

MINUTES
OPEN SESSION
Thursday, June 30, 2011



BOARD OF TRUSTEES

I. CALL TO ORDER

Chair Evelyn Phillips called the meeting to order on Thursday, June 30, 2011, at 6:00 p.m. in the Black Hawk Room on the Quad-Cities Campus of Black Hawk College, 6600 34th Avenue, Moline, Illinois.

II. ROLL CALL

Present: Trustees John T. Ahern, Dorothy W. Beck, Sonia R. Berg, David L. Emerick, Jr., Donna M. Frye, Evelyn L. Phillips; Student Trustee Morgan Nelson

Absent: Trustee Mike J. Boland

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. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

IV. PUBLIC HEARING

Trustee Emerick moved to conduct a public hearing on the FY2012 budget; Trustee Berg seconded.

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

ADVISORY VOTE: Student Trustee Nelson

NAYS: None; motion carried.

Chair Phillips asked three times if there was anyone present to speak to the FY2012 budget. There were none.

Trustee Beck moved to adjourn the public hearing on the FY2012 budget; Trustee Berg seconded.

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

ADVISORY VOTE: Student Trustee Nelson

NAYS: None; motion carried. The public hearing was adjourned.

V. MINUTES

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

AYES: Trustees Berg, 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 (new trustee orientation) of May 18, 2011; Trustee Beck seconded.***

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

ADVISORY VOTE: Student Trustee Nelson

ABSTAIN: Trustee Frye

NAYS: None; motion carried.

VI. EMPLOYEE / PUBLIC COMMENT

A. Core Value Reflection

The core value highlighted was Integrity – “*We will strive to be trustworthy and honorable in our interactions with others; we do the right thing even when it is not popular or easy. We will be consistent with our values regardless of the presence or absence of audience.*” The example given was administration and faculty deal with a number of individuals involving various scenarios. Everyone strives for student success in how they deal with the issues.

B. Faculty Senates

East Campus – No report.

Quad-Cities Campus – No report.

C. IFT Faculty & Pro Tech – No report

D. UAW Support Staff – No report.

E. IFT Adjunct Faculty – No report.

F. SGA – No report.

G. Others – No report.

H. Special Recognitions

Chair Phillips introduced Glenda Nicke who has been recently named Dean of Adult and Continuing Education. Ms. Nicke introduced Clinton Greathouse who was the recipient of the Student Commitment to Excellence Award. This award is given to individuals who have shown a great deal of perseverance in their road to receiving an education. Ms. Nicke shared the following comments that were given during the award ceremony. Mr. Greathouse was nominated by Lu Bealer.

Clinton always has a smile for each and every person he interacts with. He makes people feel welcome and at ease, including current, new and prospective students. He will volunteer to help both staff and students and consistently provides professional and polite service to all prospective students, parents and community members. He is extremely helpful about taking new students on tours with very little notice, making the job of our Orientation Coordinator much easier. As a front-line person, he represents the college and campus very well. When not welcoming students, staff and community he is seen studying for his classes while on duty at the Welcome Desk. Clinton is very deserving of this Student Commitment to Excellence Award. Congratulations Clinton.

Mr. Greathouse said that the faculty at Black Hawk, the community, God, and his mother were all that fueled his commitment to his education.

VII. PRESIDENT & ADMINISTRATION INFORMATIONAL REPORTS

A. President

- Illinois Lt. Governor Simon will be visiting Black Hawk College on September 27, at 10 a.m. She is visiting all the Illinois community college districts.
- There have been discussions with Julie Gelaude of the Business Training Center, Interfaith Council, and community people regarding providing skill training for positions that will be needed in conjunction with the rail project that is coming to the Quad Cities. There is a large sum of money being committed to training; and the College will be looking at cooperative training contracts with other community colleges in Illinois. Trustee Emerick sits on the Passenger Rail Coalition for the Chamber, and he suggested a representative from BHC join that committee.

President Gardner gave the following report for Human Resources Director Karen Boyd:

- As the result of the recent announcement by SURS of a reduction in the amount of retirement annuity for those who retire in the Money Purchase Program after the effective date of July 2, 2012, the President's Cabinet is having discussions on handling staffing due to the possible large number of retirements that could occur prior to July 2, 2012. BHC has identified 125 people who are eligible to retire.
- The College also continues to monitor the status of Senate bill 512 as it could also have substantial impact on the workforce and their retirement considerations.
- The following summer fitness options are available to employees: Weight Watchers at Work, kickball games, basketball, swimming, instructor -led walking, and tabata.

