

MINUTES
OPEN SESSION
Thursday, October 20, 2011



BOARD OF TRUSTEES

I. CALL TO ORDER

Chair Evelyn Phillips called the meeting to order on Thursday, October 20, 2011, at 6:00 p.m., in the Auditorium on the Black Hawk College East Campus, 26230 Black Hawk Road, Galva, Illinois.

II. ROLL CALL

Present: Trustees John T. Ahern, Dorothy W. Beck, Sonia R. Berg (via phone from 6:00 to 6:40 p.m.), Mike Boland (arrived at 6:05 p.m.), David L. Emerick, Jr., Evelyn L. Phillips; Student Trustee Morgan Nelson

Absent: Trustee Donna M. Frye

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

III. CLOSED SESSION

Trustee Emerick moved to go into closed session in accordance with Section 2(c)(21) of the Open Meetings Act - approval of minutes of closed sessions held on May 26, August 12, and September 27, 2011.

Trustee Ahern moved to approve the May 26, August 12, and September 27, 2011, Closed Session minutes; Trustee Beck seconded.

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

ADVISORY VOTE: Student Trustee Nelson

NAYS: None; motion carried.

IV. RECONVENE OPEN SESSION

Trustee Ahern moved to adjourn the closed session and reconvene the open session. All ayes.

V. PLEDGE OF ALLEGIANCE

The meeting continued with the Pledge of Allegiance.

VI. MINUTES

A. ***Trustee Beck moved to approve the minutes of the open session of September 15, 2011; Trustee Berg seconded.***

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

ADVISORY VOTE: Student Trustee Nelson

NAYS: None; motion carried.

B. ***Trustee Beck moved to approve the minutes of the open session of September 30, 2011; Student Trustee Nelson seconded.***

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

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

Auditors Brian Anderson and Greg Dunham with WIPELi CPAs and Consultants gave a brief report on the Fiscal Year 2011 audit. The opinion was a clean audit. Compliance audits were down this year and there were no instances of non-compliance during the testing of items. The Board Audit Committee (Trustees Ahern and Emerick) met with the auditors before the field work began; and the auditors met today with the Audit Committee to discuss financial statements and any findings. The auditors thanked the College for their cooperation. Next year the process will be improved upon on the College's part as well as the auditor's part. Trustee Ahern requested that an information technology audit be performed next year.

Trustee Ahern pointed out that per state law community colleges are responsible for paying their part of the SURS funding, which comes out of the College's operating funds. He recommended the College keep the current auditors in the future. Trustee Emerick commended Vice President Anderson and her staff for the audit information; he also thanked the auditors. Trustee Emerick had no further questions on the audit, and he extended his appreciation to VP Anderson for coordinating the meeting with the auditors.

President Gardner pointed out the 10-year rate trends of tuition and fees for BHC compared to the average of Illinois community colleges' tuition and fees. BHC is under the average all the way. The College's increases in tuition have been consistent with state averages, and he believes BHC's is slightly below average in the state. The Board and the College have done a good job managing tuition going forward.

Trustee Ahern suggested each Trustee brings the audit and budget to each Board meeting.

VII. EMPLOYEE / PUBLIC COMMENT

A. Core Value Reflection

The core value highlighted was Fairness – *We will endeavor to be consistent and even handed in our policies and procedures and dealings with others.* Vice President Phillips shared that as the Police Department administers the parking tag management, they practice fairness toward the students by being sure a tag is missing from a vehicle before a ticket is written. (The first ticket is a warning ticket.)

B. Faculty Senates – Ken Nickles of the Quad-Cities Faculty Senate reported that at the recent senate meeting Chief Fiems answered questions on the Registered Sex Offender Administrative Guideline. Chief Fiems also explained the fire alarm systems on the Quad-Cities Campus. Due to the number of retirements expected, there will be several emeritus recommendations coming in the future.

