

MINUTES
OPEN SESSION
Thursday, August 18, 2011



BOARD OF TRUSTEES

I. CALL TO ORDER

Chair Evelyn Phillips called the meeting to order on Thursday, August 18, 2011, at 6:05 p.m., in the Dr. Charles O. Warthen Conference Room in 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 Boland, David L. Emerick, Jr., Donna M. Frye, Evelyn L. Phillips;
Student Trustee Morgan Nelson

Absent: None

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

III. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

IV. MINUTES

A. ***Trustee Beck moved to approve the minutes of the open session of June 30, 2011; Trustee Berg seconded.***

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

ADVISORY VOTE: Student Trustee Nelson

NAYS: None; motion carried.

V. EMPLOYEE / PUBLIC COMMENT

A. Core Value Reflection

The core value highlighted was Appreciation of Diversity – *We value the contributions of others who have talents and abilities, beliefs and traditions, actions and behaviors that are different than our own. We value the divergence of thoughts and ideas that make an institution of higher learning the center for the development of human potential.* The example given was the College has hired nine new faculty members from other parts of the globe, and with diverse backgrounds. Ms. Malcolm shared that anytime a faculty member or staff member turns on their computer, they will see a Core Value featured for that week. They are also given an opportunity to share an example of how they have witnessed that Core Value being practiced at BHC. A committee worked hard on making an effort to highlight the College's Core Value on a regular basis.

B. Faculty Senates – No reports.

- C. IFT Faculty & Pro Tech – No report
- D. UAW Support Staff – Ms. Nelson reported that staff are ready to start the new semester; parking lots are ready; and it's nice to see the conclusion of some of the building projects.
- E. IFT Adjunct Faculty – No report.
- F. SGA – Student Trustee Nelson, who is also the East Campus SGA vice president, reported that there was a great turnout for the East Campus student orientation. She congratulated the Presidential Scholars students.
- G. Others – No report.
- H. Special Recognitions
A reception was held prior to the Board meeting to recognize the East Campus Presidential Scholars students. The Presidential Scholars program awards full-tuition scholarships to graduates in the top 10 percent of their high schools. President Gardner commented that the College has high expectations for the students and thanked them for choosing Black Hawk College. President Gardner handed out certificates to those students who were in attendance at this Board meeting. Following is a list of all the students at East Campus who received a scholarship: Devin Kluever, Chelsea Mitro, Karlee Rylander, Jeanne Moats, Hailey Plum, Taylor Wilkinson, Jasmine Wyant.

VII. PRESIDENT & ADMINISTRATION INFORMATIONAL REPORTS

- A. President
The College has received the March payment for the equalization grant. However, the College has not yet received payment for November, December, January, February, April, May or June. A grant has been earned for a tech consultant at the Work Net Center. The College is attempting to expand space at that location. The Jobs Now legislation has been ruled a legal piece of legislation, and the College is looking forward to receiving \$1.1 million for this grant. The state is currently behind \$3.5 million in payments to BHC. The new fiscal year is looking better than the past fiscal year regarding payments. Illinois Lt. Governor Simon will be visiting the Quad-Cities Campus on September 27. She is visiting all Illinois community colleges. Trustee Boland, while a state legislator, visited 38 community college campuses. On August 16, the College hosted an event on manufacturing and how to tie into the resources at the Rock Island Arsenal. There were several legislators in attendance as well as small manufacturing firms.
- B. Instruction and Information Technology
Vice President Campbell thanked Vice President Phillips and all his staff for their good work in get ready for classes which start on August 22. A Taste of Training will be held on August 23 to highlight certificate programs. The College will be providing some training in connection with an upcoming movie that will be shot in the Quad Cities. It is hoped this sort of training will continue as ongoing programs.
- C. Student Services
Vice President Vallandingham reported that the Student Services department has reached an important milestone and thanked the Board for supporting the development of a student engagement model for Student Services, the faculty for involvement in that development, the students for feedback on the impact of the model, and the entire BHC staff for implementation. A little more than 4 years ago, the BHC Student Services directors' team began laying out the plans for a learning-centered student services model that focused on student engagement with the end goal of student success through

completion and retention. The model has been successful and the College has seen the actions of students change so that 80% of students enrolled during "Priority Enrollment."

Beginning this semester, the BHC Student Services directors team is developing the next phase of the student engagement model by identifying opportunities throughout a student's college career at Black Hawk. A recruitment plan has been developed; new student orientations have been resurrected; an Early Alert system has been developed and implemented; Student Life activities have been included in the plan; and the Academic Progress Policy has been enforced and revamped to focus on effective interventions aimed at student success.

