MINUTES
OPEN SESSION
August 20, 2009

Black Hawk COLLEGE

BOARD OF TRUSTEES

I. CALL TO ORDER

Chairman Steve Ballard called the meeting to order on Thursday, August 20, 2009, at 6 p.m. in the Dr. Charles O. Warthen Conference Room at the Community Education Center, 404 East 3rd Street, Kewanee, Illinois.

II. ROLL CALL

Present: Trustees John T. Ahern, Steven J. Ballard, Donna M. Frye, Michael O'Brien, Evelyn L. Phillips, Student Trustee Kate S. Longley

Absent: Trustees Sonia R. Berg and 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
Board Attorney Matt Pappas & Terry Fildes

III. CLOSED SESSION

The Board met in closed session from approximately 6 p.m. to 7:10 p.m.

IV. RECONVENE OPEN SESSION & HOLD PUBLIC HEARING ON FY 2010 BUDGET

Chairman Steve Ballard reconvened the open session on August 20, 2009, at approximately 7:15 p.m., following the closed session, in the Dr. Charles O. Warthen Conference Room at the Community Education Center, 404 East 3rd Street, Kewanee, Illinois.

Present: Trustees John T. Ahern, Steven J. Ballard, Donna M. Frye, Michael O'Brien, Evelyn L. Phillips Student Trustee Kate S. Longley

Absent: Trustees Sonia R. Berg and 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

Trustee Ahern moved to conduct a public hearing on the FY2010 budget; Student Trustee Longley seconded.

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

Chairman Ballard called for comments from the public three times. There were no comments.

Trustee Ahern moved to adjourn the public hearing on the FY2010 budget; Trustee Phillips seconded.
AYES: Trustees Ahern, Ballard, Frye, O'Brien, Phillips
ADVISORY VOTE: Student Trustee Longley
NAYS: None; motion carried.

Trustee Ahern moved to reconvene the open session of the August 20, 2009, Board meeting; Student Trustee Longley seconded.
AYES: Trustees Ahern, Ballard, Frye, O'Brien, Phillips
ADVISORY VOTE: Student Trustee Longley
NAYS: None; motion carried.

V. MINUTES

Trustee Ahern moved to approve the minutes of the open session of the regular meeting of June 18, 2009; Student Trustee Longley seconded.
AYES: Trustees Ahern, Ballard, Frye, O'Brien, Phillips
ADVISORY VOTE: Student Trustee Longley
NAYS: None; motion carried.

Trustee Ahern moved to approve the minutes of the open session of the special meeting of July 7, 2009; Student Trustee Longley seconded.
AYES: Trustees Ahern, Ballard, Frye, O'Brien, Phillips
ADVISORY VOTE: Student Trustee Longley
NAYS: None; motion carried.

Chairman Ballard noted the following addition to the minutes of the special meeting (retreat) of July 31 and August 1, 2009.

Under August 1, Information for Trustees, first bullet: "Discussion resulted in a suggestion that Trustees bring each request for donations to the Board for approval. No board report would be required, but approval from the Chair would be needed."

Trustee Ahern moved to approve the minutes of the open session of the special meeting (retreat) of July 31, and August 1, 2009, with noted addition by Chairman Ballard.
AYES: Trustees Ahern, Ballard, Frye, O'Brien, Phillips
ADVISORY VOTE: Student Trustee Longley
NAYS: None; motion carried.

VI. EMPLOYEE / PUBLIC COMMENT

A. Faculty Senates

Vice President Campbell introduced Jeff Hawes as the new East Campus Faculty Senate President. Mr. Hawes reported the Senate held their first meeting during orientation, and they are moving forward with assignments.

B. IFT Faculty & Pro Tech

Joan Eastlund said it is good to feel the energy at the beginning of a new year. She thanked Vice President Campbell and Interim President Gardner for their comments during orientation. There were many service awards given to faculty this year. Congratulations were given to the Board of Trustees on choosing a new President. Ms. Eastlund said the IFT membership will establish a positive working relationship with the new President.

