

**AGENDA
OPEN SESSION
Thursday, April 19, 2012**



BOARD OF TRUSTEES

You are hereby notified of a regular meeting of the Board of Trustees of Community College District #503 on **Thursday, April 19, 2012, at 6 p.m.** The meeting will be held in the **Black Hawk Room on the Quad-Cities Campus of Black Hawk College, 6600 34th Avenue, Moline, IL, 61265.**

April 12, 2012
David L. Emerick Jr. , Secretary

I. CALL TO ORDER

II. ROLL CALL

John T. Ahern	_____	David L. Emerick	_____
Sonia R. Berg	_____	Donna Frye	_____
Dorothy W. Beck	_____	Evelyn L. Phillips	_____
Mike Boland	_____	Morgan Nelson	_____

III. PLEDGE OF ALLEGIANCE

IV. STUDENT TRUSTEE

- A. Presentation of Resolution to Outgoing Student Trustee
- B. Report on Election of Student Board Member for 2012-2013. BR# 8309 (No action needed.)
- C. Oath of Office and seating of Incoming Student Trustee

V. MINUTES

- A. Approval of the Minutes of the Regular Meeting of March 15, 2012.
Moved by: _____ **Seconded by:** _____
- B. Proposed Calendar of Regular Board Meetings for June 2012 – May 2013. [BR#8288](#)
Moved by: _____ **Seconded by:** _____

VI. EMPLOYEE / PUBLIC COMMENT

- A. Core Value Reflection

Fairness: We will endeavor to be consistent and evenhanded in our policies and procedures and dealings with others.

- B. Faculty Senates
- C. IFT Faculty & Pro Tech
- D. UAW Support Staff
- E. IFT Adjunct Faculty
- F. SGA
- G. Others
- H. Special Recognitions
 - a. Stacy Nelson

VII. PRESIDENT & ADMINISTRATION INFORMATIONAL REPORTS

- A. President
 - 1. President's Activities, March 1 – March 31, 2012
 - B. Instruction and Information Technology
 - 1. Teaching/Learning Center Report – Dr. Molly Baker
 - C. Student Services
 - 1. Retention Efforts – Dr. Richard Vallandingham
 - 2. Commencement Update - Dr. Richard Vallandingham
 - D. Finance
 - 1. Financial Operations of the College for Period Ending March 31, 2012. [BR#8299](#)
 - E. East Campus/Marketing
 - 1. Update on East Campus Activities – Chanda Dowell
 - 2. Plans for Sustainable Technology Building – John Meineke, Dr. Michael Rivera
 - F. Facilities/Auxiliary Services/Police Department
 - G. Human Resources
 - 1. [Positions in Process](#) – Karen Boyd
 - 2. [Retirement Update](#) – Karen Boyd
 - H. Planning and Institutional Effectiveness
 - 1. [Review of Student Persistence Information](#) – Kathy Malcolm
 - I. Foundations –Board Liaisons
 - 1. Updates – Trustee John Ahern, Trustee Dorothy Beck
 - J. SBDC/ITC/PTAC/BTC
 - 1. BHC Adult Volunteer Literacy program and the BHC Family Literacy Projects in Moline and Rock Island – Dr. Jeff Blackwell
-

VIII. CONSENT ITEMS (Items may be acted on together or separately.)

A. Instruction & Student Services

1. Award of Contract for Purchase of Scanning Electron Microscope. [BR#8316](#)
2. Approval of Purchase of ACLS Lifepak 15. [BR#8317](#)

Moved by: _____ Seconded by: _____

B. Administration & Finance

1. Ratification of Expenditures for Period Ending March 31, 2012. [BR#8300](#)
2. Ratification of Expenditures for Preferred Vendors March 31, 2012. [BR#8301](#)
3. Approval to Increase Student Services Center Project Budget. [BR#8302](#)
4. Award of Contract Student Services Center. [BR#8303](#)
5. Award of Contract for the Quad Cities Campus Air Handling Unit (AHU) 120 Replacement Project. [BR#8304](#)
6. Award of Contract East Campus Interior/Exterior Lighting Upgrades. [BR#8305](#)
7. Award of Contract for District Painting Management Services [BR#8306](#)

Moved by: _____ Seconded by: _____

C. Personnel

1. Changes in Employee Health Insurance Plan. [BR#8318](#)
2. Granting Professor Emeritus Status – Michael Payton – 2012. [BR#8296](#)
3. Granting Professor Emeritus Status – Reginald White – 2012. [BR#8310](#)
4. Granting Professor Emerita Status – Catherine Attebery – 2012. [BR#8312](#)
5. Granting Professor Emerita Status – Linda Hoeltzner – 2012. [BR#8315](#)
6. Granting Professor Emeritus Status – Joseph Obleton – 2012. [BR#8307](#)
7. Granting Professor Emerita Status – Dolores Sierra– 2012. [BR#8308](#)
8. Granting Staff Emerita Status – Mary Miller – 2012. [BR#8311](#)
9. Granting Staff Emerita Status – Nancy Bowker – 2012. [BR#8313](#)
10. Granting Staff Emerita Status – Linda Kiddoo – 2012. [BR#8314](#)

Moved by: _____ Seconded by: _____

IX. MISCELLANEOUS

A. Communications & Trustees Reports

1. Illinois Community College Trustees Association
 - a) ICCTA Quarterly Meeting and Lobby Day Schedule
2. Board Chair Announcements
 - a) Update on BHC Legislative Breakfast
 - b) July Retreat Request (President Evaluation Discussion)
3. Other
 - a) Support for Trustee Berg to serve as Associate Member of ACCT Diversity Committee
 - b) [Report on Closed Session Procedures](#)

B. Board of Trustee Meeting Self-Assessment



X. ADJOURN

Moved by: _____ Seconded by: _____

Dates of Interest

A list of events can also be found on www.bhc.edu

April 21 -24	AACC Annual Conference, <i>Orlando, FL</i>
April 26	Heritage Dinner, QC Foundation – POSTPONED
April 27	Annual Founders Scholars Banquet, 6 p.m., <i>PL Damron's-Tremont Forum, Kewanee</i>
May 1	ICCTA Board of Representatives meeting, Springfield
May 2	ICCTA Lobby Day, Springfield
May 4	Budget workshop, <i>7:30 AM, TPC Deere Run</i>
May 5	Student Excellence Awards, <i>11:30 a.m., Arbor Village Club House</i>
May 8	Retiree Reception, 2-4 p.m., Restaurant/Hawks' Nest
May 17	ESL Commencement, <i>I Wireless 9:30 AM</i>
May 17	Quad-Cities Commencement and Reception
May 18	East Campus Commencement and Reception
May 18	39 th Annual Agriculture Recognition Banquet, Noon., Building A, EC
May 24	BOT Meeting, 6 pm <i>CEC, Kewanee</i>

Mission: Black Hawk College provides the environment and resources for individuals to become lifelong learners.

Vision: Total accessibility, quality instructional programs, student-centered services, and strategic alliances position Black Hawk College as the preferred choice for education and training.

**MINUTES
OPEN SESSION
Thursday, March 15, 2012**



BOARD OF TRUSTEES

Chair Evelyn Phillips called the meeting to order on Thursday, March 15, 2012 at 6:00 p.m., in the Dr. Charles O. Warthen Conference Room in the Community Education Center, 404 East 3rd Street, Kewanee, Illinois.

I. CALL TO ORDER

IV. ROLL CALL

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

Absent: Trustee Michael Boland

Others Present: President Thom Baynum
Vice Presidents Leslie Anderson, Michael R. Phillips, Dr. Richard Vallandingham, Dr. Rose Campbell; Executive Secretary to the President Karen Mowers

V. PLEDGE OF ALLEGIANCE

The meeting began with the Pledge of Allegiance.

VI. MINUTES

- A. ***Trustee Beck moved to approve the minutes of the open session of February 16, 2012; Trustee Emerick seconded.***

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

ABSTAIN: Trustee Berg

ADVISORY VOTE: Student Trustee Nelson

NAYS: None; motion carried.

V. EMPLOYEE / PUBLIC COMMENT

- D. Core Value Reflection

Caring and Compassion: In our interactions with each other, we will strive to be kind, considerate, and empathic as we work toward our collective and separate goals.

Dr. Campbell shared about the caring and compassion shown to everyone since Dr. Baynum has come. She also gave two examples of students that have been helped greatly by staff at BHC. One has gone on to receive his PhD and is now teaching at BHC.

- E. Faculty Senates –

Dr. Jeff Hawes of the East Campus Faculty Senate gave highlights of some of the EC events, awards, and honors earned recently. Dr. Hawes shared both EC and QC Faculty Senate groups' hope to streamline some efficiencies to help create the best environment at the college in the next year.

- F. IFT Faculty & Pro Tech - no report.
- G. UAW Support Staff – Gloria Nelson shared about staff development day on campus and said a majority enjoyed the events presented that day. Gloria addressed the UAW contract being brought for approval and stated there were very few changes from the previous contract.
- H. IFT Adjunct Faculty – no report.
- I. SGA – Student Trustee Nelson gave the report. She spoke about some of the events that were recently held on EC. Student Trustee Nelson also reported on a transportation survey that was conducted on EC. The students are anxious to get some available transportation to campus.
- J. Others – no report.
- K. Special Recognitions
 - David Harris introduced Jeannie Nylin. She is from Geneseo and she shared her story. She started at CEC and is now in her first semester at QC. She felt the teachers are very encouraging and BHC is a great place to be.

Vashti Berry introduced Annie Huffman. She is a student currently in her last semester majoring in computer science. She shared her story as well. She thanked the Black Hawk East Foundation for their help and shared she is going to graduate as the first one in her family and will be an inspiration to her children.

VI. PRESIDENT & ADMINISTRATION INFORMATIONAL REPORTS

- A. President
 - Dr. Baynum shared a handout for the required P-card training. He also highlighted the Institutional Research information on graduation rates. BHC is meeting the needs of most of our students but we want to do better. The follow up research shows that we may need to offer more occupational programs. We want to use the data to drive our initiatives. We are putting a lot of effort into the first year experience and it is worth it to raise our success rates. We are also looking at how our part-time students are doing. He also wants to look at the academic and occupational students to see how they are doing in the success and completion statistics. Our goal is to make sure that our resources are being used as aligned with our data.
- B. Instruction and Information Technology
 - Dr. Campbell introduced David Harris. He thanked the board for the opportunities they provide to make a difference in students lives. BHC is an anchor institution in the community of Kewanee and it is helping the town move forward in many different ways.

Every leader in the community feels the Community Center and BHC presence has been a wonderful contribution to this area.

C. Student Services

Dr. Vallandingham introduced Jennifer Garrity from Metrolink who gave a presentation. She explained that a grant was given for one year to BHC and they chose to use part of that grant to fund a pilot project to help students with transportation. Metrolink has seen a 300% increase of student use of buses since the free service started. This is a promising prospect as gas prices rise and students see the need for rides. BHC students can ride the bus for free anywhere – school, shopping, etc. The grant was \$30,000 for this project. We had a two year window for this grant and our commitment will end in June.

D. Finance

VP Anderson shared a handout on the budget timeline. Dr. Baynum has asked for an open meeting for the board and others to go through a budget review on May 4. VP Anderson gave a summary of the budget and shared that equalization has dropped more than expected this year, tuition & fees has increased more than expected, salary and benefits are up about 4.5%, and Fund 2 has been helped by the mild winter. Benefits are being watched closely and BHC is not getting bank interest as in the past. The deficit looks very manageable until the end of the year.

E. East Campus/Marketing – no report.

F. Facilities/Auxiliary Services/Police Department – no report

G. Human Resources

Ms. Boyd shared that the HR Department is wrapping up staff development week and the activities gave a little reminder to everyone why we are here at BHC. Trustee Frye was thanked for her participation in the event. The HR department is starting recruitment to fill open positions.

H. Planning and Institutional Effectiveness – no report.

I. Foundations – Directors/Board Liaisons

An update was given by Liz Breedlove. She shared EC Foundation is working on a Limited Liability Contract. One of the concerns has been the parking lot ownership. She also shared that paperwork is going to the state to get the farm listed as tax exempt. A new scholarship application process, Stars on Line, is being used. It is easier to use and easier to match the students to the appropriate scholarships. Jeremy Esch of the QC finance department was recognized as doing an outstanding job to get the Foundation records organized and restructured. Liz reported that on April 13, EC will attempt to raise \$13,000 for scholarships and landscaping the front of Building A. The Wall of Fame reception will be held and Jon Wolfe is the recipient.