Data is being gathered to document the success of these efforts and to guide on-going quality improvement. The goal of these efforts is very timely as discussions are taking place about other initiatives such as performance-based funding, gainful employment, college completion, and educational performance.

The College's marketing strategy has been based on these improvements. Trustee Boland suggested the College be more targeted in their billboard advertisements in Iowa to highlight programs that Scott Community College doesn't offer. Vice President Dowell explained how billboards are selected and targeted. It is enrollment driven. Engineering technology was targeted this spring.

D. Finance

The Fiscal Year 2011 audit is complete. It reflected many of the challenges and questions about state funding and some unknowns. Discussion was held on how to show those dollars as due and also how to show the various building projects the College has in place. The Financial Operations Reports for June and July were shared as well as the cash balances at July 31, 2011, and a spreadsheet of the money due to the College by the state, which equals approximately \$3.5 million.

E. East Campus/Marketing

The local foods project continues and it is harvest season once again. Enrollment looks steady at the East Campus. Marketing has been working on a new student intern program for public relations.

F. Facilities/Auxiliary Services/Police Department

Vice President Phillips commended his staff, and in particular Ray Jacobs and Mark Willett, for their excellent work during a busy project time. He also thanked the Capital Expenditures Committee. The following projects have been completed: road and parking lots on both campuses; district restrooms; East Campus auditorium. District signage will begin on the Quad-Cities Campus on August 22 and should be completed by October 7. The October Board meeting will be held in the newly refurbished auditorium on the East Campus.

The Bookstore is going full force and sales are up over last year. Happy Joe's and Cernos will be the food service suppliers on the East Campus; and there is a new owner of the Subway on the Quad-Cities Campus. The Police Department is geared up for the return of students.

G. Human Resources

Forty-six (46) appointments have been made with SURS representative on campus for the end of September. President's Cabinet is trying to forecast retirements and is discussing a staffing plan.

H. Planning and Institutional Effectiveness

The Graduate Follow-Up Study was presented. The report presents information about the number of graduates and the types of degrees/certificates awarded and contains feedback from BHC

students who graduated July 1, 2009, through June 30, 2010. The number of 2011 graduates was up 5.2 percent from 2010; the number of certificates earned in 2011 was up 36.7 percent from 2010, the highest level of increase. This was mostly in occupational programs. Ninety-six percent of all the 2010 graduate survey respondents indicated they had achieved their educational objectives. Some opportunities that were gleaned from the survey included: need to provide better information on current employment opportunities and trends; and better service in career planning, college transfer planning, and counseling. While these indicated needs for improvement, they were still rating with high levels of satisfaction.

I. Foundations – Directors/Board Reps

Ms. Breedlove thanked Vice President Anderson, her staff, and Jeremy Esch on their excellent work on the Foundation's audit. Prairie Pointe Apartments is 100 percent occupied. A number of building improvements have been made to the apartment building and some of the individual apartments. A residence assistance orientation was implemented and tenant orientation and safety training is planned. The Foundation has received a legal review of a new corporate structure of the apartments. Scholarships were awarded to 67 recipients in the amount of \$73,400. Two new scholarships have been developed. The scholarship recognition banquet will be October 4. Sponsors have been confirmed for the October 22 Boot Scooting event. Trustee Ahern has been very instrumental in bringing in funds for the Foundation. The next Foundation Board meeting will be September 20.

Trustee Beck read the following report for the Quad City Foundation:

The Foundation will launch the 2011 Step Up for Students campaign August 24 involving several volunteers. Everyone is asked to support the Foundation with an annual gift; and if anyone knows someone who might be interested in supporting, please get the information to Shelly Can or Trustee Beck. The volunteer portion of the campaign will run through October 12, but will continue throughout the year with direct mailings and events to support the initiatives of:

- NEW Building Materials – electron microscope and green roof
- Campus Beautification – landscaping, trees and large artwork
- Student Scholarships
- Naming Opportunities

Mini Grants will again be available for staff and faculty up to \$5,000 each through the Foundation. The Foundation is looking for innovative projects. Deadline is September 23. A small grant was received from the Rock Island Community Foundation to fund two ELMO doc cameras at the Adult Learning Center. Trustee Beck will be asking for support from the retirees.

