MINUTES
OPEN SESSION
Thursday, March 13, 2014
Black Hawk College
Black Hawk Board Room

BOARD OF TRUSTEES

Note: all informational reports and all Board Reports cited in these minutes can be found in the March 13, 2014 Board Meeting Packet, available at
http://www.bhc.edu/about-us/board-of-trustees/agenda-packets

I. Call TO ORDER

Chair David Emerick called the meeting to order on Thursday, March 13, 2014 at 6 p.m. in the Black Hawk Board Room, Moline, Illinois.

II. Roll Call

Present: Trustees Dorothy W. Beck, Donna M. Frye, John D. McCooley, Douglas L. Strand, David L. Emerick

Absent: Trustee Tim A. Black, Kylee L. Fox, Student Trustee David Edge.

Also Present: Executive Assistant to the President Karen Mowers; Vice Presidents Chanda Dowell, Leslie Anderson and Bettie Truitt; Project Manager Doug Hoenig; others from the employee and from the public.

III. PLEDGE OF ALLEGIANCE

The meeting began with the Pledge of Allegiance.

IV. MINUTES

A. Approval of the Minutes of the Regular Meeting of February 18, 2014.

Trustee Frye moved to approve the minutes, Trustee Beck seconded.

AYES: Trustees Beck, Frye, Strand, McCooley and Emerick.
ADVISORY VOTE: Student Trustee Edge was absent
NAYS: None
ABSENT: Trustee Black, Fox
Motion passed.

B. Approval of the Minutes of the Regular Meeting of February 20, 2014.

Trustee Frye moved to approve the minutes, Trustee Strand seconded.

AYES: Trustees Beck, Frye, Strand, McCooley and Emerick.
ADVISORY VOTE: Student Trustee Edge was absent
NAYS: None
ABSENT: Trustee Black, Fox
Motion passed.

V. EMPLOYEE/PUBLIC COMMENT

A. Core Value Reflection

The Core Value Reflection on Responsibility referenced Staff Development Day when a number of employees who have worked at Black Hawk for anywhere from five years to thirty-five years were recognized. It was also acknowledged that individuals at all levels within the college showed great responsibility in addressing potential issues identified by the Higher Learning Commission and, by doing so, contributed to a positive reaccreditation report.

B. Faculty Senates - no report.

C. IFT Faculty & Pro Tech Unit – no report.

D. UAW Support Staff Unit – no report.

E. IFT Adjunct Faculty Unit - no report.

F. Student Leadership Council – no report.

VI. BOARD REPORTS – CONSENT

A. Ratification of Expenditures for Period Ending February 28, 2014. BR#8606
B. Ratification of Expenditures for Preferred Vendors ending February 28, 2014. BR#8607
C. Delay FY2014 Affirmative Action Plan. BR#8596
D. Ratification of Acceptance of State and Federal Funding for the Illinois Department of Transportation Highway Construction Careers Training Program (HCCTP). BR#8608
E. Approval to Increase Lease Agreement for HCCTP Facility. BR#8609
F. Ratification of Approval to Enter into Lease University of Illinois Extension. BR#8610
G. Approval of Award of Contract for East Campus and CEC Waste Disposal Services. BR#8611
H. Award of Three Year Contract to Plato Learning System. BR#8612
I. Election Process of Student Board Member Quad Cities Campus – 2014-2015. BR#8613
J. Recommendations Concerning Tenure Status of Faculty for 2014-2015. BR#8614
K. Approval of ICCTA Award Letters of Support. BR#8615
L. Approval of Administration Organizational Chart. BR#8616
M. Personnel Recommendation –
    a. Approval of Granting Professor Emeritus Status - William Hampes. BR#8617

b. Approval of Granting Professor Emerita Status – Christine Bachelder, BR#8618
c. Personnel Recommendation – Glenn Saddoris – Retirement/Resignation. BR#8619

There was a brief discussion about the Plato student software program which has been used extensively in high schools and in the College's GED program for many years. The Student Trustee Board Report regarding the nomination process for student trustees was informational. The student will be elected from the Quad Cities Campus student body in early April and installed at the April Board Meeting.

Trustee Beck moved to approve BR# 8606, 8607, 8596, 8608, 8609, 8610, 8611, 8612, 8613, 8614, 8615, 8616, 8617, 8618, and 8619; Trustee Frye seconded.

AYES: Trustees Beck, Frye, Strand, McCooley and Emerick.
ADVISORY VOTE: Student Trustee Edge was absent
NAYS: None
ABSENT: Trustee Black, Fox
Motion passed.

VII. BOARD REPORTS

A. Award of Contract for EC Building B Bridge Replacement Project. BR#8620

This board report is the result of the bids that came in after the project was re-worked and re-bid.

Trustee Frye moved to approve BR# 8620; Trustee Strand seconded.

AYES: Trustees Beck, Frye, Strand, McCooley and Emerick.
ADVISORY VOTE: Student Trustee Edge was absent
NAYS: None
ABSENT: Trustee Black, Fox
Motion passed.