Trustee Beck gave the update for QC Foundation. She shared that the Leaders Under 40 Dinner will be honoring young leaders on March 29 and VP Anderson is one of the recipients. April 26 will be the Heritage Dinner at Johnnies Italian Steakhouse. The scholarship process for the QC campus will be the same as EC.

VII. CONSENT ITEMS

A. Instruction & Student Services

1. Election Process of Student Board Member – QC Campus – 2012-2013. [BR #8282](#)

Discussion: It was noted that student packets will be distributed in March, the election will be held on April 11 & 12 and the new Student Trustee will be announced on April 14.

Trustee Berg moved to approve BR #8282; Trustee Emerick seconded.

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

ADVISORY VOTE: Student Trustee Nelson

NAYS: None; motion carried.

B. Administration & Finance

A request was made to act upon BR #8279, 8280, and BR #8290 separately.

1. Ratification of Expenditures for Period Ending February 29, 2012. [BR #8276](#)
2. Ratification of Expenditures for Preferred Vendors February 29, 2012. [BR #8278](#)
3. Award of Contract for QC Auditorium Seating [BR #8287](#)
4. Award of Contract for QC Building 1 Stairwell Upgrades [BR #8291](#)
5. Ratification of new UAW Contract [BR#8289](#)

Discussion on BR #8289 – Chairman Phillips commented that the contract was not received until yesterday late afternoon. It is usually received and the Board has one month to review it and then it is acted on at the next board meeting. The BOT will need to have an original copy before it is officially signed.

Trustee Frye moved to approve BR #8276, 8278, 8287, 8291, and 8289; Student Trustee Nelson seconded.

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

ADVISORY VOTE: Student Trustee Nelson

NAYS: None; motion carried.

6. Award of Contract for QC Auditorium Renovation. [BR #8279](#)

Trustee Frye moved to approve BR #8279; Trustee Berg seconded.

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

ADVISORY VOTE: Student Trustee Nelson

NAYS: None; motion carried.

7. Award of Contract for Business Office Renovation. [BR #8280](#)

Discussion: These projects (8270 and 8280) were bid together but appear as two separate reports because they are in close proximity to each other. Hilebrand is the overall lowest bid when put together. BR #8280 is coming back for approval because of State rules and regulations, the bidding process was re-done. The accepted bid is lower than the original bid.

Trustee Emerick moved to approve BR #8280; Student Trustee Nelson seconded.

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

ADVISORY VOTE: Student Trustee Nelson

NAYS: None; motion carried

8. Awards of Contract for Athletic Scoreboards [BR #8290](#)

Trustee Frye moved to approve BR #8290; Trustee Emerick seconded.

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

ADVISORY VOTE: Student Trustee Nelson

NAYS: None; motion carried

C. Personnel

A request was made to act upon BR #8281, 8286, 8293, 8294, 8295 and 8294 separately.

1. Recommendations Concerning Tenure Status of Faculty for 2012-2013. [BR #8283](#)
2. Personnel Recommendation – Michael Payton - Resignation/Retirement. [BR #8284](#)
3. Personnel Recommendation – Dolores Sierra - Resignation/Retirement. [BR#8285](#)
4. Personnel Recommendation – Cathy Attebery – Resignation/Retirement. [BR #8297](#)

Student Trustee Nelson moved to approve BR #8283, 8284, 8285, and 8297; Trustee Emerick seconded.

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

ADVISORY VOTE: Student Trustee Nelson

NAYS: None; motion carried

5. Personnel Recommendation – Rose Campbell – Resignation/Retirement [BR#8293](#)
Trustee Ahern said she is grace under pressure, always looking for what is the best for the student, and continually striving for an environment for learning. She is professionalism personified, and everyone wished her the best of luck.

Trustee Ahern moved to approve BR #8293; Student Trustee Nelson seconded.

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

ADVISORY VOTE: Student Trustee Nelson

NAYS: None; motion carried

6. Granting Professor Emerita Status – M. Gwen Johnson -2012. [BR # 8294](#)
Trustee Beck shared it is so sad to be seeing people leaving who have done so much for the college in many ways. Their focus on learning and support of the college will be deeply missed and Gwen has made a major contribution to the college.

Trustee Beck moved to approve BR #8294; Trustee Frye seconded.

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

ADVISORY VOTE: Student Trustee Nelson

NAYS: None; motion carried

7. Granting Professor Emerita Status – Julie Stein – 2012. [BR#8295](#)
It was shared that Julie has been reliable, dependable, and focused at the college. She is outstanding in her field. Teaching ESL makes teachers passionate about their students and the community. Julie has been active on committees.

Trustee Beck moved to approve BR # 8295; Trustee Emerick seconded

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

ADVISORY VOTE: Student Trustee Nelson

NAYS: None; motion carried

8. Granting Professor Emeritus Status – Allan Markezich – 2012. [BR#8298](#)
Trustee Berg shared that Allan was her instructor. It is sad to have him leave because he is great. Trustee Beck said that he is an internationally renowned scholar and was able to name a species after his son. He has led people into dangerous situations and brought them back safely.

Trustee Frye moved to approve BR # 8298; Student Trustee Nelson seconded.

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

ADVISORY VOTE: Student Trustee Nelson

NAYS: None; motion carried

9. Granting Staff Emerita Status – Barb Virtue - 2012. [BR #8281](#)
Trustee Beck has known Barb since her children got into the College For Kids program. It is a program that has gotten thousands of children into the college and given them a chance to grow.

Trustee Frye moved to approve BR # 8281; Trustee Emerick seconded.

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

ADVISORY VOTE: Student Trustee Nelson

NAYS: None; motion carried

10. Granting Staff Emerita Status – Cindy Schrock – 2012. BR #8286
Chairman Phillips shared that Cindy worked really hard to back up the Board and was willing to work on days, nights, and weekends. Chairman Phillips wanted to express her thanks to Cindy. She also said that Cindy worked closely for three years with several searches and got things ready for Dr. Baynum. Cindy prepared everything for the search meetings. Cindy was great.

Trustee Frye moved to approve BR # 8286 with a correction of name at the bottom; Trustee Berg seconded.

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

ADVISORY VOTE: Student Trustee Nelson

NAYS: None; motion carried

VIII. MISCELLANEOUS

1. Illinois Community College Trustees Association
 - a) Trustee Beck attended the ICCTA conference and gave a short report. The trustee roundtable was focused on pensions and retirements in the community college system. The meeting also focused on the relationship between the chairman of the Board of Trustees and the President of the College.
 - b) Karen will send out information to Board members on upcoming events.
2. Board Chair Announcements – none.

3. Other

- a) Inauguration Committee Report – Trustee Emerick asked about this event and how the plans are coming. Trustee Beck will be working with Dr. Campbell on this.
- b) Student Trustee Nelson shared that she is featured on “I Am Black Hawk.” Chairman Phillips shared that Student Trustee Nelson has been one of the best student trustees that has ever served on the board and she did a great job in Washington DC and represented BHC very well.

Chairman Philips asked Student Trustee Nelson for her observations about her time on the Board since this is her last meeting. Student Trustee Nelson shared her advice would be that the Board needs to continue to works things out and try to have the same voice. The meetings have progressed well.

- c) Trustee Ahern requested an executive meeting next session for hiring of personnel. Dr. Baynum will verify if this is possible. Trustee Emerick will support this if we need another voice. The topic to be discussed can be included in the open agenda at least. Trustee Beck will also support this. VP Anderson will be asked to be present if it is in closed session.
- d) Trustee Emerick asked why the component of the closed session has been removed from the agenda. He would like to have an option to go into closed session if needed and asked that it be listed on the agenda. He asked for the Board to pursue this for matters of personnel, acquisition of land, or legal matters. The research will be done and reported back on this issue.

B. Board of Trustee Meeting Self-Assessment

IX. ADJOURN

Student Trustee Nelson made a motion to adjourn; Trustee Berg seconded.

Evelyn L. Phillips, Chair
Board of Trustees

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

BLACK HAWK COLLEGE
BOARD REPORT

Board Report #8288
April 19, 2012

**PROPOSED CALENDAR OF REGULAR BOARD MEETINGS
FOR JUNE 2012 THROUGH MAY 2013**

REPORT: The consolidation election law requires that the calendar of regular Board meetings for the coming year be established so that public notice of these meetings can be given.

The Board meetings will be held on Thursday evenings unless otherwise noted. The proposed calendar for regular Board meetings includes the location of the meeting; however, some of the scheduled meetings could be held in different locations within the College District. Board meetings beginning June 2012 through May 2013 will be as follows:

Thursday, June 28, 2012	Quad-Cities Campus
Thursday, August 23	Community Education Center
Thursday, September 27	Quad-Cities Campus
Thursday, October 25	Conference Center, East Campus
Thursday, November 15	Quad-Cities Campus
Thursday, December 13	Community Education Center
Thursday, February 21, 2013	Quad-Cities Campus
Thursday, March 14	Community Education Center
Thursday, April 25	Quad-Cities Campus
Thursday, May 9	Community Education Center

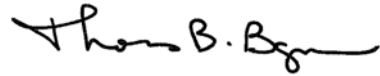
Quad-Cities Campus, 6600 34th Avenue, Moline, Illinois
Community Education Center, 404 East 3rd Street, Kewanee, Illinois
East Campus, 26230 Black Hawk Road, Galva, Illinois

Note:

- April 9, 2013 Consolidated Election
Normally, the Consolidated Election is held on the 1st Tuesday in April, but it has been pushed back to the 2nd Tuesday in April because of the Easter Holiday
- April 30, 2013
Last day for county clerks to canvass the election results
- May 7, 2013
Last day for the new Board to hold its organizational meeting. Following the April 9, 2013 election, the new board shall hold its organizational meeting on or before the 28th day after the election (Section 805/3-8)

RECOMMENDATION:

It is the recommendation of the College President that the Board of Trustees approves the proposed calendar of regular Board meetings shown above beginning June 2012 through May 2013.

A handwritten signature in black ink that reads "Thomas B. Baynum". The signature is written in a cursive style with a large initial 'T' and a long, sweeping underline.

Thomas B. Baynum
President

Position Status Report

Position Title	New	Replacement	Status
Accounting Clerk I (PT Bursar's Office)	X		Closed 4/10/12
Administrative Assistant		X	Closed 4/10/12
Administrative Research Assistant		X	Interviews 4/12/12
Adult Education Instructor		X	Closes 4/18/12
Assistant Registrar		X	Closes 4/18/12
Biology Instructor (FT EC)		X	Closes 4/20/12
Biology Instructor (FT QC)		X	Closes 4/18/12
Chief of Police		X	Will post in May
Collections Coordinator		X	Filled - started 04/09/12
Computer Science Instructor		X	Closes 4/18/12
Console Operator		X	Filled - start date TBD
Coordinator of Optional Education		X	On hold pending grant funding
Custodian I (2 PT positions)	X		Closed 4/10/12
Dean of Health Science Programs	X		On hold pending budget approval
Dean of Workforce Development	X		On hold pending budget approval
Director of Risk Management		X	Interviews 4/10, 4/12
Director of TLC		X	Closes 4/27/12
Educational Advisor PT		X	Closed 4/10/12
Employment Specialist		X	Closed 4/10/12
Engineering Technology Instructor (FT)	X		Closes 4/18/12
Enrollment Services Assistant (PT)		X	Closed 4/10/12
Enrollment Services Specialist (EC)		X	Closed 4/10/12
ESL Coordinator		X	Closed 4/10/12
ESL Instructor (FT)		X	Closes 4/18/12
ESL Program Transition Specialist (PT)	X		Closed 4/10/12
Facilities Custodian (FT EC)		X	Filled- start date TBD
Foundation Assistant (PT EC)		X	Closed 4/11/12
Graphic Designer (2)	X (1)	X(1)	Closes 4/27/12
Groundskeeper (PT EC)	X		On hold
HVAC Mechanic (PT)		X	Candidate referencing
HVAC Mechanic FT		X	Closes 4/19/12
Lead Facilities Custodian		X	Closed 4/10/12
Manager of Research and Knowledge		X	Awaiting job description revisions
Marketing / Management Instructor (FT)		X	Closes 4/18/12
Nursing Assistant Instructor (FT EC)	X		Closes 4/18/12
Office Assistant II (Bldg 2 ASC)		X	Filled - started 04/09/12
Office Assistant II (FT EC)		X	On hold
Office Careers Instructor (FT EC)		X	Closes 5/12/12
Office Careers Instructor (FT QC)		X	Closes 5/12/12
Office Specialist (BTC)		X	Filled - Start date TBD
Police Officer (2 FT)		X	Closed 4/10/12