C. IFT Faculty & Pro Tech – Joan Eastlund commented it was nice to be meeting in the newly renovated auditorium. She congratulated the Board on a successful presidential search. She has heard positive comments regarding the new president. Ms. Eastlund extended appreciation to Trustee Boland for agreeing to recuse himself from voting in the future on faculty hires, tenures, and promotions, due to his running for office in the Illinois legislature.

D. UAW Support Staff – No report.

E. IFT Adjunct Faculty – No report.

- F. SGA – Student Trustee Nelson gave the following report on East Campus SGA activities.

2011-2012 Student Life Sponsored Activities:

- Sweet Start to the Semester -- SGA gives candy and school supplies to students
- Hypnotist Fredrick Winters
- Fall Feast @ East with MidWest Dueling Pianos -- Served 300 Students lunch and hosted live performance
- Flip-Books
- Trick Or Treat Trail
- Blood Drive
- Finals Study Promotion -- SGA promotes studying for finals with candy and tutoring information
- Pumpkin Auction for United Way
- Other Events Students participated in for United Way: Barrel Race, Yard sale, Volunteers, Helping Hands, Lunch Fundraisers, Spaghetti Supper

Additional Events:

Aggie Picnic—SGA Elections—ABC Elections—Phi Theta Kappa Elections—Pack the Place Night (Athletics)—Karaoke Night—Dance—Aggie Night (Athletics)—Hog Days with Phi Theta Kappa—Aggie Chili Supper—Athletic Spaghetti Supper (volleyball)—Dodge Ball Tourney—Alcohol Awareness Week—Movie night—Casino Night—Aggie Idol—Softball Tourney

- G. Others – No report.

- H. Special Recognitions – No report.

VIII. PRESIDENT & ADMINISTRATION INFORMATIONAL REPORTS

A. President

President Gardner congratulated the Search Committee and the Board for the good, professional process used for the Presidential Search.

President Gardner serves on the Regional Opportunity Council, which has been developed to increase economic capacity in the Quad City Illowa area.

BHC recently hosted the U.S. Armed Forces Committee which was attended by several dignataries from the area. The panel discussed how best to do defense business with the government. Vicky Miller of the BHC Procurement and Technical Assistance Center was instrumental in providing this opportunity.

The College is currently looking for space for the Work Net Center, with a possible recommendation coming to the Board in November.

B. Instruction and Information Technology

Dr. Campbell acknowledged the death of long-time employee Heather Holding. She was an excellent counselor and articulation coordinator. Ms. Holding was a much appreciated and respected employee and resource for the students.

The Deans were thanked for their work on the Career Focus magazine issue, which focused on BHC's sustainable technology programs.

The renovation of the East Campus auditorium is a good example of the excellent renovation work going on at BHC. The Quad-Cities Campus auditorium is scheduled to be renovated also. VP Campbell recognized Jon Looney for his work in improving the Colleges' Wide Area Network.

Mr. Looney gave a report on the high tech improvements that have been made to the EC auditorium.

C. Student Services

VP Vallandingham talked about the next phase in their efforts to assist students with their success at BHC. Academic advising is now being looked at with the effort of infusing career decision making into that process. The plan should include college completion with skills for job procurement. Tiffany Hamilton, Vashti Berry, Karen Dahlstrom, and Darcie Stearns are identifying the points of engagement by the students. VP Vallandingham shared the various events that the College scheduled to engage the students. A student leadership workshop was held today. Passport to Leadership is planned for next year.

D. Finance

VP Anderson participated in the student leadership workshop. The financial operations report for the month of September 2011 was reviewed. Page 4 on that report will have a format change in the future to help clarify reporting. A memo was given to the Trustees which outlined specific findings of the 2011 audit. Trustee Ahern clarified that interest is not an actual cash flow amount. Reports on yearly travel expenses by account, end of quarter cash balances, and state monies recap were shared with the Trustees. VP Anderson will send Trustees a recap on the 2011 tax levy, which will be presented for tentative approval at the November meeting.

