

**AGENDA
OPEN SESSION
Thursday, September 19, 2013**



MISSION STATEMENT

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

BOARD OF TRUSTEES

You are hereby notified of the regular meeting of the Board of Trustees of Community College District #503 on **Thursday, September 19, 2013.** The meeting will be held at 6 p.m. in the **Black Hawk Room, 6600 34th Ave., Moline, IL 61265.**

September 12, 2013
Dorothy W. Beck, Secretary

I. CALL TO ORDER

II. ROLL CALL

Dorothy W. Beck _____
Tim A. Black _____
Kylee L. Fox _____
Donna M. Frye _____

John D. McCooley _____
Douglas L. Strand _____
David L. Emerick, Jr. _____
David E. Edge, III _____

III. PLEDGE OF ALLEGIANCE

IV. MINUTES

A. Approval of the Minutes of the Regular Meeting of August 15, 2013.

Moved by: _____ Seconded by: _____

V. EMPLOYEE / PUBLIC COMMENT

A. Core Value Reflection

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

B. Faculty Senates

C. IFT Faculty & Pro Tech Unit

D. UAW Support Staff Unit

E. IFT Adjunct Faculty Unit

- F. Student Government Association
- G. Others

VI. BOARD REPORTS - CONSENT

- A. Ratification of Expenditures for Period Ending August 31, 2013. BR#8534
- B. Ratification of Expenditures for Preferred Vendors ending August 31, 2013. BR#8535
- C. Amended Ratification of Administrative Software Maintenance Purchase for FY2014. BR#8536
- D. Award of Contract for the Renewal of Microsoft Campus Agreement Licenses for FY 2014. BR#8537
- E. Personnel –BR#8538 (Board Report will be sent when available.)

Moved by: _____ Seconded by: _____

VII. BOARD REPORTS

- A. Revision of College Mission Statement (Second Reading). BR#8531
- B. Disposition of Closed Session Minutes and Audio Tape Report. BR#8539
- C. Approval to Proceed with Professional Services for the Welding and Skilled Trades Center. BR#8540 (Board Report will be sent when available.)

Moved by: _____ Seconded by: _____

VIII. PRESIDENT & ADMINISTRATION INFORMATIONAL REPORTS

- A. President
President's Activities, August 1 - 31, 2013 - Report by Dr. Baynum
- B. Instructional Services
Instructional Services Report by Dr. Bettie Truitt
- C. Student Services
 - a. Using College Central for Work Study - Report by Joanna Dye and Dr. Bruce Storey
 - b. Finding a Work –Study Job Postcard
- Report by Dr. Dick Vallandingham
- D. Finance
 - a. Financial Operations of the College for Period Ending August 31, 2013.
 - b. Merchant Spend P Card Dashboard.
– Reports by Leslie Anderson.
- E. East Campus – Report by Chanda Dowell
- F. Marketing Activities - Report by John Meineke

- G. Administrative Services Report - Police, ITS, Facilities
Reports by Shawn Cisna, Jon Looney, and Thom Baynum.
- H. Human Resources
 - a. Positions in Process
 - b. MOU Coaching Agreements
 - c. BHC Statement of SURS Annuity Status
– Reports by Karen Boyd
- I. Planning and Institutional Effectiveness – Report by Kathy Malcolm
- J. Foundations
Board Liaisons Updates – Reports by Trustee Black and Chair Emerick

IX. MISCELLANEOUS

A. Reports

1. ICCTA Meeting and Convention Schedule
2. Report on ICCTA Meeting, September 13 – 14, 2013 in Springfield, IL
3. Other

B. Board of Trustee Meeting Self-Assessment

X. CLOSED SESSION

The Board of Trustees may, upon a majority vote of a quorum present, also 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

September 20, 2013	ICCB State Meeting – Black Hawk College, Building 4, Conf. Room 1 & 2, 9 - Noon
September 20, 2013	Black Hawk College Foundation, Quad Cities, Donor Wall Reception, Building 1 Upper and Lower Lobby, 4:30 – 6:30 p.m.
September 29, 2013	Vintage Rods Car Show, QC Campus