B. Instruction and Information Technology

Rear Admiral Payne visited Black Hawk during the recent Navy Week events. He met with President's Cabinet and faculty from the engineering technology areas and talked about the sustainable technology building that is planned on campus as well as the programs the College offers in this area. Dr. Gardner read a note from Admiral Payne expressing how impressed he is with what BHC is doing in the technology areas. A BHC graduate, a current student, and a full-time Deere employee helped welcome the Admiral. The military clubs on campus sponsored the visit. The BHC jazz group performed with the Navy Band one day during the week. A video has been developed on the events that took place during Navy Week which will be shown on the College web site.

C. Student Services – No report.

D. Finance

1. Financial Operations of the College for Period Ending May 31, 2011. BR #8140
CFO Anderson reviewed the financial operations report for the period ending May 31, 2011.

The FY2012 budget was given to Trustees. CFO Anderson said the budget document reflects some good improvements. She recognized planning and institutional effectiveness staff who worked hard on updating the strategic plan sections and data; Kaye Quick's staff for printing of the document; and Gloria Nelson and the accounting department staff; and everyone involved with the production of the budget. Trustee Ahern requested that when the Strategic Plan is completed that the metrics be explained to the Board in a series of meetings.

The state monies recap was also shared showing \$4,206,052 currently due from the state.

E. East Campus/Marketing

Vice President Dowell read a letter she recently received from a student who attended Black Hawk East 30 years after graduating from high school. He shared that his experience with the College was very good and successful.

F. Facilities/Auxiliary Services/Police Department

Vice President Phillips reported there are many projects in process. The road and parking lot work is complete on the Quad-Cities Campus; and the work is moving along on the East Campus. The district restroom renovations is moving along well also.

G. Human Resources

Report given under President's report.

H. Planning and Institutional Effectiveness

The goals, priorities and objectives were reviewed and presented to the Board a few months ago. The Illinois Community College Board has come out with new metrics -- Complete America. The College is examining the ICCB metrics to match them with BHC's. ICCB requires that teams be formed to address the priorities. The teams will present to the Board on a project basis.

I. Foundations – Directors/Board Reps

The following report was given for the Quad Cities Foundation:

- Trustees were thanked for attending the Annual Board Mixer.
- The Foundation's Resource Development Committee is ramping up the fall Step Up for Students campaign. A goal is to increase the number of volunteers making face to face calls and the levels of giving (employees, major gifts, community, Leaders Under 40, etc.). Everyone is all asked to support the Foundation with an annual gift.
- 175 scholarship applications have been received and about \$75,000 in endowed and annual scholarships will be disbursed. A committee of six individuals is reviewing the applications, then connections to appropriate scholarships are made through the Foundation. Announcements will be made in early July.
- Stars Online Scholarship Software is being implementing to streamline the process for the user and the readers who evaluate.
- Leaders Under 40 Night at Modern Woodmen Park is being hosted by the Foundation on July 14 to continue cultivating the 200+ leaders in the group.
- The Foundation staff is working on sponsorships for the Hawk Hustle and Leaders Under 40 events. Any sponsor suggestions are always welcome for any event.
- The Foundation currently has three College departments contributing to endowed scholarships.

Trustee Ahern reported that the ag business club has joined with the East Campus Foundation and he attributed this to Steve Spivey. Everyone was invited to participate in the Barn Dance scheduled this fall by the East Campus Foundation.

J. SBDC/ITC/PTAC/BTC

Dr. Gardner reported that Jeff Blackwell is doing a good job serving as Interim Director of Economic Development. Economic impact numbers for the Centers are very impressive this past year. The Small Business Development Center Advisory Board met on June 1.

VIII. CONSENT ITEMS

A. Instruction & Student Services

1. Ratification of Acceptance of the Re-Skilling of the Newly Unemployed Grant. **BR #8141**
The Black Hawk College Outreach Center, in collaboration with the United Way of the Quad Cities Area, has been awarded \$125,000 through a local foundation to provide training to newly unemployed Rock Island County residents. Priority will be given to individuals seeking short-term training that does not qualify for other sources of financial aid. Recommendation was made to ratify acceptance of the "Re-Skilling of the Newly Unemployed" Grant in the amount of \$125,000.
2. Agreement Between Black Hawk College and Eastern Iowa Community College District for Reciprocity of Career Programs 2011-2012. **BR #8145**
Recommendation was made to approve an educational agreement with Eastern Iowa Community College District which allows for reciprocity for certain career programs for a period beginning July 1, 2011, through June 30, 2012, at the resident tuition rate charged by either Black Hawk College or Eastern Iowa Community College District.
3. Appointment of Advisory Committee Members for Career Programs for 2011-2012 Academic Year. **BR #8159**
The College's Career Programs have active advisory committees that provide input on curricula development/program goals and general leadership in maintaining instruction that is current and viable in the labor markets. Faculty and administration of the Career Programs periodically update program advisory membership through a systematic process that seeks broad-based representation of large and small employers, alumni, and non-alumni. This process also seeks ethnic and gender balance. Memberships on the committees are for staggered, fixed terms of two or three years, which allows for the addition of new members annually. Recommendation was made to appoint the recommended committee members for the 2011-2012 academic year.