Practical Nursing Instructor (FT QC)		X	Filled - start 8/13/12
Practical Nursing Instructor (FT)		X	Closes 4/18/12
Program Coordinator (PaCE)		X	Filled - starts 4/16/12
Program Coordinator (PT)		X	Closed 4/10/12
Recruitment Coordinator EC		X	Committee Reviewing Apps
Senior Accountant	X		In process
Sr. Network Analyst	X		Closes 4/20/12
Sr. Systems Analyst I		X	Closed 4/10/12
Student Retention Coordinator		X	Closed 4/10/12
Transition Coordinator (Career & Tech Ed)		X	Committee Reviewing Apps
Veterinary Tech Instructor (FT EC)	X		Awaiting Min Competency Jan 2013 Start
Vice President for Instruction		X	Awaiting job description revisions
Welding Instructor (FT EC)	X		Awaiting Min Competency

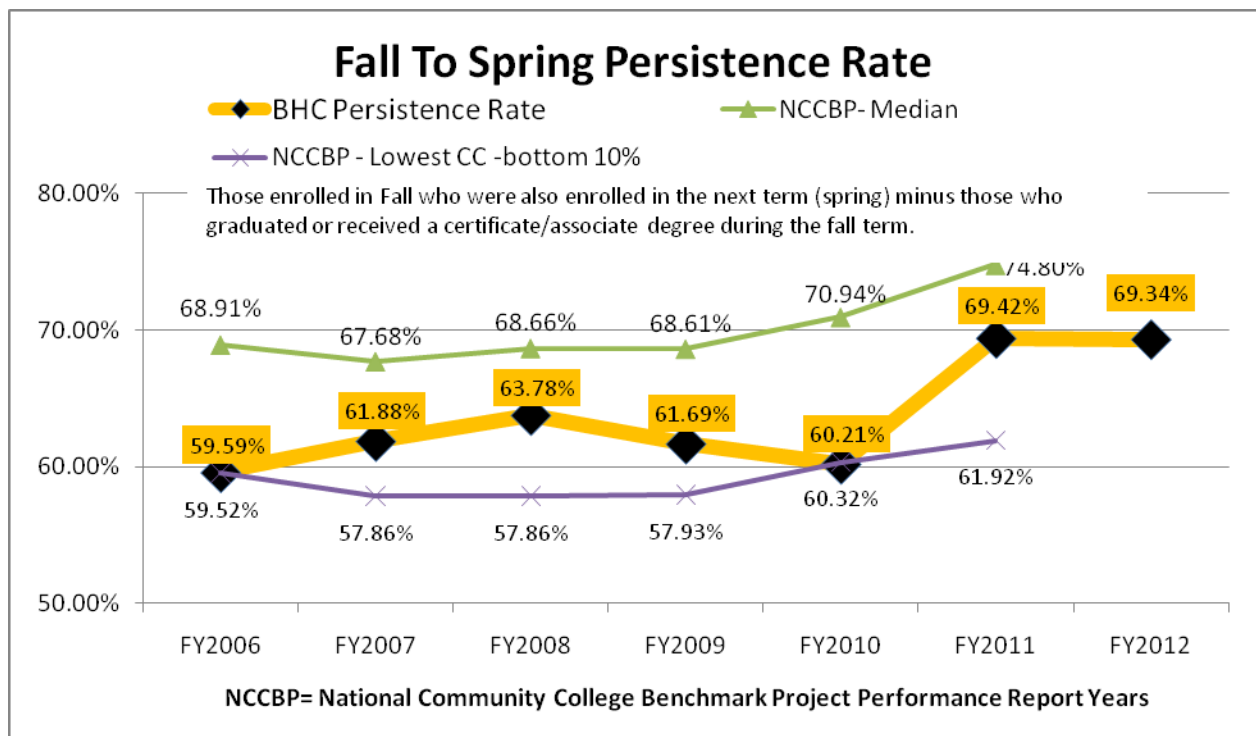
RETIREMENT UPDATE

LN	FN	Date	Job Title	Years of Service
Gamino	Cathy	04-Nov-11	ENROLLMENT SERVICES ASSISTANT P/T	3
Moon Sr	Matthew	28-Nov-11	HVAC MECHANIC P/T	17
Semonis	Sandra	30-Nov-11	ACCOUNTS RECEIVABLE SYSTEMS COORD	21
Semonis	Ronald	30-Nov-11	LEAD HVAC MECHANIC	29
Doerder	Lowell	31-Dec-11	PROFESSOR	37
Schrock	Cynthia	31-Dec-11	EXEC SEC TO PRESIDENT	16
Weigel	Janet	31-Dec-11	PROFESSOR	24
Young *	Byron	13-Jan-12	ATHLETIC/HPE COORDINATOR	14
Miller	Mary	31-Jan-12	OFFICE ASSISTANT II	34
Bowker	Nancy	31-Jan-12	ADMINISTRATIVE RESEARCH ASSISTANT	17
Fiems	Richard	13-Feb-12	CHIEF OF POLICE	31
Virtue	Barbara	29-Feb-12	PROGRAM COORDINATOR	26
Kiddoo	Linda	27-Apr-12	COLLECTIONS COORDINATOR	18
Johnson	Marsha	17-May-12	PROFESSOR, DEPT CHAIR	24
Obleton	Joe	18-May-12	COUNSELOR	27
Flesh	Sally	31-May-12	PROFESSOR	28
White	Reggie	31-May-12	PROFESSOR	27
Attebery	Catherine	31-May-12	PROFESSOR	18
Hunt	Harry	31-May-12	CONTINUING PROF ED COORD P/T	7
Higbee	Ilga	1-Jun-12	PROFESSOR	22
Sierra	Dolores	01-Jun-12	PROFESSOR	24
Campbell	Rose	29-Jun-12	EXEC VP & VP OF INSTRUCTION/ITS	8
Boysen	Donald	29-Jun-12	POLICE LIEUTENANT	26
Doehler	Barbara	29-Jun-12	SR GRAPHIC DESIGNER	30
Stein	Julie	30-Jun-12	PROFESSOR	33
Sadowski	Bill	30-Jun-12	MANAGER OF BENEFITS ADMINISTRATION	19
Markezich	Alan	30-Jun-12	PROFESSOR	27
Bealer	Helen	30-Jun-12	LEAD FACILITIES CUSTODIAN	19
Doran	Sally	30-Jun-12	ADMINISTRATIVE ASSISTANT	37
Bull	Bonnie	30-Jun-12	ENROLLMENT CLERK P/T	16
Allmendinger	Pam	30-Jun-12	MANAGER OF RESEARCH AND KNOWLEDGE	30
Payton	Michael	30-Jun-12	PROFESSOR	41
Collins	William	30-Jun-12	POLICE LIEUTENANT	26
			TOTAL YEARS	776

STUDENT PERSISTENCE IMPACT

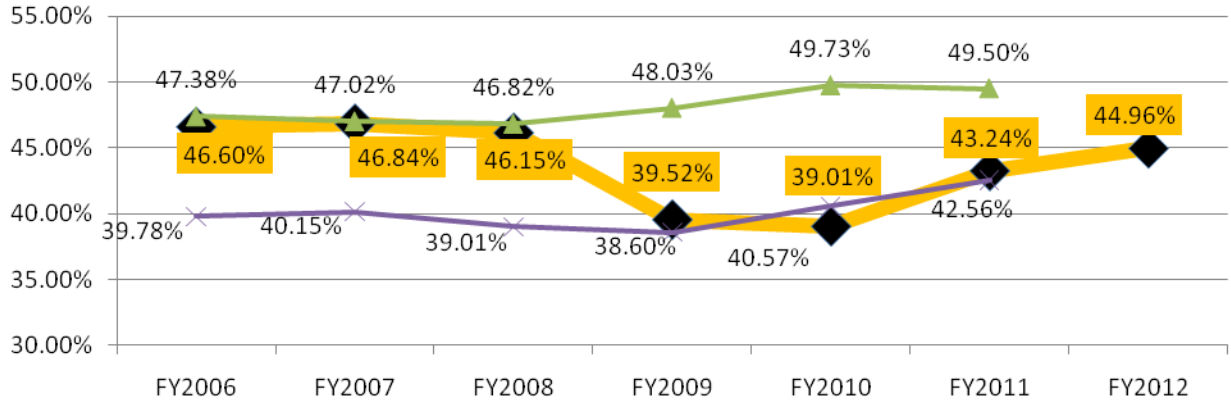
Student Persistence IMPACT on Potential Revenue Growth					
	Initial Fall Term				
	Fall 2006	Fall 2007	Fall 2008	Fall 2009	Fall 2010
College Credit Students	6,190	6,158	6,030	5,440	5,736
Fall Graduates	196	173	185	175	195
Potential Spring Enrollees	5,994	5,985	5,845	5,265	5,541
Actual Spring Enrollees	3,823	3,692	3,519	3,655	3,842
Fall to Spring %	63.78%	61.69%	60.21%	69.42%	69.34%
"Stop Lost" Students	2,171	2,293	2,326	1,610	1,699
Average Fall Credit Hours	9.37	9.35	9.29	10.69	10.64
Credit Hour Tuition and Fees	\$ 73.00	\$ 81.50	\$ 84.50	\$ 90.00	\$ 94.50
Potential Lost Revenue	\$ 1,484,985.71	\$ 1,747,323.33	\$ 1,825,921.63	\$ 1,548,981.00	\$ 1,708,310.52
Spring/Summer Graduates	688	644	662	616	614
Potential Fall Enrollees	3,135	3,048	2,857	3,039	3,228
	Fall 2007	Fall 2008	Fall 2009	Fall 2010	Fall 2011
Actual Following Fall Enrollees	2,539	2,179	2,094	2,086	2,303
Fall to Fall %	46.15%	39.52%	39.01%	43.24%	44.96%
"Stop Lost" Students	596	869	763	953	925
Average Fall Credit Hours	9.35	9.29	10.69	10.64	9.82
Credit Hour Tuition and Fees	\$ 81.50	\$ 84.50	\$ 90.00	\$ 94.50	\$ 98.50
Potential Lost Revenue	\$ 454,166.90	\$ 682,169.35	\$ 734,082.30	\$ 958,222.44	\$ 894,724.75
Total Potential Lost Revenue	\$ 1,939,152.61	\$ 2,429,492.67	\$ 2,560,003.93	\$ 2,507,203.44	\$ 2,603,035.27

Source: Benchmark Study Methodology



Fall to Fall Retention Rate

◆ BHC Persistence Rate ▲ NCCBP- Median ✕ NCCBP - Lowest CC -bottom 10%



NCCBP= National Community College Benchmark Project Performance Report Years

BLACK HAWK COLLEGE
BOARD REPORT

Board Report #8316
April 19, 2012

**AWARD OF CONTRACT FOR PURCHASE OF SCANNING
ELECTRON MICROSCOPE**

REPORT: Black Hawk College's (BHC) Materials Science Technology AAS degree curriculum will meet the needs of local employers such as John Deere, Alcoa, Rock Island Arsenal and others. To support intensive, hands-on laboratory instruction, the purchase of a scanning electron microscope (SEM) is required. This microscope will meet industry standards, will enhance the training quality for BHC materials science technology students, and will allow BHC to continue offering industrial training to key local employers. In addition to students in materials science, students studying chemistry, engineering transfer, health-related courses and curricula to be developed in the STEM areas will be able to access and utilize this high caliber piece of instructional equipment.

Advertisements for Requests for Proposal were placed in the Moline Dispatch and the Kewanee Star Courier, as stated by the Black Hawk College Board of Trustees policy. Bids were also sent to seven (7) companies and compliant bids were received from the two (2) vendors. Please note that Aspex sent two quotes for two different models. The model that BHC wishes to purchase is the quote from JEOL, USA based on features and company reputation:

- Aspex Corp., Delmont, PA – Express Model \$119,764.80
- Aspex Corp., Delmont, PA – Explorer Model \$143,352.72
- JEOL, USA, Peabody, MA \$122,900.00

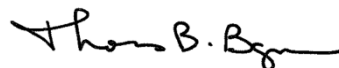
The compact JEOL 6010LA SEM has almost the same functionalities as a full-scale Scanning Electron Microscope but is more affordable and with an excellent maintenance record. The price is very reasonable relative to the other two proposals for machines with lesser capabilities. JEOL is a brand name in Electron Microscopes. JEOL customer references indicated positive experiences and a quality product.