B. Award of Contract for EC Building A RTU Replacement Project. BR#8621

While Roof Top Units usually last 20-25 years, this one has been in service for 30 years. The new unit will be more energy efficient.

Trustee Strand moved to approve BR# 8621; Trustee Beck seconded.

AYES: Trustees Beck, Frye, Strand, McCooley and Emerick.
ADVISORY VOTE: Student Trustee Edge was absent
NAYS: None
ABSENT: Trustee Black, Fox
Motion passed.

C. Award of Contract for QC Campus Building 4 Elevator Upgrade Project. BR#8622

Trustee Strand moved to approve BR# 8622; Trustee Beck seconded.

AYES: Trustees Beck, Frye, Strand, McCooley and Emerick.
ADVISORY VOTE: Student Trustee Edge was absent
NAYS: None
ABSENT: Trustee Black, Fox
Motion passed.

D. Award of Contract for QC Outreach Center Elevator Upgrade Project. BR#8623

Trustee Strand moved to approve BR# 8623; Trustee Frye seconded.
AYES: Trustees Beck, Frye, Strand, McCooley and Emerick.
ADVISORY VOTE: Student Trustee Edge was absent
NAYS: None
ABSENT: Trustee Black, Fox
Motion passed.

E. Award of Contract for QC Campus Library Renovation Projects. BR#8624

In response to a trustee question as to why the College did not choose a local contractor for the project, the differences between an RFP (Request for Proposal) process and an RFQ (Request for Quotes) process were explained. The College is bound by the law in its selection. A contractor must be chosen based on cost and the most expedient way to get a project done. Project Manager Doug Hoenig noted that when he started at the College several months ago, the bids were consistently coming in high but now we are getting better competition and better bids.

Trustee Frye moved to approve BR# 8624; Trustee Beck seconded.
AYES: Trustees Beck, Frye, Strand, McCooley and Emerick.
ADVISORY VOTE: Student Trustee Edge was absent
NAYS: None
ABSENT: Trustee Black, Fox
Motion passed.

F. Approval to Proceed with Professional Services for a Second Roadway Entrance and Ring Road Extension at the EC. BR#8625

Currently there is only one way in and one way out of the East Campus. This lack of access has been identified as a safety concern which was a high priority in the Master Building Plan. The new entrance will be across the road from a farm that the EC Foundation partially owns. Mr. Hoenig will send a diagram to the trustees.

Trustee Frye moved to approve BR# 8625; Trustee Beck seconded.
AYES: Trustees Beck, Frye, Strand, McCooley and Emerick.
ADVISORY VOTE: Student Trustee Edge was absent
NAYS: None
ABSENT: Trustee Black, Fox
Motion passed.

G. Withdrawn

H. Approval to Accept Chiller Preventative Services Agreement. BR#8627

At the request of trustees, Vice President Anderson will work with Mike Meleg on the wording of these agreements, proposals and bids so that it is clear when quotes are received and when proposals are received.

Trustee Strand moved to approve BR# 8627; Trustee Beck seconded.
AYES: Trustees Beck, Frye, Strand, McCooley and Emerick.

ADVISORY VOTE: Student Trustee Edge was absent
NAYS: None
ABSENT: Trustees Black, Fox
Motion passed.

VIII. PRESIDENT & ADMINISTRATION INFORMATIONAL REPORTS

A. President Activities. Dr. Baynum summarized the Higher Learning Commission's report indicating that the College is in full compliance with its criteria for re-accreditation. The report did note one area of concern regarding the College's ongoing assessment of student learning for the purposes of educational achievement and improvement. Dr. Baynum indicated that College is effectively addressing this concern under the leadership of Academic Vice President Bettie Truitt. The College will receive formal affirmation at the annual meeting in April. Dr. Baynum noted his appreciation for the good work done by Vice President Truitt, the deans and the faculty in preparing for this accreditation review with a much-shortened time frame and criteria that had shifted since the last re-accreditation. To receive full reaffirmation without restrictions is a testament to the College's strength.

B. Instructional Services

Dr. Truitt reported that the Instructional Services area moved rapidly after the preliminary HLC report in October to make the changes noted. She, the deans and faculty and the Planning and Institutional Effectiveness department have put the general education grid together along with the matrix to measure those categories. A report will be submitted to HLC noting how the College does assess the effectiveness of its general education offerings. She noted a new level of commitment to assessment of student learning at all levels of the College.

C. Student Services

Marceia Duhm's report highlighted her work with the Veterans' Center. There was a discussion of needs for the Center and of the generosity of several individuals and companies in meeting some of those needs.

D. Finance

VP Anderson answered questions on the finance reports. The College is working with a new actuary firm.. BHC was finally successful in getting the $100,000 from Illinois Jobs Now that was promised several years ago, thanks to the help of our local legislators. Representative Mike Smiddy is still working on the million grant that was allocated several years ago but has not yet been received. She also noted long-standing problems within the Payroll Department, some of which were brought to light by the new Payroll Manager who has recently resigned.

E. East Campus

Trustees Emerick and Frye attended the "snowbreaking" for the new Welding Center in Kewanee. The alarm system at the East Campus has been tested and is working. There also was a discussion on the programs at CEC and the rules for residents at Prairie Point.