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

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

ADVISORY VOTE: Student Trustee Nelson

NAYS: None; motion carried.

B. Administration & Finance

The following Board Reports were pulled and acted upon separately:

BR #s 8160, 8162, 8150, 8149, 8146, 8161

1. Ratification of Expenditures for Period Ending May 31, 2011. **BR #8138**
Recommendation was made to ratify bills totaling \$1,848,628.50 and payroll expenditures of \$2,115,186.15 for the month of May 2011.

2. Ratification of Expenditures for Preferred Vendors May 2011. **BR #8139**
Recommendation was made to ratify expenditures for preferred vendors for the month of May 2011 in the amount of \$104,643.31.
3. Adoption of Proposed Fiscal Year 2012 Budget. **BR #8154**
Recommendation was made to adopt the budget for fiscal year 2012 and approve the budget resolution which authorizes the adoption of the budget for Black Hawk College.
4. Authorization of Non-Mandatory Transfer from Working Cash Fund. **BR #8153**
The budget for Fiscal Year 2011 projected that the Working Cash Fund would earn investment income, and that these earnings would be transferred to the Education Fund. Prior earnings in the Working Cash Fund are also eligible for transfer under Illinois Community College Board (ICCB) rules. Recommendation was made to approve a non-mandatory transfer of an amount not to exceed \$400,000 from the Working Cash Fund effective June 30, 2011.
5. Disposition of Closed Session Minutes and Audio Tapes. **BR #8148**
Based on the Illinois Open Meetings Act recommendation was made that no additional minutes be opened to the public since the last review in December 2010 and that the audio recordings of Closed Sessions of June 2009 through December 2009 be destroyed.
6. Signatory Authorization for Expenditure Limits. **BR #8160**
Recommendation was made that the President of Black Hawk College be given signatory authorization for expenditures up to \$24,999, in conjunction with Board Policy 4.51 and the Illinois Compiled Statute, 805/3-27.1. Chair Phillips would like the recommendation to say "be given signatory authorization for expenditures over \$10,000 and up to \$24,999. Trustee Ahern is in favor of this Board Report as it is written. Trustee Beck thinks this speaks to what the Board should give as faith in the administration. Vice President Campbell asked the Board to help administration do their job. It was determined the recommendation is ok as written.

Trustee Emerick moved to approve BR #8160; Trustee Berg seconded.

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

ADVISORY VOTE: Student Trustee Nelson

NAYS: Trustee Frye; motion carried.

7. Fiscal Year 2013 Resource Allocation Management Plan (RAMP) and Submission to ICCB. **BR #8146**
Recommendation was made to approve the Resource Allocation and Management Plan (RAMP) for FY2013 for the College and approve submission of the plan to the Illinois Community College Board. A question was asked if it was necessary to mention WQPT is not a part of the plan in so many places in the report. A recommendation was made to the College to do so. Black Hawk College is 25 on the second list and 14 on another list.

Trustee Ahern moved to approve BR #8146; Trustee Berg seconded.

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

ADVISORY VOTE: Student Trustee Nelson

NAYS: None; motion carried.

8. Proceed with Architectural Services to Provide Plans and Bid Specifications for an Addition to Building 1 on the Quad-Cities Campus. **BR #8150**

Recommendation was made to approve the purchase of services from the BLDD Architectural firm for the development of drawings and bid specifications for the proposed addition to Building 1 on the Quad-Cities Campus at an estimated various hard and soft cost of \$3,503,208 with funding from a variety of sources including the 2010 Bond Issuance. Many staff have been involved in the planning of the addition. The improvements will meet new state and federal requirements. Trustee Frye was surprised with the new floor plan and is impressed with the layout.

Trustee Ahern moved to approve BR #8150; Trustee Frye seconded.

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

ADVISORY VOTE: Student Trustee Nelson

NAYS: None; motion carried.

9. Award of Contract for Outreach Mechanical Upgrades. **BR #8147**

Recommendation was made to approve the award of contract to Johnson Contracting Company for the Outreach Mechanical Upgrades in the amount of \$272,869 with an 8% contingency of \$22,600 for a total possible project cost of approximately \$295,469 with funds to come from the FY-11 Protection, Health and Safety tax levy and excess Protection Health and Safety funds.

