AGENDA
SPECIAL MEETING
TUESDAY, MAY 29, 2012

BOARD OF TRUSTEES

You are hereby notified of a special meeting of the Board of Trustees of Community College District #503 on **Tuesday, May 29, 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.**

May 17, 2012
David L. Emerick Jr., Secretary

I. CALL TO ORDER

II. ROLL CALL

Sonia R. Berg	_____	Donna Frye	_____
Dorothy W. Beck	_____	Evelyn L. Phillips	_____
David L. Emerick	_____	Kylee Fox	_____
	_____		_____

III. PLEDGE OF ALLEGIANCE

IV. OATH OF OFFICE

V. APPROVAL OF MINUTES

A. Minutes of the Special Open Meeting held April 12, 2012: Legislative Breakfast.
Moved by: _____Seconded by: _____

B. Minutes of the Regular Meeting held April 19, 2012.
Moved by: _____Seconded by: _____

C. Minutes of the Special Open Meeting held May 4, 2012: Budget Workshop.
Moved by: _____Seconded by: _____

D. Minutes of the Special Open Meeting of May 22, 2012.
Moved by: _____Seconded by: _____

E. Minutes of the Regular Meeting held May 24, 2012.
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

VII. PRESIDENT & ADMINISTRATION INFORMATIONAL REPORTS

A. President
   1. President's Activities, April 1 – April 30, 2012 – written and oral report by Dr. Baynum

B. Instruction and Information Technology
   1. Oxford University Press Update - oral report by Dr. Rose Campbell

C. Student Services
   1. Connecting with Community – written report by Dr. Kim Armstrong

D. Finance
   1. Financial Operations of the College for Period Ending April, 30, 2012 – written and oral report by Leslie Anderson

E. East Campus/Marketing

F. Facilities/Auxiliary Services/Police Department – written report by Michael Phillips
   1. Project Update
   2. Student Services Addition Update

G. Human Resources
   1. Positions in Process – written report by Karen Boyd

H. Planning and Institutional Effectiveness
   1. Higher Learning Commission – written correspondence

I. Foundations
   1. Updates – oral reports

J. SBDC/ITC/PTAC/BTC

VIII. BOARD REPORTS (Items may be acted on together (consent) or separately.)

A. Ratification of Expenditures for Period Ending April 30, 2012**. BR#8320**

B. Ratification of Expenditures for Preferred Vendors April 30, 2012. **BR#8321**

C. Compensation Adjustment for Professional Staff – FY2013. **BR#8322**

D. Proposed FY2013 Budget and Authorization of Public Display, Public Hearing, and Publication of Proposed FY2013 Budget. **BR#8323**

E. Ratification of Acceptance of Funds for Perkins Postsecondary Grant from the Illinois Community College Board FY2013. **BR#8324**

F. Award of Contract for Vending Services. **BR#8325**

G. Acceptance of Illinois Risk Fund Safety and Education Grant for Safety Equipment and Training Materials. **BR#8326**

H. Administrative Organization – FY2013. **BR#8327**

I. Proposed Calendar of Regular Board Meetings for June 2012 – May 2013. **BR#8328**

J. Award of Contract for District Roads and Parking Lot Upgrades, Phase II. **BR#8329**

K. Award of Contract For Copper and Fiber Relocation at Quad-Cities Campus. **BR#8330**

L. Award of Contract for Long Distance Phone Services Three-Year Contract. **BR#8331**

M. Personnel Recommendations
1. Jody Lindstrom – Employment. **BR#8332**
2. Deana Bobzien – Resignation. **BR#8333**
3. Beth Snook – Resignation. **BR#8334**
4. Don Boysen – Granting of Staff Emeritus Status. **BR#8335**
5. Bill Collins – Granting of Staff Emeritus Status. **BR#8336**
6. Sally Doran – Granting of Staff Emeritus Status. **BR#8337**
7. Appointment of Dr. Bettie Truitt as Interim Vice President of Instruction. BR#8338

Moved by: _____ **Seconded by:** _____

IX. BOARD INFORMATION/ITEMS

A. Appointment of Board Liaison to Black Hawk College East Campus Foundation.

B. Appointment of Board Member to Serve on Audit Committee.

C. Update on ICCTA and Lobby Day.

D. ICCTA Meeting and Convention Schedule.

E. Board of Trustee Meeting Self-Assessment.

X. CLOSED SESSION

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)]

XI. ADJOURN

Moved by: _____ **Seconded by:** _____

Dates of Interest

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

May 31 – June 2	ICCTA Annual Convention, Bloomington, IL
May 30	Groundbreaking for new Student Services Building, 10 a.m. in front of Building 1
June 14	GED Graduation, iWireless Center, 7 p.m.
June 28	BOT Meeting, QC Campus, 6 p.m.
Sept. 14 – 15	ICCTA Board of Representatives meeting, Springfield, IL
Sept. 24-29	Inauguration week events
Oct. 10 – 13	ACCT Annual Leadership Conference, Boston, MA

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
SPECIAL MEETING OPEN SESSION
Legislative Breakfast
Thursday, April 12, 2012

Black Hawk College

BOARD OF TRUSTEES

I. Call to Order

Chair Evelyn Phillips called the meeting to order at 7:55 a.m., at TPC Deere Run, Silvis, Illinois.

II. Roll Call

Present: Trustees Evelyn Phillips, John T. Ahern, Dorothy W. Beck, Donna M. Frye, David L. Emerick, Jr., Sonia Berg

Absent: Trustee Mike Boland

Others Present:
President Thomas Baynum, Vice Presidents Leslie Anderson, Chanda R. Dowell, Michael R. Phillips. Dr. Richard Vallandingham; Executive Assistant to the President Karen Mowers

Legislative Guests: Sen. Darin LaHood, Rep. Don Moffitt, Rep. Pat Verschoore, Rep. Rich Morthland

III. Welcome and Introductions

Dr. Baynum had everyone at the table go around and introduce themselves.
The legislators thanked the board for hosting this breakfast and letting them know what issues are of interest to the College. They also thanked Dr. Baynum for the quality education that BHC provides.

Dr. Baynum shared some introductory comments:

a) BHC serves about 13,000 students per year
b) 6,500 per fall & spring and additional students in summer and off site locations
c) 18% - 20% of students are in developmental courses and 45 % of the students are male, 55% are female, 28% are minority students
d) BHC has an impact on the community by addressing business and industry needs
e) BHC has a high retention rate for a community college: 69% between fall and spring that finish the semester successfully.
f) 19 – 20% of students will come through the door and leave with a degree. 25% of our students transfer and with WIU in the area, we will see that rise. A public university that is affordable will make a difference. 700 students graduated with a certificate or AA from BHC last year.

An issue that sparked this meeting is that BHC and all community colleges are in an interesting situation with the budget in Illinois, and we are looking at how to get money to the community colleges. Some of the state leaders met with the ICCTA leaders and the Illinois Community College President's Council and held a spirited conversation. Multiple solutions are being explored.

The state employer of record for Black Hawk College, the State of Illinois, reported that SURS employee match is at 12.4% which is $2.5 million for the college. If the burden to fund this was put back on the students, based on the historical data, it would mean that each student would have to pay an additional an additional $21 per credit hour more to make up that difference. That would deny access to college for many students even those with PELL grants and loans. There was also a discussion about the impact that would be made if funding came from property taxes. We are hoping that if this is going to be put back on the colleges to fund, that it can be transitioned slowly. We recognize that the state needs the funding to keep moving forward.

The College and the Board of Trustees wants to help support the State, but we also have some new programs that are coming forward that will be maintained by student tuition and fees and are put in place in the beginning by institutional funds. The message of the college is that we want to maintain the support at the level we are promised.

The college is currently at $95 per credit hour, and if the amount had to be raised, it would mean fewer students, possibly longer to complete a degree, and fewer classes. We have challenges to students getting MAP grants now because of the closing date of funding application. BHC is trying to be more successful with our student financial aid and we have had several events that are specifically designed to help our students and their families get more funding help.

BHC raised tuition this year and overall the students are in support of this. We raised tuition by $6 and tech fee by $3.

VI. Discussion

Rep. Pat Verschoore – The pension plan by the state has been discussed for colleges and K-12 districts. Legislators can't raise property taxes in the state, and the taxes in this part of the state are already the highest paid anywhere in the state. It is a problem that has to be addressed but no one has any answers right now. The stakeholders (citizens) have to have a part in this.

Rep. Rich Morthland – He thanked Rep. Verschoore for taking leadership in this area in the state because it is really hard to do, and he is working to get some compromises.

Rep. Don Moffitt – The stakeholders must have a stake in this and even though some answers have gone to the governor, they have been turned down because of the way it was done.

Dr. Baynum – BHC has a strong faculty and some are coming here from out of state and are asking why it is being done this way. There is a fear about retirement benefits in the future at a time when BHC is losing 34 faculty/staff members with a combined 778 years of institutional history. They are afraid of what is going to be happening and it is an issue for the stability of institutions. Employees may be leaving earlier than they would have because of this fear. The good thing is that we do have people applying because they know the quality that we have at BHC.

Rep. Don Moffitt– Fewer students are going into education majors because of the mess in the system right now, and with the budget adopted this spring, they can fully fund for at least the next two years. The State of Illinois has a budget problem but some of the doomsday stories being told are based on the assumption that everyone will retire at the same time and break the system. This has caused some fear. There is a problem and we do need to address it. We have never had everyone retire in the same year but we do have a problem, and we are admitting it, and we are going for a solution.

Rep. Pat Verschoore – This problem didn't just happen. It has been building up for 40 years because the state didn't fund the pension fund enough.