October 1-5, 2013	ACCT Leadership Congress '13, Seattle, WA
October 7, 2013	EC Science Lab Ribbon Cutting, 4 p.m.
October 29, 2013	Retiree Coffee, 8:30-010:30 a.m., Location TBD
October 29, 2013	EC Scholarship Banquet, Lavendercrest Winery, Colona, IL
October 15, 2013	QC Scholarship Banquet, Johnny's Italian Steakhouse, Moline
October 23 – 25, 2013	AQIP Quality Checkup, Black Hawk Board Room
October 25, 2013	Welding Graduation, STB., 4:30 p.m.
November 8 – 9, 2013	ICCTA Meeting, Hyatt Regency, Schaumburg, IL
November 30, 2013	EC Livestock Judging Alumni Banquet, Par-A-Dice Casino, East Peoria
December 4, 2013	Holiday Gathering, Hawks Nest, 1 – 4 p.m.
December 13, 2013	Welding Graduation, STB, 4 p.m.
February 10-13, 2014	ACCT National Legislative Summit, Washington DC

**MINUTES
OPEN SESSION
Thursday, August 15, 2013**



**Note: all informational reports and all Board Reports
cited in these minutes can be found in the August 15, 2013
Board Meeting Packet, available at
<http://www.bhc.edu/about-us/board-of-trustees/agenda-packets>**

BOARD OF TRUSTEES

I. CALL TO ORDER

Chair David Emerick called the meeting to order on Thursday, August 15, 2013 at 6 p.m., in the Dr. Charles O. Warthen Conference Room in the Community Education Center, 404 East 3rd Street, Kewanee, Illinois.

II. ROLL CALL

Present: Dorothy W. Beck, Tim A. Black, Kylee L. Fox, Donna M. Frye, John D. McCoolley, Douglas L. Strand, David L. Emerick, Jr.

Absent: Student Trustee David Edge

Others Present: President Thomas Baynum, Executive Assistant to the President Karen Mowers, Vice Presidents Dick Vallandingham, Chanda Dowell, Leslie Anderson, Bettie Truitt, UAW Local President Betsy Hall, IFT Local President Joan Eastlund, Faculty Senate President EC Dr. John Hartman, Directors Karen Boyd, Kathy Malcolm, John Meineke, Police Chief Shawn Cisna, Project Construction Manager Doug Hoenig, CIO Jon Looney, EC Presidential Scholars and their guests

III. PLEDGE OF ALLEGIANCE

The meeting began with the Pledge of Allegiance.

Chair Emerick called for any additions to the agenda. Trustee Frye asked for a Personnel Recommendation – Matthew Nitschke – Employment be added to the agenda. It was approved to add. Trustee Black asked that item V.G be moved up on the agenda to after V. A. It was approved.

IV. MINUTES

Approval of the minutes of the Special Open Trustee Orientation meeting on June 24;
Approval of the Minutes of the Special Open Board Workshop on June 27;
Approval of the Minutes of the Regular Meeting of June 27; and
Approval of the Minutes of the Special Open Board Retreat of July 19 and 20, 2013.

Trustee Beck moved to approve all four sets of minutes, Trustee Fox seconded.

AYES: Trustees Beck, Black, Fox, Frye, McCoolley, Strand, and Emerick

ADVISORY VOTE: Student Trustee Not Present

ABSENT: Student Trustee Edge

NAYS: None, Motion carried.

V. EMPLOYEE/PUBLIC COMMENT

A. Core Value Reflection

The Core Value highlighted was Appreciation of Diversity – *We value the contribution of others who have talents and abilities, beliefs and traditions, actions and behaviors that are different than our own. We value the divergence of thoughts and ideas that make an institution of higher learning the center for the development of human potential.*

Dr. Truitt cited the differences among the newly hired faculty as an example of the College's commitment to diversity

G. Recognition of EC Presidential Scholars

Vice President Dowell introduced the EC Presidential Scholars and their guests.

B. Faculty Senate

EC Faculty Senate – Dr. Hartman noted that everyone is working hard to get ready for classes on Monday. EC faculty had been given ALICE training which was well received. ALICE training will also be given to the students.

C. IFT Faculty Unit

Professor Eastlund discussed the process that led to Board Report 8528 which the Board was being asked to approve later in the meeting. The Insurance Oversight Committee (IOC) which includes representation from three different bargaining units as well as from the non-represented employees had reviewed the insurance data, as it does every two years. After many meetings and thorough review of the proposals submitted, the IOC was recommending a change in employee health insurance.

D. UAW Support Staff Unit

Ms. Hall noted the importance to the College of Board Report 8528. She also thanked the college for offering OSHA training.

