

**MINUTES
OPEN SESSION
May 14, 2009**



BOARD OF TRUSTEES

I. CALL TO ORDER

Vice Chairman Phillips called the meeting to order on Thursday, May 14, 2009, at 6 p.m., in Room # 102 at the Community Education Center, 404 East 3rd Street, Kewanee, Illinois.

II. ROLL CALL

Present: Trustees John T. Ahern, Sonia R. Berg, Evelyn L. Phillips, Diana K. Shreck, Student Trustee Kate S. Longley
Absent: Trustees Steven J. Ballard, Donna M. Frye, Mike L. Grchan
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 in accordance with Section 2(c)(1)(2)(5)(6)(11) of the Open Meetings Act; Trustee Berg seconded. The agenda will consist of employment matters, collective negotiating matters, pending litigation, and sale/lease of College assets.

IV. RECOVENE OPEN SESSION & ROLL CALL

Vice Chairman Phillips reconvened the open session at 7 p.m. following the closed session.

Present: Trustees John T. Ahern, Sonia R. Berg, Evelyn L. Phillips, Diana K. Shreck, Student Trustee Kate S. Longley
Absent: Trustees Steven J. Ballard, Donna M. Frye, Mike L. Grchan
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

- A. Trustee Ahern moved to approve the minutes of the April 29, 2009, regular meeting; Student Trustee Longley seconded.

AYES: Ahern, Berg, Phillips, Shreck
ADVISORY: Student Trustee Longley
NAYS: None

VI. EMPLOYEE / PUBLIC COMMENT

- A. Faculty Senates

East Campus Faculty Senate Secretary Jodee Workheiser reported for Senate President John Hartman. The East Campus is working through finals and making accommodations for students. On April 29 the SGA sponsored a casino night and held

a picnic; April 30 the LAS tied up their end of the year and planning for next year. Employees met the three presidential candidates at the forums. A history instructor position recommendation will be coming forward. Interviews are being held this week for a speech instructor. The Senate recommended the Board watch closely what the Governor will do regarding the SURS retirement system, in particular their concern is about salaries and working until age 67, which could put a burden on the College. Trustee Phillips commented that she is also watching this as a member of the retirees group.

Quad-Cities Faculty Senate -- No report.

B. IFT Faculty & Pro Tech

Joan Eastland reported that the faculty is happy the end of the year has come, and it appears the students are also relieved. Faculty is actively contacting legislators regarding their concerns with the SURS issues. Ms. Eastland is aware of the ongoing UAW negotiations and said the College has made great progress in improving labor management relations and morale at the College. This is not the time to put problems on a new president especially with unknown state funding.

C. UAW Support Staff

Gloria Nelson reported that the home of staff member Mary Johnson burned down and several staff members have organized a benefit fund at the IH Mississippi Valley Credit Union as well as a benefit dinner. A memorial ceremony will be held for Al Hill, a long-time employee. A street will be named after him. The UAW is monitoring the SURS situation closely. Negotiations are moving along.

D. IFT Adjunct Faculty -- No report.

E. SGA

SGA elections were held, and the SGA along with PTK sponsored a bus trip to the Chicago Art Institute.

F. Others – No report.

VII PRESIDENT & ADMINISTRATION INFORMATIONAL REPORTS

A. President's Report

1. Presidential Search Update: A special meeting will be held on May 28 that will include only the Board of Trustees to discuss the three candidates and come to a consensus on which one to offer the presidency to. To date the search committee has spent \$12,450 out of the original budget of \$75,000. Interim President Gardner said the Trustees sold the College well to the candidates, and Trustee Phillips thanked the committee for their work on the search.

B. Instruction and Student Services

The following brief reports were made: Vice President Dowell introduced Robert Moore, the new Assistant Dean of Student Support Services on the East Campus. Stephen Baldrige is a national winner in poetry and will be published in *Famous Poets of the Heartland*. Trustees were given the BHC publication "Voices," which has an essay in it written by Trustee Ahern. Nursing students experienced a 100 percent pass rate on their

test to prepare them for their boards. There will be a high percentage than in past years of participants at this year's commencement ceremonies on both campuses.

