MINUTES
OPEN SESSION
Thursday, September 15, 2011

Black Hawk College

BOARD OF TRUSTEES

I. CALL TO ORDER

Chair Evelyn Phillips called the meeting to order on Thursday, September 15, 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, 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, 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 August 18, 2011; Trustee Boland seconded.***

AYES: Trustees Berg, Boland, Beck, Emerick, Frye, Ahern, Phillips
ADVISORY VOTE: Student Trustee Nelson
NAYS: None; motion carried.

B. ***Trustee Berg moved to approve the minutes of the open session of the special meeting (retreat) of August 12, 2011; Student Trustee Nelson seconded.***

AYES: Trustees Berg, Boland, Beck, Emerick, Ahern, Phillips
ABSTAIN: Trustee Frye
ADVISORY VOTE: Student Trustee Nelson
NAYS: None; motion carried.

V. 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.* Integrity is consistency of values, measures, and outcomes. Once we determine how our actions, processes, and procedures help student success and learning, we are honest and consistent in applying that throughout the College.

B. Faculty Senates – Jeff Hawes of the East Campus Faculty Senate reported they are happy to start another school year. They are excited about the addition of new biology faculty member and the extension of several faculty as adjunct. The various student teams are doing well. The food and grass grants have been wrapped up. They provided scholarships and internship opportunities. Everyone was invited onto the campus to buy food produce. The East Campus Faculty Senate looks forward to working with the Quad-Cities Faculty Senate.

Ken Nickles of the Quad-Cities Faculty Senate reported that the Senate was given a report on Bookstore operations.

C. IFT Faculty & Pro Tech – Joan Eastlund is serving on a legislative educational advisory group which meets quarterly. She has also met with State Representative Rich Morthland. Ms. Eastlund noted there will be a fall veto session for the Legislature that may result in changes impacting retirees. The College may want to consider an extension of the Intent to Retire Incentive to reflect those possible changes.

D. UAW Support Staff – Ms. Nelson thanked Dr. Gardner and the administration for the use of the College van during the recent Labor Day Parade. There were many along the route cheering for Black Hawk College. Many staff attended the groundbreaking ceremony for the Building 2 Sustainable Technologies Building. Staff appreciates the opportunity to attend the upcoming Presidential Candidate forums. Ms. Nelson expressed her concern regarding the Intent to Retire Incentive; she feels the College may not get the results they are anticipating as a result of that incentive.

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 – No report.
Doug Davidson, ICCTA Award Recipient, will attend the November Board meeting for recognition.

VI. PRESIDENT & ADMINISTRATION INFORMATIONAL REPORTS

A. President

Dr. Gardner thanked the Trustees for their support of the addition of the Building 2 Sustainable Technologies Building and participation at the groundbreaking ceremony. The College received excellent media coverage on the event. Black Hawk College has a lot of momentum going and a positive climate. He recognized there is a veto session coming up, and the College may want to offer a second Intent to Retire Incentive to the staff. Retirees are encouraged to announce their retirement in a timely manner for the College to act upon filling those empty positions. There was another Illinois community college that recently experienced a large amount of retirees in a short notice period, so it can cause a challenge for the colleges. Lt. Governor Simon will be holding a roundtable on the Quad-Cities Campus on September 27 at 10 a.m. in the Black Hawk Room and a press conference in the lower lobby of Building 1 at 11 a.m. The Lt. Governor is visiting every community college in the state. He encouraged a great turnout for this event.

B. Instruction and Information Technology

Dr. Michael Rivera, Dean of Instruction and Student Learning, recognized the work done by faculty that resulted in the submission to the ICCB of a materials science technology curriculum. Trustee Beck commented that the various speeches given by the faculty at the groundbreaking ceremony were very good and well planned to not duplicate each other.

C. Student Services

Vice President Vallandingham gave a report on the Student Success Grant final report that was submitted to the ICCB. This grant provided the College with funding to provide services, supplemental instructional materials, and auxiliary aids to assist in improving successful transition to postsecondary education, retention, and student learning. Ken Nickles thanked Dr. Vallandingham and Kari Koster for their work and commented it was amazing to watch students come in and put in their time and effort in improving their skills. Students were very thankful.