C. UAW Support Staff

Gloria Nelson thanked Human Resources Director Karen Boyd for putting together a meet and greet session for the facilities superintendent candidates. This was valuable for the maintenance people to participate in and to see they have an investment in the facilities department. The UAW will also be pleased to welcome the new President and establish a good working relationship. She encouraged the Board to be diligent in filling the Vice President for Finance position.

D. IFT Adjunct Faculty -- No report.

E. SGA

Vice President Vallandingham commented that he is very excited about this year's SGA group of students who will be greeting new students on the first day of classes.

F. Others -- None.

VII. PRESIDENT &ADMINISTRATION INFORMATIONAL REPORTS

A. President – No reports.

B. Instruction and Information Technology

1. PTA Accreditation – A site visit has been completed with the result of a recommendation of continued accreditation. A report will be submitted to the accreditation board by February 2010.
2. Honors Program – Jay Pearce is developing an Honors Program that will initially be piloted on the Quad-Cities Campus.
3. Title III – The College has received a five-year, $1.67 million grant to enhance student success. This was an extremely competitive grant. Kathy Malcolm is the project director.
4. Apprentice Training – Black Hawk College and the Illinois Laborers' and Contractors Construction Craft Laborer Apprenticeship have formed a partnership that will enable construction apprentices to earn a two-year college degree or certification while completing their on-the-job training.

C. Student Services

Classes start on Monday, August 24. Paid enrollment was 4,769 last year; to date this year it is 5,231. Student engagement is the push. Trustee Phillips complimented Stephanie Dixon in the Financial Aid office for her good work at keeping a student engaged during the financial aid process which resulted in saving an enrollment.

D. Finance

1. Financial Operations of the College for Period Ending June 30, 2009. **BR #7750**
   - Tuition & Fee revenue increased despite the change in methodology used for recording summer tuition & fees. Summer tuition & fees are now recorded in the same manner as credit hours are reported for State reporting purposes to be consistent.
   - Salaries expense decreased from last year as expected due to vacated positions, holding positions open, and the reorganization done in FY08.
   - Health insurance claims and administration expenses were down $563,000.
   - College continues to benefit from the favorable interest rate received from THE National Bank.

2. Financial Operations of the College for Period Ending July 31, 2009. **BR #7757**
   - Increase in revenue and expense due to summer tuition and fees reporting change.
   - Utilities expense down from FY09 by about 10% due to the cooler July weather.
   - Bookstore revenues and expenses up and online ordering system recently implemented will hopefully help increase sales even further.

   Regarding FY2009
   - Both revenue and expenses came in lower than FY08 and Budget.
   - College realized lower than budgeted results in all expense categories except Fixed Charges (Rent) and Other Expenses (Waivers). This signals that the College is doing a great job of effectively managing expenditures.
   - State revenue came in 4% lower than FY08 and about 2% lower than budget. FY10 State revenue figures for Black Hawk received last week came in about $100,000 higher than what we had budgeted for in the adopted budget due to an increase in the Career and Technical Education grant being more than what we anticipated. That said, the College is still waiting on $1.9 million in 4th quarter FY09 State payments, but has received the 1st quarter FY10 Credit Hour grant payment from the State. As a result, we are still experiencing a cash flow issue and will need to exercise our option to transfer monies from the Working Cash fund this year.
   - Tuition & Fees came in 0.28% lower than FY08 and about 2% lower than budget, but this was expected due to the change in methodology used to report summer tuition and fees.

E. Facilities – There are several facilities projects on the consent agenda.

F. Human Resources -- No report.

G. Planning and Institutional Effectiveness – The Lincoln Award for Performance Excellence is the chosen self-assessment process BHC is using to receive external feedback on its core processes. The self assessment report was shared with the Trustees at their July 31 retreat. The Lincoln Foundation will conduct a site visit the week of October 19. The self assessment is the first step to take in the AQIP process.