E. IFT Adjunct Faculty Unit – no report.

F. Student Government Association – no report.

VI. BOARD REPORTS – CONSENT

- A. Ratification of Expenditures for Period Ending June 30, 2013. BR#8504
- B. Ratification of Expenditures for Period Ending July 31, 2013. BR#8505
- C. Ratification of Expenditures for Preferred Vendors ending June 30, 2013. BR#8506
- D. Ratification of Expenditures for Preferred Vendors ending July 31, 2013. BR#8507
- E. Ratification of Acceptance of Funds for Perkins Postsecondary Grant from the Illinois Community College Board FY2014. BR#8508
- F. Ratification of Acceptance of Funds for Career and Technical Education Program Improvement Grant from the Illinois Community College Board FY2014. BR#8509
- G. Ratification of Acceptance of Adult Education and Family Literacy Grant FY2014. BR#8510
- H. Ratification of Acceptance of Illinois Secretary of State Adult Volunteer Literacy Grant for FY2014. BR#8511
- I. Ratification of Acceptance of Illinois Secretary of State Family Literacy Grant with Moline Public Library, Moline School District #40, the Rock Island Regional Office of Education, and the Community Resource and Learning Center at Bethel Wesley Church FY2014. BR# 8512
- J. Ratification of Acceptance of Illinois Secretary of State Family Literacy Grant with Rock Island Public Library, Rock Island/Milan School District #41, Church of Peace (Upper Level) and the Rock Island Regional Office of Education FY2014. BR#8513

- K. Ratification of Acceptance of Illinois Secretary of State Family Literacy Grant with Rock Island Public Library, Church of Peace, the Rock Island/Milan Regional Office of Education and Rock Island/Milan School District #41 at Church of Peace (Lower Level) FY2014. BR#8514
- L. Ratification of Acceptance of Amy Helpenstall Foundation Grant FY2014. BR#8515
- M. Ratification of Acceptance of Doris and Victor Day Foundation Grant FY2014. BR#8516
- N. Ratification of Acceptance of Funds for New Americans Initiative Training Funds from the Illinois Coalition for Immigrant and Refugee Rights FY2014. BR#8517
- O. Ratification of Acceptance of Refugee Social Services Funds Through World Relief Moline and the Jewish Federation of Metropolitan Chicago on Behalf of the Illinois Department of Human Services for FY2014. BR#8518
- P. Ratification of Acceptance of Training for Employment and Academic Mastery (TEAM) Youth Grant FY2014. BR#8519
- Q. Ratification of Acceptance of Funds for Truants Alternative/Optional Education Program from the Illinois State Board of Education FY2014. BR#8520
- R. Ratification of Administrative Software Maintenance Purchase for FY2014. BR#8521
- S. Approval of Submission to ICCB for CNC Manufacturing (Certificate II). BR#8522
- T. Personnel Recommendations:
 - a. Lee Blackmon – employment. BR#8523
 - b. Jared Boyert – Employment. BR#8524
 - c. Matthew Nitschke – Employment. BR#8533
 - d. Christian Roldan Santos – resignation. BR#85225
 - e. Eric Embree – resignation. BR#8526

Trustee Beck moved to approve Board Reports #8504, 8505, 8506, 8507, 8508, 8509, 8510, 8511, 8512, 8513, 8514, 8515, 8516, 8517, 8518, 8519, 8520, 8521, 8522, 8523, 8524, 8525, 8526, 8533. Trustee Frye seconded.

AYES: Trustees Beck, Black, Fox, Frye, McCooley, Strand, and Emerick

ADVISORY VOTE: Student Trustee Not Present

ABSENT: Student Trustee Edge

NAYS: None, Motion carried.

Dr. Truitt described the process used to hire new faculty and also noted that several of the board reports just approved were grant related. She expressed appreciation for the support given to the College by so many local foundations and business leaders.

VII. BOARD REPORTS

- A. Appointment of College Architect: BLDD Architects, Decatur, Illinois. BR#8497
In response to questions regarding this board report naming BLDD and BR #8498 naming DKA as officially appointed College Architects, Dr. Baynum noted the following:

The College had been using BLDD exclusively for several years as the architectural firm of record. By adding a second firm, the College gains the value that comes from having firms compete without the time-consuming necessity of going out with Requests for Proposals (RFP). The College is still free to go through a Quality Based System to look for a different architect on any individual project.