J. SBDC/ITC/PTAC/BTC – No report.

VII. CONSENT ITEMS

A. Instruction & Student Services

1. Ratification of Acceptance of Illinois Secretary of State Family Literacy Grant with Moline Public Library, The R.I. Regional Office of Education, and the Community Resource and Learning Center at Bethel Wesley Church, FY2012. **BR #8176**

The Family Literacy Program, Adult Education Division, has been awarded a continuation Family Literacy grant in the amount of \$31,100 by the Illinois Secretary of State Literacy Office in collaboration among the Moline Public Library System, Moline School District #40,

the Community Resource and Learning Center at Bethel Wesley Church, the R.I. Regional Office of Education. The target population for this grant is 40 at-risk families in the Moline School District. Parents will receive GED, ESL, Workforce Preparation, Life Skills and Parenting Education. Childhood education will be provided at the Bethel Wesley Church in Moline. Recommendation was made to ratify acceptance of the Illinois Secretary of State Family Literacy grant in the amount of \$31,100 and to provide services from July 1, 2011, through June 30, 2012.

2. Ratification of Acceptance of Illinois Secretary of State Family Literacy Grant with Rock Island Public Library, Rock Island-Milan School District #41, Church of Peace, and the Regional Office of Education, FY2012. **BR #8175**

The Family Literacy Program, Adult Education Division, has been awarded a Family Literacy grant in the amount of \$31,100 by the Illinois Secretary of State Literacy Office. This project is a continuing collaboration among Rock Island School District #41, the Rock Island Public Library, the Regional Office of Education, Church of Peace, to provide comprehensive family literacy services in the school district's attendance areas. The target population for this grant project will involve 50 families of at-risk children in the Rock Island-Milan School District. Adults will receive GED, ESL, Workforce Preparation, Life Skills and Parenting Education. Childhood education will be provided at the same site through appropriate Early Childhood Child Care, library involvement, elementary education, and computer programs. Recommendation was made to ratify acceptance of the Illinois Secretary of State Family Literacy grant in the amount of \$31,100 to provide services from July 1, 2011, through June 30, 2012.

3. Ratification of Acceptance of Illinois Secretary of State Adult Volunteer Literacy Grant for FY2012. **BR #8178**

The Adult Volunteer Literacy Program, also known as Literacy Is For Everyone (LIFE) program, has been awarded a continuation grant in the amount of \$59,000 by the Illinois Secretary of State and State Librarian to provide quality instruction through volunteer tutors in reading, math, writing, and spelling with the appropriate support services necessary to insure success with each student. The target group is adults 16 years or older who have been out of school for one year or more and are functioning below the 9th grade level in either reading or math. Recommendation was made to ratify acceptance of the Illinois Secretary of State Adult Volunteer Literacy grant in the amount of \$59,000 for fiscal year 2012.

4. Ratification of Acceptance of Illinois Secretary of State Family Literacy Grant with Moline Public Library, Church of Christ, the R.I. Regional Office of Education, and Moline/Coal Valley School District #40 at Church of Christ, FY2012. **BR #8177**

The Family Literacy Program, Adult Education Division, has been awarded a Family Literacy grant in the amount of \$31,100 by the Illinois Secretary of State Literacy Office in continuing collaboration among the Moline Public Library System, Moline Church of Christ, Moline/Coal Valley School District #40, the R.I. Regional Office of Education, and Black Hawk College. The target population for this grant is 40 at-risk families in the Moline School District, centered at Church of Christ. Parents will receive GED, ESL, Workforce Preparation, Life Skills and Parenting Education. Adults and children will have opportunities to be involved in learning activities together each week throughout the school year. Recommendation was made to ratify acceptance of the Illinois Secretary of State Family Literacy grant in the amount of \$31,100 to provide services from July 1, 2011, through June 30, 2012.

***Trustee Boland moved to approve all items under Instruction & Student Services;
Trustee Emerick seconded***

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

ADVISORY VOTE: Student Trustee Nelson

NAYS: None; motion carried.

B. Administration & Finance

A request was made to act on BRs 8186 and 8184 separately.

5. Agreement Between Black Hawk College and City of Kewanee for Wide Area Network Services Between Quad-Cities Campus and East Campus. **BR #8186**

The ITS Management Team has identified serious bandwidth capacity issues which impedes instruction at East Campus, in addition to the need for high bandwidth applications and network flexibility at an economical rate. Originally a link between the Quad-Cities and East campuses to facilitate high speed communications and data transfer was going to be provided by Digital Bridge as part of the WiMAX agreement. Digital Bridge determined the cost to provide the link would be prohibitive and exercised the agreement option and paid Black Hawk College \$30,000. As faculty use more technology in their instructional methods, the need for increased internet bandwidth to East Campus becomes critical to instructional delivery. Due to the long distance to the East Campus site south of Kewanee, delivery of traditional bandwidth through underground cable is cost prohibitive.