RECOMMENDATION:

It is the recommendation of the College President that the Board of Trustees approves the purchase of Scanning Electron Microscope for a total of \$122,900.00 from JEOL USA, for the BHC Materials Science Technology program and current instructional courses with funding from Local Project Funds.



Rose M. Campbell
Executive Vice President
Vice President for Instruction/ITS



Thomas B. Baynum
President

BLACK HAWK COLLEGE
BOARD REPORT

Board Report #8317
April 19, 2012

APPROVAL OF PURCHASE OF ACLS LIFEPAK 15

REPORT: The LifePak 15 ACLS simulates the technology currently used in industry and by the Genesis Health System and Illini Ambulance for patient care. As Black Hawk College (BHC) prepares students for careers in Emergency Medical Services as well as related health fields, it is important that students receive their clinical training with industry-standard equipment. The Physio-Control Inc. LifePak 15 ACLS utilizes 12-Lead EKG, waveform end-tidal carbon-dioxide (EtCO₂), and enhanced defibrillation and cardio-version functions that are used by today's EMT-Paramedics. Purchase of this equipment will enhance the training for students in the College's EMT-Paramedic program and will ensure that the College training objectives will meet local industry standards as well as the standards of the national curriculum.

Physio-Control Inc. is the sole provider of the LifePak 15 ACLS technology that allows for carbon monoxide monitoring. All BHC emergency medical services student clinical training sites as well as Genesis Medical Center and ambulance services utilize this equipment from Physio-Control Inc. The purchase of ACLS Life Pak 15 for the Emergency Medical Services department will keep the program current and reflective of the highest quality practices in the workplace. This equipment will allow the College to provide students the experiential learning necessary to prepare them for successful careers and to provide employers with the well-trained workforce they require.

The purchase includes:

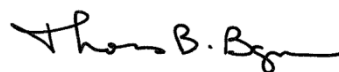
1-ACLS Life Pak 15	\$16,521.45
1-Station Battery Charger	\$ 1,347.25
3-LI-Ion Battery	\$ 1,020.00
3-Strip Chart Recorder Paper	\$ 44.63
1-DCI ADT Reusable Sensor	\$ 657.05
1-Filterline Set	\$ 238.00
1-Smart Capnoline-Pediatric	\$ 267.75
1-Large Adult Cuff	\$ 25.50
1-Main Carry Bag	\$ 227.80
1-Carry Bag, Rear Pouch	\$ 58.65
1-Top Pouch	\$ 40.80
1-Patient Simulator-EKG, 12 Lead	\$ 682.55

RECOMMENDATION:

It is the recommendation of the College President that the Board of Trustees approve the purchase of the ACLS Life Pak 15, battery, battery charger, and accessories for \$21,316.43 (includes shipping and handling) with the Illinois Community College Board Program Improvement Grant funds as the funding source.



Rose M. Campbell
Executive Vice President
Vice President for Instruction/ITS



Thomas B. Baynum
President

**BLACK HAWK COLLEGE
BOARD REPORT**

Board Report #8300
April 19, 2012

**RATIFICATION OF EXPENDITURES
FOR THE PERIOD ENDING
MARCH 31, 2012**

REPORT:

Listed below is a summary of Accounts Payable activity that has been processed for payment. The listing dated March 31 represents bills totaling \$2,433,017.53. Obligations on these bills have been incurred in accordance with Board Policy and where required, bids were obtained.


Ratification of payroll expenditures for the month of March is also requested.

	March 1-31 for Ratification (Accts. Payable)	March 1-31 for Ratification (Payroll)
Education, Operations & Maintenance, and Auxiliary Funds	\$1,182,712.45	1,851,660.16
Restricted Purposes	158,485.07	205,695.82
Restricted Operations & Maintenance	1,091,820.01	0.00
Bond & Interest	0.00	0.00
	<u>\$2,433,017.53</u>	<u>\$2,057,355.98</u>

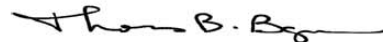
RECOMMENDATION:

It is the recommendation of the College President that the Board of Trustees ratifies bills totaling \$2,433,017.53 and payroll expenditures of \$2,057,355.98 for the month of March 2012.

Reviewed and Prepared by:



Leslie T. Anderson
Vice President for Finance



Thomas B. Baynum
President

Black Hawk College

Selected checks written greater than or equal to \$5,000

From 3/1/2012 to 3/31/2012

EDUCATION, OPERATIONS & MAINTENANCE, AND AUXILIARY FUNDS

CHECK NUMBER	DATE	VENDOR	AMOUNT	DESCRIPTION
I0002201	3/2/2012	Hartford Life RPS	20,086.30	Employee 403B contributions
I0002202	3/2/2012	HCH Administration, Inc.	5,019.12	Employee contributions to Flex Spending Accounts
I0002215	3/9/2012	Cartridge World	5,289.35	Office supplies - copier toner
I0002221	3/9/2012	elan	55,461.02	Various PCARD purchases
I0002222	3/9/2012	Office Max	14,241.29	Office supplies
I0002236	3/16/2012	Hartford Life RPS	28,786.89	Employee 403B contributions, Life insurance and LTD
I0002254	3/23/2012	Benefit Planning Consultants, Inc.	5,089.12	Employee contributions to Flex Spending Accounts
I0002269	3/30/2012	Benefit Planning Consultants, Inc.	5,172.45	Employee contributions to Flex Spending Accounts
I0002276	3/30/2012	Hartford Life RPS	21,978.83	Employee 403B contributions
00310108	3/2/2012	ADP	7,319.04	Payroll - contractual services
00310170	3/2/2012	Society For Human Resources Management	5,609.00	Instructional materials - HR Management class
00310201	3/2/2012	HCH Administration, Inc.	44,159.10	Stop Loss coverage & Administrative fees
00310216	3/9/2012	A T & T	8,081.16	Telecommunications
00310219	3/9/2012	Ameren IP	5,086.10	Utilities
00310229	3/9/2012	City of Moline	8,919.21	Utilities
00310255	3/9/2012	Mid American Energy	23,905.90	Utilities
00310349	3/16/2012	Mid American Energy	22,979.80	Utilities
00310372	3/16/2012	Tri City Electric	17,616.95	Telecommunications - upgraded telephones
00310402	3/16/2012	Kuang L. Sung	12,131.88	WorkNet rental and utilities
00310544	3/23/2012	John Wiley & Sons, Inc.	8,910.22	Bookstore Inventory - books
00310745	3/23/2012	Kuang L. Sung	12,064.46	WorkNet rental
00310798	3/30/2012	Maquoketa Web Printing	9,226.00	PaCE Spring and Summer schedules
00310800	3/30/2012	McGraw Hill Book Company	44,105.12	Bookstore Inventory - books
00310803	3/30/2012	Mid American Energy	8,223.62	Utilities
00310805	3/30/2012	Perkin Elmer	8,105.00	FTIR (Spectrometer) equipment repair

RESTRICTED PURPOSES

CHECK NUMBER	DATE	VENDOR	AMOUNT	DESCRIPTION
I0002226	3/9/2012	elan	8,504.35	Various PCARD purchases
R0066837	3/6/2012	Illinois Public Risk Fund	18,889.00	Workers comp premium
R0066846	3/6/2012	Temple's Sporting Goods	7,126.12	Athletics - supplies
R0066880	3/16/2012	Temple's Sporting Goods	9,537.20	Athletics - supplies
R0066887	3/23/2012	Cleveland Insurance	6,040.00	Insurance
R0066889	3/23/2012	DH Consulting QCA, Inc.	5,200.00	Consulting for TIES Grant
R0066893	3/23/2012	Hilton	7,475.45	Model Illinois Government awards banquet
R0066913	3/30/2012	B2B Computer Products, LLC	12,750.00	Adobe licenses
R0066928	3/30/2012	Pappas, O'Connor & Fildes, P.C.	5,426.50	Legal services
R0066936	3/30/2012	Tri City Electric	6,806.40	Contractual Services - electrical repair

RESTRICTED OPERATIONS & MAINTENANCE

CHECK NUMBER	DATE	VENDOR	AMOUNT	DESCRIPTION
I0002228	3/9/2012	Command Business Systems, Inc.	20,187.00	Local Project - Equipment Refresh - Canon copier - QC
00003560	3/2/2012	Dooley Brothers Plumbing & Heating, Inc.	9,940.97	Local Project - EC Local Refresh - Kitchen Upgrades
00003562	3/2/2012	Wells-Index Div of A&D Machinery Company	24,690.00	QC Instructional Equipment
00003568	3/23/2012	Black Hawk Builders	9,279.00	Local Project - WorkNet Center Remodel
00003572	3/23/2012	Mahieu Electric Company	12,000.00	Local Project - WorkNet Center Remodel
00003574	3/30/2012	Art O Lite Electric Company	186,290.00	PHS Projects - Fire Alarm Upgrade, Electrical Feed Replace
00003575	3/30/2012	BLDD Architects	16,702.33	FY11 PHS - Electrical Feed Replacement
I0002265	3/23/2012	Dell Computer Corporation	5,240.00	Local and PHS Projects - Architect fees, Stairwell, Ext Light
32000294	3/2/2012	Apple, Inc.	30,818.93	2010 Bond Project - Instructional Refresh
32000295	3/2/2012	Bishop Brothers, Inc.	64,571.94	2010 Bond Project - EC Auditorium
32000296	3/2/2012	En Pointe Technologies	5,704.80	2010 Bond Project - Infrastructure Refresh
32000297	3/2/2012	Hillebrand Construction	266,122.10	2010 Bond Project - Bldg 2 Addition
32000301	3/23/2012	Hillebrand Construction	362,514.64	2010 Bond Project - Bldg 2 Addition
32000303	3/23/2012	Sophia Purchaser Co., LP	13,834.11	Banner Expansion
32000304	3/30/2012	BLDD Architects	39,322.72	2010 Bond Project - QC 1 Student Services Addition

**BLACK HAWK COLLEGE
BOARD REPORT**

Board Report #8301
April 19, 2012

**RATIFICATION OF EXPENDITURES
FOR PREFERRED VENDORS
MARCH 2012**

PREFERRED VENDORS:

The Board of Trustees has previously approved the use of preferred vendors for purchases of appropriate services or products for the College. When establishing the use of preferred vendors, the College committed to regularly reporting expenditures made to these companies to the Board for ratification.

Purchases for the month of March 2012 consist of items totaling \$49,589.52. A breakdown of those expenditures follows:

Vendor Name	Contract Term	New Equipment	Licenses & Maintenance Contracts	Contractual Services	Other	Totals
ACCENT SERVICES ANDALUSIA, IL	5/1/9 - 4/30/12	-	-	-	-	\$ -
ADVANCED ENVIRONMENTAL DAVENPORT, IA	5/1/10 - 4/30/13	-	-	-	-	\$ -
ALLSTEEL, INC. MUSCATINE, IA	5/1/11 - 4/30/14	-	-	-	-	\$ -
AVI SYSTEMS MINNEAPOLIS, MN	3/1/11 - 2/28/14	-	-	-	-	\$ -
CDW-GOVERNMENT, INC VERNON HILLS, IL	9/1/11 - 8/31/14	-	-	-	960.00	\$ 960.00
CLEVELAND INSURANCE ROCK ISLAND, IL	11/10/11 - 6/30/14	-	-	6,263.00	-	\$ 6,263.00
DCS COMPUTERS DAVENPORT, IA	9/1/11 - 8/31/14	-	-	-	-	\$ -
EN POINTE TECHNOLOGIES LOS ANGELES, CA	9/1/11 - 8/31/14	-	5,704.80	-	-	\$ 5,704.80
H2IT LOVES PARK, IL	9/1/11 - 8/31/14	-	-	-	-	\$ -
HENRICKSEN & CO, INC. ITASCA, IL	5/1/11 - 4/30/14	-	-	-	-	\$ -
HON INDUSTRIES MUSCATINE, IA	5/1/11 - 4/30/14	-	-	-	-	\$ -
IA/IL TAYLOR INSULATION, INC DAVENPORT, IA	5/1/10 - 4/30/13	-	-	-	-	\$ -
IBM PITTSBURGH, PA	9/1/11 - 8/31/14	-	-	-	-	\$ -
IOWA ILLINOIS OFFICE SOLUTIONS DAVENPORT, IA	5/1/11 - 4/30/14	139.33	-	-	-	\$ 139.33
PAPPAS, O'CONNOR & FILDES, P.C. ROCK ISLAND, IL	9/18/08 INDEFINITELY	-	-	10,433.94	-	\$ 10,433.94
PRATT AUDIO & VISUAL CEDAR RAPIDS, IA	3/1/11 - 2/28/14	-	-	-	-	\$ -
SENTINEL TECHNOLOGIES DOWNER'S GROVE, IL	9/1/11 - 9/30/14	-	-	-	-	\$ -
THE NATIONAL BANK BETTENDORF, IA	6/26/08 - 12/31/13	-	-	858.96	-	\$ 858.96
TRI CITY ELECTRIC DAVENPORT, IA	9/1/11 - 8/31/14	17,616.95	-	7,612.54	-	\$ 25,229.49
Totals		\$ 17,756.28	\$ 5,704.80	\$ 25,168.44	\$ 960.00	\$ 49,589.52

RECOMMENDATION:

It is the recommendation of the College President that the Board of Trustees ratifies the expenditures for preferred vendors for the month of March 2012 in the amount of \$49,589.52 for purchases made in accordance with previously approved preferred vendor guidelines.

