the job fair attracted over 100 people with 33 employers represented. Student Trustee elections were held today.

- F. Others – No report.

VII. PRESIDENT & ADMINISTRATION INFORMATIONAL REPORTS

- A. President’s Report

1. Organizational Board Meeting To meet the required guidelines related to the election, the regular meeting of the Board in April needs to be moved to no sooner than April 28. It has already been decided a special meeting needs to be held on April 7.

Trustee Ahern moved to hold a special meeting on April 7; Trustee Phillips seconded.

AYES: Trustees Black, Leggett, Phillips, Shreck, Terry, Ahern,
Ballard
ADVISORY VOTE: Student Trustee Schott
NAYS: None; motion passed.

Trustee Ahern moved to hold the regular Board meeting (reorganizational meeting) on April 28; Student Trustee Schott seconded.

AYES: Trustees Black, Leggett, Phillips, Shreck, Ahern, Ballard
ABSTAIN: Trustee Terry
ADVISORY VOTE: Student Trustee Schott
NAYS: None; motion passed.

2. AQIP– Kathy Malcolm gave an update on informational meetings being held on the AQIP process and training is being conducted for awareness to faculty and staff. The Board is being presented with a resolution to continue the work and energy going on with the AQIP process. Trustee Ahern asked for a copy of the resources used for the training session. Ms. Malcolm will make that material available. Interim President Gardner shared that he reconvened the reaccreditation committee when he came to BHC, and the committee reaffirmed to continue with the AQIP process.

B. Instruction and Student Services

Vice President Campbell announced a press conference was held today announcing the articulation agreement with Western Illinois University for the nursing and engineering programs.

1. Ag Grant Update – Vice President Dowell shared the following East Campus projects and introduced Professor Bill Good who gave an overview of each project.
 - National Science Foundation Grant in conjunction with the University of Illinois
 - Training of ag science teachers in the State of Illinois
 - Local foods production project at the request of the Department of Commerce and Economic Development

C. Finance

1. Financial Operations of the College for Period Ending February 19, 2009.
BR #7682

Revenue and expenses are tracking close to last year. Trustee Ahern asked for the percentage and dollars of athletic scholarships broken down by each athletic program for both campuses. Trustee Leggett congratulated faculty and staff for achieving 7.4 percent below budget. The budget is below due to the College holding the line on positions and people are budgeting very realistically and absorbing more duties to keep the number of positions down.

- D. Facilities – A memo was shared with the Trustees giving the status of some small building projects. John Kidwell and his crew have done a good job on working on these projects. Trustee Ahern commented that students have indicated they would like piped-

in music and more flowers in the lower lobby of Building 1. There was also a request for a pool table in the cafeteria area. A pre-vet student asked for more online courses from the East Campus. These ideas have been passed onto Vice President Campbell. Students also indicated a desire to mix and match more lectures and labs. Trustee Ahern will begin taking students to East Moline Rotary meetings. Trustee Ahern complimented Kaye Quick for the Subway contract. She shared that it was a team effort. Trustee Ahern also commented that the wireless service in the Hawk's Nest for students has been very well received.

The facilities department is investigating purchasing salt from the State of Illinois for the next winter season.

- E. Human Resources – No special report.
- F. Planning and Institutional Effectiveness – No special report.
- G. Foundation – No special report.
- H. SBDC/ITC/PTAC/BTC – No special report.
- I. WQPT – No special report.

VIII. BOARD OF TRUSTEES ENDS MEASUREMENTS

- A. Report G1 – Number of Associate Degrees Earned by Adults Within the District

This Board Ends reflects that the number of in-district students earning an AA, AS, and/or an AAS degree has remained relatively the same since FY2001. Over the same time period, the proportion of in-district traditional students earning a degree has increased 7.3 percent, while the proportion of non-traditional students earning a degree has increased 27 percent. A majority of that increase is attributed to students between the ages 25 and 30. Graduates between 25 and 30 increased 50.9 percent between FY2001 and FY2007. Improvements of facilities help students to be more engaged and improve the overall image of a college. Changes will continue to be made to improve course schedules and advising. A question was raised about why enrollments for Southwestern Community College are so high. A speculation was made that they are heavily involved in correctional center training. Trustee Shreck commented that the younger age category may not reflect the true story as those students many times go onto to a 4-year school and are not counted as graduates.

IX. CONSENT ITEMS

A request was made to act on the resolution for Mr. Eldon R. "Bud" Aupperle separately.