10. Illinois Department of Labor Regulating Wages Ordinance. **BR #8151**

Recommendation was made to approve the resolution ascertaining the prevailing rate of wages for laborers, mechanics and other workers employed on any public works or Community College District #503 project.

11. Marketing Research College Branding Project with Personal Marketing Research, Inc. **BR #8149**

Recommendation was made to accept a proposal from Personal Marketing Research, Inc., to complete a marketing research and branding project at a cost of \$15,697.00, which has been budgeted for in the FY12 Marketing and Public Relations department budget. Data from this research will be used in the College's strategic plan and be used in the development of the FY12 and FY13 marketing and internet strategy. This project will provide a baseline for future studies to determine community perception and awareness of marketing efforts and the value of the website. Personal Marketing Research has been the vendor for previous surveys. Trustee Berg feels the College marketing has improved over the last several years.

Trustee Frye moved to approve BR #8149; Trustee Emerick seconded.

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

ADVISORY VOTE: Student Trustee Nelson

NAYS: None; motion carried.

12. Purchase of Building at 3901 25th Street, Moline, Illinois. **BR #8162**

Recommendation was made to purchase the leased facility located at 3901 25th Street in Moline, Illinois, for the price of \$259,000. Trustee Ahern is very supportive of purchasing this building. The College has a firm appraisal of the building in the amount of \$222,000, which will be submitted to the state before the purchase can be made. If the College walks away from the building, it will lose \$52,000 in improvements in the building.

Trustee Ahern moved to approve BR #8162; Trustee Emerick seconded.

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

ADVISORY VOTE: Student Trustee Nelson

NAYS: None; motion carried.

13. Award of Contract for Purchase of Tensile Tester. **BR #8164**

Recommendation was made to approve the purchase of a tensile tester and related equipment and additional items for a total of \$70,754 from TestResources, Inc., for the BHC Materials Science Technician program and current instructional courses with funding from FY2011 Excess Operating Funds.

14. Award of Contract for Purchase of Symantec Anti-Virus Corporate Edition Software. **BR #8156**

Recommendation was made to approve an award of contract to CDW-G for \$24,429 with a 5% contingency of \$1,221.45 for the purchase of the Symantec Anti-Virus, Mail Security for Microsoft Exchange, Ghost Solution Suite and Back-Up Exec Agent for Windows with funding to come from Restricted Funds.

15. Award of Contract for Continuation of Microsoft Campus Agreement Licenses for Fiscal Year 2012. **BR #8155**

Recommendation was made to approve the award of contract to CDW-G of Vernon Hills, Illinois, for the amount of \$37,598 for the purchase of the Microsoft Campus Agreement with funding to come from Restricted Funds.

16. Award of Contract for Banner Software, License & Services and Banner Software Maintenance – Sungard Higher Education, Inc. **BR #8161**

Recommendation was made to approve the award of contract for Banner Software, License & Services, and Banner Software Maintenance to SunGard Higher Education, Inc., of Malvern, Pennsylvania, in the amount of \$703,415 with a 5% contingency of \$35,170 for a total of \$738,585 with funding to come from 2010 bond proceeds reserved for investments in technology.

Trustee Ahern moved to approve BR #8161; Trustee Berg seconded.

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

ADVISORY VOTE: Student Trustee Nelson

NAYS: None; motion carried.

17. Award of Contract to Hewlett-Packard for a Production Server for Banner. **BR #8157**

Recommendation was made to approve an award of contract to Hewlett-Packard Company of Roseville, California, through the State of Illinois

discount contract for an HP ProLiant DL380 G7 Production Server in the amount of \$18,085.08 with funding coming from 2010 Bond Funds.

18. Award of Contract to Hewlett-Packard for a Test Server for Banner. **BR #8158**
Recommendation was made to approve an award of contract to Hewlett-Packard Company of Roseville, California, through the State of Illinois discount contract for an HP ProLiant DL380 G7 Test Server for the amount of \$15,599.38 with funding coming from 2010 Bond Funds.

Trustee Frye moved to approve items under Consent B. Administration & Finance that were not pulled to be acted upon separately; Trustee Berg seconded.

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

ADVISORY VOTE: Student Trustee Nelson

NAYS: None; motion carried.

C. **Personnel**

Trustee Ahern requested that each Board Report under Personnel should be acted upon separately. He commented on each of the new hires and feels they will be an asset to the College.