H. Foundations – No report.

I. SBDC/ITC/PTAC/BTC – No report.

J. WQPT – No report.

VIII. BOARD OF TRUSTEES ENDS MEASUREMENTS

IX. CONSENT ITEMS

A. Instruction & Student Services

1. Ratification of Acceptance of the Illinois Student Assistance Commission's KnowHow2Go Grant. **BR #7754**

   Recommendation was made to ratify the acceptance of this grant in the amount of $10,000. These funds will provide support and information to assist young people of underrepresented groups in attaining a post-secondary education. A team will be formed of The Boys and Girls Club of the Mississippi Valley, Edison High School, Rock Island High School, and Western Illinois University.

2. Acceptance of U.S. Department of Education Strengthening Institutions Grant. **BR #7758**

   Recommendation was made to accept the Department of Education Strengthening Institutions Title III Grant in the amount of $384,643 to assist in expanding the College's capacity to serve low-income students. This is the first of a five-year grant to total $1,659,483.

3. Acceptance of Agreement Between Black Hawk College and Eastern Iowa Community College District for Reciprocity of Career Programs. **BR #7768**

   Recommendation was made to approve the educational agreement with Eastern Iowa Community College District, which has been in effect since 1975, to allow students from each college to enroll in certain career programs offered at the other college.

4. Ratification of Acceptance of Department of Commerce & Economic Opportunity Critical Skills Shortage Initiative Welding Grant – FY2009-2010. **BR #7776**

   Recommendation was made to ratify acceptance of the Illinois Community College Board and Illinois Department of Commerce and Economic Opportunity Critical Skills Shortage Initiative Welding Training grant in the amount of $325,000. This is a two-year pilot project to provide welding training to meet specific needs of local industries, to incumbent workers and WIA eligible participants. It will also develop a welding training cluster to be adapted by other Illinois community colleges.

5. Approval of Illinois Statewide CurricUNETProject. **BR #7765**

   Recommendation was made to approve the annual support and hosting fee of $11,000 for CurricUNET. This is a web-based project management system that will enhance the efficiency and effectiveness of workflow and communication by providing an automated network for curriculum development.

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

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

B. Administration & Finance

Trustee Ballard moved to table Item #9; Trustee Frye seconded.

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

1. Ratification of Expenditures for Period Ending June 30, 2009. **BR #7748**

   Recommendation as made to ratify bills totaling $1,619,644.98 and payroll expenditures of $1,864,609.70 for the month of June 2009.

2. Ratification of Expenditures for Preferred Vendors June 2009. **BR #7749**

   Recommendation was made to ratify expenditures for preferred vendors for the month of June 2009 in the amount of $159,028.13.

3. Ratification of Expenditures for Period Ending July 31, 2009. **BR #7755**

Recommendation was made to ratify bills totaling $1,773,530.15 and payroll expenditures of $2,003,811.76 for the month of July 2009.

4. Ratification of Expenditures for Preferred Vendors July 2009. **BR #7756**
   Recommendation was made to ratify expenditures for preferred vendors for the month of July 2009 in the amount of $135,470.41.

5. Adoption of Fiscal Year 2010 Budget. **BR #7767**
   Recommendation was made to adopt a budget for FY2010 and approve the budget resolution authorizing the adoption.

6. Resolution for Cash Transfers from Working Cash Fund to Education Fund and Operations and Maintenance Fund. **BR #7762**
   Recommendation was made to adopt a resolution authorizing cash transfers from the Working Cash Fund to the Education Fund and Operations and Maintenance fund to meet ordinary and necessary disbursements.

7. Ratification of Award of Contract Analog Equipment Removal – WQPT. **BR #7770**
   Recommendation was made to award a contract to Reliable Broadcast for the analog equipment removal at a cost of $20,250 with funds to come from WQPT. WQPT's analog tower site will expire in January 2010.

8. Authorization for College President to Initiate All Necessary Steps for the Issuance of Bonds by the College. **BR #7769**
   A recommendation was made to authorize the College Interim President to initiate all steps necessary to issue bonds for an amount to be determined at a later date.