Rep. Rich Morthland – He thanked the Trustees for having Senator LaHood and Rep. Moffitt at the breakfast because they represent a large area where we draw students for BHC. The impending retirement of Dr. Campbell speaks volume about her confidence in Dr. Baynum.

It is good to have open enrollment at a community college but it also affects the graduation rate. If we are talking about pension funding, it will have more power when we have to take care of it ourselves, but the state will work on finding a solution.

Last year, when Illinois had to have a balanced budget, they did it by not paying Medicaid payments and now they have to be made up. The Human Services Department divided up the pot of money they had and if they had done it correctly in the past, we wouldn't be having these discussions now. The pot was divided equally in the past for five years and that may not have been the best way to do it. The good news is that the House Higher Education Appropriations Committee knows that community colleges are the best bargain in education.

Sen. Darin LaHood – The Senator introduced himself and gave some background. He lived in East Moline for ten years and his mom was a BHC graduate so BHC is part of his life. When Caterpillar talked about leaving Illinois, it crystallized the fact that we can no longer take care of just ourselves, we must deal with the rest of the country. We must also deal with education as well as business. Many of the calls that come to Senator

LaHood's office are from agencies that need to get paid by the State. We have the worst payment system in the country. Three financial rating systems downgraded Illinois because we don't have a way to tackle our financial issues and get them solved. The bi-partisan groups working together will solve the crisis, but it will take some hard work and sacrifices. Over the last ten years, Illinois has had two governors in prison and has made many bad business decisions. It will take a little bit of time to get out of debt. How we get out of debt without cutting services and not going too far one way or the other is what we are faced with in the next six weeks in session.

Dr. Baynum – BHC is also looking at how we can prepare ourselves for this problem.

Chanda Dowell – What can BHC do to prepare?

Sen. Darin LaHood - Whatever the State of Illinois does will be phased in and everyone will be told ahead of time so that they can prepare in a tiered approach. People can prepare if given time. The state is hoping to learn from the mistakes of others.

Rep. Don Moffitt – We need to work with our organization and play our "chips." Look at what we, as an institution, have that we can offer and ask for some exemptions on things.

Rep. Pat Verschoore – People want to have it gradually changed and work with it that way. That way they know what to expect and how to prepare.

Chanda Dowell –Depending on what our peers do, we have to stay within the state formula so we are not undercutting them. If we raise our tuition, we affect our people more. The formula is for tuition setting based on other local community colleges.

Rep. Rich Morthland – BHC students pay 42% of their own costs. In theory, they pay 1/3 but we have a smaller amount so it is higher.

Leslie Anderson - Our property taxes are as high as they can be right now.

Trustee John Ahern – We are not playing on a level playing field with the private colleges and some of the others. They are able to get money in ways that we can't.

Rep. Rich Morthland – It is unfair to say we (State of Illinois) won't give more money but colleges must increase their tuition, raise graduation rates, and must have open enrollment. The Higher Education Committee is a friend of community colleges.

Dr. Baynum – BHC is getting more challenged students for many reasons and we have to bridge them from Adult Basic Ed to a community college program but they need additional resources to be successful such as tutoring and counseling. Not all students come to us from the top 10% of their classes and that the is mission of the community college: to bring them in and pull them up by their boot straps to get them through.

Rep. Rich Morthland – We are ethnically diverse and we have to work with all students. The expansion and advancements are great at BHC.

Rep. Don Moffitt – He didn't realize that BHC tuition is tied to other community colleges and that we needed permission to do a tax levy.

Motion to close Sonia made motion, David second.

Meeting adjourned at 8:51

MINUTES
OPEN SESSION
Thursday, April 19, 2012

Black Hawk College

BOARD OF TRUSTEES

I. CALL TO ORDER

Chair Evelyn Phillips called the meeting to order at 6 p.m. in the Black Hawk Board Room, QC Campus, Moline, Illinois.

II. ROLL CALL

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

Absent: Trustee John T. Ahern, Mike Boland

Others Present: President Thomas Baynum, Vice Presidents Leslie Anderson, Dr. Rose M. Campbell, Chanda R. Dowell, Michael R. Phillips. Dr. Richard Vallandingham; Executive Assistant to the President Karen Mowers

III. PLEDGE OF ALLEGIANCE

IV. STUDENT TRUSTEE

a. Ms. Chanda Dowell read a Resolution to Outgoing Student Trustee Morgan Nelson. Chair Phillips asked Student Trustee Nelson for any advice she might have for the Board and she replied that it had been an awesome experience and she had learned a lot.

b. Report on Election of Student Board Member for 2012 -2013. BR#8309
(No action needed.)

c. Chair Evelyn Phillips administered the Oath of Office to Incoming Student Trustee Kylee Fox. She was then seated at the board table.

V. MINUTES

F. Trustee Beck moved to approve the minutes of the Regular Meeting of March 15, 2012; Trustee Frye seconded.

AYES: Trustees Beck, Emerick, Frye, Berg, Phillips
ADVISORY VOTE: Student Trustee Fox
NAYS: None, motion carried.

G. Proposed Calendar of Regular Board Meetings for June 2012 – May 2013. BR#8288

There was discussion about the setting of dates for the proposed meeting calendar and having consistency. The calendar was prepared according to the past with consideration for some variation as required for certain board action.

Motion to table BR#8288 by Trustee Berg; Trustee Emerick seconded.

AYES: Trustees Beck, Emerick, Frye, Berg, Phillips
ADVISORY VOTE: Student Trustee Fox
NAYS: None, motion carried.

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. Mr. Phillips shared that we are moving forward and dealing with students and projects with fairness.

B. Faculty Senate

President Ken Nichols shared that they will carry some of the plans that are currently being worked on into the fall and there will be 14 emeritus honored this year at QC Commencement. He wished them all the best and offered his congratulations.

C. IFT Faculty and ProTech

Joan Eastlund shared that she wanted to applaud the health care options that are being brought forward tonight and thank the insurance oversight committee for diligently looking at the plan and how it can be improved to meet the needs of the employees. She also shared that another change is to the online platform for classes and it will be good but it will take a lot of time and training. She was pleased that administration is addressing the issues.

D. UAW

Gloria Nelson also applauded the long list of staff and professor emeritus tonight that will be leaving. She said she was happy to see the retiree reception has been revived and it is good to see it coming back. It is a nice way to say farewell and good luck.

E. Adjunct Faculty - No report

F. SGA

Dr. Baynum reported there is no one present for SGA tonight because they are still in Springfield. They sent approximately 20 students to Lobby Day. Chair Phillips said she was very impressed with what Leslie prepared to send with them. Karen will send a copy of it to the board.

G. Others – no report

H. Special Recognition

Dr. Bruce Storey introduced a student speaker, Stacy Nelson. He met her and got her to work with him and he reported that she does a fantastic job. Stacy has been named a BHC emerging leader.

Stacy Nelson shared that she is currently working at the advising center and has worked at the welcome center. She was a single mom and a non-traditional student but worked up the courage to go through the front doors and set up her classes. Now she encounters non-traditional students everyday and she can help them by remembering what she went through. She hopes to provide them the same compassion. After some time, she has found that she wants to work in the career area and it is the way she is going to go. She has had good mentors and they have taught her to never give up but to keep going and juggle things and don't quit. She has been grateful to meet wonderful people at BHC. BHC is making a difference to people.

VII. PRESIDENT & ADMINISTRATION INFORMATIONAL REPORTS

A. President

Dr. Baynum started by addressing the activity report he included in the packet. He chose to focus on one part of his activities in the month: AQIP and HLC conference that was attended.

He shared that there is nothing more important than the accreditation of this institution. The HLC report helps BHC look at where we are, at the way we are doing business, and ways to make BHC better. Dr. Baynum stated that he has also spent a lot of time on the budget process. Several Board Members commented on the long work hours that Dr. Baynum is putting in. He explained that he is spending time in the community as well as time on the campus. It will get more balanced but right now he feels that he needs to be available internally to meet with faculty and staff and also in the community where people want to see a person of the college in a face to face way. Trustee Emerick stated that in the process of looking for a president, they were looking for someone who would be in the community and be a face for BHC, and Dr. Baynum has done that. Trustee Emerick thanked Dr. Baynum for being a great ambassador in the community and

also thanked the faculty and staff for doing the same. Trustee Beck said that she echoed everything Trustee Emerick said.

B. **Instruction and Information Technology**

Dr. Molly Baker was introduced and she gave a presentation on the TLC (The Learning Center). The TLC serves the faculty at BHC and helps them to be better teachers for the students. The job of the TLC is to try to keep up with the new technology and help the faculty do the same. Dr. Baker and Andrew Olson work together with two student interns and a student worker who is the administrative assistant. They work together as a team.

BHC is the most active college in the state with on-line courses and we use the QC professional network with seven member colleges. They are constantly sharing resources.

C. **Foundations –Board Liaisons**

QC Foundation report – Trustee Beck introduced Brian Wegerer, the QC Foundation president. Brian said that he appreciated the good and generous work of the people who are serving on the board and all of the work they do. He thanked Dr. Baynum for his work and for being part of the community.

Trustee Beck talked about the "Leaders under 40" dinner and shared that Trustee Emerick was the guest speaker and Vice President Anderson was honored. 254 people attended and the event raised over $15,000.

EC Foundation report – Ms. Dowell shared that on March 27, the Wall of Fame reception was held and Jon Wolfe was honored. E 4 E (Employees for Education) promotion will kick off tomorrow. The project has three phases 1) landscape for main entrance; 2) fitness trail loop on campus; and 3) endowed scholarship campaign.