E. East Campus/Marketing

Trustees were invited to stop by the entrance to campus on their way out tonight if they would like to do some star gazing. The ag faculty and students are currently attending the FAA convention, and judging teams are traveling. Prospective students have been stopping in to visit East Campus on their way to the FAA convention. The East Campus continues to look at ways to expand their orientation programs for students. VP Dowell thanked the Board for holding their meeting in the newly renovated auditorium. There is a lot of technology available now in the auditorium, which was designed for dual purposes and flexibility.

F. Facilities/Auxiliary Services/Police Department

Work continues on the new sustainable technology building on the Quad-Cities Campus. There has been a schematic design committee meeting held on the planned student services addition. Meetings are also starting on the Quad-Cities Campus auditorium renovation. The business office renovation is now out to bid. Work on the newly installed signage is almost complete. The bookstores are working on book adoptions for spring semester. Trustee Boland complimented the College on using LED lights on the new sign.

G. Human Resources

Black Hawk College will be recognizing Breast Cancer Awareness on October 26 by allowing staff to wear pink. On November 2, Ms. Boyd will attend a training session on SURS. At that time, the College will receive a list from SURS of all BHC employees (full-time and part-time) that are eligible to retire. She will update the Board on this issue at the November meeting as well as give the number of employees who have taken advantage of the intent to retire incentive.

H. Planning and Institutional Effectiveness

The audit report is a good example of how the College is meeting the strategic plan objective of maximizing return on learning, taxpayers and the community. The Planning and Institutional Effectiveness Department has been working hard on data reports for the ICCB.

I. Foundations – Directors/Board Reps

Black Hawk East College Foundation

Liz Breedlove gave the following report on behalf of the East Campus Foundation:

Black Hawk College East Foundation maintains 42 fully endowed scholarship funds, 6 scholarship funds that are yet to be endowed, and 14 annual scholarship funds for a total of 62 funds with assets of over \$1.3 million dollars. During the 2011-2012 academic year, the Foundation awarded 81 scholarships totaling \$83,283 to 64 students (includes 7 scholarships that were awarded at the Ag Banquet in the Spring). This year, the Individual scholarship awards ranged from \$80 to \$3,000. Several students have been awarded more than one scholarship. The Scholarship Recognition Banquet on October 4 was well attended.

Prairie Pointe Apartments is at 100% occupancy. Legal documents are in development to create Single Member LLC for PPA. Melissa Hancock is doing the work for us.

The Equine Barn Dance & BBQ event is Saturday, October 22. Proceeds will fund the Equine Endowed Scholarship Fund. To date, a net income of over \$38,000 has been realized. This includes an additional \$10,000 Diamond Sponsorship received yesterday from the Verlin and Joan Jackson Foundation. The initial goal of \$33,000 before the event has been exceeded. Additional revenue from live and silent auction sales will be generated on the night of the event. All who have supported it so far including trustees, faculty and staff were given a thanks. Trustees Ahern was thanked by Ms. Breedlove for his efforts in acquiring a sponsor and selling a number of tickets.

The next East Campus Foundation Board Meeting will be Tuesday, November 15, 2011, in the Conference Center – Building 1 on the East Campus. Auditors will give a report at that meeting. President Gardner complimented Ms. Breedlove on her work on the limited liability corporation for the Prairie Pointe Apartments. Trustee Ahern complimented Ms. Breedlove on her excellent work on the Barn Dance/BBQ. Ms. Breedlove recognized VP Dowell and the students who also worked hard on the event.

Black Hawk College Quad-Cities Campus Foundation

Trustee Beck reported the following on behalf of the Quad-Cities Foundation:

The Scholarship Banquet was held in September. Ninety-nine (99) students have been awarded scholarships. The Step-Up for Students campaign is now underway. Mini grant awards have been awarded to provide money for tuition and books for the spring semester 2012 for students who are moving from GED to college classes. Funding also went to pay for handheld devices for science students. A joint research project will also be funded for pre-engineering and technology students. The Hawk Hustle will be held on campus on November 12. Sponsors for this event include: IMPACT – Illowa Construction, Subway (BHC), Coffee Hound, Heritage Landscape, Service Plus Credit union, and KVF Quad Corp.