SINGLE & SOLE SOURCE VENDORS:

The Board of Trustees has previously approved the use of sole source vendors for purchases of appropriate services or products for the College. Expenditures reported herein reflect only purchases equal to or in excess of \$25,000 and are presented in accordance with published procedure.

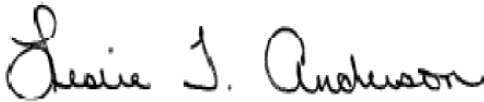
Purchases for the month of March 2012 consist of items totaling \$91,741.25. A breakdown of those expenditures follows:

Vendor Name	Total Purchases
APPLE, INC. DALLAS, TX	26,307.25
McGRAW HILL BOOK COMPANY CAROL STREAM, IL	65,434.00
Totals	\$ 91,741.25

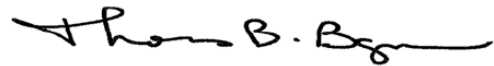
RECOMMENDATION:

It is the recommendation of the College President that the Board of Trustees ratifies the expenditures for single & sole source vendors for the month of March 2012 in the amount of \$91,741.25 for purchases made in accordance with published procedures.

REVIEWED & PREPARED BY:



Leslie T. Anderson
Vice President for Finance



Thomas B. Baynum
President

BLACK HAWK COLLEGE
BOARD REPORT

Board Report #8302
April 19, 2012

APPROVAL TO INCREASE STUDENT SERVICES CENTER PROJECT BUDGET

REPORT: In June of 2011 the Board of Trustees and the ICCB approved using \$3,503,208 for the planning and construction of the Student Services Center. When all components of the project are totaled the final amount, as stated below, increases the project from \$3,503,208 to 3,934,211 for a total increase of \$431,003.

Bush Construction	\$3,132,000
Contingency 5%	\$156,600
Construction Total Cost	\$3,288,600
A&E Fees	\$264,811
Reimbursable Expense	\$41,800
IT	\$50,000
Furniture	\$150,000
Site Utilities	\$20,000
Art	\$19,000
Book Store Equipment	\$100,000
Total Cost of Project	\$3,934,211

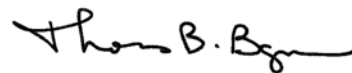
RECOMMENDATION:

It is the recommendation of the College President that the Board of Trustees approves the increase of the Student Services Center project budget from \$3,503,208 to \$3,934,211 for a total increase of \$431,003. The project budget increase will be funded by FY-10 general obligation bond funds.

Reviewed and Prepared by



Michael R. Phillips
Vice President for
Administration



Thomas B. Baynum
President

BLACK HAWK COLLEGE
BOARD REPORT

Board Report #8303
April 19, 2012

AWARD OF CONTRACT FOR CONSTRUCTION OF THE STUDENT SERVICES CENTER

REPORT: The Student Services Center addition to Building 1 has two distinct purposes; the first is to create a front door to the College that is easily identifiable to our visitors and community members. Just as important as the front door is the creation of the student services center for new and current students that is interactive and engaging. An interactive computer area supported by academic advisors and enrollment services staff will anchor this new space and will allow for student engagement in educational planning, academic enrollment, and educational progress processes. Additional services related to academic advising and career decision-making will be readily available and easily accessed.

In an effort to better meet the needs of our current and future students the bookstore will be moved from Building 3 to the lower lobby of Building 1 along with an extension office for the Black Hawk College Police Department. Combining these functions with the student services center will provide our students and visitors a convenient location to take care of their College business in one building. Designated areas for students to relax or study between classes is very important, the upper lobby on the third floor of Building 1 will be enlarged to replace the student space consumed by the bookstore. The entrance to the building will be moved back to its original location and the recruitment office will be removed. The Recruiting office will move to the area vacated by the Advising staff.

The two-story addition to Building 1 will feature large windows that overlook the wooded ravines that highlight the landscape of our campus. Natural light will accent the interior of the building creating an open and inviting space for our visitors and students. The half-moon shape of the addition will create a new and modern feel for Building 1. The addition will feature steel framing with concrete poured on metal deck floors as a sub-floor. The exterior finishes will include cement board panels and insulation finish systems (Dryvit).

The first floor of the addition will include a welcome desk, PD extension office, interactive computer area, Advising offices and Transfer center. The second floor will feature two 400 square foot conference rooms with an operational wall divider, Career Services and the Counseling offices. A new elevator will also be included in the construction.

A bid process was completed in accordance with College procedures and Illinois law. Advertisements for Requests for Proposal were placed in the Moline Dispatch, Kewanee Star Courier, and Peoria Journal Star as stated by the Black Hawk College Board of Trustees policy. The RFP included both the Student Services Center construction project and the Quad Cities Campus air handling unit 120 replacement project. The College received the following bids for the Student Services Center construction project;

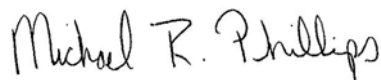
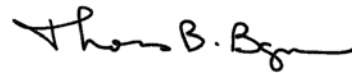
Company	Bid
Bush Construction, Davenport, IA	\$3,132,000
Precision Builders, LeClaire, IA	\$3,182,500
Swanson Construction, Bettendorf, IA	\$3,213,625
Estes Construction, Davenport, IA	\$3,260,000
Valley Construction, Rock Island, IL	\$3,265,000
Hillebrand Construction, Davenport, IA	\$3,330,423
Leander Construction, Canton, IL	\$3,396,500

Bush Construction submitted the overall low bid for the construction of the Student Services Center.

RECOMMENDATION:

It is the recommendation of the College President that the Board of Trustees approves the award of contract for construction of the Student Services Center to Bush Construction in the amount of \$3,132,000 with a five percent contingency of \$156,600 for a total project cost of \$3,288,600; the project will be funded with FY-10 general obligation bond funds.

Reviewed and Prepared by

Michael R. Phillips
Vice President for
Administration

Thomas B. Baynum
President

BLACK HAWK COLLEGE
BOARD REPORT

Board Report #8304
April 19, 2012

**AWARD OF CONTRACT FOR THE QUAD CITIES CAMPUS AIR HANDLING UNIT
(AHU) 120 REPLACEMENT PROJECT**

REPORT: The existing air handling unit (AHU-120) serves the common space and lobbies of Building 1 and is original to the building (1967). It is located in the mezzanine level of the mechanical room. Maintenance records indicate the unit has become a maintenance issue over the past few years and has exceeded its equipment life expectancy. The AHU does not meet current minimum outdoor air codes requirements, and does not contain heating and cooling capacity to meet those demands.

The new AHU will incorporate a heating water coil served from the existing central boiler plant and a chilled water coil served from the existing central chiller plant. Controls for the new AHU will be integrated into the existing Building Automation System (BAS). The new unit will serve the Student Service Center Addition as well as the bookstore, lower and upper lobbies.

A bid process was completed in accordance with College procedures and Illinois law. Advertisements for Requests for Proposal were placed in the Moline Dispatch, Kewanee Star Courier, and Peoria Journal Star as stated by the Black Hawk College Board of Trustees policy. The RFP included both the Student Services Center construction project and the Quad Cities Campus air handling unit (AHU 120) replacement project. The College received the following bids for the Quad Cities Campus air handling unit (AHU 120) replacement project;

Company	Base Bid
Hillebrand Construction, Davenport, IA	\$149,137
Valley construction, Rock Island, IL	\$150,000
Leander Construction, Canton, IL	\$168,500
Bush Construction, Davenport, IA	\$180,000
Precision Builders, LeClaire, IA	\$188,000
Swanson Construction, Bettendorf, IA	\$215,298
Estes Construction, Davenport, IA	\$220,000

Bush Construction submitted the overall low bid for the Student Services Center project; however, the cost submitted for this portion of the project was fourth highest. We are recommending that the College use the same general contractor for the air handling unit replacement and construction of the Student Services Center due to the importance of planning for critical path items and because the HVAC systems throughout the new addition and renovated areas will tie into the new air handling unit.

The original construction estimate approved by the Board of Trustees and the ICCB for the project was \$235,000 with a ten percent contingency of \$23,500 for a total project cost of 258,500. This project was planned to help supplement the cost of the Student Services Center project within the rules of the Protection, Health and Safety levy. Bids for this portion of the project were submitted much lower than expected. We are requesting the use of the entire \$235,000 construction budget plus contingency of \$23,500 to help supplement the replacement of other HVAC components within the existing upper and lower lobbies.

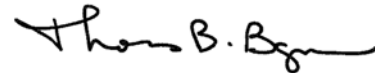
RECOMMENDATION:

It is the recommendation of the College President that the Board of Trustees approves the award of contract for the Quad Cities Campus Air Handling Unit (AHU) 120 replacement project to Bush Construction in the amount of \$180,000 with a forty-three percent contingency of \$78,500 for a total project cost of \$258,500 the project will be funded by the FY-12 Protection, Health and Safety levy.

Reviewed and Prepared by



Michael R. Phillips
Vice President for Administration



Thomas B. Baynum
President

BLACK HAWK COLLEGE
BOARD REPORT

Board Report #8305
April 19, 2012

**AWARD OF CONTRACT FOR THE EAST CAMPUS INTERIOR AND EXTERIOR LIGHTING
UPGRADE PROJECT**

REPORT: The majority of the existing interior lighting for Buildings A, B and C at the East Campus are original to the buildings and utilize inefficient lamping sources. The ballasts are degraded and do not output enough lighting in most areas to meet current lighting standards. Some retrofits/upgrades have been completed over the years, but the lighting levels are not consistent. The intent of the project is to complete the retrofits/upgrades to ensure safe and consistent lighting levels throughout the campus. Replacement fixtures will be used in all hallways to create a more aesthetically pleasing atmosphere and to ensure optimum lighting levels. As part of this project the exterior light fixtures and poles will be removed and replaced with new poles and LED fixtures. The existing parking lot and pedestrian lighting do not meet current requirements and safety standards as outlined in the latest Illuminating Engineering Society of North America (IESNA) handbook. New fixtures will be selected with the proper optics to provide better lighting levels, uniformity, and glare control as recommended by the IESNA. This will ensure a safer environment for the students, faculty, staff and visitors.

A bid process was completed (RFP 08-12) in accordance with College procedures and Illinois law. Advertisements for Requests for Proposal were placed in the Moline Dispatch, Kewanee Star Courier, and Peoria Journal Star as stated by the Black Hawk College Board of Trustees policy.