D. **Student Services and Planning and Institutional Effectiveness**

Dr. Vallandingham shared that some BHC research is looking more at student retention and it is very important. Kathy Malcolm joined him to share some information on this research. Our persistence is focused on keeping students from fall to spring, and now we are looking at 1.5% growth and what that means. With current tuition rates, we are starting to look at the students that we are losing and what makes them alike and what makes them different. We look at what services and programs we have in place that makes an intervention possible to keep them here. Dr. Vallandingham shared that BHC is looking at the planning process even before students get to BHC. Academic Advisors are looking at tutoring and how many they can reach and weekly student success workshops. One of the things we heard about recently is an aggressive plan for financial aid and taking advantage of everything available to students. The early alert process is tracking students to see what is working. The administrative team is working together at a collaborative level to get students, one at a time, to be successful. We have re-purposed a position for next year to be a retention manager.

Dr. Vallandingham also reported on Graduation. There will be more students than usual participating this year. Planning is well under way and board members will be getting the packets of information soon. The QC students will be exiting in a different way this year and it is hoped this will alleviate the congestion and will get more faculty to stay to greet students. Trustee Beck said she liked the way EC does it. Discussion followed and it was stated that it has been tried in the QC and it was too hard with the number of students and faculty.

E. Finance

Ms. Anderson shared that all board members will be receiving a budget packet before they leave. She is working on a TIF district analysis as a follow up from the legislative breakfast. 8.5 million is currently owed to BHC from the state and they are running 4 months behind on payments.

F. **East Campus/Marketing**

Ms. Dowell shared about the improvements that will be happening on EC this summer. Most of the services at EC are handled district wide. EC is starting a Vet Tech program and is offering criminal justice courses that can be linked to WIU or to the QC campus. EC will be adding some nursing assistant courses that will be handled from QC and through the dual-enrollment program. Ms. Dowell has been working with a consortium of local high school superintendants for dual-enrollment classes in an academy approach. CEC students have been coming to FYI nights and seeing that college is possible. It is an excellent opportunity to showcase BHC with the horse events.

Ms. Dowell gave a summary of the events on EC and some of the awards that have been won. She also talked about the "plan for a grand" goal in student enrollment. There are 1048 students this spring which is a 39% increase in 4 years. Every faculty and staff member made a contribution to get them to the goal of 1000.
Dr. Rivera and John Meineke made a presentation on the new building and a new program coming in the fall. When the wind turbine went up, it was a marker of the new phase. The focus of the plan is two-fold: 1) FY12 enrollment for students to come and 2) long term to be what industry finds relevant and nationally recognized.
The marketing plan is the best way to let the public know about the opportunities at BHC. We want to identify: 1) the audience; 2) potential students: current students who are undecided and high school students who may have a real interest; and 3) business community: so they know about our program and what kinds of skills the students will have.
The marketing plan includes: facebook, on-line advertising, radio programs on WYEC, twitter, BHC catalog of classes, a career focus piece, 3 minute videos, corporate visits, open houses at the new buildings, and press coverage.

G. **Facilities/Auxiliary Services/Police Department**
Mr. Phillips shared that the new STB will be a nice building that people will be proud of and the turbine has changed the landscape of BHC for the better.
Ms. Dowell touched on the EC science addition.
Mr. Phillips reviewed the advertising requisition for the master plan and stated he expected people from all over the county to submit a proposal.

H. **Human Resources**
Ms. Boyd shared that 1196 applications have been received since March 6 for the open positions. We are losing 776 years of institutional knowledge and we are counting on them to pass some of their knowledge to those staying and to document processes and things that need to be known when they leave.
Trustee Beck asked about the two new dean positions that were listed. Dr. Baynum shared there has been a lot of conversations about this and they will be discussed more in May.

I. **SBDC/ITC/PTAC/BTC**
Jeff Blackwell gave a presentation. He thanked Marceia Duhm and Bruce Storey who helped the most with the new veteran resume writing program. This is a big honor for BHC because this is the first time something like this has been held in this country and everything will forever have a BHC brand. Jeff also thanked John Meineke for his help with the project.
Adult Literacy – In the past, there were many programs for this in Illinois but BHC is one of the only ones still in existence. We have over 200 adult learners in the programs in the East Moline prison, Rock Island County jail (exclusively for women), Robert Young Center, and in sites all over the Quad Cities.
Family literacy – This program works with children, parents, and everyone in a group. They like feeling part of the college and have ID's and bus passes. Dr. Blackwell has done an excellent job with all of his programs and they fall under Glenda Nicke's area.

VIII. CONSENT ITEMS

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

Trustee Berg moved to approve BR #8316 and BR#8317 together. Trustee Beck seconded.

AYES: Trustees Beck, Emerick, Frye, Berg, Phillips
ADVISORY VOTE: Student Trustee Fox
NAYS: None, motion carried.

B. **Administration & Finance**

A request was made to act upon BR#8300, #8301, #8302, #8303, #8304, #8305, and #8306 together.

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

Trustee Beck moved to approve all together. Trustee Berg seconded.
AYES: Trustees Beck, Emerick, Frye, Berg, Phillips
ADVISORY VOTE: Student Trustee Fox
NAYS: None, motion carried.

C. **Personnel**

A request was made to act upon BR#8296, #8310, #8312, #8315, #8307, #8308, #8311, #8313, and #8314 together.

1. Granting Professor Emeritus Status – Michael Payton – 2012. BR#8296
2. Granting Professor Emeritus Status – Reginald White – 2012. BR#8310
3. Granting Professor Emerita Status – Catherine Attebery – 2012. BR#8312
4. Granting Professor Emerita Status – Linda Hoeltzner – 2012. BR#8315
5. Granting Professor Emeritus Status – Joseph Obleton – 2012. BR#8307
6. Granting Professor Emerita Status – Dolores Sierra– 2012. BR#8308
7. Granting Staff Emerita Status – Mary Miller – 2012. BR#8311
8. Granting Staff Emerita Status – Nancy Bowker – 2012. BR#8313
9. Granting Staff Emerita Status – Linda Kiddoo – 2012. BR#8314

Trustees Beck and Frye read the following:
We have before us the names of six faculty members and three members of our staff who are all retiring, along with short statements from their peers indicating the good work they have done for the College over many years. We all know that we have seen a steady stream of good people retiring this year – thirty-three so far, as indicated in Director Boyd's report to us. While we rejoice with them that they are entering that blissful stage of their lives, we also know that their leaving is a heavy loss to the College. These nominations for emeritus status that we have before us only begin to tell us what we are losing.

Whether, like Mike Payton, they have served as department chairs, or like Reggie White and Cathy Atteberry who have led our students through changes in technology they could not have imagined when they came to work here, or like Joseph Obleton and Linda Hoeltzner who shifted their careers at the College in response to the changing needs of our community, or like Dolores Sierra who has carried our good name out into the community through our Speaker's Bureau as well as teaching a dizzying range of courses to our students –these men and women have directly impacted the lives of students in their years as faculty members of the College.

But our faculty could not succeed without the good work of the men and women of our staff. We appreciate the solid behind-the-scenes support for our Mission given by Mary Miller, Nancy Bowker and Linda Kiddoo. Whether serving the needs of faculty and students at the East Campus, or helping faculty assess student outcomes with new technologies as Nancy Bowker has done in the T/LC, or explaining policies and collecting funds as Linda Kiddoo has been cheerfully doing, these women and many others have helped to provide the resources and environment that enable lifelong learning. While we wish them well, all nine of these individuals will be missed.

Trustee Beck moved to approve all together. Trustee Berg seconded.
AYES: Trustees Beck, Emerick, Frye, Berg, Phillips
ADVISORY VOTE: Student Trustee Fox
NAYS: None, motion carried.

10. Changes in Employee Health Insurance Plan. BR#8318

Trustee Beck moved to approve BR#8318. Trustee Emerick seconded.

AYES: Trustees Beck, Emerick, Frye, Berg, Phillips
ADVISORY VOTE: Student Trustee Fox
NAYS: None, motion carried.

IX. MISCELLANEOUS

A. Communications & Trustees Reports

1. Illinois Community College Trustees Association
   a) ICCTA Quarterly Meeting and Lobby Day Schedule

Dr. Baynum shared that three trustees are planning to attend and he will be attending the President's Council on Tuesday and Lobby Day on Wednesday. They will be meeting with as many of the local legislators as possible.

2. Board Chair Announcements
   a) Update on BHC Legislative Breakfast
   b) July Retreat Request (President Evaluation Discussion)

Dr. Baynum shared a summary on the Legislative breakfast held on April 12. All of the trustees present now were there and were able to discuss quite a few key issues and get some information out on the retirement issue. It was a very good breakfast and we educated them.

Dr. Baynum also addressed the request for a July retreat. Dr. Baynum has been gathering information about how to structure the president's evaluation and it will be helpful to set a direction for him.

3. Other
   a) Support for Trustee Berg to serve as Associate Member of ACCT Diversity Committee
   b) Report on ACCT conference – Dorothy Beck
   c) Report on Closed Session Procedures

Dr. Baynum shared a request for a letter of support for Trustee Berg to serve as an Associate member of the ACCT Diversity committee. The meetings are held at the ACCT conference so there is no additional cost. A letter will be drafted similar to what was done in the past as a letter of support.
Dr. Baynum reviewed the information on Closed Sessions. Trustee Emerick said that in order to be transparent, we want to have the capability of holding closed sessions for the reasons specified.
At the direction of Chair Phillips, Dr. Baynum read a letter from Mike Boland submitting his resignation as a member of the Board of Trustees. The letter was as follows:

MIKE BOLAND
3658 – 1st Street
East Moline, IL 61244

April 15, 2012

Chairwoman Evelyn Phillips
Black Hawk Community College
Board of Trustees

Dear Madam Chairwoman,

Please accept this letter of resignation as College Trustee, effective April 15, 2012.