J. SBDC/ITC/PTAC/BTC – No report.

IX. CONSENT ITEMS

A. Instruction & Student Services

1. Ratification of Acceptance of Funds for Truants Alternative/Optional Education Program from the Illinois State Board of Education -- FY2012. **BR #8217**

This grant provides funding for educational programming and support services for assistance to at-risk and retrieved dropout students between the ages of sixteen and twenty-one to complete high school credits, earn high school diplomas, study for the GED, earn the GED, and/or prepare for transition to postsecondary education. Approximately 450 youth are served annually. Recommendation was made to ratify acceptance of funds for the Truants Alternative/Optional Education Program from the Illinois State Board of Education in the amount of \$193,373 for FY2012.

Trustee Emerick moved to approve BR #8217; Student Trustee Nelson seconded.

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

ADVISORY VOTE: Student Trustee Nelson

NAYS: None; motion carried.

B. Administration & Finance

1. Ratification of Expenditures for Period Ending September 30, 2011. **BR #8211**
Recommendation was made to ratify expenditures totaling \$4,485,817.32 and payroll in the amount of \$2,044,204.22 for the month of September 2011.
2. Ratification of Expenditures for Preferred Vendors September 2011. **BR #8212**
Recommendation was made to ratify payroll expenditures in the amount of \$102,937.84 for the month of September 2011.
3. Submission of Protection, Health, and Safety Projects to the Illinois Community College Board – FY2012. **BR #8214**

The College has identified the following nine projects that qualify for funding under the guidelines of section 805/3-20.3.01 of the Public Community College Act:

- Replacement of air handling unit 120, QC Campus
- Replacement of roof top unit AC-1, EC
- Interior & exterior lighting upgrades, EC
- Replacement of 6 hydrants in horse barn, EC
- HVAC upgrade in arena classroom & offices, EC
- Replacement of pool air handling unit, QC Campus
- Automotive shop HVAC upgrades, EC
- Building 1 stairwell upgrades, QC Campus
- Replacement of curtain wall in library, QC Campus

Recommendation was made to approve the submission of the College Protection, Health and Safety projects totaling \$1,814,900 to the Illinois Community College Board for funding, since there are insufficient funds available in Operations and Maintenance funds for FY 2012 to accomplish these projects; and requests the authorization to levy \$1,814,900.

4. Award of Contract for Purchase of Scheduling and Reporting Software (SARS) Supported by the Strengthening Institutions Title III Grant. **BR #8218**

The College is now entering the third year of a five year grant award with the U.S. Department of Education under the Strengthening Institutions Program authorized under Title III, Part A of the Higher Education Act of 1965. The grant is focusing on the improvement of student services through the provision of services offered electronically. Grant funds will be used to purchase SARS, which is software solutions for scheduling appointments, sending appointment reminders, tracking student activities, planning human resource scheduling needs, and sending E-mail and text messages, will establish a better method of connecting with students at all College locations and improve the functionality of online student services. The system will manage a check in/out system for materials borrowed, tutoring and computer lab utilization, and track overall student support service utilization. Recommendation was made to approve the purchase of the SARS software and hardware necessary for the implementation of SARS in an amount not to exceed \$50,000.00 with the sole source of funding to come from the Department of Education Title III Grant funds.