As a result of analysis of information collected, the BHC Quad-Cities tower and the City of Kewanee south water tower were identified as best sites for point-to-point, above ground delivery of bandwidth to East Campus. An ITS manager met and discussed the potential opportunity with the Kewanee City Manager who then shared the proposal with the Kewanee City Council. The Kewanee City Council has agreed to support this proposal and has submitted this agreement for BHC consideration to use the Kewanee south water tower at no charge. Recommendation was made to approve the agreement between Black Hawk College and the City of Kewanee to use the City's south water tower at no charge as the site for a Wide Area Network Link between the Quad-Cities Campus and the East Campus.

Trustee Frye congratulated Jon Looney on pulling this together.

Trustee Frye moved to approve all BR #8186; Trustee Beck seconded

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

ADVISORY VOTE: Student Trustee Nelson

NAYS: None; motion carried.

7. Award of Contract for Sustainable Technologies Building. **BR #8184**

The Sustainable Technologies Building will serve as the College's instructional location for the Sustainable Technologies and Material Science programs as well as classes and workshops offered by the Business & Continuing Education Center (BCEC). The facility will also house the College's new ITS server room. The Sustainable Technologies Building will be available for College, community and business meetings. College and community events such as Earth Day and sustainable energy conferences will be located in the building. Recruiting activities to showcase instructional programs to high school and other

prospective students and potential faculty members will also be held in this building. Recommendation was made to approve the award of contract for the construction of the Sustainable Technologies Building including vegetative roof (Alt 1) and solar thermal heating (Alt 2) to Hillebrand Construction in the amount of \$3,290,877 with a five percent contingency of \$164,544 for a total possible project cost of approximately \$3,455,421 with funds to come from the 2010 general obligation bonds and Illinois Jobs Now monies.

Discussion were held on why there were alternate bids given; why the bid was not given to a District company; and was the building going to be a lead certified building. Alternate bids were shown in order to give true costs to the individual components of the project. State law requires the College to take the lowest bid. In this case, the lowest bid was not in the College's district. Trustee Emerick has a concern about that. He supports the project; however, would like to see the bid go to a District company. President Gardner commented that the College can't tell a company they can't bid. He also pointed out that the Chambers have merged and this is going to be seen more and more within the Quad Cities -- looking at the area as one rather than different states and towns. The bid was also awarded to the company chosen by the College's architect. Also, not taking the lowest bid could cause litigation. The building will not be a lead certified building because it will be an instructional building.

*Trustee Berg moved to approve all BR #8184; Student Trustee Nelson seconded
AYES: Trustees Berg, Boland, Beck, Emerick, Frye, Ahern, Phillips
ADVISORY VOTE: Student Trustee Nelson
NAYS: None; motion carried.*

1. Ratification of Expenditures for Period Ending June 30, 2011. **BR #8166**

Recommendation was made to ratify bills totaling \$2,633,985.28 and payroll expenditures of \$1,982,733.82 for the month of June 2011.

2. Ratification of Expenditures for Period Ending July 31, 2011. **BR #8169**

Recommendation was made to ratify bills totaling \$2,189,976.93 and payroll expenditures of \$1,992,690.82 for the month of July 2011.

3. Ratification of Expenditures for Preferred Vendors June 2011. **BR #8167**

Recommendation was made to ratify expenditures for preferred vendors for the month of June 2011 in the amount of \$179,479.

4. Ratification of Expenditures for Preferred Vendors July 2011. **BR #8170**

Recommendation was made to ratify expenditures for preferred vendors for the month of July 2011 in the amount of \$95,489.01.

6. Award of Contract for Wireless Wide Area Network Link Between Quad-Cities Campus and East Campus. **BR #8187**

Recommendation was made to approve the Award of Contract for Wireless Wide Area Network Link between Quad-Cities Campus and East Campus to Entre Computer Solutions

of Normal, Illinois, in the amount of \$65,869 with a 5% contingency of \$3,293 for a total of \$69,162 to be funded from 2012 operating funds.