Opportunities have become available in the private sector involving advising, consulting and management services. I also have another opportunity that will involve teaching at the college level. With these pursuits along with writing and my family I will no longer have the time that Black Hawk College deserves.

In these financially difficult times I was happy to be able to continue my tradition of not seeking reimbursement for expenses. This is a tradition I have carried throughout my public service on the Library Board, School Board, Citizens Utility Board, State Representative and College Board.

It is my hope that the $1 million dollar grant I obtained for Black Hawk College as State Representative to "green" the campus is released soon. I will contact Governor Quinn in this regard, which will benefit students the environment and taxpayers.

I have been honored to serve this past year on the Board of Trustees of Black Hawk College.

Yours truly,

Mike Boland

Mike Boland

Chair Phillips stated upon a majority vote of the trustees present, we will have a five minute recess and then move into closed session.

Trustee Emerick moved to go into closed session. Trustee Berg seconded.

AYES: Trustees Beck, Emerick, Frye, Berg, Phillips
ADVISORY VOTE: Student Trustee Fox
NAYS: None, motion carried.

Open session resumed at 9:38 p.m.

Trustee Beck moved to accept the resignation and send a letter of thanks to Former Trustee Boland. Trustee Emerick seconded.

AYES: Trustees Beck, Emerick, Frye, Berg, Phillips
ADVISORY VOTE: Student Trustee Fox
NAYS: None, motion carried.

Dr. Baynum was instructed to read a timeline for filling the vacancy of former Trustee Mike Boland.
April 20 – news release
May 7 – resume and letters due
May 9 – review of resumes and letters
May 22 – Interviews and select a person for appointment to Trustee position
May 24 – Seat at the BOT meeting

Trustee Emerick moved to accept the timeline as read. Trustee Beck seconded.

AYES: Trustees Beck, Emerick, Frye, Berg, Phillips
ADVISORY VOTE: Student Trustee Fox
NAYS: None, motion carried.

Chair Phillips remind the trustees that there are many invitations that have been given to attend BHC events and they are very important to attend if possible.
Trustee Berg asked if there would be a trustee speak at commencement this year, and it was determined that there would not.
Dr. Baynum suggested that it is good to know what is going on at the college in depth but the Board may want to set up a schedule of getting detailed reports in order to keep the meetings to a reasonable length. Some may be able to give verbal reports some months and written reports on other months. Dr. Baynum will work with Chair Phillips on this. It is important to balance the time with reports and business items.

Trustee Berg moved to adjourn. Trustee Beck seconded.

AYES: Trustees Beck, Emerick, Frye, Berg, Phillips
ADVISORY VOTE: Student Trustee Fox
NAYS: None, motion carried.

Meeting adjourned at 10:15 p.m.

MINUTES
SPECIAL OPEN SESSION
Budget Workshop
May 4, 2012
TPC Deere Run

BOARD OF TRUSTEES

You are hereby notified of a special open session of the Board of Trustee of Community College District #503 on **Friday, May 4 at 7:30 a.m.** The meeting will be held at the **TPC Deere Run, 3100 Heather Knoll, Silvis, IL 61282.**

CALL TO ORDER

The meeting was called to order at 7:59 a.m. by Vice Chair Sonia Berg.

I. ROLL CALL

Present: Trustees John T. Ahern, Dorothy W. Beck, Mike Boland, Donna M. Frye, David L. Emerick, Jr., Student Trustee Kylee Fox
Absent: Trustee Evelyn Phillips
Others Present: Vice Presidents Leslie Anderson, Chanda R. Dowell, Dr. Richard Vallandingham; Dr. Rivera, Karen Boyd, Gloria Nelson, Executive Assistant to the President Karen Mowers

Dr. Baynum started the meeting with some opening remarks and instructions. This is an open meeting for the purpose of looking at the budget. Ms. Anderson will go over it in more detail. The budget is changing as the numbers change from the state, federal, and even local monies. This is an outcomes based budget. This process has included department leaders, PC, and finally the VP of Finance and her staff. The Board's handout is dated 4/18 and there have been changes since then.
There have been some big changes this year to make sure that the expenditures are coming from the proper place. Student activity and technology fees have been realigned to properly show the items that are coming from these funds and there have also been some departmental shifts.

Ms. Anderson started the power point presentation and explained what was shown on each slide and answered questions. The first slide was an overview of the process timeline. May 11 is the critical time for comments to be made in order for the budget to meet the deadline. The finance department does get good comments during the public comment and review period.

- **41 Local Source Revenue** – 41xxx Local Source Revenue
  - Property Taxes
    - Expected to be $258,862 less than presented on 4/18 handout
    - Certified EAV unknown until beginning of May
  - Corporate Personal Property Replacement Tax (CPPRT)
    - Budget of $1.2 million
    - FY12 running about $175,000 below FY11
    - FY11 total $1,432,215 (tax amnesty program)
  - Interest on Taxes (back taxes)

A question was asked about the cost of farmland being sold in the area and if that was affecting BHC. Ms. Anderson answered that yes, it does have an effect. Henry County is up more this year because of the wind turbines in the area.

The TIF districts and the tax abatements for companies that we are trying to attract are also affecting BHC. There is discussion around the state about educational institutions being exempt from this. Ms. Anderson represents BHC in discussion for TIF exemptions. It is how the TIF's are established that determines if we get money or not. Ms. Anderson shared she thought it would be good for the board to take a formal stance on TIF's and then she could represent the board as well as the college in any action. Trustee Emerick said that the other taxing bodies are there as well and are affected. They need to band together on their decisions and it would make a bigger impact.

- **42 State Sources of Revenue** – 42xxx State Sources

- Career & Technical Ed Allocation $265,000
    - No change from prior year
- Base Operating Grant $3,923,273
    - 84% Ed Fund
    - 16% Operations & Maintenance Fund
    - Assumes flat funding from FY12
- Equalization Grant $3,027,814
    - 100% Ed Fund

Assumes 5% decrease from FY12 amount
BHC did build in some increase and Dr. Baynum did get some new information at the President's Council meeting. There may be decreases in base funding and equalization and we had planned for 5%.

- **43 – Federal Source of Revenue** – 43xxx Federal Source
    - Indirect Cost or Administrative Cost Allowances on Federal Grants
    - Grant Managers Training Program will emphasize
    - Looking to maximize this revenue source

This reflects the administrative costs on grants.

- **44 –Tuition & Fees -** 44xxx Tuition & Fees
    - Includes $6 per credit hour approved increase
        - 6.7% increase in per credit hour tuition rate
    - Assumes 1.5% growth
    - New program development
    - Retention & persistence
    - Unit Plan alignment
    - Course fee review

The 1.5% is across the board and is just one piece of the retention project. Everyone has a goal and a target number that they will be working on.
BHC is doing much more aggressive marketing to get more students and everything that comes in from that will be over and above the 1.5%. This 1.5% can be made up by adding new classes or programs or just adding a few students taking a few more hours. The other piece that is conservative is an accounting in the budget for Fund 5 (student fees). It is the first time it has appeared on these sheets. We did not increase fund 5 this year but we do expect it to increase as we gain more students.

- **45 – Sales & Service Revenue** – 45xxx Sales & Service
    - 5% increase over FY12

The increase is not significant in the big scheme of the budget. Most of this income came from PaCE and they don't expend unless they bring it in.

- **46 – Rental Revenue** – 46xxx Rental Revenue
    - 46% decrease from FY12

This is a decrease from FY12 because of facilities leases. It partially off sets the loss in property taxes.

- **47 Interest Revenue** – 47xxx Interest Revenue
    - 17% decrease from FY12

Ms. Anderson reported that this budget area reflects that interest rates have dropped lower.

- **48 – Non Governmental Revenue (grants)** - 48xxx Non Governmental Revenue

Ms. Anderson said this is always zero because grants have restrictions and therefore go into the restricted fund.

- **49 - Other Revenue** – 49xxx Other Revenue
    - Assumes no change
    - $650,000 is contingency

This is a contingency to allow for budget changes so we don't have to come back to the board for approval if needed. This is unique to Illinois.

- **51 – Expenditures - Salaries** – 51xxx Salaries +5.5%

- Full Time Position Control 04/18/12
- Contractual increases ~ 3%
- Instructional salaries +2.5%
- Academic Support salaries +6.3%
- Student Services salaries +1.3%
- Public Service salaries +28.3%
- Institutional salaries +20.1%
- Facilities salaries flat

Ms. Anderson said the primary expense for the college is for salary and benefits. 3% was the contractual amount of raises and that is reflected in the Board Report trustees will see in May for the non-rep group. Dr. Baynum shared that because BHC has many long time employees retiring this year, the budget will show some decrease. The finance department is now looking at salary savings and how it is figured and how it is being used.
Dr. Baynum shared that we have restructured the duties of the Executive Vice President because those duties can be absorbed with the current President and the IT portion will move to the Vice President of Administration. There is still a huge component of IT in education but a majority of it is in facilities. This department will be coming back under the direction of Mike Phillips as it is in his job description.

- **52 - Benefits**– 52xxx Benefits +3.11%
  - New positions assume full benefit load ~ $20k
  - Includes approximately $125k for SURS
  - Staff/Family tuition waivers
  - VEBA payments
  - Employee cell phone allowances
  - Benefit allocation process under review

Ms. Anderson shared that benefits correlate to employee positions. BHC has been informed that there will be a cut coming to Adult Ed and the state is running behind right now. We are trying to make sure the budget process matches what is happening. Trustee Ahern said he would like to see progressive quarterly reports on the growth. Dr. Baynum said BHC is drilling down on everything in the budget as it comes up.

- **53 – Contractual Services -** 53xxx Contractual Services +35.0%
  - New program development
  - Tech Fee reallocations

This line item is associated with growth. Dollars are there to support new programs and it is only spent if we have it. This is not a cushion but a contractual account.

