MINUTES
OPEN SESSION
Thursday, November 10, 2011

Black Hawk College

BOARD OF TRUSTEES

I. CALL TO ORDER

Chair Evelyn Phillips called the meeting to order on Thursday, November 10, 2011, at 6:00 p.m., in the Black Hawk Room on the Black Hawk College Quad-Cities Campus, 6600 34th Avenue, Moline, Illinois.

II. ROLL CALL

Present:	Trustees John T. Ahern, Dorothy W. Beck, Sonia R. Berg, Mike Boland, Donna M. Frye, David L. Emerick, Jr., 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 meeting began with the Pledge of Allegiance.

IV. MINUTES

A. ***Trustee Beck moved to approve the minutes of the open session of October 20, 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 Respect– *We will treat others with positive regard and esteem.* An example given was during the past few days Dr. Gardner has been out with incoming President Dr. Thom Baynum introducing him to a variety of people in the community and within the College.

B. Faculty Senates –Ken Nickles of the Quad-Cities Faculty Senate reported the Senate is working on the faculty handbook. There will be several Professor Emeritus nominations coming due to retirements.

C. IFT Faculty & Pro Tech – Joan Eastlund shared that various employee constituent groups met with Dr. Baynum and she reiterated that that was a good example of the College practicing the Core Value of Respect. Faculty are encouraging students to persevere now that they are approaching the end of the semester.

D. UAW Support Staff – Gloria Nelson reported that the employee groups that met with Dr. Baynum were very appreciative and they had some good conversations. The employees will also be making several Staff Emeritus nominations due to retirements.

E. IFT Adjunct Faculty – No report.

F. SGA – SGA officers from the Quad-Cities Campus handed an Officers' Summary of activities and touched on a few of the highlights.

- Providing and promoting leadership tools and programming opportunities to fellow students:
  - ✓9 students attended the 33rd Annual National Leadership Conference on Student Government
  - ✓Over 50 students attended the Second Annual Student Leadership Workshop @ BHC
  - ✓8 students attended the Midwest Association for the Promotion of Campus Activities/Community College Leadership Conference

- Providing transparent communication tools for BHC students to ensure knowledge of whom and what SGA is.
  - ✓Fall Festival was hosted by SGA – 500 students, faculty, staff, and student organizations attended
  - ✓Utilized myBlackhawk website, posters, local radio, and Facebook to advertise SGA events

- Doing what is in the SGA power to accomplish the student's voices being heard.
  - ✓Over 300 students completed SGA survey
  - ✓Hosted 2 meetings every week to provide an "Open Floor" section on the agenda
  - ✓SGA Officers participated and helped with almost all Student Life and Student Services events

- Committing to the constitution and completing the requirements of the SGA officers' duties.
  - ✓Members have been appointed to Legal Affairs committee to update and modernize Constitution
  - ✓Providing a stable relationship unity, and trust among SGA officers and establishing a support system between clubs and organizations and SGA
  - ✓Several charity and fundraising efforts have been completed
  - ✓SGA and officers have attended various club meetings

G. Others – No report.

H. Special Recognitions – No report.

VI. PRESIDENT & ADMINISTRATION INFORMATIONAL REPORTS

A. President

Dr. Gardner reported that he has taken incoming President Dr. Baynum on several visits within the community and the College. Information was given to the Trustees and those in the audience on research on tuition comparisons with Black Hawk College and other community colleges in Illinois, BHC's peer group, and area colleges. College administration, as well as the Trustees, have recognized the importance of BHC's competitive tuition rate. BHC is below average compared to its peer group and Iowa community colleges within close proximity to BHC. Trustee Ahern complimented Dr. Gardner for his very frugal financial stewardship.

Trustee Ahern requested the tuition information be published in the Chieftain. A report will be going to the Trustees on projections on the remaining capital building projects.

B. Instruction and Information Technology

In Dr. Campbell's absence, VP Dowell shared the following highlights from a report provided by Dr. Campbell.