- A. Instruction & Student Services

- 1. Recommendation Concerning Tenure Status of Faculty for 2009-2010.
BR #7683

Tenure, effective for fall 2009 semester, was recommended for the following faculty:

Cheryl Ballantyne	Practical Nursing; Nursing Assistant- Instructor
Krisann Bergo	Psychology/Sociology- Instructor
Jeffrey Hawes	Horticulture- Assistant Professor

Virginia Irintcheva	Biology- Instructor
Diana McCabe	Accounting- Assistant Professor
Trudy Starr	Nursing- Instructor
Jenni Wessel-Fields	Reading- Instructor

Probationary contract for a third academic year, effective fall 2009 semester, was recommended for the following faculty:

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

Probationary contract for a second academic year, effective fall 2009 semester, was recommended for the following faculty:

Adebayo Badmos	Engineering Technology: Manufacturing and Mechanical Tracks- Assistant Professor
Karin Barrett	Associate Degree Nursing- Instructor
John Hawry	Associate Degree Nursing- Instructor
Ravi Manimaran	Engineering Technology: Electrical Track- Assistant Professor

Trustee Black moved to approve BR #7683; Trustee Ahern seconded.

AYES: Trustees Black, Leggett, Phillips, Shreck, Terry, Ahern, Ballard
ADVISORY VOTE: Student Trustee Schott
NAYS: None; motion passed.

B. Administration & Finance

11. Resolution Recognizing Mr. Eldon R. "Bud" Aupperle.

Trustee Tim Black read the resolution recommending the quadrangle on the Black Hawk College East Campus be named the Mr. Eldon R. "Bud" Aupperle Quadrangle.

Trustee Black moved to approve the resolution; Trustee Ahern seconded.

AYES: Trustees Black, Leggett, Phillips, Shreck, Terry, Ahern, Ballard
ADVISORY VOTE: Student Trustee Schott
NAYS: None; motion passed.

1. Ratification of Expenditures for Period Ending February 28, 2009. **BR #7680**

A recommendation was made to ratify bills totaling \$3,101,846.16 and payroll expenditures of \$1,911,270.36 for the month of February 2009.

2. Ratification of Expenditures for Preferred Vendors February 2009. **BR #7681**

A recommendation was made to ratify expenditures for preferred vendors for the month of February 2009 in the amount of \$101,203.89.

3. Award of Contract for Purchase of Computer Equipment and Software -- Bookstores. **BR #7679**

A recommendation was made to approve an award of contract for computer software, POS registers and servers, installation, and e-commerce to MBS Systems of Columbia, Missouri, in an amount not to exceed \$53,218 with funding coming from FY2009 capital outlay to service both campuses.

4. Award of Contract for Protection, Health, and Safety Projects –Parking Lot and Roadways Upgrades and Exterior Stair Replacement – Quad-Cities Campus. **BR #7687**

A recommendation was made to approve an award of contract to Laverdiere Construction Inc. of Macomb, Illinois, in the amount of \$453,395 with a total contingency of \$115,340 resulting in total construction funds of \$568,735 with funds coming from previously approved and levied Protection, Health, and Safety funds.

5. Award of Contract for Protection, Health, and Safety Projects – Exterior Site Lighting and Electrical Room Site Lighting Power Upgrades – Quad-Cities Campus. **BR #7686**

A recommendation was made to approve an award of contract to Tri-City Electric Company of Davenport, Iowa, in the amount of \$346,539 with a contingency of \$34,654 resulting in total construction funds of \$381,193 with funds coming from previously approved and levied Protection, Health, and Safety funds.

6. Award of Contract for Protection, Health, and Safety Projects – Exterior Building Upgrades and Retaining Wall Replacement – East Moline Outreach Center.

This item was pulled from the agenda.

7. Board Policy – Information Security at Black Hawk College. **BR #7684**

Recommendation was made to approve language for a policy of risk reduction and that the Board supports the development of an Administrative Guideline that details the procedures to detect, prevent, and mitigate any loss due to errors or malicious conduct regarding confidential and sensitive information. The Administrative Guidelines procedures shall follow the intent of the “Red Flag Regulations and Guidelines,” (Fair and Accurate Transactions Act of 2003).

8. Approval of Lease for Welding Facility.

This report was pulled from the agenda.

9. Approval of Memorandum of Understanding with Greater Quad Cities Telecommunications Corporation.

This report was pulled from the agenda.

10. Resolution Adopting Academic Quality Improvement Program for Accreditation by the Higher Learning Commission.

A resolution was presented stating the College adopts the Academic Quality Improvement Program (AQIP) for accreditation by the Higher Learning Commission.

12. Award of Contract for Renewal of Managed (PKI) Infrastructure Encryption Certificates for FY 2009. **BR #7685**

A recommendation was made to approve the award of contract to Verisign of Dallas, Texas, in an amount not to exceed \$10,140, with funding to come from the Liability, Protection and Settlement Fund. These services will provide encryption services to the seven servers which interact with client computers via the Internet.

Trustee Leggett moved to approve all remaining items under Administration & Finance; Student Trustee Schott seconded.

AYES: Trustees Black, Leggett, Phillips, Shreck, Terry, Ahern,
Ballard
ADVISORY VOTE: Student Trustee Schott
NAYS: None; motion passed.

C. Personnel

1. Approval of Equal Opportunity/Affirmative Action Plan. **BR #7671**

Due to concerns with the plan, this item was not acted upon.