The College has used DKA in the development of its Facilities Master Plan. DKA has been working with the Master Planning Committee and many stakeholder groups in a process which has involved many changes to the preliminary plan. These changes have come about as DKA has tried to prioritize the projects in response to the wishes of the Master Planning Committee and the Board of Trustees.

Both BLDD and DKA will be monitored closely. The primary responsibility for that oversight is with the College's newly appointed Construction Project Manager, Doug Hoenig. As the College works through several ambitious construction projects after many years of no construction, it is learning to carefully check on specifications early on so that there are few costly change orders.

Trustee Beck moved to approve Board Report #8497, Trustee Black seconded.

AYES: Trustees Beck, Black, Fox, Frye, McCooley, Strand, and Emerick

ADVISORY VOTE: Student Trustee Not Present

ABSENT: Student Trustee Edge

NAYS: None, Motion carried

- B. Appointment of College Architect: Demonica Kemper Architects, Chicago, Illinois. BR#8498

The discussion continued in response to a question as to which firm was better. Dr. Baynum pointed out that the College has come to know BLDD well but has not done a complete project with DKA. That firm's first project is the new Health Sciences Building.

Our relationship with either firm can be terminated, but the College is required by the ICCB to retain at least one architect of record.

Trustee Black moved to approve Board Report #8498, Trustee Beck seconded.

AYES: Trustees Beck, Black, Fox, Frye, McCooley, Strand, and Emerick

ADVISORY VOTE: Student Trustee Not Present

ABSENT: Student Trustee Edge

NAYS: None, Motion carried

- C. Recommendation Contract Modification Thomas B. Baynum, President. BR#8527
This Board Report is the formal action resulting from the summer retreat held for Dr. Baynum's annual evaluation. Baynum is currently in a contract that will need to be reviewed before it runs out in December, 2014. Trustee Beck is going through board reports to see how contract extensions were handled in the past.

Trustee Frye moved to approve Board Report #8527, Trustee Fox seconded.

AYES: Trustees Beck, Black, Fox, Frye, McCooley, Strand, and Emerick

ADVISORY VOTE: Student Trustee Not Present

ABSENT: Student Trustee Edge

NAYS: None, Motion carried

- D. Award of Contract for Third Party Administrator (TPA) Services for Medical, Dental, Vision, and Pharmacy Benefit Management (PBM), District Wide. BR#8528
There was a concern expressed about the learning curve involved with changing health care providers. It was pointed out that there had been many problems with the previous provider and that the provider being recommended in this board report has negotiated a better arrangement with Genesis Health Systems. The Insurance Oversight Committee believes that Consociate will save the College money and will give better service. Chair Emerick pointed out that the board is looking to approve two contracts tonight: Consociate and LDI. They will both be maintained by Consociate.

Trustee Frye moved to approve Board Report #8528, Trustee Beck seconded.

AYES: Trustees Beck, Black, Fox, Frye, McCooley, Strand, and Emerick

ADVISORY VOTE: Student Trustee Not Present

ABSENT: Student Trustee Edge

NAYS: None, Motion carried

E. Approval to Proceed in Acquisition of Real Estate from City of Kewanee for Welding Center and Skilled Trades Lab. BR#8529

Dr. Baynum noted that the College currently owns the land where the Career Education Center is located and has the first right of approval on the other pieces of land at that location. When it was decided to build the welding lab, the City of Kewanee was asked if it would give additional land to BHC for this purpose. The city agreed, and so the College is paying only the fees associated with the two appraisals required by the ICCB.

Trustee Black moved to approve Board Report #8529, Trustee Strand seconded.

AYES: Trustees Beck, Black, Fox, Frye, McCooley, Strand, and Emerick

ADVISORY VOTE: Student Trustee Not Present

ABSENT: Student Trustee Edge

NAYS: None, Motion carried

F. Award of Contract for District Street and Parking Lot Repairs at Quad Cities and East Campuses – Phase III. BR#8530

This Board Report refers to on campus roads and parking lots. There was a review in-house on the project so that the architect and bidders knew exactly what they were bidding on. The administration is confident that the entire project is covered under this contract..

Trustee Frye moved to approve Board Report #8530, Trustee Strand seconded.