- **54 - Supplies & Materials**– 54xxx Supplies & Materials +7.6%
  - Tech Fee reallocations
  - Marketing & Recruitment increases

This covers advertising and marketing initiatives. These are specific project by project amounts. Institutional memberships also come from here. These memberships are all under review. We will look at the financial procedure manual for guidance.

- **55 – Conference & Meetings -** 55xxx Conferences & Meetings +7.1%
  - Tech Fee reallocations

This line item has increased because of training for IT.

- **56 - Fixed costs** – 56xxx Fixed Costs -82.5%
  - IWNC Rent Expense originally omitted

- **57 – Utilities -** 57xxx Utilities -10.6%
  - Bandwidth will be charged to Tech Fee

This line is down because additional bandwidth is paid for from the tech fees.

- **58 – Captial** 58xxx Capital no change

- **59 – Other Expense -** 59xxx Other Expense +30.4%
  - Primarily student waivers
  - Working to reduce credit card fee expense

The primary expense in this line item is waivers. Our waivers are charged at their residence rates. There was a discussion about waivers at the college. There was also a discussion about the credit card expenses.

Closing comments and questions:

The other funds that will be presented are fund 12 of $2.7 million but it does not have any interest revenue. The budget is submitted as balanced and any surpluses roll over. We have had surpluses for several years so we are looking at reducing them for the EC science building this year. It should be noted that the audit fund can only be used to pay the auditors.
Ms. Anderson asked the trustees for input on the audit. The auditor RFP is due next year and we have extended it in the past and we can look at extending it again.
There was a discussion about a few questions on individual line items. Dr. Baynum passed out a calendar of potential board meeting dates for 2012-2013 for review and asked trustees to respond to him their feelings about it.
Trustee Emerick thanked Ms. Anderson for the detailed overview of the budget and the time she has spent preparing it.
Motion to adjourn – Trustee Emerick moved, Trustee Ahern second.

AGENDA

Special Meeting

May 22, 2012

4 p.m.

Black Hawk Board Room

Black Hawk College

BOARD OF TRUSTEES

I. CALL TO ORDER

X. Chair Evelyn Phillips called the meeting to order at 4 p.m. in the Black Hawk Board Room, QC Campus, Moline, Illinois.

II. ROLL CALL

Present: Trustees Dorothy W. Beck, Donna M. Frye, David L. Emerick, Jr., Evelyn L.
Phillips, Sonia R. Berg, Student Trustee Kylee Fox

Absent: None

Others Present: President Thomas Baynum, Executive Assistant to the President Karen Mowers

III. ACCEPTANCE OF RESIGNATION OF JOHN T. AHERN

There was a motion by Trustee Emerick to accept the resignation of Trustee Ahern with regret. Trustee Beck, seconded.

AYES: Trustees Beck, Emerick, Frye, Phillips
ADVISORY VOTE: AYE Student Trustee Fox
NAYS: None, motion carried.

IV. CLOSED SESSION

The Board adjourned to closed session in accordance with Subsection 2(a) of the Open Meetings Act Filling a vacancy on the Board of Trustees [5 ILCS 120/2(c)(3)]

Motion to move into closed session by Trustee Emerick; Trustee Beck seconded.

AYES: Trustees Beck, Emerick, Frye, Phillips
ADVISORY VOTE: AYE Student Trustee Fox
NAYS: None, motion carried.

V. OPEN SESSION

A. The Board named a candidate to fill the position vacated by Michael Boland.

Motion by Trustee Berg to name Jerry Lack to fill the position vacated by Mike Boland. Trustee Beck seconded.

AYES: Trustees Beck, Emerick, Frye, Berg, Phillips
ADVISORY VOTE: AYE Student Trustee Fox
NAYS: None, motion carried.

B. Dr. Baynum was instructed to read a timeline for filling the vacancy of former Trustee John Ahern.

June 7 – resume and letters due
June 18 – review of resumes and letters

June 26 – Interviews and select a person for appointment to Trustee Position
June 28 – Seat at the BOT meeting

Trustee Frye moved to accept the timeline as read. Trustee Emerick seconded.

AYES: Trustees Beck, Emerick, Frye, Berg, Phillips
ADVISORY VOTE: AYE Student Trustee Fox
NAYS: None, motion carried.

There was discussion about candidates who had filed letter and resumes to fill the Boland position and if they would be allowed to have their resumes considered for this position without resubmitting them. The board decided to allow this and Executive Assistant Karen Mowers was directed to contact them to see if they wanted to be considered for the Ahern position.
Trustee Berg motion to adjourn, Trustee Emerick second.
Meeting adjourned at 5:19 p.m.

MINUTES
OPEN SESSION
Thursday, May 24, 2012

BOARD OF TRUSTEES

XI. CALL TO ORDER

Chair Evelyn Phillips called the meeting to order at 6 p.m. at the Dr. Charles O. Warthen Conference Room in the Community Education Center.

XII. ROLL CALL

Present: Trustees Evelyn L. Phillips

Absent: Trustee Sonia R. Berg, Dorothy W. Beck, Donna M. Frye, David Emerick,Jr., Student Trustee Kylee Fox

Others Present: President Thomas Baynum

It was determined that a quorum was not present and the meeting was cancelled. The meeting was rescheduled for **Tuesday, May 29, 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.**

Black Hawk College
Strategic Priorities
Report Prepared by
Dr. Kim E. Armstrong, Assistant Dean of Student Support Services

Connecting with Community*: *by building partnerships, increasing awareness by district residents, and providing world-class facilities

Annual Outreach Partnerships:

- Boys and Girls Club Mini Career Fair (Initiated in 2008)
- Viva Quad Cities (Initiated 1993)
- Annual Latino Youth Summit (Initiated in 2011)
- Quad City Minority Partnership: Math and Science Program (Initiated in 2010)
- The Women's Connection Emerging Woman Leader Program (Initiated in 2011)
- Viva Quad Cities Commitment to Diversity Scholarship (Initiated in 2010)
- Women and Minority Summer Actuarial Science Program (Initiated in 2010)
- Quad City Minority Youth Conference (Initiated in 2006 partnership with all colleges and universities including Univ. of Iowa- We hosted Conference in 2009)
- Quad City Community Engagement Center (Initiated in 2009 partner with all QC colleges and universities including Knox and Monmouth Colleges)
- Martin Luther King Jr. Commitment to Excellence Scholarship (Initiated in 2000)
- Achieve Quad Cities (Initiated in 2009)
- Edison Career Day (Initiated in 2007 in collaboration with Career Cruising Initiative of the QC Chamber)

Annual Community Service/ Volunteer Initiatives

- Illinois /Iowa Center for Independent Living Children's Christmas Party (Students volunteering since 2005)
- Grace Bible Thanksgiving Food Basket Drive (Students volunteering since 2007)
- Martin Luther King Jr. Thanksgiving Dinner (Students volunteering since 1999)
- Martin Luther King Center Children's Christmas Party (Students volunteering since 1999)
- Girl Scouts of Eastern Iowa Western Illinois (Initiated in 2011-Troops attend women's volleyball games)
- Annual Martin Luther King Day Speech at Arrowhead Ranch (Initiated in 2011- staff then schedule students to a College visit)
- Martin Luther King Jr. Friends and Family Fun Day (Initiated in 1999)
- Dress For Success (initiated in 2011)

Black Hawk College
Community Connection Highlights
Connecting with Community*: *by building partnerships, increasing awareness by district residents, and providing world-class facilities

I. Boys and Girls Club Mini Career Fair: The College initiated this partnership in 2008. The goal is to introduce Hispanic, African American and Low income youth (13-17) to career opportunities and educational opportunities offered through Black Hawk College. The key career areas highlighted are: Health (Physical Therapy, Nursing, Massage Therapy, Reflexology, Medical Transcription and Coding), Engineering (Alternative Energy and Logistics), Computer (Graphic Design). All three clubs participate from both Davenport and Moline. A maximum of 40 youth and the club staff attend. Evaluation of outcomes indicates high ratings for the program and areas highlighted (Students repeatedly rated areas of highest interests as: Massage Therapy, Nursing and Computers) In 2011, the committee decided to focus on one career fair area as opposed to a large fair highlighting all 3 areas at one fair. This has allowed for continued interest among the youth and will align more directly with the goals of the new Boys and Girls Club Teen Center. Conversations are currently underway to have youth visit the Equine program at East Campus. The plan is also to expand the initiative to include the youth from the Martin Luther King Center After School Program.

II. The Quad City Minority Partnership**:** Math and Science Program. This program was piloted and initiated in August 2010 and funded with a (18 month) knowhow2GO Illinois Networking grant ($10,000). Black Hawk College was awarded one of only seven grants in the state. The partnership includes: Black Hawk College, Scott Community College, Western Illinois University, Augustana University, St. Ambrose University, Palmer College of Chiropractic, and University of Iowa. The partnership also includes: Rock Island High School, Moline High School, United Township, North, Central and West Davenport High Schools. The program focuses on the following Science, Technology, Engineering and Math (STEM) areas. Health and Medicine at the University of Iowa, Computer Programming and Hardware at Palmer; Material Engineering, Logistics, Alternative Engineering and Electrical Engineering at Black Hawk and Applied Math at Scott. The pilot program limited the participation to 20 high school juniors with GPA of 3.0 or higher; 4 students from each high school were selected. Of the 19 who completed the program as seniors, 26% stated that they will be attending Black Hawk College, as their first choice, in the fall 2012; 15% selected WIU the remaining students have all been accepted to college with 2 remaining undecided. The program was presented at both the "College Changes Everything Conference" sponsored by ISAC and "Diversity in STEM Conference" in Des Moines. Funding for the continuation of the program is from a commitment from all higher education partners. Outcome evaluations of the program demonstrate that the students indicated a desire to continue in the program, a desire to tell other youth about the program and high school counselors looking forward to continuing the program. College level instruction, and hands on and applied connection to the learning process along with team building were highlighted by the students as things they found beneficial.