9. Award of Contract for Demolition of Center for Early Learning. **BR #7764**
   Recommendation was made that demolition of the Center for Early Learning be awarded to Advantage Commercial Construction, Davenport, Iowa, in the amount of $12,750.00. This Board Report was not acted upon at this time.

10. Award of Contract for Purchase of 2010 Dump Truck with Plow and Salt Spreader. **BR #7761.**
    Recommendation was made to award a contract to Badger Truck Center of West Allis, Wisconsin, in the amount of $40,573 to purchase a plow and salt spreader for the Quad-Cities Campus.

11. Award of Contract for District-Wide Elevator/Lift Maintenance Service – October 1, 2009 – September 30, 2012. **BR #7760**
    Recommendation was made to award a contract to Kone, Inc. of Moline, Illinois for district-wide elevator/lift maintenance service in the amount of $41,148 for the period of October 1, 2009, through September 30, 2012.

12. Award of Contract for Purchase of Cisco Systems, Inc., Maintenance Agreement Service. **BR #7766**
    Recommendation was made to approve a proposal from Global Enterprise Technologies, Inc., for a one-year contract for Cisco Systems, Inc., support and services in an amount not to exceed $22,418.75.

13. Submission of Additional Protection, Health and Safety Projects to the Illinois Community College Board. **BR #7763**

Recommendation was made to approve the submission of additional Protection, Health and Safety projects totaling $239,600 to the Illinois Community College Board for Building 3 roof replacement on the Quad-Cities Campus and Ag Arena parking area drainage on the East Campus.

14. Amended Application for Protection, Health, and Safety Projects – Exterior Building Upgrades and Retaining Wall Replacement at East Moline Outreach Center. **BR #7759**

    Recommendation was made to amend a Capital Project Application for FY2009 Protection, Health and Safety Project II. An amendment is needed because the initial estimate for building upgrades at the East Moline Outreach Center by the College's architect was lower than the bid by the contractor.

15. Award of Contract for Purchase of Microsoft Campus Agreement Licenses. **BR #7771**

    Recommendation was made to approve an award of contract to CDW-G, Vernon Hills, Illinois, for $33,097.41 for the purchase of the Microsoft Campus Agreement. The Microsoft Campus Agreement allows the College to purchase products through volume licensing programs reducing the cost of software ownership.

16. Award of Contract for Administrative Software Maintenance for FY 2010. **BR #7777**

    Recommendation was made to award a contract for administrative software maintenance to SunGard Higher Education Corporation (owner of Banner software) of Malvern, Pennsylvania, in an amount not to exceed $148,000.

Trustee Phillips moved to approve all items under B. Administration and Finance except Item No. 9; Student Trustee Longley seconded.

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

C. Personnel

Chairman Ballard requested that Item #7 be acted on separately.

1. Personnel Recommendation – Karen Hindhede – Resignation **BR #7772**

   Recommendation was made to accept the resignation of Karen Hindhede effective July 31, 2009.

2. Personnel Recommendation – Drew Cotton – Employment. **BR #7778**

   Recommendation was made to approve the appointment of Drew Cotton at the rank of instructor for a one-year, term-contract position as a horse science instructor in the Applied Science Department at the East Campus for the 2009-2010 academic year.

3. Personnel Recommendation – Charlotte Powell – Employment. **BR #7775**

   Recommendation was made to approve the appointment of Charlotte Powell at the rank of instructor for the tenure-track, associate degree nursing position in the Associate Degree Nursing and Practical Nursing Department at the Quad-Cities Campus beginning with the fall 2009 semester.

4. Personnel Recommendation – Beth Snook – Employment. **BR #7774**
Recommendation was made to approve the appointment of Beth Snook at the rank of instructor for the tenure-track position to assist with the LPN/CNA and nursing programs in the Allied Health and HPE Department at the Quad-Cities Campus beginning with the fall 2009 semester.

5. Personnel Recommendation – Nicole Banks – Employment. **BR #7773**
Recommendation was made to approve the appointment of Nicole Banks at the rank of instructor for a one semester term-contract to teach English in the Humanities, Languages and Journalism Department for the fall 2009 semester at the Quad-Cities Campus.