D. Finance

Vice President Anderson advised the Trustees that the audit will reflect the change in how summer enrollment was recorded. The preferred vendor reports will be changing to make the reporting more transparent. Currently they are co-mingled with single source or sole source vendors and co-op vendors.

E. East Campus/Marketing

The East Campus is gearing up for the United Way campaign. The Kewanee Economic Development Corporation (KEDC) and the Kewanee Chamber have undertaken a mapping project to map the future of the community. Also, the KEDC is working on a branding exercise.

F. Facilities/Auxiliary Services/Police Department

New signage is now going up and will be completed soon. The construction has started on Building 2 Sustainable Technologies Building.

G. Human Resources

Fall fitness programs, Weight Watchers, and fitness classes are going strong. It is fall recruitment season and the College is pushing the use of employment interest cards. HR now has a new online employment system in operation.

H. Planning and Institutional Effectiveness

The College is required to have three AQIP projects going annually. Kathy Malcolm gave a report on the progress of BHC's projects. Reports are also available on the College web site. A diagram showing the performance of full-time, first-time degree/certificate-seeking students was shared for the years 2005, 2006, 2007 compared to the College's peer group. This is a Learning Excellence Performance Indicator from the College's Strategic Plan. The Board was reminded that this is four-year old data. The College is starting to address the results through several programs designed to assist students. It was also pointed out that it was a narrow group of students who are tracked. There is a strategic planning committee focusing on the Complete America initiative which focuses on completion. Trustee Boland commented that he is confident that the peer groups are a fair comparison.

I. Foundations – Directors/Board Reps

Trustees were reminded of the upcoming Black Hawk College East Foundation Boot Scootin event on October 22, from 5 to 11 p.m. in the East Campus Ag Arena.

Thank yous have been received from Mary Crider and Susan Sacco. There have been 99 scholarships awarded in the amount of $57,000. The scholarship banquet will be held on September 29 and the Hawk Hustle is scheduled for November 12. This is the 10th anniversary for Leaders Under 40. The Foundation is in the third week of the Step Up for Students campaign. Trustee Beck held a brunch recently for retirees in conjunction with the campaign.

J. SBDC/ITC/PTAC/BTC – Trustee Emerick requested more reports from this area as they do excellent work in the community. There is a kick off planned for the Arsenal Academy which will be conducted with the collaboration of the Business Training Center (BTC) and other local institutions to provide leadership training. The BTC is also launching an advanced welding class

VII. CONSENT ITEMS

A. Instruction & Student Services

2. Ratification of Acceptance of Adult Education and Family Literacy Grant – FY 2012. **BR #8194**

   Recommendation was made to ratify acceptance of a $804,591 grant from the Illinois Community College Board for the administration and management of the Adult Education Programs for Fiscal Year 2012.

3. Ratification of Acceptance of the Illinois Department of Commerce and Economic Opportunity Digital Divide Grant. **BR #8196**

   Recommendation was made to ratify acceptance of a $66,604 Illinois Department of Commerce and Economic Opportunity Digital Divide Grant for the operation of the Tech Savvy computer literacy program at the Community Education Center in Kewanee during Fiscal Year 2012.

4. Ratification of Acceptance of the Illinois Community College Board Early School Leaver Transition Grant – FY 2012. **BR #8197**

   Recommendation was made to ratify acceptance of the Illinois Community College Board Early School Leaver Transition Program Grant in the amount of $74,937 for fiscal year 2012.

5. Training for Employment and Academic Mastery (TEAM) Youth Grant – FY 2012. **BR #8195**

   Recommendation was made to accept the FY2012 Training for Employment and Academic Mastery (TEAM) Youth Grant from Partners in Job Training and Placement in the amount of $77,212.

Trustee Berg moved to approve BR #s 8194, 8196, 8197 8195; Trustee Frye seconded

AYES: Trustees Berg, Boland, Beck, Emerick, Frye, Ahern, Phillips
ADVISORY VOTE: Student Trustee Nelson
NAYS: None; motion carried.