AYES: Trustees Beck, Black, Fox, Frye, McCooley, Strand, and Emerick

ADVISORY VOTE: Student Trustee Not Present

ABSENT: Student Trustee Edge

NAYS: None, Motion carried

G. Revision of College Mission Statement (First Reading). BR#8531

The Board is considering a modification to the current mission statement. The modifications proposed are in italics: Black Hawk College *enriches the community by providing* ~~provides~~ the *educational* environment and resources for individuals to become life-long learners. There will be a second reading at the September meeting. In discussing the mission statement with staff, some felt it might need a slight revision to the following: Black Hawk College *enriches the community by providing* ~~provides~~ the ~~educational~~ environment and *educational* resources for individuals to become life-long learners. Chair Emerick asked for Trustees to send any thoughts on the suggested changes to him before September 9.

H. Emergency Award of Contract for East Campus Water Line Replacement. BR#8532

Trustee Strand moved to approve Board Report #8532, Trustee Beck seconded.

AYES: Trustees Beck, Black, Fox, Frye, McCooley, Strand, and Emerick

ADVISORY VOTE: Student Trustee Not Present

ABSENT: Student Trustee Edge

NAYS: None, Motion carried

VIII. PRESIDENT & ADMINISTRATION INFORMATIONAL REPORTS

A. President

In addition to his written report, Dr. Baynum informed the Board that the Villas student housing is nearly complete but that the apartments would not be ready for move-in before classes begin. Bluffstone (the owner and manager of the complex) has worked closely with parents and students to make housing arrangements that are agreeable to all parties. The Villas are currently about 65% full.

B. Instructional Services

Dr. Truitt highlighted several areas of her written report and also discussed new courses being offered this year and the Assembly Day newsletter that was included in the Board Packet.

C. Student Services

In addition to his written report, Dr. Vallandingham pointed out the increased participation in the NewStars orientation. He also noted that the new First Stop wing (advising, registration, financial aid, payment) seems to be functioning well, particularly with the bookstore being so close.

D. Finance

In addition to her written report, Ms. Anderson reported that the FY 13 audit has been completed. A complete report will be presented to the Board at a later date.

E. East Campus

In addition to her written report, Ms. Dowell noted the many unsolicited compliments she has been receiving on the East Campus dual-credit and dual-enrollment programs with area high schools. Enrollment at the East Campus is 3.85% ahead of last year's credit hours

F. Marketing

In addition to his written report, Mr. Meineke reported that the Alice video, included in the Board packet, was now available to staff and faculty. He also introduced a new mobile website that is being launched soon.

G. Administrative Services

- Chief Cisna said the Police will be conducting fire drills the second week of the semester.
- Mr. Looney noted that the ITS department is working on finishing up the 2010 bond projects.
- Dr. Baynum informed the Board that the Campus Services department has been working on food contracts. He also provided an update on the College's Rock Island building which is scheduled to be completed before Christmas, 2013. The street name on which the building sits has been changed by the City of Rock Island to Black Hawk Commons.

H. Human Resources

In addition to her written report, Ms. Boyd explained that the target start dates for new employees are listed so group orientation sessions can be held.

I. Planning and Institutional Effectiveness

In addition to her written report, Ms. Malcolm noted that the Higher Learning Commission will be sending a team to visit the College on October 20. The College is preparing documentation to demonstrate its progress on its quality journey. Trustee Beck asked if the Board could be provided with the report issued to the College by the HLC last spring. Malcolm agreed.

J. Foundations

Quad Cities – Trustee Black reported that scholarships have been awarded to 69 students. The FY13 audit has been completed and will be presented in September. He also shared the tentative dates for many upcoming events.

EC - Trustee Emerick gave the report for this foundation. Prairie Pointe apartments are full with a waiting list and are under the new management of Bluffstone. The E for E fitness trail is being installed with a ribbon cutting scheduled for mid-September. A newsletter is being created and tentative dates for upcoming events were announced.

IX. MISCELLANEOUS

Chair Emerick asked the Trustees to review the calendars in the packet. He also thanked those that were able to attend the Regional meeting. He said it was good to have a chance to meet and bring some points to the attention of the Illinois Community College Trustees Association board.

X. CLOSED SESSION

Motion to adjourn to Closed Session by Trustee Strand 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)]; and seconded by Trustee Frye. Board adjourned to Closed Session at 8:49 p.m.

AYES: Trustees Beck, Black, Fox, Frye, McCooley, Strand, and Emerick

ADVISORY VOTE: Student Trustee Not Present

ABSENT: Student Trustee Edge

NAYS: None, Motion carried

Board resumed Open Session at 10:18 p.m. Motion to Adjourn by Trustee Black and seconded by Trustee Beck.