III. The First Annual Latino Youth Summit: A three year planning process proceeded the implementation of the Summit. A planning committee consisting of Tarsicio Macias, from HOLA America English Spanish Newspaper, Carlos Jimenez, from the Martin Luther King

Center, and Black Hawk College worked to form the framework for the Summit. The plan consists of 3 workshops geared to the following: Youth, Parents, Educators and Community Leaders. The first workshop focused on youth middle school to high school aged Latino(a) youth. One hundred and twenty-one youth attended the conference on October 1, 2011. Workshops consists of the following topics: “Silenced Struggles: The Experiences Faced by Latino (a) Students and Their Families, School and Communities”; “Who Am I?: An Interactive Cultural Awareness and Latino Identity”; Teen Pregnancy, HIV and STD’s: Prevention, Education and Awareness”; “Latino College Student Panel: Students Speak About Their Experiences, Challenges and Opportunities as Latino (a) - College Students (Latinos Unidos and ALAS); “Ya Estuvo! Gang Prevention: Alternatives, Consequences and Exploring Opportunities”; “Opportunities to Attend College: College Planning Process, Deciding Which College to Attend and How to Apply for Financial Aid. The keynote speaker was Alfred Ramirez from Group 0. The students evaluated the workshop highly on all factors. (4.60-5.0 on a 5.0 scale). There was excellent media coverage with all green print and visual media covering the summit. The summit was funded in part by the KNOWHOW2GO Network grant which partially funded the Math and Science Program. Funding was also received from HOLA America and from a $5000 grant from State Farm. October 6, 2012 is the scheduled date for the Second Annual Youth Summit and a $5000 commitment from State Farm has already been secured. Conversations with Viva Quad Cities to partner with the Summit have occurred and interest is high to add a College Fair to the Summit in 2012.

Position Status Report

4/11/2012

Position Title	New	Replacement	Status
Accounting Clerk I (PT Bursar's Office)	X		Interviews being held
Administrative Assistant (Administration)		X	Committee Reviewing Apps
Administrative Research Assistant		X	Filled - starts 5/24/12
Adult Education Instructor		X	Interviews being held
Assistant Registrar		X	Filled- starts 7/16/12
Biology Instructor (FT EC)		X	Interviews being held
Biology Instructor (FT QC)		X	Interviews being held
Campus Services Clerk		X	Committee Reviewing Apps
Career Special Projects Coordinator		X	Will post in May
Chief of Police		X	Closes 5/21/12
Computer Science Instructor		X	Committee Reviewing Apps
Coordinator of Optional Education		X	On hold pending grant funding
Custodian I (2 PT positions)	X		Filled - starts 6/3/12 (1 held for building addition next year
Dean of Instruction (Education & Health Related Prg)	X		On hold pending budget approval
Dean of Workforce Development	X		On hold pending budget approval
Director of TLC		X	Committee Reviewing Apps
Educational Advisor PT		X	Interviews being held
Employment Specialist		X	Interviews being held
Engineering Technology Instructor (FT)	X		closes 6/18/12
Enrollment Services Assistant (PT)		X	Committee Reviewing Apps
Enrollment Services Specialist (EC)		X	On Hold- will repost in June
ESL Coordinator		X	Interviews being held
ESL Instructor (FT)		X	Interviews being held
ESL Program Transition Specialist (PT)	X		Filled
Facilities Custodian (FT EC)		X	Filled- start date TBD
Foundation Assistant (PT EC)		X	Ready to offer
Groundskeeper (PT EC)	X		Committee Reviewing Apps
HVAC Mechanic (PT)		X	Closes 5/15/12
HVAC Mechanic FT		X	Filled - starts 7/2/12
Institutional Research and Assessment Coordinator		X	Committee Reviewing Apps
Lead Facilities Custodian		X	Filled - starts 6/18/12
Marketing / Management Instructor (FT)		X	Committee Reviewing Apps
Master Graphic Designer (2)	X (1)	X(1)	Interviews being held
Mathematics Instructor (FT EC 2 positions)		X	Will post in May
Nursing Assistant Instructor (FT EC)	X		Interviews being held
Office Assistant II (FT EC)		X	Committee Reviewing Apps
Office Careers Instructor (FT EC)		X	Committee Reviewing Apps
Office Careers Instructor (FT QC)		X	Committee Reviewing Apps
Police Officer (2 FT)		X	Interviews being held
Practical Nursing Instructor (FT QC)		X	Committee Reviewing Apps
Program Coordinator (PT)		X	Ready to offer
Recruitment Coordinator EC		X	Interviews being held
Registrar		X	Will post in May
Senior Accountant	X		Closes 5/21/12
Sr. Network Analyst	X		Closes 4/20/12
Sr. Systems Analyst I		X	Closes 5/24/12
Student Retention Coordinator		X	Interviews being held
Transition Coordinator (Career & Tech Ed)		X	Filled - starts 5/30/12

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

BLACK HAWK COLLEGE
BOARD REPORT

Board Report #8322
May 24, 2012

COMPENSATION ADJUSTMENT FOR PROFESSIONAL STAFF – FY2013

REPORT: A 3 percent compensation adjustment is recommended for full- and part-time professional staff who are eligible to receive same. Their continued leadership and efforts are critical (as are all of our employee groups) to Black Hawk College as we provide quality educational opportunities to our many constituents.

The 3% raise as calculated for all full- and part-time Professional Staff has been included in the proposed budget distributed in May for FY2013.

The health insurance plan and other benefits will be in line with what currently exists. All provisions of the compensation plan are subject to any and all limitations imposed by external funding sources for those employees whose compensation is subject to such terms and conditions.

NOTE: The President is not included in this compensation adjustment as this is solely at the discretion of the Board in accordance with Board Policy 2.43.

RECOMMENDATION:

It is the recommendation of the College President that the Board of Trustees approves the compensation adjustment as described above for all full- and part-time Professional Staff, effective July 1, 2012.
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Prepared by:

Thomas B. Baynum
President

BLACK HAWK COLLEGE
BOARD REPORT

Board Report #8323
May 24, 2012

PROPOSED FY2013 BUDGET AND AUTHORIZATION OF PUBLIC DISPLAY, PUBLIC HEARING, AND PUBLICATION OF PROPOSED FY2013 BUDGET

REPORT: The budget for Fiscal Year 2013 that is being presented to the Board of Trustees is balanced. At this time, the amount of monies that is anticipated to be received from the State of Illinois is uncertain as it has been the case for the past several years. Of particular concern is the timeliness of the state payments that are due to the College. Administration believes that the College will receive the state monies due to the College at some point in time.

The proposed budget for Fiscal Year 2013 is based on three primary sources of funding: 1) state apportionment, 2) local tax support, and 3) student tuition and fees. Over the past decade, tuition has become an ever increasing source of revenue. Even so, tuition at Black Hawk remains below the average for all community colleges in Illinois. Low tuition coupled with outstanding educational and student service programs makes Black Hawk a great value for the first two years of college, or one of the many non-credit educational programs we offer.

The economy shows some signs of gaining a bit of positive momentum. The College's current stable financial situation has been made possible by the cooperation and hard work of virtually every Black Hawk College employee. Thanks to all who have participated in the development of this budget. Special thanks is extended to the Board of Trustees for their continued guidance and support as collectively we work to lead Black Hawk to continually higher levels of educational service.

The College administration is recommending that the proposed FY2013 Budget be placed on file and made available for public inspection effective May 25, 2012, at the District Finance Office in Moline and at the East Campus Business Office in Galva. The administration also recommends that the Board holds a public hearing on the FY2013 tentative budget at the regular meeting scheduled for Thursday, June 28, 2012. It is further recommended that the Board authorizes publication of the attached notice regarding availability of the proposed budget for public inspection and regarding the public hearing on the budget.

RECOMMENDATION:

It is the recommendation of the College President that the Board**:**

(1) authorizes public display of the proposed FY2013 Black Hawk College Budget effective Friday, May 25, 2012;
(2) authorizes a public hearing on the proposed FY2013 budget on Thursday, June 28, 2012; and
(3) authorizes publication of the attached notice of availability of the Budget for public inspection and of a Public Hearing on the FY2013 budget (in substantially the form attached).

Reviewed and Prepared by:

Leslie T. Anderson
Vice President for Finance

Thomas B. Baynum
President

NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN by the Board of Trustees of Community College District No. 503 (Black Hawk College), Counties of Rock Island, Henry, Mercer, Whiteside, Knox, Bureau, Stark, Marshall, and Henderson, State of Illinois, that a tentative budget for said Community College District for the 2013 fiscal year beginning July 1, 2012, will be on file and conveniently available for public inspection in this Community College District at the District Finance Office at 6600 34th Avenue, Moline, Illinois, and at the East Campus Business Office at 26230 Black Hawk Road, Galva, Illinois, from and after 9:00 a.m. on the 25th day of May 2012. Notice is further hereby given that public hearing on said budget will be held at 6:00 p.m. on the 28th day of June 2012, at Black Hawk College Quad Cities Campus, 6600 34th Avenue, Moline, Illinois, in this Community College District No. 503.

Dated this 24th day of May 2012.

By order of the Board of Trustees of Community College District No. 503.