8. Ratification of Acceptance of Illinois Department of Commerce & Economic Opportunity (DCEO) Grant for Illinois Small Business Development Center (ILSBD)'S New Technology, Innovation and Entrepreneurship (TIES) Center. **BR #8174**

The BHC ILSBDC/TIES Center is designed to assist companies with high growth potential specifically in the areas of technology, innovation, and entrepreneurship. This Center will accelerate entrepreneurial ventures by helping businesses connect with resources and funding, patents and products, money and markets. The Center will also provide customized marketing strategies that drive product growth. The Department of Commerce and Economic Opportunity has awarded a one-year cooperative agreement for the operation for the BHC ILSBDC/TIES Center for the period beginning July 1, 2011, through June 30, 2012. The agreement provides \$100,000 with no match requirement.

9. Illinois Community College Trustees Association Dues – 2011-2012. **BR #8179**

Recommendation was made to approve the payment of \$18,148 to the Illinois Community College Trustees Association for the 2011-2012 College membership dues with funding from the Education Fund.

10. Resolution Supporting Purchase of Industrial Training Lab Extension Center. **BR #8185**

As part of the process of gaining Illinois Community College Board (ICCB) approval for the purchase of a building Black Hawk College is now leasing located at 3901 25th Street, Moline, Illinois, and currently housing the College's industrial welding program, it is necessary for the Black Hawk College Board of Trustees to pass a resolution in support of the purchase of the Industrial Training Lab Extension Center. Recommendation was made to approve the resolution relating to the purchase of the facility known as the Black Hawk College Industrial Training Lab Extension Center.

11. Award of Contract for Administrative Software Maintenance for FY2012. **BR #8183**

The Banner software currently supports student services and records, financial aid services and records, and financial records, and includes web-based student and faculty services, communications through the College web portal, and a business process workflow efficiency tool. Part-year maintenance for the recently purchased Banner Bundle (Flexible Registration, Degree Works, Human Resources, and Document Management Suite) is also included. Maintenance costs include maintenance support and new software releases for all components. Recommendation was made to approve the award of contract for administrative software maintenance to SunGard Higher Education Corporation of Malvern, Pennsylvania, in an amount not to exceed \$191,530 with funding to come from FY12 Restricted funds.

Trustee Frye moved to approve BRs 8166, 8169, 8167, 8170, 8187, 8174, 8179, 8185, 8183; Trustee Berg seconded.

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

ADVISORY VOTE: Student Trustee Nelson

NAYS: None; motion carried.

C. **Personnel**

1. Personnel Recommendation – Helen Schroeder – Employment. **BR #8181**

Recommendation was made to approve the appointment of Helen Schroeder at the rank of instructor for the tenure-track Mathematics position in the Mathematics and Computer Science Department at the Quad-Cities Campus beginning with the fall 2011 semester.

2. Personnel Recommendation – Linda Hoeltzner – Resignation/Retirement. **BR #8173**

Recommendation was made to accept the resignation/retirement of Professor Linda Hoeltzner, effective July 31, 2011.

3. Personnel Recommendation – Dr. Lirim Neziroski – Employment. **BR #8180**

Recommendation was made to approve the appointment of Dr. Lirim Neziroski at the rank of instructor for the tenure-track English position in the Humanities, Languages, and Journalism Department at the Quad-Cities Campus beginning with the fall 2011 semester.

4. Personnel Recommendation – Ravi Manimaran – Resignation. **BR #8182**

Recommendation was made to accept the resignation of Instructor Ravi Manimaran, effective August 12, 2011.

Trustee Berg moved to approve all items under Personnel; Trustee Emerick seconded.

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

ADVISORY VOTE: Student Trustee Nelson

NAYS: None; motion carried.

VIII. MISCELLANEOUS

A. **Communications & Trustees Reports**

1. Illinois Community College Trustees Association – No report.
2. Board Chair Announcements

Discussion began on the impact of Governor Quinn signing a bill tying higher education funding to performance. Vice President Campbell has addressed the faculty about this. She is concerned that the bill that was signed has no formula. Illinois community colleges are concerned about how success is defined and what completion means. The Illinois Board of Higher Education has been tasked with determining what the formula will be. Performance funding is scheduled to begin in Fiscal Year 2014. President Gardner commented that a major concern is that not every student attending a community college wants to earn an associate degree.

Trustee Beck will serve as Black Hawk College's delegate to the upcoming Association of Community College Trustees annual conference.

The Board's attorney will be invited to a future closed session of the Board to address the issue that has been raised regarding current Trustees utilizing their previously granted emeritus privilege of free tuition for one credit hour.

3. Other - None

B. **Board of Trustee Meeting Self-Assessment**

IX. ADJOURN

Trustee Boland moved to adjourn; Trustee Emerick seconded. All ayes. The meeting was adjourned at approximately 8:13 p.m.

Evelyn L. Phillips, Chair
Board of Trustees

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