AYES: Trustees Beck, Black, Fox, Frye, McCooley, Strand, and Emerick

ADVISORY VOTE: Student Trustee Not Present

ABSENT: Student Trustee Edge

NAYS: None, Motion carried

Board adjourned at 10:19 p.m.

**RATIFICATION OF EXPENDITURES
FOR THE PERIOD ENDING
AUGUST 31, 2013**

REPORT:

Listed below is a summary of Accounts Payable activity that has been processed for payment. The listing dated August 31 represents bills totaling \$1,916,317.17. Obligations on these bills have been incurred in accordance with Board Policy and where required, bids were obtained.


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

	August 1-31 for Ratification (Accts. Payable)	August 1-31 for Ratification (Payroll)
Education, Operations & Maintenance, and Auxiliary Funds	\$1,174,238.91	\$ 1,908,689.86
Restricted Purposes	239,651.06	189,110.31
Restricted Operations & Maintenance	502,427.20	0.00
Bond & Interest	0.00	0.00
	<u>\$1,916,317.17</u>	<u>\$2,097,800.17</u>

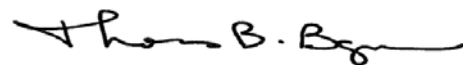
RECOMMENDATION:

It is the recommendation of the College President that the Board of Trustees ratifies bills totaling \$1,916,317.17 and payroll expenditures of \$2,097,800.17 for the month of August 2013.

Reviewed and Submitted by:



Leslie T. Anderson
Vice President for Finance



Thomas B. Baynum
President

Black Hawk College
Selected checks written greater than or equal to \$5,000
From 8/1/2013 to 8/31/2013

EDUCATION, OPERATIONS & MAINTENANCE, AND AUXILIARY FUNDS

CHECK NUMBER	DATE	VENDOR	AMOUNT	DESCRIPTION
!0003598	8/9/2013	élan	20,912.21	Various PCARD purchases
!0003600	8/9/2013	Mid American Energy	39,144.77	Utilities
!0003624	8/16/2013	Cengage Learning	5,264.96	Bookstore inventory - Books
!0003637	8/23/2013	Mid American Energy	20,732.90	Utilities
A0000040	8/2/2013	BCS Apparel	11,491.61	Bookstore inventory - Clothing
A0000050	8/2/2013	EMC/Paradigm Publishing	5,937.94	Bookstore inventory - Books
A0000057	8/2/2013	Ouray Sportswear	7,907.09	Bookstore inventory - Clothing
A0000073	8/9/2013	EMC/Paradigm Publishing	8,061.60	Bookstore inventory - Books
A0000077	8/9/2013	Missouri Book Service	30,093.65	Bookstore inventory - Books
A0000080	8/9/2013	Pearson Education	5,713.03	Bookstore inventory - Books
A0000099	8/16/2013	McGraw Hill Book Company	64,122.45	Bookstore inventory - Books
A0000102	8/16/2013	Pearson Education	78,028.60	Bookstore inventory - Books
A0000120	8/23/2013	McGraw Hill Book Company	22,027.12	Bookstore inventory - Books
A0000121	8/23/2013	Missouri Book Service	11,072.23	Bookstore inventory - Books
A0000124	8/23/2013	Pearson Education	8,413.96	Bookstore inventory - Books
E0000271	8/2/2013	Health Alliance Medical Plans	49,444.99	August health plan services (flow through)
E0000312	8/9/2013	APCO Graphics, Inc.	15,222.30	Interior signage
E0000316	8/9/2013	EBSCO Information Services	5,461.12	EC Bookstore magazine subscriptions
E0000329	8/9/2013	Personal Marketing Research, Inc.	6,400.00	BHC perception and branding survey
E0000335	8/9/2013	Unisource Worldwide, Inc.	6,930.00	Copy paper
E0000378	8/16/2013	Network of Illinois Learning Resources	6,872.69	Online subscriptions for library
E0000379	8/16/2013	Pocket Nurse	5,349.28	Nursing supplies
E0000416	8/23/2013	Henry Russell Bruce, Inc.	16,695.00	Advertising
E0000422	8/23/2013	Maquoketa Web Printing	8,688.00	PaCE Fall 2013 schedule
E0000448	8/30/2013	Blackbaud	8,352.95	Fundraising solutions software license renewal
O0000104	8/23/2013	City of Moline	17,696.37	Utilities
O0000116	8/30/2013	A T & T	6,228.18	Utilities
O0000117	8/30/2013	Accent Services	6,191.00	Wall repair & repainting at Outreach and IWNC
O0000133	8/30/2013	Sung, Kuang L.	12,589.00	IWNC rent - September 2013