There were two alternates added to RFP 08-12. The first was the replacement of fixtures in hallways in lieu of retrofit in an effort to create a more welcoming environment with a more aesthetically pleasing fixture and better lighting levels. The second alternate was to complete work in the automotive lab on second shift. This alternate was added so that the work can be completed without disrupting classes. The College received the following bids for the East Campus Interior and Exterior Lighting Upgrade project;


Company	Base Bid	Alternate #1	Alternate #2	Total Bid
GPE, Inc. Rock Island, IL	\$250,000	\$30,800	\$750.00	\$281,550
Art O Lite Electric, Moline, IL	\$325,000	\$25,700	\$11,400	\$362,100
JB Contracting Corp LaSalle, IL	\$335,519	\$49,920	\$2,000	\$387,439
Tri-City Electric, Davenport, Ia	\$360,616	\$27,582	\$1,232	\$389,430

In October 2011, the Board of Trustees and the ICCB approved the FY-12 Protection, Health and Safety projects. The East Campus interior and exterior lighting upgrade was one of the projects approved. The projected cost of the upgrades was \$301,800; these costs included construction, contingency, architect and engineering fees and reimbursable expense. If the Board of Trustees accepts the low bid of \$281,550 total project cost will be \$336,505, which is \$34,705 or 11% over the approved budget. We are recommending that the College use \$34,705 of excess Protection, Health and Safety funds to cover the increased cost.

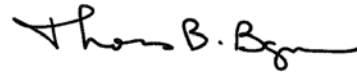
RECOMMENDATION:

It is the recommendation of the College President that the Board of Trustees approves the award of contract for the East Campus interior and exterior lighting upgrade project to GPE Inc. in the amount of \$281,550 with a ten percent contingency of \$28,155 for a total project cost of \$309,705 the project will be funded by the FY-12 Protection, Health and Safety levy. It is also the recommendation of the President that the Board of Trustees approve the use of an additional \$34,705 of excess Protection, Health and Safety monies to supplement additional costs. Revised Capital Application attached.

Reviewed and Prepared by



Michael R. Phillips
Vice President for
Administration



Thomas B. Baynum
President

**BLACK HAWK COLLEGE
BOARD REPORT**

Board Report #8306
April 19, 2012

AWARD OF CONTRACT FOR DISTRICT PAINTING MANAGEMENT SERVICES

REPORT: This award of contract will be for Painting Management Services between the College and a painting contractor for any painting work needed at any District location from May 1, 2012 through April 30, 2015. It should be noted that this will not include painting work included in any general contractor project bid that may include painting work, such as future planned restroom renovation work where painting may be included in the overall scope of the project.

A Request for Proposal process was completed in accordance with College procedures and Illinois law. Advertisements for Requests for Proposal were placed in the Moline Dispatch, Kewanee Star Courier, and Peoria Journal Star as stated by the Black Hawk College Board of Trustees policy.

The College normally schedules painting projects during the summer and holiday seasons. Due to the volume of work orders, preventative maintenance work and special projects the College's Maintenance Department is working on during these times it does not allow them time to undertake painting projects. The College is using the approach of designating one firm for Painting Management Services due to the volume of painting needed to be done, the desire to get the best value, and the desire to use a process that is as streamlined as possible.

Proposals were received and evaluated by the Purchasing Manager, and the Vice President for Administration. Evaluation factors included the firm's experience and reputation, the firm's ability to perform the work, and the fees. Based on all of these factors and the positive reports on the quality of their work on prior jobs and for Black Hawk College over the past three years; Accent Services is the recommended firm for Painting Management Services. The following tables reflect the cost per linear foot submitted by the three vendors.

Quad Cities Campus 2013

Rates	Accent Services	Scott Decorating	Johnson Contracting
1 st Mon-Fri	\$1.12	\$1.20	\$1.55
2 nd Mon-Fri	\$1.12	\$1.22	\$1.56
3 rd Mon-Fri	\$1.14	\$1.23	\$1.57
1 st Sat-Sun	\$1.16	\$1.60	\$1.94
2 nd Sat-Sun	\$1.16	\$1.62	\$1.95
3 rd Sat-Sun	\$1.16	\$1.63	\$1.97
1 st Holiday	\$1.20	N/Q	\$2.34
2 nd Holiday	\$1.20	N/Q	\$2.35
3 rd Holiday	\$1.20	N/Q	\$2.37

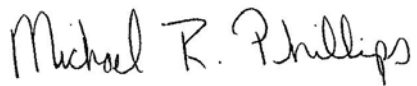
East Campus**2013**

Rates	Accent Services	Scott Decorating	Johnson Contracting
1 st Mon-Fri	\$1.20	\$1.30	\$1.55
2 nd Mon-Fri	\$1.20	\$1.32	\$1.56
3 rd Mon-Fri	\$1.22	\$1.33	\$1.57
1 st Sat-Sun	\$1.24	\$1.70	\$1.94
2 nd Sat-Sun	\$1.24	\$1.72	\$1.95
3 rd Sat-Sun	\$1.24	\$1.73	\$1.97
1 st Holiday	\$1.28	N/Q	\$2.34
2 nd Holiday	\$1.28	N/Q	\$2.35
3 rd Holiday	\$1.30	N/Q	\$2.37

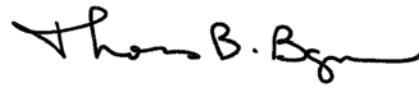
RECOMMENDATION:

It is the recommendation of the College President that the Board of Trustees approves the award of contract to Accent Services of Andalusia, Illinois, for Painting Management Services from May 1, 2012 through April 30, 2015.

Reviewed and Prepared by:



Michael R. Phillips
Vice President for Administration



Thomas B. Baynum
President

BLACK HAWK COLLEGE
BOARD REPORT

Board Report #8318
April 19, 2012

CHANGES IN EMPLOYEE HEALTH INSURANCE PLAN

REPORT:

Three items have come forward that have an impact on our employee health insurance benefit plan. In accordance with Insurance Oversight Committee (IOC) Guidelines, changes in health care benefit structure are recommended by the IOC and then reviewed by the Labor Management Council and the Board. Thus the recommendations of the IOC, affirmed by Labor Management Council, are at this time coming forward to the Board of Trustees for approval.

The items include:

- (a) A change in language in the healthcare plan. The new language changed medical coverage for physicals and eye care from "once every year" to "one per calendar year" and dental coverage was changed to "two per calendar year";
- (b) A recommendation to extend coverage for partners in civil unions (in compliance with the Illinois Religious Freedom Protection and Civil Union Act (750 ILCS 75/), which went into effect June 1, 2011); and,
- (c) The addition of flu shots as part of the benefit package as part of the college's commitment to "health improvement and wellness programs."

The IOC reviewed possible financial impact on employees and the College. There is no additional cost to the employee and (a) no cost to the College for the change in language, (b) a possible minimal cost to the College based on the number of civil partners added to the plan (unknown at this point in time), and (c) a possible increase for the flu shots which should be offset by fewer instances of illness.

RECOMMENDATION:

It is the recommendation of the College President that the Board of Trustees approves the plan changes to the health care benefits plan as follows: (a) a change in language to allow medical coverage for physicals and eye care to "one per calendar year"; (b) extension of coverage to partners in civil unions; and, (c) the addition of flu shots as a benefit.

Reviewed and Prepared
by



Thomas B. Baynum
President

**BLACK HAWK COLLEGE
BOARD REPORT**

Board Report #8296
March 15, 2012

**GRANTING FACULTY EMERITUS STATUS – 2012
MICHAEL PAYTON**

REPORT: Faculty members of the Adult Education Department and the Quad-Cities Faculty Senate have recommended to the President that Professor Emeritus status be granted to Michael Payton.

Professor Payton began his career in 1971 where he taught Adult Basic Education classes at the Storefront Learning Center in Rock Island and then at the Alpha Learning Center in Rock Island in 1974. He served as an instructional supervisor for both facilities. While at the Alpha Center he worked with the Quad Cities Graduate Center to place education major students in internship roles to serve as tutors at the Alpha Center; this was a valuable experience for both the tutors and the students. He became full-time faculty teaching A.B.E. and G.E.D. classes and in 1992 he transferred to the Optional Education program where he has continued to teach.

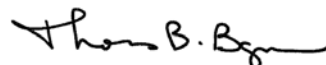
Professor Payton has completed 37 years of teaching in addition to serving in administrative positions. He has served as a department chair and as a member of numerous committees including the Faculty Senate, Student Learning, Transition Team, Harassment, Alternative Delivery, Promotion Review and hiring committees. Professor Payton has been a member of the International Reading Association, ICEARY (Illinois Coalition for Education At-Risk Youth), and IACEA (Illinois Adult and Continuing Educators Association).

Professor Payton's educational philosophy has centered on "education is about the student-not the teacher." He has felt that it has been a blessing to be paid for something he has enjoyed doing for the past 41 years.

The Professor Emeritus/Emerita award has been granted in the past years to faculty members upon their retirement in recognition of their services to Black Hawk College. The faculty members of the Adult Education Department have recommended Michael Payton be awarded Professor Emeritus upon his retirement June 30, 2012.

RECOMMENDATION:

It is the recommendation of the College President that the Board of Trustees approves the granting of Professor Emeritus status to Michael Payton.



Thomas B. Baynum
President

BLACK HAWK COLLEGE
BOARD REPORT

Board Report #8310
April 19, 2012

**GRANTING FACULTY EMERITUS STATUS – 2012
REGINALD WHITE**

REPORT: Faculty members of the Engineering, Computer and Apprenticeship Technologies Department and the Quad-Cities Faculty Senate have recommended to the President that Professor Emeritus status be granted to Reginald White.

Professor White became a student of the Data Processing department at Black Hawk College after he had served an earlier career as a Math teacher. He had completed his Associate in Applied Science degree in Data Processing in May of 1984 and began teaching full-time for that department in the fall. He earned his master's in Computer Information Processing from Teikyo Marycrest University in 1992.

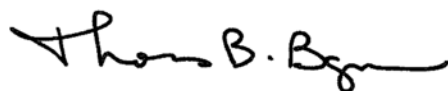
Professor White has been instrumental in moving the department focus from legacy data processing to the current offerings in programming, web, and networking. He has earned multiple competencies in Computer Information Programming, Computer Science, and Networking. Professor White also has served as chair of the Data Processing department and has chaired several Faculty Senate committees.

While Professor White's courses have been challenging, they have prepared students for work in the real world. He has been known for his boisterous voice and classroom enthusiasm and during office hours his door is open and ready to help students debug their programs.

The Professor Emeritus/Emerita award has been granted in the past years to faculty members upon their retirement in recognition of their services to Black Hawk College. The faculty members of the Engineering, Computer and Apprenticeship Technologies Department have recommended Reginald White be awarded Professor Emeritus upon his retirement May 31, 2012.

RECOMMENDATION:

It is the recommendation of the College President that the Board of Trustees approves the granting of Professor Emeritus status to Reginald White.



Thomas B. Baynum
President

BLACK HAWK COLLEGE
BOARD REPORT

Board Report #8312
April 19, 2012

**GRANTING FACULTY EMERITA STATUS – 2012
CATHERINE ATTEBERY**

REPORT: Faculty members of the Department of Business and Office Technology Education and the Quad-Cities Faculty Senate have recommended to the President that Professor Emerita status be granted to Catherine Attebery.

Professor Attebery began as an adjunct in the Adult Basic Education program and became a full-time faculty member in 1993. She worked with students to prepare them for employment and to prepare them for college courses.

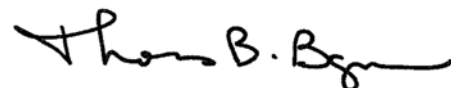
During her many years at the College she has been involved in and has contributed to a variety of committees and professional and student organizations. Professor Attebery has been a member of the Faculty Senate and she has served on several faculty senate committees including Recycling, Employment Transition, Promotion Review, and Instructional Technology Advisory Committee, Planning to Plan, GED Transition, Wellness and Professional Growth. Professor Attebery has served as co-chair for the International Association of Administrative Professionals BHC student chapter and she has represented the college at numerous Illinois Business Education Association conferences. She has accomplished these many achievements while preparing online courses and as she was teaching a number of different courses each semester.

Professor Attebery has worked tirelessly to benefit students and faculty; she has been a compassionate teacher who has worked with students to ensure they understood the concepts she was teaching. Professor Attebery has earned the respect of her peers through many years of dedicated service and the College has been made a better place because of her many accomplishments.

The Professor Emeritus/Emerita award has been granted in the past years to faculty members upon their retirement in recognition of their services to Black Hawk College. The faculty members of the Department of Business and Office Technology Education have recommended that Catherine Attebery be awarded Professor Emerita upon her retirement May 31, 2012.

RECOMMENDATION:

It is the recommendation of the College President that the Board of Trustees approves the granting of Professor Emerita status to Catherine Attebery.