Evelyn L. Phillips

Evelyn L. Phillips
Chair

BLACK HAWK COLLEGE
BOARD REPORT

Board Report #8324
May 24, 2012

RATIFICATION OF ACCEPTANCE OF FUNDS FOR PERKINS POSTSECONDARY GRANT FROM THE ILLINOIS COMMUNITY COLLEGE BOARD FY2013

REPORT: Black Hawk College has been awarded a total of $301,769 by the Illinois Community College Board for the administration and management of Career and Technical Education (CTE) Programs for Fiscal Year 2013. The Carl D. Perkins Career and Technical Education Improvement Act of 2006 (Perkins IV) seeks to enhance the academic achievement of CTE students by focusing efforts on continuously improving programs. This funding will be used to support activities undertaken to accomplish grant goals aligned with the six Postsecondary Perkins elements:

- Improvement of Academic and Career and Technical Skills of CTE Students
- Collaborations and Partnerships
- Program Quality and Continuous Improvement
- Access and Success for Special Populations
- Nontraditional Training and Employment
- Faculty and Staff Professional Development

RECOMMENDATION:

It is the recommendation of the College President that the Board of Trustees ratifies acceptance of the Postsecondary Perkins Grant from the Illinois Community College Board for FY2013 in the amount of $301,769.

Reviewed and Prepared by:

Rose Campbell
Executive Vice President
Vice President for Instruction/ITS

Thomas B. Baynum
President

Attachment to BR #8324

May 2012

FY2013 Budget Summary

RATIFICATION OF ACCEPTANCE
OF POSTSECONDARY PERKINS GRANT
$301,769

Salaries & Employee Benefits	$242,108.00
Other Expenses	$59,661.00

BLACK HAWK COLLEGE
BOARD REPORT

Board Report #8325
May 24, 2012

AWARD OF CONTRACT FOR VENDING SERVICES

REPORT: Specifications for vending services for all of the College's facilities were prepared by the Purchasing Department and the Director of Auxiliary Services. In accordance with Board of Trustees policy, advertisements were placed in both the *Moline Daily Dispatch* and the *Kewanee Star Courier.* Requests for Proposals were also mailed to fifteen (15) known vendors.

Five vendors responded: A.D. Huesing, Rock Island, Illinois; Coca Cola, Rock Island, Illinois; Fresh Idea Foods, Inc., Davenport, Iowa; HVP Vending, LLC, Morrison, Illinois; and Valley Vending, Davenport, Iowa.

All proposals were carefully analyzed by the Director of Auxiliary Services and discussed with the Vice President for Administration. Many factors were considered including, but not limited to the following:

- Annual commission offered
- Financial stability of company
- Ability to furnish required services and to meet the requirements of the RFP
- Experience in similar campus vending services, references, and customer satisfaction
- Proposals for providing security controls and adequate sanitation cleaning
- Quality of vending services offered and brands of products vended

The proposal from A.D. Huesing for beverage vending and from Valley Vending, Inc. for snack, food, and coffee vending are the most advantageous to the College. The commission paid to the College will be variable based on sales. A different commission percentage applies to each product category.

From a financial standpoint, it is reasonable to expect annual vending commissions to be approximately $40,000 per year based on last year's sales.

RECOMMENDATION

It is the recommendation of the College President that the Board of Trustees approves the award of contract to A.D. Huesing, Rock Island, Illinois and Valley Vending, Inc., of Davenport, Iowa, to provide vending services at all College facilities for a period of three years with two one-year options beginning on July 1, 2012.

Reviewed and Prepared by:

Michael R. Phillips
Vice President for Administration

Thomas B. Baynum
President

BLACK HAWK COLLEGE
BOARD REPORT

Board Report #8326
May 24, 2012

ACCEPTANCE OF ILLINOIS PUBLIC RISK FUND SAFETY AND EDUCATIONAL GRANT FOR SAFETY EQUIPMENT AND TRAINING MATERIALS

REPORT: The Illinois Public Risk Fund is awarding Black Hawk College a grant of $16,700 for the purchase of safety equipment. With new FCC narrow banding requirements coming into effect it is important that the College replace handheld and vehicle mounted radios in our Police and Maintenance Departments at the East Campus. The radio replacement will bring us into compliance with FCC regulations and upgrade radios that our beyond their useful life.

RECOMMENDATION:

It is the recommendation of the College President that the Board of Trustees accepts the Illinois Public Risk Fund Safety and Educational Grant in the amount of $16,700 for the purchase of radios that will be used at the East Campus in the Police and Maintenance Departments.

Reviewed and Prepared by:

Michael R. Phillips

Michael Phillips
Vice President for Administration

Thomas B. Baynum

Thomas B. Baynum
President

BLACK HAWK COLLEGE
BOARD REPORT

Board Report #8327
May 24, 2012

ADMINISTRATIVE ORGANIZATION – FY 2013

REPORT: The attached proposal shows the organizational structure of the administration at Black Hawk College for the Fiscal Year 2013.

RECOMMENDATION:

It is the recommendation of the College President that the Board of Trustees approves the administrative organization – FY2013 as presented effective July 1, 2012.
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Prepared by:

Thomas B. Baynum
President

BLACK HAWK COLLEGE
BOARD REPORT

Board Report #8328
May 24, 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 the third Thursday evening unless otherwise noted. The proposed calendar for regular Board meetings includes the location of the meeting. Board meetings beginning June 2012 through June 2013 will be as follows:

DATE	WEEK	LOCATION
Thursday, June 28, 2012	4th (budget)	Quad-Cities Campus
July		No Regular Meeting
Thursday, August 16	3rd	CEC
Thursday, September 20	3rd	Quad-Cities Campus
Thursday, October 18	3rd	East Campus
Thursday, November 15	3rd	Quad-Cities Campus
Thursday, December 20	3rd	CEC
January		No Regular Meeting
Thursday, February 21, 2013	3rd	Quad-Cities Campus
Thursday, March 21	3rd	CEC
Thursday, April 18* (A special board meeting may need to be scheduled due to the canvas date of the election)	3rd	Quad-Cities Campus
Thursday, May 23	4th (graduation)	CEC
Thursday, June 27	4th (budget)	Quad-Cities Campus

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

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.

Thomas B. Baynum
President

BLACK HAWK COLLEGE
BOARD REPORT

Board Report #8329
May 24, 2012

AWARD OF CONTRACT DISTRICT ROAD AND PARKING LOT UPGRADES PHASE II

REPORT: The College has identified significant pavement areas that are aged and in need of removal and replacement. The heavy traffic areas on roadways and in the parking lots are in need of repair. There is evidence of large cracks, severe settlement and loose pieces of concrete and asphalt on the parking lots, roadways and sidewalks. These areas have become a safety hazard for vehicle traffic and a tripping hazard for pedestrians. The Phase II project will include work at the following locations; Quad Cities Campus, East Campus, Outreach Center East Moline, Adult Learning Center Rock Island and the Industrial Training Lab Extension Center, Moline. In the past, we have exposed areas of soil saturated with moisture. Due to the amount of moisture we have been forced to remove the soil and replace with structured fill. We recommend including a $50,000 "undercut" allowance that will only be used if existing soil needs to be replaced with structured fill. Total project cost for Phase II is as follows;

Construction	$603,221.55
Contingency 10%	$60,322
Undercut Allowance	$50,000
A&E Fees	$58,000
Reimbursable Expense	$1,500
Total Project Cost	**$773,043.55**

Specifications were drawn up by BLDD and Missman, Incorporated and 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 College received bids from the following contractors:

Contractor	Base Bid
Treiber Construction, Davenport, IA	$603,221.55
Centennial Contractors, Moline, IL	$614,188.00
Valley Construction, Rock Island, IL	$646,808.90
CPI of the Midwest, Rock Island, IL	$696,164
Swanson Construction, Bettendorf, IA	$730,566.12

RECOMMENDATION:

It is the recommendation of the College President that the Board of Trustees approves the award of contract to Treiber Construction in the amount of $603,221.55 with a ten percent contingency of $60,322 and an undercut allowance of $50,000 for a total construction cost of $713,543.55 with funds to come from the 2010 general obligation bonds.

Reviewed and Prepared by:

Michael R. Phillips

Michael Phillips
Vice President for Administration

Thomas B. Baynum

Thomas B. Baynum
President

BLACK HAWK COLLEGE
BOARD REPORT

Board Report #8330
May 24, 2012

AWARD OF CONTRACT FOR COPPER AND FIBER RELOCATION AT QUAD CITIES CAMPUS

REPORT: The Building One student services front door and lobby renovations, scheduled to start the summer of 2012, will require the relocation of the AT&T services (fiber and copper) coming onto the Quad Cities campus. In addition, the fiber service required for the data center in the new Sustainable Technologies Building will need to be relocated for greater reliability and security. It is financially advantageous for BHC if AT&T is able to relocate both at the same time. Two access pathways have been identified for this project: the copper relocation would enter the north side of Building One (by the library) from 34th Avenue and the fiber relocation would traverse from 70th Street to the tower building and then enter the Sustainable Technologies Building (STB) from the southeast. The STB plans included the construction of conduit to handle this need.

AT&T has been requested to relocate their utility services and has provided a quote for this work. The estimated cost is $44,888.72 and that is required to be paid in advance of the work. Actual costs will be determined as the project is underway. The statement of work indicates that upon completion of the work, any difference between the amount of advance payment and the actual cost will be either paid by the applicant to AT&T or refunded to the applicant by AT&T. The project would be scheduled for completion once payment is received with a typical completion in 10 to 12 weeks.

RECOMMENDATION:

It is the recommendation of the College President that the Board of Trustees approves that the contract to relocate the copper and fiber telecommunications services be awarded to AT&T for $44,889 with a 5% contingency of $2,244 for a total amount of $47,133 with funding to come from the ITS Infrastructure Refresh 2010 Fund.