1. Personnel Recommendation – Leslie T. Anderson – Vice President for Finance. **BR #8144**
Recommendation was made to appoint Leslie T. Anderson as Vice President for Finance effective July 1, 2011. This is a title change. Chair Phillips said the College is fortunate to have Leslie as VP for finance. Trustee Emerick complimented Leslie on her work and congratulated President Gardner on his wisdom in this recommendation.

Trustee Ahern moved to approve BR #8144; Trustee Berg seconded.

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

ADVISORY VOTE: Student Trustee Nelson

NAYS: None; motion carried.

2. Personnel Recommendation – Marcie Sheumaker -- Employment **BR #8142**
Recommendation was made to approve the appointment of Marcie Sheumaker at the rank of instructor for the tenure-track Sociology position in the Sociology, Behavioral and Educational Studies Department at the Quad-Cities Campus beginning with the fall 2011 semester.

Trustee Ahern moved to approve BR #8142; Trustee Emerick seconded.

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

ADVISORY VOTE: Student Trustee Nelson

NAYS: None; motion carried.

3. Personnel Recommendation – Karen Wilson – Employment. **BR 8143**
Recommendation was made to approve the appointment of Karen Wilson at the rank of Associate Professor for the tenure-track Emergency Medical Services instructor position and program director in the Allied Health and HPE Department at the Quad-Cities Campus beginning with the fall 2011 semester.

Trustee Ahern moved to approve BR #8143; Trustee Berg seconded.

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

ADVISORY VOTE: Student Trustee Nelson

NAYS: None; motion carried.

4. Personnel Recommendation -- Kimberly Hurley – Employment. **BR #8152**
Recommendation was made to approve the appointment of Kimberly Hurley at the rank of Instructor for the tenure-track Nursing instructor position in the Nursing Department at the Quad-Cities Campus beginning with the fall 2011 semester.

Trustee Ahern moved to approve BR #8152; Trustee Berg seconded.

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

ADVISORY VOTE: Student Trustee Nelson

NAYS: None; motion carried.

5. Personnel Recommendation – Gail Grigg -- Employment. **BR #8165**
Recommendation was made to approve the appointment of Gail Grigg at the rank of Instructor for the tenure-track English as a Second Language position in the Department of Adult Education beginning with the fall 2011 semester.

Trustee Ahern moved to approve BR #8165; Trustee Berg seconded.

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

ADVISORY VOTE: Student Trustee Nelson

NAYS: None; motion carried.

6. Personnel Recommendation – Melette Pearce -- Employment. **BR #8163**
Recommendation was made to approve the appointment of Melette Pearce at the rank of instructor for the tenure-track Office Careers position in the Business and Office Technology Education Department beginning with the fall 2011 semester.

Trustee Ahern moved to approve BR #8163; Trustee Berg seconded.

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

ADVISORY VOTE: Student Trustee Nelson

NAYS: None; motion carried.

IX. MISCELLANEOUS

A. **Communications & Trustees Reports**

1. Illinois Community College Trustees Association – No report.
2. Board Chair Announcements
 - Trustee Resource Library
Trustees may request books be ordered for their use. The books will be maintained in the President's Secretary's office for check out by Trustees.
 - ACCT consultant John Steinecke has reported that he is receiving good responses from sitting presidents, some provosts, and vice presidents. They are aggressively recruiting.

- Chair Phillips has received the monthly letter from attorney Matt Pappas stating the firm continues to support the College in handling employment issues. Trustees are invited to read the entire letter.
- The College has received a cease and desist order regarding BHC's use of the term "Lunch N Learn." The College will rename their event.
- Assignment of the EBS lease is underway. Negotiations are underway with Verizon to lease space on the tower and storage building for Verizon equipment.
- Chair Phillips has contacted legislators and President Obama regarding Pell Grants.
- Discussion was held on who would be attending the ACCT conference in Dallas in the fall.
- Request was made to put on the August Board agenda the use of i-pads by Trustees.
- Chair Phillips read the letter issued by Attorney Pappas recommending that former BHC employees who have received Emeritus status and are sitting Trustees not take advantage of the free classes that are a privilege of Emeritus status, as it may give the appearance of a Trustee receiving a benefit. This topic will be on the August Board agenda. Chair Phillips will send the letter to each trustee. There was some disagreement expressed with this recommendation.

3. Other

B. Board of Trustee Meeting Self-Assessment

Trustee Ahern requested a discussion on the current Board of Trustee Meeting Self-Assessment form. Chair Phillips announced she will be presenting a revised form to be used and that it would not be appropriate to discuss during open session.

X. ADJOURN

Trustee Berg moved to adjourn; Student Trustee Nelson seconded. All ayes. The meeting was adjourned at approximately 8:15 p.m.

Evelyn L. Phillips, Chair
Board of Trustees

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