- A district-wide committee comprised of faculty and staff is working through the process to identify and evaluate several vendors to provide a course management platform for instruction. The contractual agreement for the current platform, "BlackBoard/WebCt," will expire July 7, 2012. This Learning Management System (LMS) Committee is co-chaired by faculty members Dr. Jay Pearce of the QC Campus and Jodee Werkheiser of the East Campus. LMS is critical to educational delivery at BHC . Dr. Campbell is appreciative of the collaborative efforts to ensure that we are effective in our research and analysis.

- Dr. Campbell is working with Daniel Marvin of Upper Iowa University to set a date for an articulation signing between our respective institutions. Upper Iowa University (UIU) has opened a new office and classroom building across the street from Home Depot in Bettendorf.

- Dr. Bettie Truitt is representing BHC on a Western Illinois University (WIU) committee to secure accreditation for WIU's new engineering program. As part of the Accreditation Board for Engineering and Technology (ABET) evaluation, BHC's faculty, curriculum and instructional facilities will be evaluated to determine the strength of BHC's engineering instruction and articulation to WIU's program.

- Five Black Hawk art students are participating in the College Student Invitational Art Exhibit at the Figge Art Museum, Davenport. Mediums include paintings, drawings, ceramics and graphic design. The exhibition is open for public viewing through January 8.

- The College is very saddened by the death of Associate Professor Enjle Elukhanyeni who died on October 30. Enjle had been a full-time faculty member in the Communication and Fine Arts department at BHC for 21 years. He had been fighting severe health issues for the past several months and he will be dearly missed by students and employees.

C. Student Services

Priority enrollment has started with over 2,000 enrolled for spring semester so far. There has been more emphasis put on the academic advising process. Karen Dalhstrom, Tiffany Hamilton, and Darcie Stearns reported on their pieces of the enrollment process emphasizing academic advising process; first year experience philosophy; defining point of engagement; encouraging students to be involved throughout the planning; putting importance on academic advising; creating environments to help students learn about themselves; learning about Passport to Leadership, which tracks what the students are doing working toward student to get involved in their choice of study, which will encourage retention in working toward their degree.

D. Finance

VP Anderson reported that the Finance Department once again received the GFOA award for the College's budget document. Reporting will be moving to an accrual process; and property tax will

now be shown as a monthly revenue. VP Anderson reviewed highlights of the Financial Operations Report for the four-month period ending October 31, 2011.

E. East Campus/Marketing

The Marketing Department has received several awards from the National Council for Marketing and Public Relations. Those awards were on display for Trustees to view. The recent East Campus Trick or Treat Trail hosted 900 kids and bringing approximately 2,500 people onto campus. There are major recruiting events scheduled and the Foundation's Boot Scootin Barn Dance was a successful event.

F. Facilities/Auxiliary Services/Police Department

VP Phillips reported on the many ongoing building projects. Requests for bids will be coming out soon for the business office remodel project. The bookstore is working on book adoptions. Trustee Ahern complimented VP Phillips and staff on the improvements to both campuses. The students and employees are very proud of their work. This is creating a great environment for education. VP Phillips said it has been a true team effort with deans, committees, and facilities staff all involved.

G. Human Resources

The Human Resources Department is transitioning to NEOGov. The staff attended a user conference recently where they were awarded the best implementation process for an organization of less than 2,000 employees. HR staff also attended a SURS seminar, but there is nothing new to report on a legislative bill regarding this issue. Fourteen (14) people have taken advantage of the $500 intent to retire incentive – 5 staff and 9 faculty. All these positions will be refilled.

H. Planning and Institutional Effectiveness

Ms. Malcolm pointed out that the reports given by staff this evening are items that are ingrained within the College's strategic plan – opportunities and tools to achieve academic goals; learners engaged in the community; resource optimization. Results and data on these issues will be reported in a year. The College is moving into a new initiative with AQIP by focusing on a systems portfolio.