F. Marketing

John Meineke reported that a new advertisement was filmed in Spanish and will be running soon. Trustee Emerick thanked Marketing for their help with the ICCTA award nominations. More will be submitted in March so BHC will be sending in six nominations.

G. Administrative Services

1. Police report – There was a short discussion about the report
2. ITS – no discussion

H. Human Resources

There was a brief discussion about the report, noting and that some of the jobs have proven to be are harder to fill and so are being re-posted.

I. Planning and Institutional Effectiveness

Kathy Malcolm introduced the Strategic Planning process that will begin soon. It is a required program for the college. Dan Ebener from St. Ambrose University has been hired to lead the Planning sessions and create the report. Twenty-four small focus groups will be formed that will each meet for about 75 minutes between now and mid-April. There will be two major planning sessions held in the summer. A first draft should be ready in the fall and the final plan ready in December.

J. Foundations

QC – Executive Director Rose Mary Boesen reported that in April the Foundation will be starting the employee campaign, *Step Up for Students – the first step starts with you*. Mrs. Boesen is currently doing research with other colleges to see how their foundations operate. There was a short discussion on the district wide foundation involvement with waivers. She, EC Foundation Liz Breedlove, and Dr. Baynum will meet in the next week to discuss the Foundations' levels of involvement. She reported the Villas are at 66% occupancy right now but new students are coming in and it will be at 85 -90% in the fall.

EC Foundation – Trustee Emerick announced the Wall of Fame banquet honoring Dan Hoge. The EC Foundation board will meet next week and there will be a report later.

IX. BOARD POLICY REVIEW

There was a discussion about Section 4.0 Organization and the changes that were suggested last month. Trustee Frye will continue to check all of the statutes that are referenced to make sure that the College is in compliance with updates. The implementation of Section 4.9 (Evaluation for every employee) is a point of discussion right now. but it is being reviewed and updated. There was also a discussion about forming additional committee of the Board members. This will be discussed in July at the retreat and possibly in the strategic planning process.

In Section 5 (Personnel Management) trustees discussed the interpretation of the College's non-harassment policy 5.72. The internship process 5.80 indicating the College's role in

student teaching was addressed. Section 5.9 (Retirement) will have changes due to new laws.

X. MISCELLANEOUS

ICCTA meeting - There will be a conference tomorrow in Lisle. Trustees Beck and Emerick will report on this meeting, which is expected to focus primarily on changes to retirements in Illinois.

Trustee Frye moved to adjourn to Closed Session in accordance with Subsection 2(a) of the Open Meetings Act [5 ILCS 120/2(a)] to discuss:

Employment/Appointment Matters [5 ILCS 120/2(C)(1]
Collective Negotiating Matters/Salary Schedules [5 ILCS 120/2(c)(2)]
Pending Litigation [5 ILCS 120/2(c)(11)]
Other Matters Identified by the OMA [5 ILCS 120/2(a)]

Trustee Beck seconded.

AYES: Trustees Beck, Frye, Strand, McCooley and Emerick.
ADVISORY VOTE: Student Trustee Edge was absent
NAYS: None
ABSENT: Trustee Black, Fox
Motion passed.

The Vice Presidents were asked to stay for the closed session. The Board took a recess at 8:52 p.m. to prepare for Closed Session.

The Board returned to open session at 10:21 p.m.

Present: Trustees Beck, Frye, Strand, McCooley and Board Chair Emerick.
Absent: Trustee Tim A. Black, Kylee L. Fox, Student Trustee David Edge
Also Present: Dr. Baynum and Mrs. Mowers

X . Miscelleanous (continued)

Because of the negative spin on the College's dual credit arrangements with area high schools presented in the student newspaper, several trustees indicated that they had been contacted by internal and external constituents to urge the College to counter that negativity. They noted the rumor that one school had indicated a desire to transfer its dual credit arrangements to another institution, as had one hospital. Trustees expressed a desire to send a letter of appreciation and support to the participating superintendents and principals. The Board understands the importance of this program to Black Hawk and to the students who are taking the classes. Both Faculty Senates have also asked that this issue be addressed.

Dr. Baynum indicated that the College is handling this internally under the leadership of Vice President Truitt. He noted that the State of Illinois and the HLC have praised the quality of our dual credit program. He said BHC has communicated with area superintendents as needed. He does not see any value in defending something that does not need to be defended or in communicating our appreciation for these partnerships until we have

something worth announcing. It is his understanding that our dual credit offerings are increasing.

He noted that BHC currently has a position open for a full-time Dual Credit Coordinator. The individual filling that position will handle the compliance issues for the whole district. At the time that individual is hired the College will have a “thank you” and introduction of the new staff member when everyone who is part of the program will be invited. He indicated his belief that a letter of appreciation now from the Board or from the Office of the President would undermine the work of the Academic Vice President.

There was a consensus to wait 30 days to see what happens with the position and discuss this again at that time if needed.

The board meeting adjourned at 11:20 p.m.

David L. Emerick, Jr., Chair Board of Trustees	Dorothy W. Beck, Secretary Board of Trustees