Thomas B. Baynum
President

BLACK HAWK COLLEGE
BOARD REPORT

Board Report #8315
April 19, 2012

**GRANTING FACULTY EMERITA STATUS – 2012
LINDA HOELTZNER**

REPORT: Faculty members of the Humanities, Languages, and Journalism Department and the Quad-Cities Faculty Senate have recommended to the President that Professor Emerita status be granted to Linda Hoeltzner.

Professor Hoeltzner has been an educational pioneer for close to forty years. She graduated from Black Hawk College and Illinois State University. Ms. Hoeltzner served as a graduate assistant at the College of Education at Illinois State University where the focus of her program was the emerging field of Curriculum and Instruction in the Community College.

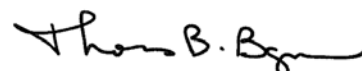
She began her career at Black Hawk in 1974 as adjunct faculty teaching coping and life skills to a select group of residents of the East Moline Mental Health Center. Ms. Hoeltzner became a full-time faculty member of the Adult Education/Community Service division in 1979. She joined the Office Careers team as the business English and math instructor, conducted employability skills sessions for displaced workers in the 1980's and served as the lead coordinator, trainer, and manager for the Plato System when the Destinations software was retired. Prior to her retirement on July 31, 2011, Professor Hoeltzner taught English in the Humanities, Languages, and Journalism Department.

During her teaching career with the College Professor Hoeltzner taught at many locations: the River Front, the Candy Factory, the former Coolidge Junior High, the Outreach Center, the Moline Employment Consortium and most recently, the fourth floor of building one on the Quad-Cities Campus. She models lifelong learning in her ability to adapt to the ever changing demands of her career field. Never afraid to change location or task, Linda Hoeltzner has truly been a Black Hawk College pioneer.

The Professor Emeritus/Emerita award has been granted in the past years to faculty members upon their retirement in recognition of their services to Black Hawk College. The faculty members of the Humanities, Languages, and Journalism Department have recommended Linda Hoeltzner be awarded Professor Emerita.

RECOMMENDATION:

It is the recommendation of the College President that the Board of Trustees approves the granting of Professor Emerita status to Linda Hoeltzner.



Thomas B. Baynum
President

BLACK HAWK COLLEGE
BOARD REPORT

Board Report #8307
April 19, 2012

**GRANTING FACULTY EMERITUS STATUS – 2012
JOSEPH OBLETON**

REPORT: Faculty members of the Counseling Department and the Quad-Cities Faculty Senate have recommended to the President that Professor Emeritus status be granted to Joseph Obleton.

Professor Obleton was hired in August 1984 to develop and implement a Data Processing Program at the East Moline Correctional Center. His initial course design and syllabi were utilized until Black Hawk College closed its programs at the Correctional Center.

In the spring of 1992 Mr. Obleton transferred to the Counseling Department. He has worked with the Transfer Center and TRIO program, has assisted with the Scott Community College Coop program, and has taught career exploration and student skills courses. The major focus of his positions has been to prepare students to take advantage of their lifelong learning opportunities and he has enabled students to develop the foundation needed to turn their dreams into reality. In Joseph's words, "students need to have dreams and aspirations. What are you going to live for? We live in one of two ways, a survival mode or a thriving mode."

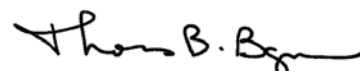
In addition to coaching basketball at Black Hawk College, Joseph has coached organized sports at various levels since the late 1970's and been involved in community theatre. He has served as President of the Davenport Chapter for the NAACP for several years and remains an advocate for human rights.

Professor Obleton has chaired several Senate Committees and has represented the College in the community as a recruiter and presenter. During his tenure at Black Hawk College, Professor Obleton became the first African-American full professor. He has been the Chair of the Campus Life Committee for more than eight years and hosts the Student Excellence Award Banquet, of which he has been particularly proud. Professor Obleton has always believed that education offers you the opportunity to build a future.

The Professor Emeritus/Emerita award has been granted in the past years to faculty members upon their retirement in recognition of their services to Black Hawk College. The faculty members of the Counseling Department have recommended Joseph Obleton be awarded Faculty Emeritus upon his retirement May 17, 2012.

RECOMMENDATION:

It is the recommendation of the College President that the Board of Trustees approves the granting of Professor Emeritus to Joseph Obleton.



Thomas B. Baynum
President

BLACK HAWK COLLEGE
BOARD REPORT

Board Report #8308
April 19, 2012

**GRANTING FACULTY EMERITA STATUS – 2012
DOLORES SIERRA**

REPORT: Faculty members of the Communication and Fine Arts Department and the Quad-Cities Faculty Senate have recommended to the President that Professor Emerita status be granted to Dolores Sierra.

Professor Sierra began teaching at Black Hawk College in 1987 and during her twenty-five years has served the College in a number of roles. She unofficially has served as program director for the TV, Radio, Broadcasting Program, and she has taught courses in Radio Production, TV Production, Survey of Broadcasting and TV and Movie History. In addition to coordinating the Advisory Board and supervising interns for the TV, Radio Broadcasting program, she also has taught courses in Mass Communication, Public Speaking and Intercultural Communication. Ms. Sierra has served as Advisor for the BHC student newspaper the “Chieftain” for four years, and as a co-advisor for the BHC Broadcasting Club.

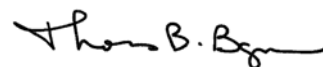
Ms. Sierra served on the Faculty Senate and innumerable Faculty Senate committees during her career. In addition to her service on campus, she also has served as a participant for the Black Hawk College Speaker’s Bureau, has participated on the board of the Music Guild Community Theatre and has participated on the board of the Celtic Heritage Trail. The college community has had many opportunities to enjoy her singing and performances in productions at Black Hawk and throughout the community.

Professor Sierra’s contributions through the past twenty-five years have occasionally been recognized and celebrated. More commonly her work has been done behind the scenes. It is this hard work and the level of commitment – regardless of leadership changes, changes to student demographics and programmatic changes – that ultimately has made the difference to the success of our students. Professor Sierra’s wisdom, humor and support to our students and the department have been and continue to be deeply appreciated.

The Professor Emeritus/Emerita award has been granted in the past years to faculty members upon their retirement in recognition of their services to Black Hawk College. The faculty members of the Communication and Fine Arts Department have recommended Dolores Sierra be awarded Faculty Emerita upon her retirement June 1, 2012.

RECOMMENDATION:

It is the recommendation of the College President that the Board of Trustees approves the granting of Professor Emerita to Dolores Sierra.



Thomas B. Baynum
President

**BLACK HAWK COLLEGE
BOARD REPORT**

Board Report #8311
April 19, 2012

**GRANTING OF STAFF EMERITA STATUS – 2012
MARY MLLER**

REPORT:

The President's Cabinet has recommended to the President that Staff Emerita status be granted to Mary Miller. The Staff Emeritus/Emerita Policy was adopted April 20, 1995, and essentially provides the same benefits and privileges for staff/administrative personnel as has been typically provided to Professor Emerita.

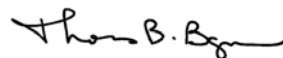
Mary Miller was employed at Black Hawk College from 1975 through 2012. While employed at the College, Mary has worked part-time in the bookstore, full time in Campus Services at East Campus, and is currently the Faculty Secretary.

During her tenure at the College, Mary participated in many committees and college activities such as the Long Study Committee, the CEC Interior Decorating and Open House Committees, the Wellness Committee and several hiring Committees. She has also been active on the United Way Committee and has served as the Co-Chair the past four years.

Mary will be remembered for her upbeat outlook and positive interaction with students, faculty and staff. Mary has always represented the College well and has had numerous compliments regarding her efforts.

RECOMMENDATION:

It is the recommendation of the College President that the Board of Trustees approves the granting of Staff Emerita status to Mary Miller.



Thomas B. Baynum
President

**BLACK HAWK COLLEGE
BOARD REPORT**

Board Report #8313
April 19, 2012

**GRANTING OF STAFF EMERITA STATUS – 2012
NANCY BOWKER**

REPORT: The President's Cabinet has recommended to the President that Staff Emerita status be granted to Nancy Bowker. The Staff Emeritus/Emerita Policy was adopted April 20, 1995, and essentially provides the same benefits and privileges for staff/administrative personnel as has been typically provided to Professor Emerita.

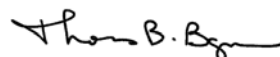
Nancy Bowker has been employed at Black Hawk College since 1995 until her retirement in January, 2012. She has served in many capacities while employed at BHC. Nancy began at the Outreach Center and worked for the Illinois Department of Labor program/grant and Women's Resources programs. Some of her accomplishments were:

- Created the Statewide MIS Office support manual for participant tracking software;
- Initiated training materials and program updates;
- Implemented and presented program software;
- Established procedures for identifying software and user errors;
- Co-authored and compiled reports for the Illinois Department of Labor;
- Co-designed the new MIS software program for reporting data to the Illinois Department of Labor;
- Coordinated the utilization of Zoomerang and Weave-Online software for Planning and Institutional Effectiveness.

Nancy was great at researching the right technology for the right task, which greatly increased P.I.E.'s effectiveness and efficiencies. She also freely shared any and all knowledge she ascertained regarding software with everyone that asked. Nancy exhibited a contagious, joyful approach to her interactions with her work and others. She was steadfast in her orientation towards serving "customers". During her brief tenure in the Department of Planning and Institutional Effectiveness, she transformed data and statistics into visually appealing formats that communicated well with faculty and staff. She always had a keen sense of their needs and perspectives. As a software designer she also had the students' interest front and center which allowed her to create processes that had the utmost positive outcome for students. Nancy always was willing to go the extra mile to assist students and colleagues.

RECOMMENDATION:

It is the recommendation of the College President that the Board of Trustees approves the granting of Staff Emerita status to Nancy Bowker.



Thomas B. Baynum
President

**BLACK HAWK COLLEGE
BOARD REPORT**

Board Report #8314
April 19, 2012

**GRANTING OF STAFF EMERITA STATUS – 2012
LINDA KIDDOO**

REPORT:

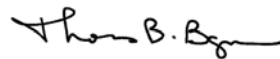
The President's Cabinet has recommended to the President that Staff Emerita status be granted to Linda Kiddoo. The Staff Emeritus/Emerita Policy was adopted April 20, 1995, and essentially provides the same benefits and privileges for staff/administrative personnel as has been typically provided to Professor Emerita.

Linda Kiddoo was employed at Black Hawk College for over eighteen and one-half years. Her main concern has always been our students and internal customers. She has always been ready to help, answer questions or explain a policy.

Linda is remembered as a person who always has a smile on her face and goes about her days with her goals in mind. Even when she was dealing with unpleasant issues such as collections, she always knew just the right thing to say to calm the student.

RECOMMENDATION:

It is the recommendation of the College President that the Board of Trustees approves the granting of Staff Emerita status to Linda Kiddoo.



Thomas B. Baynum
President



President's Office Memorandum

April 10, 2012

To: Board of Trustee Members

From: Dr. Thomas Baynum

**Re: Closed Sessions of the Board of Trustees
Open Meetings Act (OMA)**

As requested at the March meeting of the Board, I am providing the following as background material for a discussion pertaining to listing the possibility of closed meetings on our monthly agendas.

OMA requires that all meetings of public bodies be open to the public unless the subject of the meeting falls within one or more of the exceptions contained in the Act. The exceptions to OMA are limited in number and are very specific. If the subject to be discussed by a public body is covered by one of the statutory exceptions, then the public body may, at its discretion, close the meeting or a portion of the meeting to the public by following the statutory requirements. However, public bodies are not required to close any meeting to the public.

Because these exceptions are contrary to the general requirement that meetings be open to the public, they are to be "strictly construed," which means that they will only apply to situations that are clearly within their scope. Thus, discussion in a closed session under an exception must be limited in scope to the specific exception(s) authorizing the closed session.

For example, one of the statutory exceptions allows a public body to hold a closed session for "the setting of a price for sale or lease of property owned by the public body." 5 ILCS 120/2(c)(6). Under this exception, a public body may not hold a closed session to discuss whether to sell or lease the property, or whether to accept an offer for its purchase. Those are matters that are beyond the scope of the exception, which authorizes holding a closed session only for the purpose of setting a price for the property.

The taking of any "final action" at a closed session is prohibited. Final action, which includes a vote, taken at a closed session may be voided by a court. Before taking final action, a public body must disclose to the public the substance of the action that is being taken, and whether that action has been discussed in an open or a closed meeting.