I. Foundations – Directors/Board Reps

Black Hawk East College Foundation

Trustee Ahern gave the following report:

- Awarded 81 scholarship awards totaling $83,283 to 64 students. This year, the individual scholarship awards ranged from $80 to $3,000.
- At the Scholarship Recognition Banquet on October 4, David Bradbury gave an excellent benefactor speech emphasizing "Learn, Earn and Return" as his theme, which a couple of students echoed in their speeches. Thirty eight students spoke that night and represented the College and Foundation well.
- Prairie Pointe Apartments is at 100% occupancy.
- Boot Scootin' Barn Dance & BBQ Event (October 22, 2011) was a big success. Projected net revenue realized was over $38,000, including an additional $10,000 Diamond Sponsorship received from the Verlin and Joan Jackson Foundation. The live and silent auctions generated $15,555 in additional income. Pledges are still being received and expenses are being calculated, but it is believed that the net income from the event will be $52,000. As a result, three fully endowed Equine Scholarships and three annual scholarships have been created by the East Foundation.

✓Peoples National Bank of Kewanee Endowed Equine Scholarship ($10,000)

- ✓Verlin and Joan Jackson Foundation Endowed Equine Scholarship ($10,000)
- ✓Cargill Equine Scholarship ($5,000 – 5 yr. annual)
- ✓Verlin and Joan Jackson Foundation Endowed Equine Scholarship ($1,000 – 2 yr. annual)
- ✓Verlin and Joan Jackson Foundation Endowed Equine Scholarship ($1,000 – 2 yr. annual)

- The Ag Alumni grossed $3,800 on a golf outing to go to scholarships.
- The next Board Meeting will be Tuesday, November 15, 2011, at which time the audit report will be given.

Black Hawk College Quad-Cities Campus Foundation

Shelly Cain gave the following report:

Phase one of the Step Up for Students campaign has raised $75,000. Leaders Under 40 event will be scheduled at which time Leaders will be asked to support an endowed scholarship. Employees on the Quad-Cities Campus gave $34,000 in the spring plus an additional $6,000. Ms. Cain extended her thanks to the staff who contributed. The Foundation has worked with the engineering students on campus to develop some awards for the Hawk Hustle. Samples were shared with the Trustees. Trustee Emerick complimented Ms. Cain for using internal resources for these awards. Both Foundations have received training on new scholarship software they will be implementing.

J. SBDC/ITC/PTAC/BTC

Joel Youngs, Director of the Illinois Small Business Development Center, gave an overview of services and activities of the Center, which has a larger service area than the College. Discussion was held on the Center being a conduit for the College to help smaller communities in the College's district to find their economic development niche and develop that. It was mentioned that the College needs to remain sensitive to serving the BHC district counties first.

VII. CONSENT ITEMS

A. Instruction & Student Services

No reports.

B. Administration & Finance

A request was made to act upon BR #8222 and BR #8226 separately.

1. Ratification of Expenditures for Period Ending October 31, 2011. **BR #8222**

   Recommendation was made to ratify bills totaling $1,859,161.26 and payroll expenditures of $2,211,163.07 for October 2011.

   Trustee Emerick asked if any of the purchases showing under the Elan p-card purchases could ever be over $5,000. VP Anderson said yes, and she will work on breaking those charges out on the future reports. Banner does not currently allow tracking the charges individually. The current limit on a p-card purchase is $2,500.

Trustee Ahern moved to approve BR #8222; Trustee Berg seconded.
AYES: Trustees Berg, Boland, Beck, Emerick, Frye, Ahern, Phillips

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

3. Tentative Adoption of 2011 Tax Levies. **BR #8226**

Recommendation was made that the Board of Trustees expresses its intent to levy, in compliance with its legal authorization as well as 805/3-14.3 of the Community College Act, the following tax levies on the taxable property of the Black Hawk College District for the 2011 tax year, with final adoption on December 15, 2011:

Education Fund	$4,384,226
Operations and Maintenance Fund	2,557,466
Liability, Protection and Settlement Fund	2,440,553
Social Security and Medicare	328,817
Audit	94,992
Protection, Health and Safety	1,826,761
Additional Tax Levy	2,268,838
Bond and Interest	5,458,363

VP Anderson reviewed her process in proposing the levies to be adopted. Trustee Boland asked if the College ever opposes the TIF districts. President Gardner and VP Anderson said the College almost never opposes them.

Trustee Ahern moved to approve BR #8226; Trustee Emerick seconded.

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

2. Ratification of Expenditures for Preferred Vendors October 2011. **BR #8223**

Recommendation was made to ratify preferred vendors purchases in the amount of $193,323.90 for month of October 2011.