Reviewed and Prepared by:

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

Thomas B. Baynum
President

BLACK HAWK COLLEGE
BOARD REPORT

Board Report #8331
May 24, 2012

AWARD OF CONTRACT FOR LONG DISTANCE PHONE SERVICES
THREE-YEAR CONTRACT

REPORT: In accordance with BHC policies and procedures, the ITS department, working with the Purchasing department, requested quotes for long distance service from three vendors, including our present provider, AT&T. Each vendor was provided an estimate of our monthly long distance usage – based on an estimated 11,000 minutes per month. Quotes were requested for a three-year term. The best rate quoted is from CallOne based in Chicago.

VENDOR	LONG DISTANCE RATE/MINUTE	ESTIMATED 3 YEAR COST
CallOne	.029/minute	$11,484.00 / 36 mo.
Windstream	.032/minute	$12,672.00 / 36 mo.
AT&T	.041/minute	$16,236.00 / 36 mo.

ITS solicited and verified references for Windstream and CallOne and received positive feedback from the references for CallOne regarding reliability and quality of service. The contacted references are: The Village of Antioch, IL, The City of Moline, and the Illinois Park Districts. CallOne has been in business in Chicago since 1992. They have an extensive client list in the state of Illinois including numerous municipalities, park districts, community banks, school districts, and protection districts.
There are no costs associated with transferring to another long distance carrier. The calculated savings for a 36-month contract compared with AT&T are:

CallOne	$4,752
Windstream	$3,564

RECOMMENDATION:

It is the recommendation of the College President that the Board of Trustees approves that a three-year Long Distance contract be awarded to CallOne of Chicago, effective June 1, 2012. The estimated cost for a three-year contract is $11,484.00 with funding to come from ITS Telecommunications/Infrastructure Fund.

Reviewed and Prepared by:

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

Thomas B. Baynum
President

BLACK HAWK COLLEGE
BOARD REPORT

Board Report #8332
May 24, 2012

PERSONNEL RECOMMENDATION – JODY LINDSTROM
EMPLOYMENT

REPORT: The search for a tenure-track licensed practical nursing instructor in the Nursing Department at the Quad-Cities Campus has been completed in accordance with the College hiring procedures. As a result of this process, Jody Lindstrom is being recommended for appointment to the licensed practical nursing instructor position beginning with the fall 2012 semester. She is replacing Sally Flesch who is retiring at the end of June 2012.

Ms. Lindstrom earned her associate in science and nursing and her baccalaureate in science and nursing degrees from Trinity College of Nursing & Health Sciences. She is currently an adjunct faculty member at Black Hawk College where she teaches in the Nursing Department. Ms. Lindstrom has worked as a registered nurse at Genesis Medical Center Illini Campus since 2003. In addition to her registered nurse status, Ms. Lindstrom holds certifications as a childbirth educator, as a neonatal resuscitation program provider, as a health care provider of basic life support and is also certified in electronic fetal monitoring. Prior to her employment at Genesis, she worked for six and one-half years at the Illini Restorative Care Center.

RECOMMENDATION:
It is the recommendation of the College President that the Board of Trustees approves the appointment of Jody Lindstrom at the rank of instructor for the tenure-track licensed practical nursing position in the Nursing Department at the Quad-Cities Campus beginning with the fall 2012 semester.

Reviewed and Prepared by:

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

Thomas B. Baynum
President

BLACK HAWK COLLEGE
BOARD REPORT

Board Report #8333
May 24, 2012

PERSONNEL RECOMMENDATION – DEANA BOBZIEN
(RESIGNATION)

REPORT: Deana Bobzien has been employed as a Mathematics instructor in the Liberal Arts and Science Department at the East Campus since August, 2002. She has submitted her resignation effective May 18, 2012.

RECOMMENDATION:

It is the recommendation of the College President that the Board of Trustees accepts the resignation of Deana Bobzien, effective May 18, 2012.

Reviewed and Prepared by:

Rose M. Campbell, Ph.D.
Executive Vice President
Vice President of Instruction/ITS

Thomas B. Baynum
President

BLACK HAWK COLLEGE
BOARD REPORT

Board Report #8334
May 24, 2012

PERSONNEL RECOMMENDATION – BETH SNOOK
(RESIGNATION)

REPORT: Beth Snook has been a full-time faculty member in the Nursing Department since August, 2009. Beth has submitted her resignation effective July 27, 2012. Beth and family will be moving to Colorado.

RECOMMENDATION:

It is the recommendation of the College President that the Board of Trustees accepts the resignation of Beth Snook, effective July 27, 2012.

Reviewed and Prepared by:

Rose M. Campbell, Ph.D.
Executive Vice President
Vice President of Instruction/ITS

Thomas B. Baynum
President

BLACK HAWK COLLEGE
BOARD REPORT

Board Report #8335
May 24, 2012

GRANTING OF STAFF EMERITUS STATUS – 2012
DON BOYSEN

REPORT: The President's Cabinet has recommended to the President that Staff Emeritus status be granted to Lieutenant Don Boysen. 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 Emeritus.

Lt. Don Boysen has been employed at Black Hawk College for the past 26 years. Don shared his very unique and kind personality with everyone he came in contact. Don had a great rapport with students, faculty, and staff making everyone feel welcome. For those who may not know it, Don has a very soft spot for children. Whenever a child came through our doors or even remotely close, Don would offer them a dum-dum sucker. It was that little act of kindness that created a trusting relationship for those children and their parents. Don also related extremely well to the students – when it came to parking tickets, he always gave them the benefit of the doubt, always allowing them to tell their story first. He was forming a bond with the students, a bond that created a trusting and friendly relationship.

If you are or were employed by Black Hawk College, chances are Don ran your background investigation. Don took this duty very seriously and upheld confidentiality to its highest degree. Having a person like this on campus makes all the difference in the world and makes Black Hawk a very safe place to work.

Don served many years as vice president of the IEA/NEA union. Don's diverse duties and endless hours working with college administrators, board of trustees, and other college unions helped to form a solid relationship between all.

RECOMMENDATION:

It is the recommendation of the College President that the Board of Trustees approves the granting of Staff Emeritus status to Don Boysen.

Thomas B. Baynum
President

BLACK HAWK COLLEGE
BOARD REPORT

Board Report #8336
May 24, 2012

GRANTING OF STAFF EMERITUS STATUS – 2012
BILL COLLINS

REPORT: The President's Cabinet has recommended to the President that Staff Emeritus status be granted to Lieutenant Bill Collins. 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 Emeritus.

Lt. Bill Collins has been employed at Black Hawk College for the past 27 years. Bill's personality was a perfect fit not only with students, but also with the faculty and staff he dealt with on a daily basis. Bill always made students, faculty, staff, and visitors feel comfortable and welcome when they were around. His witty personality and charm are unforgettable and will sure to leave you with a smile or pondering what exactly he meant by that.

There isn't a college door, lock, or key core that Bill hasn't had something to do with. Bill's knowledge of the key control at Black Hawk College is phenomenal and will be greatly missed. Any task that came Bill's way, he tackled it with grace. From retrieving remote airplanes out of trees to giving rides and bus fare to those in need, he was there to help.

Bill served many years as president of the IEA/NEA union, spending endless hours negotiating contracts and building solid relationships with the college administration, the board of trustees, and the other college unions on campus.

Bill's high professional standards and compassion for people made the entire Black Hawk College community a better place to work.

RECOMMENDATION:

It is the recommendation of the College President that the Board of Trustees approves the granting of Staff Emeritus status to Bill Collins.

Thomas B. Baynum
President

BLACK HAWK COLLEGE
BOARD REPORT

Board Report #8337
May 24, 2012

GRANTING OF STAFF EMERITUS STATUS – 2012
SALLY DORAN

REPORT: The President's Cabinet has recommended to the President that Staff Emerita status be granted to Sally Doran. 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 Emeriti.

Sally began her career at Black Hawk College in January of 1969 at the 16th Street Campus in Moline as secretary to the Dean of Community Services. She decided to take a "family" break from work in 1971 to devote time to her children. She returned to work at the College in 1974 as secretary to the Director of Admissions and Records. Since 1978, Sally has performed her duties admirably and she has been an essential Assistant to the Vice President of Instruction. Her dedication and commitment have earned respect by her colleagues, the faculty, and the administration.

In addition to her position-specific duties, Sally has contributed to the College by working to coordinate and promote Blood Drives, Flu Clinics, Staff Wellness activities, Staff Development Day, Graduation activities, and she has served on hiring committees.

Sally will be remembered for her tireless efforts in contributing to the completion of the schedule of classes and ensuring efficient use of College facilities. Sally was featured on myBlackHawk as exemplifying the Core Value: Integrity. She is an exemplary employee who displays caring and compassion and integrity at all times.

RECOMMENDATION:

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

Thomas B. Baynum
President

BLACK HAWK COLLEGE
BOARD REPORT

Board Report #8338
May 29, 2012

APPOINTMENT OF DR. BETTIE TRUITT AS
INTERIM VICE PRESIDENT OF INSTRUCTION

REPORT: With the resignation of Dr. Rose Campbell as Vice President for Instruction, it is necessary to appoint an Interim Vice President. I have asked Dr. Bettie Truitt to serve as Interim Vice President of Instruction, to begin serving in that role effective July 1, 2012 until a new Vice President of Instruction in appointed.

Dr. Truitt holds a PhD in Mathematics from the University of Iowa. She began her career at Black Hawk College in 1989 as Assistant Professor in Mathematics. She was promoted to Associate Professor in August 1997 and Professor in August 2000. She became Interim Dean of Instruction and Academic Support in July 2007 and Dean in January 2008.

RECOMMENDATION:

It is the recommendation of the College President that the Board of Trustees confirm the appointment of Dr. Bettie Truitt as Interim Vice President of Instruction, effective July 1, 2012.

Thomas B. Baynum
President