

MINUTES  
OPEN SESSION  
Thursday, May 26, 2011



BOARD OF TRUSTEES

I. CALL TO ORDER

Chair Evelyn Phillips called the meeting to order on Thursday, May 26, 2011, at 6:05 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, Dorothy W. Beck, Sonia R. Berg, Mike J. Boland, David L. Emerick, Jr., Donna M. Frye, Evelyn L. Phillips;  
Student Trustee Morgan Nelson

Absent: None

Others Present: President Gene Gardner  
Vice Presidents Rose M. Campbell, Chanda R. Dowell, Michael R. Phillips,  
Richard Vallandingham; Chief Financial Officer Leslie Anderson  
Executive Secretary to the President Cindy Schrock

III. CLOSED SESSION

*Trustee Beck moved to go into closed session in accordance with Section 2(c)(1)(2)(5)(6)(11) of the Open Meetings Act to allow discussion of employment matters, collective negotiating matters, pending litigation, and purchase/sale/lease of College assets; Trustee Berg seconded.*

*AYES: Trustees Frye, Berg, Boland, Beck, Emerick, Ahern, Phillips*

*ADVISORY VOTE: Student Trustee Nelson*

*NAYS: None; motion carried. The Board met in Closed Session from 6:05 to 6:45 p.m.*

IV. RECONVENE OPEN SESSION

Chair Phillips reconvened the open session at 7:05 p.m. All Trustees were present.

V. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

VI. MINUTES

A. *Trustee Boland moved to approve the minutes of the open session of April 26, 2011; Trustee Beck seconded.*

*AYES: Trustees Berg, Boland, Beck, Emerick, Ahern, Phillips*

*ADVISORY VOTE: Student Trustee Nelson*

*ABSTAIN: Trustee Frye*

*NAYS: None; motion carried.*

B. *Trustee Berg moved to approve the minutes of the special meeting (retreat) of April 15 & 16, 2011; Trustee Boland seconded.*

*AYES: Trustees Frye, Berg, Boland, Beck, Emerick, Ahern, Phillips*

*ADVISORY VOTE: Student Trustee Nelson*

*NAYS: None; motion carried.*

## VII. EMPLOYEE / PUBLIC COMMENT

### A. Core Value Reflection

The core value highlighted was Honesty – *“We will aspire to be truthful, sincere, and candid in all aspects of our daily activities.”* This is a critical core value for any organization. An example of this core value being practiced at Black Hawk College was when an assistant dean assisted a student by assuring they were well informed of the cost when they were preparing to transfer to another college. Another example given was when an equestrian student who recently won three saddles wanted to donate one to the College, she was advised to save one and donate it once she would be able to claim it as a tax advantage.

### B. Faculty Senates

East Campus Faculty Senate President Jeff Hawes reported that the Senate has closed out another school year. He thanked the Board and the administration for making possible the renovations on the East Campus, which will create a good atmosphere for recruitment. The Senate is looking forward to the upcoming school year.

### C. IFT Faculty & Pro Tech

Ms. Eastlund reported the faculty has finished another successful year. Commencement was very nice, and they had a record number of graduates. The union and administration will begin looking at the equal opportunity and affirmative action policy in relation to classroom instruction.

### D. UAW Support Staff – No report.

### E. IFT Adjunct Faculty

Dale Loff reported that the recent negotiations for the adjunct faculty were the smoothest in which he has ever participated. He thanked Dr. Gardner and Dr. Campbell for their leadership and willingness to work with the union. As the College searches for a new president, it is critical that person has an understanding of how collective bargaining works and an understanding of the labor laws in Illinois. Black Hawk College has worked to put together a collective bargaining process, and the results are now being realized. A new president needs to build on this achievement and buy into it. Mr. Loff expressed his disappointment that there were no members from the adjunct faculty on the presidential search committee.

### F. SGA – No report.

### G. Others – No report.

## VIII. PRESIDENT & ADMINISTRATION INFORMATIONAL REPORTS

### A. President

- President Gardner expressed his appreciation to the Board for their support during this year’s commencements.
- Vicky Miller, Director of the Illinois Procurement Technical Assistance Center, organized a very successful symposium offering suppliers an opportunity to met with government contractors.
- The process the College took in February to review tuition and fees was reviewed.
- Budget requests have been reduced by over \$1,000,000 for FY2012. These are not cuts; but were valid requests for increases. If the College was receiving their state funds in a timely matter, the cuts would have been less.
- Dr. Gardner complimented Ms. Anderson on the excellent annual budget document.