1. Submission to Illinois Community College Board for a Materials Science Technology Associate Degree (64-Hours); Metallurgical Technology Certificate (17-Hours); Polymers and Plastics Technology Certificate (17-Hours); and Ceramics and Glass Technology Certificate (17-Hours). **BR #8189**

Recommendation was made to approve the submission to the Illinois Community College Board for the 64-hour Materials Science Technology Associate Degree, and the 17-hour certificates in Metallurgical Technology, Polymers and Plastics Technology, and Ceramics and Glass Technology. Trustee Emerick commented it was a good day for Black Hawk College to be able to get this program rolling. It was noted during the groundbreaking ceremony for the Sustainable Technologies Building that this is the next wave for education in this area.

Trustee Frye moved to approve BR #8189; Trustee Boland seconded.

AYES: Trustees Berg, Boland, Beck, Emerick, Frye, Ahern, Phillips
ADVISORY VOTE: Student Trustee Nelson
NAYS: None; motion carried.

B. **Administration & Finance**

1. Ratification of Expenditures for Period Ending August 31, 2011. **BR #8190**
   Recommendation was made to ratify bills totaling $2,146,392.39 and payroll expenditures of $1,949,081.33 for the month of August 2011.

2. Ratification of Expenditures for Preferred Vendors August 2011. **BR #8191**
   Recommendation was made to ratify expenditures for preferred vendors in the amount of August 2011 in the amount of $124,464.82.

3. Award of Contract for Preferred Vendors Virtualization Licensing District-Wide. **BR #8199**
   Recommendation was made to approve the Award of Contract for Preferred Vendors, Virtualization Licensing, District-Wide, to En Pointe of Chicago, Illinois, and CDW-G of Vernon Hills, Illinois. These preferred vendors were recommended for three (3) years, with an option for the College to renew for two (2) additional one-year terms.

4. Award of Contract for Preferred Vendors Servers District-Wide. **BR #8200**
   Recommendation was made to approve the Award of Contract for Preferred Vendors Servers, District-Wide, to IBM Corporation of Tempe, Arizona; CDW-G of Vernon Hills, Illinois; and En Pointe Technologies of Chicago, Illinois, for three (3) years, with an option for the College to renew for two (2) additional one-year terms.

5. Award of Contract for Preferred Vendors Data Back-Up/Restore Equipment District-Wide. **BR #8201**
   Recommendation was made to approve the Award of Contract for Preferred Vendors Data Back-Up/Restore Equipment, District-Wide, to DCS Computer Services of Davenport, IA; H2IT of Rockford, IL; and CDW-G of Vernon Hills, IL, for three (3) years, with an option for the College to renew for two (2) additional one-year terms.

6. Award of Contract for Preferred Vendors Storage Area Network (SAN) Equipment District-Wide. **BR #8202**

Recommendation was made to approve the Award of Contract for Preferred Vendor Storage Area Network (SAN) Equipment, District-Wide, to CDW-G of Vernon Hills, IL, and Sentinel Technologies of Downers Grove, IL, for three (3) years, with an option for the College to renew for two (2) additional one-year terms.

7. Award of Contract for Preferred Vendors Networking Equipment District-Wide. **BR #8203**

Recommendation was made to approve the Award of Contract for Preferred Vendor Networking Equipment, District -Wide, to H2IT of Rockford, IL; CDW-G of Vernon Hills, IL; and Sentinel Technologies of Downers Grove, IL; and En Pointe Technologies of Chicago, IL, for three (3) years, with an option for the College to renew for two (2) additional one-year terms.

8. Award of Contract for Preferred Vendors Network Consulting Services District-Wide. **BR #8204**

Recommendation was made to approve the Award of Contract for Preferred Vendors Network Consulting Services, District-Wide, to H2IT of Rockford, IL and Sentinel Technologies of Downers Grove, IL, for three (3) years, with an option for the College to renew for two (2) additional one-year terms.

9. Award of Contract for Preferred Vendors Data Back-Up and Restore Consulting Services District-Wide. **BR #8205**

Recommendation was made to approve the Award of Contract for Preferred Vendors Storage Area Network (SAN) Consulting Services, District-Wide, to Sentinel Technologies of Downers Grove, IL, and CDW-G of Vernon Hills, IL, for three (3) years, with an option for the College to renew for two (2) additional one-year terms.