1. Curriculum Review

Vice President Campbell thanked Kathy Malcolm and her staff for their work on the curriculum review report. This report serves as an indicator of performance by instructional disciplines from year to year. It is not exact in that out of state tuition is not included in the revenue numbers. Credit hours generated by out of state students or by international students are not counted. Credit hours which are eligible for apportionment from the Illinois Community College Board are included. Special fee revenues, such as lab fees, are not counted. Calculations for expenses include full-time faculty and adjunct faculty salaries as well as release time. Year to year comparison included the annual salary increases. Therefore, a discipline with several long-time, senior faculty will have higher expenses. If a discipline's expense to revenue ratio falls below 1.00, the academic administration and department chairs review the discipline's data to determine opportunities for improvement including revised marketing, improved class scheduling, and faculty loads. It was during the fall semester and early this spring that the 5.6 committee, comprised of administrators and faculty, met to review program data. As a result, two positions were reduced for Fiscal 2010 in one of the disciplines. Narrative is provided for disciplines which fell below 1.00 which describe Opportunities for Improvement. Vice President Campbell has asked that the College move toward more efficient course management. A course is not run if there are fewer than 10 students; however, collapsing sections with fewer students provide solid class loads for faculty. This translates to more bodies in the classroom per instructor which results in savings on salaries and benefits. Some headcount may be lost for students who find their course cancelled and they need to move into another section which may not fit their schedule. Enacting the Banner Wait List function helps fill seats with students who definitely want to be enrolled. Classes are also aligned focusing on student success and completion. There is three years of data, but calculations are based upon comparative data between Fiscal 2008 and Fiscal 2007.

C. Finance

1. Financial Operations of the College for Period Ending April 30, 2009. BR #7710
Vice President Turney reviewed the Discussion and Analysis page of the Financial Operations report, which provides a comparison of actuals to last year of the two main funds – Education and Operations Fund and Maintenance Fund. Results show a slight decrease in revenue and a slight increase in expenditures from last year at this time for the total Operating Funds.
2. Fiscal Year 2010 Rough Budget Draft.
Vice President Turney gave the Trustees a rough draft of the FY2010 budget and asked them to give him their feedback and questions by June 3. A memo was also given to the Trustees recapping the budget by each main object. The final budget documents will be presented to the Board at their meeting on June 18 and then go on display for the required 30 days.

D. Facilities – No special report.

E. Human Resources – No special report.

F. Planning and Institutional Effectiveness

1. Trustee Ahern's Request for Information

Trustee Ahern had requested several pieces of information be supplied to the Board and in particular to the new Trustees. The information was given to the Board in a memo dated April 22. Trustees were asked if they had any questions on that information. There were no questions from Trustees.

G. Foundations – No special report.

H. SBDC/ITC/PTAC/BTC – No special report.

I. WQPT - Trustee Ahern attended the Greater Quad Cities Telecommunications Corporation Board meeting and was warmly received by the Board. They are currently looking for a new location for the station.

VIII. BOARD OF TRUSTEES ENDS MEASUREMENTS - No reports.

IX. CONSENT ITEMS (Items may be acted on together or separately.)

A. Instruction & Student Services – No reports.

B. Administration & Finance

1. Ratification of Expenditures for Period Ending April 30, 2009. **BR #7708**

A recommendation was made to ratify bills totaling \$1,020,611.46 and payroll expenditures of \$2,004,508.23 for the month of April 2009.

2. Ratification of Expenditures for Preferred Vendors April 2009. **BR #7709**

A recommendation was made to ratify preferred vendor expenditures in the amount of \$27,485.72 for the month of April 2009.

3. Acceptance of Illinois State Board of Education Growing Agricultural Science Teachers (GAST) Grant. **BR #7711**

A recommendation was made to accept the Illinois State Board of Education Growing Agricultural Sciences Teacher grant in the amount of \$50,000 to be spent between March 27, 2009, and July 31, 2009. The grant will provide financial resources to support BHC's initiatives to recruit, train, and retain agricultural science teachers.

4. Approval of Industrial Training Center Lease. – No report.

C. Personnel No reports.

Trustee Ahern moved to approve all Consent Agenda items; Trustee Shreck seconded.

AYES: Trustees Ahern, Phillips, Shreck, Berg
ADVISORY: Student Trustee Longley
NAYS: None; motion passed.

X. MISCELLANEOUS

A. Communications & Trustee Reports

1. Illinois Community College Trustees Association – The ICCTA annual convention will be held in Chicago June 4 – 6, 2009.
2. Black Hawk College Foundation Report -- No report.
3. Black Hawk East College/East Campus Foundation Report
The next Foundation meeting will be May 19.
4. Other – Trustees Berg and Frye agreed to serve on the Board Audit Committee.

B. Board of Trustee Meeting Self-Assessment – Trustees were asked to complete their assessment of the Board meeting and had them into the secretary.

XI. ADJOURN

Trustee Ahern moved to adjourn; Trustee Berg seconded. The meeting was adjourned.

Evelyn L. Phillips, Vice Chair
Board of Trustees

Sonia R. Berg, Secretary
Board of Trustees