- Trustee Ahern noted that Carl Sandburg College's tuition is \$138.

B. Instruction and Information Technology

Black Hawk College is holding its 2<sup>nd</sup> Annual Sun-Sational Youth Camps this summer.

Vice President Campbell gave an overview of the Curriculum Report for 2010. 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. Narrative was provided for disciplines which fell below 1.00 which describe Opportunities for Improvement. Dr. Campbell has asked that the College move toward more efficient course management; whereby, if there are fewer than 10 students in a course, the course does not run. Sections are collapsed with few students to provide solid class loads for faculty translating to more bodies in the classroom per instructor which results in savings on salaries and benefits. The College has worked very hard to develop a core schedule and to closely collaborate between campuses to improve efficiencies. Some headcount for students may be lost who find their course cancelled and they need to move into another section which may not fit their schedule. A Banner wait list function has been enacted which helps fill seats with students who definitely want to be enrolled. The College has also worked very diligently the past couple of years to align classes focusing on student success and completion. This report gives three years of data, but calculations are based upon comparative data between Fiscal 2010 and Fiscal 2009.

C. Student Services

Vice President Vallandingham reported that the College has focused on student retention, completion, and student success. A goal is to insure students are enrolled and in their seats on the first day of classes. Another goal is to have them be actively involved in their academic planning. This will be the fourth year of Discovery Day, which is scheduled for June 30. Postcards will be mailed to 5,000 potential students, radio spots and press releases are planned, as well as coverage on the College web site.

D. Finance

1. Financial Operations of the College for Period Ending April 30, 2011. BR #8122

CFO Anderson reviewed the financial operations report for the ten-month period ending April 30.

The FY2012 budget was handed out along with a memo including budget highlights. The FY2012 budget will go on public display beginning May 27 for 30 days and will be presented at the June 30 Board meeting for approval.

A report of state monies recap was also shared showing \$3,470,941 currently due from the state.

E. East Campus/Marketing

Vice President Dowell thanked the new Trustees and Chair Phillips for visiting the East Campus during their New Trustee Orientation.

F. Facilities/Auxiliary Services/Police Department

Vice President Phillips reported on the major projects in progress. Announcements are put on myBlackhawk to keep internal stakeholders up to date on the different phases on both campuses. There will also be a site added on the web page for external stakeholders; and signage is planned on both campuses showing the different phases of improvements. The Sustainable Technology Building is on track, and district exterior signage is moving forward in July. The Police Department is currently interviewing for three part-time officers. The book buy back results will be reported at the June Board meeting.

G. Human Resources

Human Resources Staff are keeping an eye on the SURS changes and working on a contingency plan to be ready for the repercussions of those changes. SURS representatives have been invited to attend BHC for a 2-day visit offering appointments for employees. The HR department is transitioning to NeoGov from PeopleAdmin, which is their online tracking system.

H. Planning and Institutional Effectiveness – No report.

I. Foundations – Directors/Board Reps

The following report was given for the Quad Cities Foundation:

- To date 100 scholarship applications have been received; the deadline is May 31. A total of \$54,905 will be disbursed in endowed scholarships; and another \$20,000+ is anticipated this year.
- Work is progressing with IT on purchase of Stars Scholarship Software, which will streamline the process for the user and the readers who evaluate scholarships. Most Colleges share that their student applications more than double after implementation.
- The following two grants were approved:
  - ✓ A research project on the White Bellied Snake with Dr. Markezich.
  - ✓ The purchase of a new portable stage in part with memorial gifts for Dr. Charles Laws. We will affix some type of memorial plaque to the stage.
- Leaders Under 40 honored 19 young leaders this year and brought together more than 270 individuals to celebrate at the i wireless Center. The Foundation received great publicity on the event.
- Foundation staff is working on sponsorships for the Hawk Hustle event. Any sponsor suggestions are always welcome for any event.

The following report was given on the East Campus Foundation:

- The East Campus Foundation has welcomed new Board members.
- The ag alumni is now affiliated with the Foundation.
- Marie Watson has been hired as a part-time assistant for the Foundation.
- Prairie Pointe Apartments is at capacity. Jon Wolf and Jeff Shreck were credited with recruiting students to the apartments, which is a positive incentive especially for ag students. A formal training program is being developed for resident assistants.
- The East Campus employee campaign met their fundraising goal which will go to landscaping on campus. Ninety percent of the Foundation Directors supported the campaign.
- Scholarship applications are due May 31.
- On October 22 there will be a boot scooting barn dance for endowed equine scholarship fundraising.