10. Award of Contract for Preferred Vendors Storage Area Network (SAN) consulting Services District-Wide. **BR #8206**

Recommendation was made to approve the Award of Contract for Preferred Vendors Storage Area Network (SAN) Consulting Services, District-Wide, to Sentinel Technologies of Downers Grove, IL, and CDW-G of Vernon Hills, IL, for three (3) years, with an option for the College to renew for two (2) additional one-year terms.

11. Award of Contract for Preferred Vendors Telecommunications Equipment and Services District-Wide. **BR #8207**

Recommendation was made to approve the Award of Contract for Preferred Vendor, Telecommunications Equipment and Services to Tri-City Electric of Davenport, IA, for three (3) years, with an option for the College to renew for two (2) additional one-year terms.

Trustee Frye moved to approve all items under Administration & Finance; Student Trustee Nelson 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 - Termination of Contract. **BR #8193**
   Recommendation was made to approve the termination of contract of Helen Schroeder as mathematics instructor in the Mathematics and Computer Science Department at the Quad-Cities Campus effective August 24, 2011.

2. Intent to Retire Incentive. **BR #8198**
   Changes in SURS have precipitated the possibility of retirements of a significant number of employees from Black Hawk College by July 2, 2012. In an effort to assist in the succession planning process, the College is offering a one-time Intent to Retire Incentive. Any full time employee who is eligible to retire and gives Black Hawk College their written and irrevocable retirement notice by November 1, 2011, indicating they will retire by July 2, 2012, will be eligible for a one-time payment of five hundred dollars ($500.00) payable on their December 23, 2011, paycheck. Recommendation was made to approve the one-time Intent to Retire incentive according to the terms listed above.

Trustee Beck 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 – Trustee Frye attended the SURS summit sponsored by the ICCTA and commented that all pending legislation is an eye opener for community colleges and potential retirees. The next ICCTA meetings will be held on November 11 and November 12. Trustee Ahern urged all Trustees to attend these meetings.

2. Board Chair Announcements
   - September 29 is the 2011 Quad-Cities Foundation Scholarship Banquet at Centre Station in Moline with cocktails served at 6 p.m. and dinner at 6:30 p.m.
   - October 4 is the East Campus Scholarship Banquet, at the Homestead Restaurant in Woodhull.
   - October 12 – 15 is the ACCT Annual Leadership Congress in Dallas, Texas. Trustees Beck, Frye, Emerick and Phillips are attending. Trustee Beck is the College's delegate.
   - Chair Phillip's thought on diversity: "One of the best I have heard . . . from Letters to the Editor of the Dispatch several years ago . . .The fact that we are different is the best argument for diversity. A school policy of diversity should teach that each person has

equal worth and, when given a fair chance, will make a valuable contribution to (the school and) society – T.L. Grooms, East Moline

- Four Presidential finalists will be visiting both campuses on September 20, 21, 22, and 23 and final interviews with dinner with the Board will be held each evening. The Trustees will receive the final interview questions on Friday. Trustees were asked to be at the final interview at 5 p.m. on the 20th to received instructions for each of the interviews. Dr. Gardner will be brining the candidates to the dinner/interviews by 5:30 each evening. The comments collected from the focus group meetings will be shared with the Trustees at their special meeting on September 27.

3. Parliamentary Procedure Discussion
Attorney Matt Pappas asked a paraprofessional parliamentarian to review the Roberts Rules of Order for small boards. He will share a letter of suggestions for the Trustees to use in making a decision of what rules the Board wants to adopt. The Board doesn't need to adopt every item on the list for small boards.

4. Board Policy 10.46 Compensation Discussion
Attorney Pappas addressed the issue the Trustees have been debating regarding current Trustees utilizing their previously granted emeritus privilege of free tuition for one credit hour. His position is there is no legal requirement that a Trustee not receive the privilege. He looks at it more as an appearance of impropriety if the privilege would be utilizing while serving as a Trustee. A question was raised about how this would be viewed if a Trustee in the future is a veteran or those future Trustees over age 65 taking advantage of free tuition or reduced rate tuition. A concern was also raised to keep this issue separate from the compensation policy for the Board. Trustees agreed to examine current Board Policy 10.46 for needed updates. Trustees agreed it is important the Board become united on this issue and it needs to be settled soon.

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

Evelyn L. Phillips, Chair
Board of Trustees

David L. Emerick Jr.

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