2. Granting of Staff Emerita Status – 2009 – Patty Varner. **BR #7676**

A recommendation was made that Staff Emerita status be granted to Patty Varner. Patty Varner, Director for Educational Services at the East Campus, retired on January 30, 2009, after over thirty years of service to Black Hawk College. She has assisted students in all areas, served on many service organizations, and volunteered for a number of charitable activities.

Trustee Ahern said Ms. Varner is one of the most dedicated employees he has ever met in his work career.

Trustee Ahern moved to approve BR #7676; Trustee Phillips seconded.

AYES: Trustees Black, Leggett, Phillips, Shreck, Terry, Ahern,
Ballard
ADVISORY VOTE: Student Trustee Schott
NAYS: None; motion passed.

3. Granting of Staff Emerita Status – 2009 – Pat Kretchman. **BR #7677**

A recommendation was made that Emerita status be granted to Pat Kretchman. Pat Kretchman worked as Bursar at Black Hawk College for over 12 years retiring in September 2007. While at Black Hawk, Ms. Kretchman promoted the College through her tireless work with Junior Achievement. She also served on many committees including the Wellness Committee and the Recycling Committee. The Bursar's office works with many other departments throughout the College, and she maintained a very good working relationship with all.

Trustee Phillips commented that Pat was a great performer for the College. Ms. Nelson commented that she has worked with Ms. Varner, Ms. Kretchman, and Ms. Frye over the years she has been with the College, and they are very responsible people taking on very unusual tasks for various reasons. Ms. Frye is a personal friend of Ms. Nelson and has beat cancer during her time at BHC and was instrumental in saving money on telephone services.

Trustee Terry moved to approve BR #7677; Trustee Phillips seconded.

AYES: Trustees Black, Leggett, Phillips, Shreck, Terry, Ahern,
Ballard

ADVISORY VOTE: Student Trustee Schott

NAYS: None; motion passed.

4. Granting of Staff Emerita Status – 2009 – Donna Marie Frye **BR #7678**

A recommendation was made to grant Staff Emerita status to Donna Marie Frye. Donna Frye retired on February 28, 2009, after serving Black Hawk College for over 30 years in numerous departments including facilities, purchasing, switchboard, and information technology services. Ms. Frye always had the student upper most in mind. She served on the Insurance Oversight, Staff Development, Labor Management, Strategic Planning, and Wellness committees during her tenure.

Trustee Phillips shared that Ms. Frye was the first person she met on campus when she started at BHC in 1985 and they became friends and she has known her ever since. Trustee Phillips worked with Ms. Frye on the first contract. Lauren Simer said Ms. Frye was her direct report for the last five years and she was nicknamed "Radar," due to her ability to always know what was needed.

Trustee Phillips moved to approve BR #7678; Trustee Leggett seconded.

AYES: Trustees Black, Leggett, Phillips, Shreck, Terry, Ahern,
Ballard

ADVISORY VOTE: Student Trustee Schott

NAYS: None; motion passed.

X. MISCELLANEOUS

A. Communications & Trustees Reports

1. Illinois Community College Trustees Association – On Friday, March 13, Student Trustee Schott and a faculty member Betsey Morthland will be honored at the student awards banquet in Chicago. Black Hawk will receive an overall award.
2. Black Hawk College Foundation Report – Trustee Ahern encouraged Trustees to attend the upcoming Leaders Under 40 event.
3. Black Hawk East College Foundation Report – A written report was given to the Trustees. Events mentioned were the Annual Recognition reception that will be held on March 17; the Employee Annual Campaign ended with \$5,940 being contributed or pledged; Leaders Under 45 will be on April 23.

4. WQPT – No report.
5. Other – The Black Hawk East Community Fine Arts Coffee House was held at the Community Education Center. The last event will be April 4. Crowds and donations are picking up. The community theater will be performing on April 17, 18, 19, 24, 25, and 26.

Trustee Terry thanked the East Campus and community for the past 12 years that she has served as a Trustee for Black Hawk College. She learned to love and respect all as family. It has been a pleasure to serve, and she feels BHC will go far.

Trustee Phillips reported that the Presidential finalists will be on both campuses on March 24, 25, and 31.

Trustee Ahern requested the following data from administration to give to the new Trustees:

1. Unfunded allocations in recent past
2. Perkins increase over the past 10 years
3. Pell grant increases over the past 10 years
4. Enrollment trends at BHC over the past 10 years
5. Federal funds to BHC over the past 10 years
6. State funds to BHC over the past 10 years
7. High school graduates in the BHC service district over the past 10 years

A Board retreat date in July will be determined at the special April 7 Board meeting.

Trustee Ahern commented that Student Trustee Schott has been the most outstanding student trustee he has seen.

B. Board of Trustee Meeting Self-Assessment

XI. ADJOURN

Trustee Ahern moved to adjourn; Trustee Phillips seconded. All ayes.

Steven J. Ballard, Chair
Board of Trustees

Diana K. Shreck, Secretary
Board of Trustees