J. SBDC/ITC/PTAC/BTC – No report.

## IX. CONSENT ITEMS

### A. Instruction & Student Services

1. Submission to Illinois Community College Board for an Associate in Fine Arts Degree. **BR #8126**

Recommendation was made to approve the submission to the ICCB the Associate in Fine Arts Degree. This degree is designed to provide the lower division preparation for students planning to major in art at a four-year institution pursuing the Bachelor in Fine Arts degree. It is also appropriate for those who seek foundation-level training to work as a fine artist, graphic designer, illustrator, media designer, or animator. This degree requires a total of 65 semester hours including general education courses, successful completion of Art 200 Portfolio Development coursework, (required the semester prior to graduation), and satisfactory evaluation of a final graduation portfolio that is representative of Art program coursework at Black Hawk College. Trustee Boland praised administration on this proposal for a fine arts degree.

2. Submission to Illinois Community College Board for A+ Prep, Network+ Prep, and Microsoft Office Specialist Prep Certificates. **BR #8123**

Recommendation was made to submit to the ICCB the A+ Prep, Network+ Prep, and Microsoft Office Specialist Prep Certificates. The A+ and Network+ Prep certificates (12-hours each) consist of a subset of courses from the Computer Specialist AAS degree to prepare students to successfully pass the CompTIA A+ and/or Network+ exams in one semester of coursework. The Microsoft Office Specialist Prep certificate (10-hours) consists of a subset of existing courses from the PC Application Programmer certificate. Two new courses will also be offered (CIP 127-Microsoft Outlook and CIP 190-SharePoint) as options for this certificate. This arrangement of courses will prepare students to successfully pass the MOS exam and complete the certificate in one semester.

*Trustee Frye moved to approve all items under Consent, A. Instruction & Student Services; Trustee Boland seconded.*

*AYES: Trustees Frye, Berg, Boland, Beck, Emerick, Ahern, Phillips*

*ADVISORY VOTE: Student Trustee Nelson*

*NAYS: None; motion carried.*

### B. Administration & Finance

1. Ratification of Expenditures for Preferred Vendors April 2011. **BR #8121**

Recommendation was made to ratify expenditures for preferred vendors for the month of April 2011 in the amount of \$45,858.38.

2. Ratification of Expenditures for Period Ending April 30, 2011. **BR #8120**

Recommendation was made to ratify bills totaling \$1,278,403.92 and payroll expenditures of \$2,070,476.35 for the month of April 2011.

3. Discussion of Proposed FY2012 Budget and Authorization of Public Display, Public Hearing, and Publication of Proposed FY2012 Budget. **BR #8135**

The budget for Fiscal Year 2012 was presented to the Board of Trustees. At this time, the amount of monies that is anticipated to be received from the State of Illinois is uncertain as it has been the case for the past several years. Of particular concern is the timeliness of the state payments that are due to the College. Administration believes that the College will receive the state monies at some point in time. Recommendation was to authorize public display of the proposed FY2012 Black Hawk College Budget effective Friday, May 27, 2011; authorize a public hearing on the proposed FY2012 budget on Thursday, June 30, 2011; and authorize publication of a notice of the availability of the Budget for public inspection and of a Public Hearing on the FY2012 budget.

4. Acceptance of Illinois Public Risk Fund Safety and Educational Grant for Safety Equipment and Training Materials. **BR #8128**

Recommendation was made to accept the Illinois Public Risk Fund grant in the amount of \$12,900. The funds will be used to purchase safety equipment and training materials.

5. Award of Contract for East Campus Cafeteria Flooring. **BR #8127**

Recommendation was made to award a contract to Sherwin Williams Flooring in the amount of \$26,687.80 with a 10 percent contingency to pay for the replacement of the East Campus cafeteria flooring.

6. Award of Contract for District Facilities Condition Assessment. **BR #8129**

Due to aging buildings and infrastructure, the Capital Expenditures Committee has determined the need to perform a District Facilities Condition Assessment. Recommendation was made to approve the award of contract to ISES Corporation in the amount of \$97,590 for the District Facilities Condition Assessment.