4. Illinois Work Net Center Lease Amendment. **BR #8228**

Recommendation was made to approve the sixth amendment to the lease for the Illinois Work Net Center facilities at 4703 16th Street increasing the leased square footage from 7,200 square feet to 12,589 square feet.

5. Renewal of General Insurance Agent. **BR #8225**

Recommendation was made to approve the Renewal of General Insurance Agent to Cleaveland Insurance Group of Rock Island, Illinois, for two (2) additional years, ending June 30, 2014.

6. Award of Contract to Sungard Higher Education for Oracle License Purchase for Banner. **BR #8233**

Recommendation was made to approve the purchase of the Oracle Software License at $150,643 and the prorated first-year of maintenance of $22,597 from SunGard Higher Education, Inc., of Malvern, Pennsylvania, in the amount not to exceed $173,240 with funding to come from Restricted Funds.

7. Award of Contract for Building 2 and Building 3 Stairwell Upgrades. **BR #8229**

Recommendation was made to approve the award of contract for the stairwell upgrades in Building 2 and Building 3 to Swanson Construction in the amount

of $63,700 with a ten percent contingency of $6,370 for a total project cost of $104,500 (includes the abatement) with funds to come from the FY-11 Protection, Health and Safety tax levy.

8. Award of Contract for Electrical Feed Replacement Between Building 1 and Building 2. **BR #8227**

Recommendation was made to approve the award of contract for the electrical feed replacement between Building 1 and Building 2 to Art O Lite Electric in the amount of $116,000 with a ten percent contingency of $11,600 for a total potential project cost of $127,600 with funds to come from the FY-11 Protection, Health and Safety tax levy.

Trustee Beck moved to approve remaining items under Administration & Finance; Trustee Emerick seconded.

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

2. Personnel

1. Personnel Recommendation –Allan Markezich– Resignation/Retirement. **BR #8230**

Allan Markezich, Professor in the Natural Science and Engineering Department at the Quad-Cities Campus, has been a faculty member since August 1984. Professor Markezich has indicated his wish to retire and has submitted his resignation effective June 30, 2012. Allan Markezich has served on college committees and has earned international distinction among the scientific community and at Black Hawk College through his decades of research. We thank him for his many years of service and we wish him well in retirement. Recommendation was made to approve the resignation/retirement of Professor Allan Markezich, effective June 30, 2012.

2. Personnel Recommendation – Sally Flesch – Resignation/Retirement. **BR #8231**

Sally Flesch, Professor in the Nursing Department at the Quad-Cities Campus, has been a faculty member since August 1983. Professor Flesch has indicated her wish to retire and has submitted her resignation effective May 31, 2012. Sally Flesch has served on numerous college committees and has provided leadership to the College's Practical Nursing and Certified Nursing Assistant programs as a department chair and in other capacities throughout her tenure. Professor Flesch is recognized for her expertise in the field of nursing and her concern for student success. We thank her for her many years of service and we wish her well in retirement. Recommendation was made to approve the resignation/retirement of Professor Sally Flesch, effective May 31, 2012.

Trustee Phillips shared that Mr. Markezich will be a great loss to the College. He was opposed to the cutting down of many trees on campus along with Trustee Phillips. He has spent a number of years out of the country as a field biologist and has named several new species. Trustee Frye shared that Ms. Flesch was an adviser to her daughter and made a difference in her daughter's career at Black Hawk College.

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

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

VIII. MISCELLANEOUS

A. **Communications & Trustees Reports**

1. Illinois Community College Trustees Association
Trustee Berg will be taking Trustee Boland's place as the ICCTA Board Representative. This will be placed on the December Board meeting for action.

2. Board Chair Announcements
Chair Phillips reminded staff to notify Ms. Schrock when there is an event that Trustees would want to attend. Trustees were asked to please keep cell phones turned off during Board meetings. She also requested that all reports that are given during the Board meetings be kept at five (5) minutes or less. Discussion was held on Trustees phoning in during Board meetings. Caution was given to not let phoning in become too customary. Trustees were reminded that their vote on the phone cannot be counted toward a quorum.