5. Award of Contract for Preferred Vendor Microsoft Consulting Services District Wide. **BR #8219**

The College has identified the need to select preferred vendors that will provide equipment and services on an as-needed basis using the approved bidding process which will maintain competition among the preferred vendors, require regular monitoring and evaluation of vendor performance, and will be rebid periodically. Selecting multiple approved preferred vendors will provide flexibility and will help keep projects cost effective. Recommendation was made to approve the award of contract for Preferred Vendor Microsoft (Network) Consulting Services District-Wide to DCS and Sentinel Technologies 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 Vendor Virtualization Consulting Services District Wide. **BR #8220**

The College has identified the need to select preferred vendors that will provide equipment and services on an as needed basis using the approved bidding process which will maintain competition among the preferred vendors, require regular monitoring and evaluation of vendor performance and will be rebid periodically. Recommendation was made approve the award of contract for Preferred Vendor Virtualization Consulting Services District-Wide to DCS of Davenport, Iowa, and Sentinel Technologies of Downers Grove, Illinois, for three (3) years, with an option for the College to renew for two (2) additional one-year terms.

Trustee Ahern moved to approve all items under Administration & Finance; Trustee Beck seconded.

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

ADVISORY VOTE: Student Trustee Nelson

NAYS: None; motion carried.

C. Personnel

1. Personnel Recommendation – Ilga Higbee – Resignation/Retirement. **BR #8215**
Ilga Higbee, Professor in the Mathematics and Computer Science Department at the Quad-Cities Campus, has been a faculty member since August 1989. Professor Higbee has indicated her wish to retire and has submitted her resignation effective June 1, 2012. Ilga Higbee has served on numerous college committees throughout the years and her dedication to her students and to the College is appreciated very much. Recommendation was made to approve the resignation/retirement of Professor Ilga Higbee, effective June 1, 2012.

2. Personnel Recommendation – Lowell Doerder – Resignation/Retirement. **BR #8216**
Lowell Doerder, Professor in the Mathematics and Computer Science Department at the Quad-Cities Campus, has been a faculty member since August 1974. Professor Doerder has indicated his wish to retire and has submitted his resignation effective December 31, 2011. Lowell Doerder has served on numerous college committees as well as provided leadership to the College as a department chair and assistant dean throughout his tenure. Professor Doerder is recognized throughout the Quad Cities for his expertise in the field of mathematics and his gift for teaching. Recommendation was made to approve the resignation/retirement of Professor Lowell Doerder, effective December 31, 2011.

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

AYES: Trustees Beck, Emerick, Ahern, Phillips

RECUSE: Trustee Boland

ADVISORY VOTE: Student Trustee Nelson

NAYS: None; motion carried.

X. MISCELLANEOUS

A. **Communications & Trustees Reports**

1. Illinois Community College Trustees Association
Trustees were encouraged to indicate their desire to attend the Association of Community College Trustees Legislative Summit in February in Washington, DC. They were extended an opportunity to tour the White House and were requested to send personal information to Ms. Schrock that is needed for security reasons.

Trustee Ahern requested Dr. Gardner contact SURS in order to arrange a meeting with them either in person or via phone to talk about the proposed changes in the retirement situation. He wants the College to be sure they understand they are required to fund their portion, as the state could turn this back on the community colleges. Ms. Boyd will be attending a session with SURS and she will report back to the Board what she has learned. Trustees agreed with that rather than requesting an individual meeting with SURS.

2. Board Chair Announcements
Chair Phillips reported on the excellent ACCT conference she, Trustees Emerick and Beck, and President Gardner attended in Dallas. They had a chance to meet with incoming President Baynum's current Board and also with Dr. Baynum. They received excellent references on Dr. Baynum which satisfied their due diligence in receiving references on Dr. Baynum. ACCT is making a national commitment for student success and retention, and

that was the focus of this year's conference. It was noted that 10 percent of the conference presenters were from Illinois.

Chair Phillips thanked Ray Jacobs for the set-up in the auditorium for this Board meeting. The intent was to show off the renovation, which has been very well received.

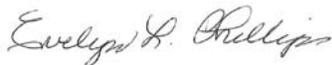
Trustees were encouraged to indicate soon who will be attending the ACCT Summit in February.

Trustee Beck commented that hiring a President was a very important function for the Board. Now that that has been completed, the Board will focus on the other important issues they are charged to address.

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

XI. ADJOURN

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



Evelyn L. Phillips, Chair
Board of Trustees



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