7. Resolution Adopting Part-Time Police Officers. **BR #8131**

According to the Illinois Compiled Statutes, units of local government who employ part-time police officers must have on file with the Illinois Law Enforcement Training and Standards Board a resolution authorizing the use of part-time police officers. Recommendation was made to adopt the required resolution to be filed with the Illinois Law Enforcement Training and Standards Board.

8. Purchase from Physio-Control, Inc., Lifepak 15 ACLS and Station Battery Charger for the EMS Program. **BR #8133**

Recommendation was made to approve an award of contract to purchase the Lifepak 15 ACLS plus station battery charger for the EMS program for \$18,812.56.

9. Purchase of Materials Science Technician Instructional Laboratory Equipment from Energy Concepts, Inc. **BR #8136**

Black Hawk College will be offering a new Materials Science Technician AAS degree curriculum in 2012 to meet the needs of local employers. Recommendation was made to approve the Materials Science Technician Instructional Laboratory Equipment purchase in the amount of \$29,832 from Energy Concepts, Inc.

*Trustee Frye moved to approve all items under Consent B. Administration & Finance; Student Trustee Nelson seconded.*

*AYES: Trustees Frye, Berg, Boland, Beck, Emerick, Ahern, Phillips*

*ADVISORY VOTE: Student Trustee Nelson  
NAYS: None; motion carried.*

C. **Personnel**

4. 2011-2015 Agreement Between Black Hawk College and Adjunct Faculty Union, IFT Local 4939. **BR #8124**

Trustee Ahern seconded Dale Loff's previous comments on the successful adjunct faculty contract negotiations. The process has improved immensely over the last decade. He commended all the College unions for what they have accomplished. Trustee Phillips echoed Trustee Ahern's comments.

*Trustee Berg moved to approve BR #8124; Trustee Emerick seconded.  
AYES: Trustees Frye, Berg, Boland, Beck, Emerick, Ahern, Phillips  
ADVISORY VOTE: Student Trustee Nelson  
NAYS: None; motion carried.*

1. Personnel Recommendation – Nelson Lay – Resignation/Retirement. **BR #8125**

Nelson Lay, professor in Allied Health and HPE Department at the Quad-Cities Campus, has been a full-time faculty member since August 1979. Mr. Lay is a dedicated faculty member who has devoted his career to student success. His years of service to students and to the College are very much appreciated. Mr. Lay was wished well on his retirement. Recommendation was made to accept the resignation/retirement of Professor Nelson Lay, effective June 30, 2011.

2. Personnel Recommendation – Adam Kleinschmit – Employment. **BR #8130**

Adam Kleinschmit was recommended for appointment to the biology position beginning with the fall 2011 semester. Mr. Kleinschmit will graduate from the Molecular, Cellular, Developmental Biology and Genetics doctorate program at the University of Minnesota in June of 2011. He completed his bachelor's degree in Genetics from the University of Wisconsin in 2005. Mr. Kleinschmit has taught courses in foundations of biology, introductory genetics and general biology for the University of Minnesota for six years and also was a guest lecturer at Augsburg College in Minneapolis.

3. Personnel Recommendation – Kora Gould – Employment. **BR #8134**

Kora Gould was recommended for appointment to the Philosophy instructor position beginning with the fall 2011 semester. She is replacing John DePoe who resigned from his position. Ms. Gould earned her Ph.D. in Philosophy and was awarded a Doctoral Prize by the College of Arts & Sciences from Syracuse University. She earned her B.A., First Class Combined Honors in Philosophy and Psychology from Dalhousie University. She has taught Philosophy courses at Ithaca and Le Moyne Colleges and at Syracuse University. She has also given various presentations on philosophy related topics. Areas of specialization include Metaphysics, Philosophy of Mind; main areas of competence include Philosophy of Language, Logic, and Ethics.

*Trustee Boland moved to approve BR #s 8125, 8130, and 8134 under C.  
Personnel; Trustee Beck seconded.  
AYES: Trustees Frye, Berg, Boland, Beck, Emerick, Ahern, Phillips  
ADVISORY VOTE: Student Trustee Nelson  
NAYS: None; motion carried.*

## X. MISCELLANEOUS

### A. Communications & Trustees Reports

1. Illinois Community College Trustees Association – No report.
2. Other

Chair Phillips reported that the new trustee orientation was successful and she thanked everyone involved in that day. Trustee Emerick thanked Trustees Phillips and Berg for coordinating the orientation and asked Dr. Gardner to extend his thanks to all the other staff who participated. Trustee Boland also felt the day was worthwhile; however, he suggested future orientations be broken into two days. Trustee Beck was struck by the generosity shown by all involved.