3. Other

4. Amendment to Board Policy 10.46 Compensation. **BR #8221**
Recommendation was made to Board Policy 10.46 as follows:

10.46 COMPENSATION/REIMBURSEMENT OF EXPENSES -- Members of the Board shall serve without compensation but shall be reimbursed for their reasonable expenses incurred in connection with their service. Recurring expenses to be reimbursed include but are not necessarily limited to basic internet and basic phone service up to a determined maximum charge per month and travel to scheduled Board meetings and related activities. Non-recurring expenses to be reimbursed include, but are not limited to, such items as travel, meals, and conference registrations. Board members must should obtain prior Board approval for all non-recurring expenses. The Board Chair may use his or her discretion, guided by past practice, to determine whether or not a request for reimbursement is justified. Appropriate documentation must be submitted within 60 days for all reimbursement requests.

The Board Chair must approve all reimbursement requests. If the Board Chair is unavailable to do so, the Vice Chair's approval must be secured. If neither the Chair nor the Vice Chair is available, approval must be secured by the Board Secretary. Board Chair reimbursement requests that are not routine and customary must be approved by the Vice Chair or, if the Vice Chair is unavailable, the Board Secretary.

Board members must strive to avoid any appearance of impropriety when making decisions to receive any services or items provided by the College to which they may be entitled based on their status as veterans, senior citizens, staff or faculty emeriti, or scholarship recipients. In all matters of reimbursement and receipt of services or items provided by the College, trustees will strive to exemplify ethical behavior and conduct that is above reproach.

This Board Report was amended by Trustee Beck, from the Board Report which was published with the Board packet, in order to tighten up the language and nail things down to allow more flexibility in the policy. Trustees were in agreement with the amendment.

Trustee Ahern moved to approve BR #8221 as amended; Trustee Berg seconded.

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

5. Adoption of Proposed Health Benefit Plan Trust Fund Balance Policy (Policy 4.58).
BR #8232

Recommendation was made to approve the following Board Policy:

The purpose of the Health Benefit Plan Trust is to buffer against sudden increases in insurance costs. Premiums paid by the College and by the employees will be deposited to the Health Benefit Plan Trust and all claims will be paid from the fund, as a flow through. If at any time there is insufficient money in the fund to pay claims, it shall be the College's responsibility to deposit sufficient money to pay those claims.

This policy will illustrate the institution's commitment to strong fiscal management and responsibility by:

- Establishing and maintaining a College-wide Health Insurance Trust Fund with a balance of no less than 25% of the average of the claims paid during the three (3) most recent complete plan years. The fund shall have no stated termination date.
- Annually, within ninety (90) days after the end of the plan year, the balance of the fund shall be compared to the standard of 25% of the average claims paid during the three (3) most recent complete plan years.
- Should the balance of the fund fail to meet the fund balance standard by an amount in excess of fifty (50) thousand dollars, the College shall, at a minimum, deposit an amount equal to 1/24 of the shortfall over each of the next twelve (12) months. This amount is in addition to premiums and not subject to cost sharing. Should the balance fail to meet the standard by an amount less than fifty (50) thousand dollars, the College may opt to make the 1/24 payments in order to avert a greater shortfall in subsequent years, but shall be under no obligation to do so.
- Should the balance of the fund exceed the fund balance standard by an amount in excess of fifty (50) thousand dollars, the College may opt to reduce its share of monthly premiums by an amount equal to 1/24 of the excess over the next twelve (12) months or allow the excess to carry over into the next plan year.
- Monies in the Health Benefit Plan Trust shall be used only for payment of medical, dental and vision claims and health insurance related administrative costs.

Trustee Frye questioned why this is being brought to the Board when it has been negotiated in the union contract. VP Anderson said it is only mentioned in one contract, and her intent is to keep it consistently administered and transparent by putting it into a Board Policy

Trustee Ahern moved to approve BR #8232; Student Trustee Nelson seconded.

AYES: Trustees Berg, Boland, Beck, Emerick, Frye, Ahern, Phillips
ADVISORY VOTE: Student Trustee Nelson

NAYS: None; motion carried.

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

IX. ADJOURN

Trustee Berg moved to adjourn; the meeting was adjourned.

Evelyn L. Phillips, Chair
Board of Trustees

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