Subsection 2(a) of OMA (5 ILCS 120/2(a)) requires that a public body vote on whether to close a meeting to the public, and, at the time of the vote, cite the specific exception authorizing the closing and record that citation in the minutes of the meeting. Additional notice is not required prior to holding a closed session when such session is part of an open meeting for which proper notice has been given. Accordingly, it is not necessary that a public body note its intention to close a portion of a meeting on its agenda. Indeed, a public body can decide to close a portion of a meeting to the public during the course of an open meeting.

The Illinois Appellate Court has interpreted subsection 2(a) to require that the public body clearly describe the substance of the applicable section, if not the actual statutory citation. However, the court noted that a specific citation to the statute itself would be helpful to the court in determining whether OMA had been violated. *Henry v. Anderson*, 356 Ill. App. 3d 952 (4th Dist. 2005). Therefore, it

is strongly recommended that a public body note the exception it is relying upon by reference to its statutory citation when closing any portion of its meeting.

A public body may, upon a majority vote of a quorum present, vote to go into closed session or to hold a closed session at a specified future date. The vote must be taken at an open meeting. Although additional notice is not required prior to holding a closed session when such session is part of an open meeting for which proper notice has been given, separate notice is required for all other closed sessions. The vote of each member on the question of holding a closed session, as well as a citation to the exception authorizing the closed session, must be publicly disclosed at the time of the vote and recorded and entered in the minutes of the meeting at which the vote is taken. Discussion in a closed session is limited to those matters covered by the exception specified in the vote to close; no item not expressly addressed in the open meeting vote and covered by a specific exception may be discussed in closed session.

A public body may close a series of meetings by a single vote as long as each meeting in the series involves the same particular matter and is scheduled to be held within three months of the vote. This language is designed specifically to deal with meetings involving ongoing negotiations. For example, should a public body need to conduct a series of meetings on a particular topic, it only needs to take one vote prior to the first closed meeting and then it can hold subsequent closed meetings without taking an additional vote if those meetings will be held within three months of the vote. All subsequent meetings, however, must comply with the notice requirements.

Exceptions

The statutory exceptions can be grouped under the following six general headings:

- Employment/Appointment Matters
- Legal Matters
- Business Matters
- Security/Criminal Matters
- School Matters
- Miscellaneous Exceptions

Remember, however, that not every matter or meeting that concerns a subject within the scope of these general headings is exempt -- only those matters that clearly fall within the scope of a specific exception may be closed to the public.

Employment/Appointment Matters

Public bodies may hold closed sessions to consider the following topics:

The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity. 5 ILCS 120/2(c)(1).

For purposes of OMA, "employee" is defined to include "a person employed by a public body whose relationship... constitutes an employer-employee relationship under the usual common law rules, and who is not an independent contractor." 5 ILCS 120/2(d). Accordingly, this exception does not authorize a public body to hold a closed session to discuss independent contractors other than legal counsel.

Note: This exception is appropriately used only with respect to discussions concerning specific employees and not with respect to classes of employees or other employment or personnel concerns. For example, this exception cannot be used to close a meeting to discuss budgetary decisions, even if those decisions will have a direct impact on personnel.

Public bodies may hold closed sessions to consider the following topics:

Collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees. 5 ILCS 120/2(c)(2).

This exception does not authorize a public body to hold a closed session to conduct unilateral deliberations on the extension of bargaining rights to a federation or other representative group. Ill. Att'y Gen. Op. No. S-1490, issued May 12, 1980.

The exception does, however, authorize a public body to hold closed unilateral sessions to discuss its negotiating response when collective bargaining negotiations are ongoing.

Public bodies may hold closed sessions to consider the following topics:

The selection of a person to fill a public office... including a vacancy in a public office, when the public body is given power to appoint under law or ordinance, or the discipline, performance or removal of the occupant of a public office, when the public body is given power to remove the occupant under law or ordinance. 5 ILCS 120/2(c)(3).

For purposes of this exception, "public office" means:

[a] position created by or under the Constitution or laws of this State, the occupant of which is charged with the exercise of some portion of the sovereign power of this State. The term 'public office' shall include members of the public body, but it shall not include organizational positions filled by members thereof, whether established by law or by a public body itself, that exist to assist the body in the conduct of its business. 5 ILCS 120/2(d).

Because the selection of a president, chair or other officer, or the committee structure of the body, concerns "organizational positions," these matters cannot be discussed in a closed session. See Ill. Att'y Gen. Op. No. 03-006, issued August 18, 2003, concluding that a county board's "committee on committees" could not properly hold a closed meeting to consider appointment of county board members or other persons to other committees created by the county board.

Legal Matters

The following subjects may be discussed in a closed session:

Evidence or testimony presented in open hearing, or in closed hearing where specifically authorized by law, to a quasi-adjudicative body, as defined in this Act, provided that the body prepares and makes available for public inspection a written decision setting forth its determinative reasoning. 5 ILCS 120/2(c)(4).

A quasi-adjudicative body is "an administrative body charged by law or ordinance with the responsibility to conduct hearings, receive evidence or testimony and make determinations based thereon[.]" 5 ILCS 120/2(d). Electoral boards considering petition challenges are excluded from the definition of "quasi-adjudicative body."

The purpose of this exception is to allow bodies that function like a court, such as a Property Tax Appeal Board, Pollution Control Board, or a county board or city council when deciding on a zoning change, to close a meeting to evaluate the evidence and testimony presented to them. It promotes free discussion on issues such as the credibility of witnesses. If a public body utilizes this exception, the public body must provide a written opinion setting forth the basis for its determination on the matters reviewed under the exception.

The following subject may also be discussed in a closed session:

Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting. 5 ILCS 120/2(c)(11).

This exception does not authorize the closing of a meeting merely because an attorney is present and/or legal issues are to be discussed. Litigation must be probable, imminent or pending before the exception can be used. The phrase "probable or imminent" means "likely to occur." See Ill. Att'y Gen. Op. No. 83-026, issued December 23, 1983.

The term "litigation" does not encompass deliberations of a public body acting in a quasi-judicial capacity on matters before it for decision.

This exception has been described as "a forked path." If the litigation has been filed and is pending, the public body need only announce that in the proposed closed meeting, it will discuss litigation that has been filed and is pending. If the litigation has not yet been filed, the public body must: (1) find that the litigation is probable or imminent; and (2) record and enter into the minutes the basis for that finding. Evidently, the legislature intended to prevent public bodies from using the distant possibility of litigation as a pretext for closing their meetings to the public." Henry v. Anderson, 356 Ill. App. 3d 952, 956 (4th Dist. 2005).

The following matters are also covered by exceptions:

Deliberations for decisions of the Prisoner Review Board. 5 ILCS 120/2(c)(18).

The establishment of reserves or settlement of claims as provided in the Local Governmental and Governmental Employees Tort Immunity Act, if otherwise the disposition of a claim or potential claim might be prejudiced, or the review or discussion of claims, loss or risk management information, records, data, advice or communications from or with respect to any insurer of the public body or any intergovernmental risk management association or self-insurance pool of which the public body is a member. 5 ILCS 120/2(c)(12).

Business Matters

A meeting may be closed to discuss the following:

"The purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired." 5 ILCS 120/2(c)(5).

"The setting of a price for sale or lease of property owned by the public body." 5 ILCS 120/2(c)(6).

"The sale or purchase of securities, investments, or investment contracts." 5 ILCS 120/2(c)(7).

Please note that this exception is not intended to apply to issuance of bonds by a public body, for that process extends to issues much broader than the mere sale of securities, and therefore is required to be considered openly.

"The operation by a municipality of a municipal utility or the operation of a municipal power agency or municipal natural gas agency when the discussion involves: (i) contracts relating to the purchase, sale, or delivery of electricity or natural gas; or (ii) the results or conclusions of load forecast studies." 5 ILCS 120/2(c)(23).

Security/Criminal Matters

Meetings to discuss the following subjects may be closed:

"Security procedures and the use of personnel and equipment to respond to an actual, a threatened, or a reasonably potential danger to the safety of employees, students, staff, the public, or public property." 5 ILCS 12/2(c)(8).

"Informant sources, the hiring or assignment of undercover personnel or equipment, or ongoing, prior or future criminal investigations, when discussed by a public body with criminal investigatory responsibilities." 5 ILCS 120/2(c)(14).

School Matters

Meetings on the following subjects may be closed:

"Student disciplinary cases." 5 ILCS 120/2(c)(9).

"The placement of individual students in special education programs and other matters relating to individual students." 5 ILCS 120/2(c)(10).

New Exceptions for Closing Meetings

The General Assembly has added new exceptions under which public bodies may discuss matters in closed session:

Public Act 97-452, effective August 19, 2011, allows a public body to hold closed sessions to consider correspondence and records that may not be disclosed under section 11-9 of the Public Aid Code (305 ILCS 5/1-1 et seq), or that pertain to appeals under section 11-8 of the Public Aid Code. 5 ILCS 120/2(c)(28).

Public Act 97-318, effective January 1, 2012, allows a public body to hold closed meetings to consider meetings between internal or external auditors and governmental audit committees, finance committees, and their equivalents, when the discussion involves internal control weaknesses, identification of potential fraud risk areas, known or suspected frauds, and fraud interviews conducted in accordance with generally accepted auditing standards of the United States of America.

Miscellaneous Exceptions

There are several exceptions that are applicable only to specialized public bodies (such as the State Employees Suggestion Award Board or the State Emergency Medical Services Disciplinary Review Board) or to specific actions which public bodies do not widely undertake (for example, the conciliation of complaints of discrimination in the sale or rental of housing or the recruitment, credentialing, discipline or formal peer review of physicians or other health care professionals for a hospital, or other institution providing medical care, that is operated by the public body).

Although it is not necessary to discuss these exceptions at length, you should review them to determine whether any are applicable to your public body.

Review of Minutes of Closed Sessions

A closed session can be held for:

Discussion of minutes of meetings lawfully closed under OMA, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by section 2.06 of OMA.

This exception applies in two circumstances:

- 1) a public body may close a meeting to review and approve the minutes of a previous meeting that was properly closed to the public; and
- 2) not less than twice yearly, a public body must meet to review minutes of all closed sessions to determine whether the need for confidentiality still exists as to all or part of those minutes, or whether the minutes or portions thereof should be made available for public inspection.

Disclosure of Matters Discussed in Closed Sessions

A public body cannot sanction one of its members for disclosing information or issues discussed in a closed meeting of that body. The possibility of imposing such sanctions "would only serve as an obstacle to the effective enforcement of the Act, and a shield behind which opponents of open government could hide." Ill. Att'y Gen. Op. No. 91-001, issued January 31, 1991. Further, the Illinois Appellate Court has noted that "there is nothing in the Act that provides a cause of action against a public body for disclosing information from a closed meeting." Swanson v. Board of Police Commissioners, 197 Ill. App. 3d 592, 609 (2nd Dist. 1990).

Nonetheless, members of a public body should deal very carefully with confidential information that may be brought before the body in the course of a closed session. Reasons for maintaining the confidentiality of certain information will likely exist if the matter was proper for discussion in a closed session. For example, information which is damaging to the reputation of an employee if divulged publicly could conceivably provide the basis for legal action against an individual board member or the board as a whole.

Thus, the Board of Trustees does not need to list closed session on the agenda, and not doing so does not preclude us from calling for a closed session. However, if we do decide to add it to the agenda, I would recommend the following wording and including those references appropriate to community colleges:

The Board of Trustees may, upon a majority vote of a quorum present, vote to convene in closed session in accordance with Subsection 2(a) of the Open Meetings Act [5 ILCS 120/2(a)] to discuss:

1. Employment/Appointment Matters [5 ILCS 120/2(c)(1)]
2. Collective Negotiating Matters/Salary Schedules [5 ILCS 120/2(c)(2)]
3. Filling a vacancy on the Board of Trustees [5 ILCS 120/2(c)(3)]
4. Purchase or Lease of Real Property [5 ILCS 120/2(c)(5)]
5. Setting a Price for Sale or Lease of Owned Property [5 ILCS 120/2(c)(6)]
6. Sale or Purchase of Securities, Investments, or Investment Contracts [5 ILCS 120/2(c)(7)]
7. Security / Criminal Matters [5 ILCS 120/2(c)(8)]
8. Pending Litigation [5 ILCS 120/2(c)(11)]
9. Discussion with Auditors [5 ILCS 120/2(c)(28)]
10. Other Matters Identified by the OMA [5 ILCS 120/2(a)]