Chair Phillips introduced her proposal to stop closed sessions except as needed starting with the June 30 Board meeting. Open session would begin at 6 p.m.; closed sessions if needed, would be held following the open sessions. Trustee Ahern complimented Chair Phillips for the transparency that was shown tonight. Trustees were in agreement with the proposal regarding closed sessions.

3. Adoption of Board Policy – Adjunct Faculty Emeritus/Emerita. **BR #8132**

An Administrative Guideline 3-3.7 Adjunct Faculty Emeritus/Emerita has been written and has been reviewed by the President's Cabinet, Labor Management Council and the Faculty Senates. This proposed Board Policy will maintain consistency within the Board Policy manual which includes Professor and Staff Emeritus/Emerita Privileges policies. Recommendation was made to approve the proposed Adjunct Faculty Emeritus/Emerita Privileges, Policy 5.15

*Trustee Ahern moved to approve BR #8132; Trustee Boland seconded.  
AYES: Trustees Frye, Berg, Boland, Beck, Emerick, Ahern, Phillips  
ADVISORY VOTE: Student Trustee Nelson  
NAYS: None; motion carried.*

4. Appointment of Presidential Search Committee Chair.

Chair Phillips read the following correspondence from Board Attorney Matt Pappas:

While it may seem that the Board forfeits its power to name the chairman of the committee if said chairman is not named at the time the committee is created, that depends entirely on whether the Board named the committee's individual members at the time of its creation. If the Board named the committee without indicating who the members would be, the Board would still maintain the power to name the chairman and vice chairman of the committee.

Chair Phillips also read the following correspondence from ACCT Search consultant John Steinecke:

The Search Committee chair will preside over the review meeting which I (Steinecke) will facilitate and the semi-finalist interviews which I (Steinecke) will also facilitate and, of course, Progress Reports between now and the completion of the semi-finalist interviews will go out under

the name of the Search Committee Chair. Beyond that assuming everything goes smoothly, it's possible that this person might have to respond to press questions.

Trustee Ahern commented that the Search Committee Chair might have to respond to press questions, and that he felt Board Chair Phillips should definitely be the one to do that.

*Trustee Ahern moved to nominate Trustee Phillips as Chair of the Presidential Search Committee; Trustee Boland seconded.*

*AYES: Trustees Frye, Berg, Boland, Beck, Emerick, Ahern, Phillips*

*ADVISORY VOTE: Student Trustee Nelson*

*NAYS: None; motion carried.*

*Trustee Boland moved to nominate Trustee Beck as Vice Chair of the Presidential Search Committee; Trustee Ahern seconded.*

*AYES: Trustees Frye, Berg, Boland, Beck, Emerick, Ahern, Phillips*

*ADVISORY VOTE: Student Trustee Nelson*

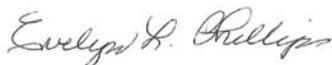
*NAYS: None; motion carried.*

Addressing the comment made earlier regarding no adjunct faculty being appointed to the Presidential Search Committee, Trustee Boland said it is a valid consideration and would like to see a motion added to the June Board agenda to add an adjunct faculty member to the Committee. Trustee Frye reminded the Trustees that when the Search Committee was named the group worked very hard on the appointment selections. It was noted at that time that not all units were represented. Chair Phillips will consult with the ACCT consultant regarding this issue.

Trustee Ahern enjoyed the recent ag banquet and complimented Vice President Dowell on the evening. He urged the College to get better publicity on the comparison of a two-year college in the western part of Illinois. Trustee Emerick complimented and thanked the Deans, President Gardner, and Ms. Schrock for keeping the Trustees informed of the various events of the College. He was very impressed with graduation and how the College gives it the proper respect. He will be attending the GED graduation on June 9. Trustee Boland is pleased that President Gardner and Vice President Campbell attend all the functions involving the students, which gives importance to everything that Black Hawk College does.

## XII. ADJOURN

Trustee Berg moved to adjourn; Student Trustee Nelson seconded. All ayes. The meeting was adjourned at approximately 8:45 p.m.



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Evelyn L. Phillips, Chair  
Board of Trustees



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David L. Emerick, Jr., Secretary  
Board of Trustees