6. Personnel Recommendation – Bruce Boyd – Employment. **BR #7779**
Recommendation was made to approve the appointment of Bruce Boyd at the rank of instructor for a one-semester, term-contract position as a logistics instructor in the Engineering, Computer, Logistics, Law Enforcement and Apprenticeship Technologies Department at the Quad-Cities Campus for the fall 2009 semester.

Trustee O'Brien moved to approve Items 1 – 6 under C. Personnel; Student Trustee Longley seconded.

AYES: Trustees Ahern, Ballard, Frye, O'Brien, Phillips
ADVISORY VOTE: Student Trustee Longley
NAYS: None

7. Personnel Recommendation – Dr. Richard Underbakke – President. **BR #7780**
Recommendation was made to appoint Dr. Richard Underbakke President of Black Hawk College effective January 4, 2010.

Chairman Ballard commented that the hiring of the next President of Black Hawk College was a very important undertaking for the Board of Trustees. He then gave each trustee a chance to comment. Trustee Phillips was privileged to have interviewed Dr. Underbakke three times. He was her choice each time. Trustee Ahern was very pleased with Dr. Underbakke's answers to his interview questions. He also was pleased that Dr. Underbakke holds an MBA from Drake University and he will be doing post-doctorate work at Iowa State University. Student Trustee Longley enjoyed the two interviews she participated in with Dr. Underbakke, and from a student perspective she feels he is very qualified. Trustee O'Brien, being new to the Board, is relying on feedback from the other Trustees and supports them in their choice. Chairman Ballard said there were a lot of good candidates, but that the Trustees were looking for certain qualities; and he believes Dr. Underbakke will bring those qualities to BHC. Interim President Gardner has had conversations with Dr. Underbakke to bring him up to date with things at the College. Dr. Gardner asked that everyone give Dr. Underbakke his full support.

Trustee Philips moved to approve Item # 7 BR #7780 under Personnel; Trustee Ahern seconded.

AYES: Trustees Ahern, Ballard, Frye, O'Brien, Phillips
ADVISORY VOTE: Student Trustee Longley
NAYS: None

X. MISCELLANEOUS

A. Communications & Trustees Reports

1. Illinois Community College Trustees Association
The next ICCTA meeting will be on September 10 and 11.

2. Black Hawk College Foundation Report
No report.

3. Black Hawk East College/East Campus Foundation Report
Vice President Dowell handed out a written report on Foundation Activities for the BHC East College Foundation. Highlights included:
- Over 70 golfers participated in the annual golf outing on August 16.
- Celebrity Showmanship Contest will be conducted on September 2 at the Ag Arena.
- Scholarship Banquet will be held on October 1.
- Prairie Pointe Apartments are in their 11th year of operation; occupancy is at 95%.
- A committee was organized by the Foundation to review scholarship applications and determine awards.
- The Foundation will be represented again this year at the Welcome Fair for students.
- Employee Campaign provided funds for new furnishings and the Foundation pledged an additional $500.
- An audit is underway.
- The next Foundation Board of Directors meeting of the Foundation will be on September 15, 5:30 p.m., in the Conference Center in Building 2.

4. WQPT – No report.

5. Other
At the Board Retreat it was decided that Trustees' requests for reimbursement of items purchased as donations to organizations, or costs to attend events would be looked at individually by the Board to determine if it was acceptable to use College funds for that purpose. Discussion was held on a reimbursement request by a Trustee to attend a golf outing. Chairman Ballard apologized to the audience for discussing this issue; however, the Board attorney advised the Board to discuss this issue in open session; and Chairman Ballard concurred with that advice. He feels it is important that the Board be sensitive to spending funds inappropriately and he wants to discuss the issue openly. A majority of the Trustees felt the request for the reimbursement, that was the point of discussion at this time, should be denied.

B. Board of Trustee Meeting Self-Assessment

XI. ADJOURN

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

Steven J. Ballard, Chair
Board of Trustees

Sonia R. Berg, Secretary
Board of Trustees