RESTRICTED PURPOSES AND LPS FUNDS

CHECK NUMBER	DATE	VENDOR	AMOUNT	DESCRIPTION
!0003597	8/2/2013	Illinois Public Risk Fund	19,206.00	August workers comp and admin fee
!0003627	8/16/2013	Racom Corporation	6,207.32	Police radio communications access fee
!0003660	8/30/2013	CDW Government, Inc.	33,950.00	Bluecoat packetshaper and 1 yr. support
!0003661	8/30/2013	Dell Computer Corporation	35,196.99	Laptops
80000027	8/23/2013	Illinois Department of Employment Security	9,355.00	Unemployment for April - June 2013
80000029	8/23/2013	Tri City Electric	48,998.00	IP camera security system
R0068722	8/16/2013	En Pointe Technologies	7,749.87	Symantec data backup renewal
R0068726	8/16/2013	Johnson Contracting	5,000.00	Installation of 8 eyewash stations

Black Hawk College
Selected checks written greater than or equal to \$5,000
From 8/1/2013 to 8/31/2013

RESTRICTED OPERATIONS & MAINTENANCE

CHECK NUMBER	DATE	VENDOR	AMOUNT	DESCRIPTION
!0003610	8/9/2013	Ellucian Support, Inc.	5,320.00	2010 Bond Project - Banner expansion
!0003640	8/23/2013	Dell Computer Corporation	29,658.67	2010 Bond Project - Desktop refresh
!0003662	8/30/2013	Dell Computer Corporation	34,656.67	2010 Bond Project - Desktop refresh
00003732	8/2/2013	Mechanical Service, Inc.	67,230.00	PHS Projects - EC HVAC replacement, EC Hydrant replacement, EC IT and CEC cooling upgrades
00003734	8/16/2013	Swanson Construction Company	21,738.15	PHS Projects - QC and EC elevator upgrades
00003741	8/30/2013	BLDD Architects	17,593.27	PHS Projects - EC Bldg B bridge replacement, QC and EC Elevator upgrades, EC Fire alarm upgrades
00003742	8/30/2013	Ruyle Mechanical Services, Inc.	81,227.51	PHS Projects - EC Fire alarm upgrades
32000546	8/2/2013	BLDD Architects	22,976.06	2010 Bond Project - District street & parking repairs, EC Science lab remodel
32000549	8/2/2013	D. Joseph Construction Company	89,388.00	2010 Bond Project - EC Science lab remodel
32000556	8/9/2013	Vernier Software	14,235.04	2010 Bond Project - EC Science lab remodel
32000566	8/30/2013	BLDD Architects	31,806.13	2010 Bond Project - District street & parking repairs, EC Science lab remodel
32000569	8/30/2013	Tri City Electric	21,716.56	2010 Bond Project - Infrastructure refresh
33000010	8/30/2013	BLDD Architects	7,309.50	2012 Bond Project - EC Welding & Skilled Trades Center

**BLACK HAWK COLLEGE
BOARD REPORT**

Board Report BR#8535
September 19, 2013

**RATIFICATION OF EXPENDITURES
FOR PREFERRED VENDORS
AUGUST 2013**

PREFERRED VENDORS:

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

Purchases for the month of August 2013 consist of items totaling \$164,417.31. A breakdown of those expenditures follows:

Vendor Name	Contract Term	New Equipment	Licenses & Maintenance Contracts	Contractual Services	Other	Totals
ACCENT SERVICES ANDALUSIA, IL	5/1/12 - 4/30/15	-	-	10,596.00	-	\$ 10,596.00
ADVANCED ENVIRONMENTAL DAVENPORT, IA	5/1/10 - 4/30/14	4,578.35	-	635.00	-	\$ 5,213.35
ALLSTEEL, INC. MUSCATINE, IA	5/1/11 - 4/30/14	-	-	-	-	\$ -
AVI SYSTEMS MINNEAPOLIS, MN	3/1/11 - 2/28/14	-	-	-	-	\$ -
CDW-GOVERNMENT, INC. VERNON HILLS, IL	9/1/11 - 8/31/14	28,882.40	-	8,450.00	-	\$ 37,332.40
CLEVELAND INSURANCE ROCK ISLAND, IL	11/10/11 - 6/30/14	-	-	-	-	\$ -
DCS COMPUTERS DAVENPORT, IA	9/1/11 - 8/31/14	-	-	-	-	\$ -
EN POINTE TECHNOLOGIES LOS ANGELES, CA	9/1/11 - 8/31/14	-	7,749.87	-	-	\$ 7,749.87
FIDLAR PRINTING DAVENPORT, IA	8/16/12 - 8/15/14	-	-	-	-	\$ -
HENRICKSEN & CO, INC. ITASCA, IL	5/1/11 - 4/30/14	-	-	-	-	\$ -
HENRY RUSSELL BRUCE DAVENPORT, IA	10/18/12 - 10/17/14	-	-	16,695.00	-	\$ 16,695.00
HON INDUSTRIES MUSCATINE, IA	5/1/11 - 4/30/14	-	-	-	-	\$ -
IA/IL TAYLOR INSULATION, INC. DAVENPORT, IA	5/1/10 - 4/30/14	-	-	-	-	\$ -
IBM PITTSBURGH, PA	9/1/11 - 8/31/14	-	-	-	-	\$ -
IOWA ILLINOIS OFFICE SOLUTIONS DAVENPORT, IA	5/1/11 - 4/30/14	1,636.06	-	-	-	\$ 1,636.06
MAQUOKETA WEB PRINTING MAQUOKETA, IA	8/16/12 - 8/15/14	-	-	8,688.00	-	\$ 8,688.00
ONE-STEP DAVENPORT, IA	8/16/12 - 8/15/14	-	-	3,738.10	-	\$ 3,738.10
PAPPAS, O'CONNOR & FILDES, P.C. ROCK ISLAND, IL	9/18/08 - ONGOING	-	-	-	-	\$ -
PINNEY PRINTING CLINTON, IA	8/16/12 - 8/15/14	-	-	142.09	-	\$ 142.09
PRATT AUDIO & VISUAL CEDAR RAPIDS, IA	3/1/11 - 2/28/14	-	-	-	-	\$ -

Vendor Name	Contract Term	New Equipment	Licenses & Maintenance Contracts	Contractual Services	Other	Totals
PRINTER'S MARK ROCK ISLAND, IL	8/16/12 - 8/15/14	-	-	201.00	-	\$ 201.00
QUAD CITY PRESS MOLINE, IL	8/16/12 - 8/15/14	-	-	-	-	\$ -
SUPREME RADIO COMMUNICATIONS PEORIA HEIGHTS, IL	11/1/12 - 10/31/15	-	-	-	-	\$ -
SENTINEL TECHNOLOGIES DOWNER'S GROVE, IL	9/1/11 - 9/30/14	-	-	-	-	\$ -
THE NATIONAL BANK BETTENDORF, IA	6/26/08 - 12/31/13	-	-	1,220.88	-	\$ 1,220.88
TRI CITY ELECTRIC DAVENPORT, IA	9/1/11 - 8/31/14	66,702.70	-	4,361.86	-	\$ 71,064.56
TICOMIX LOVES PARK, IL	9/1/11 - 8/31/14	-	-	140.00	-	\$ 140.00
Totals		\$ 101,799.51	\$ 7,749.87	\$ 54,867.93	\$ -	\$ 164,417.31

RECOMMENDATION:

It is the recommendation of the College President that the Board of Trustees ratifies the expenditures for preferred vendors for the month of August 2013 in the amount of \$164,417.31 for purchases made in accordance with previously approved preferred vendor guidelines.

SINGLE & SOLE SOURCE AND CO-OP VENDORS:

Purchases for the month of August 2013 consist of items totaling \$35,196.99. A breakdown of those expenditures follows:

Single & Sole Source Vendor Name	Total Purchases
DELL COMPUTER CORPORATION ROUND ROCK, TX	35,196.99
Totals	\$ 35,196.99

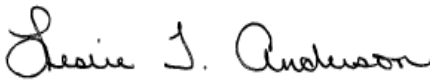
Co-op Vendor Name	Total Purchases
N/A	\$ -
Totals	\$ -

Grand Total	\$ 35,196.99
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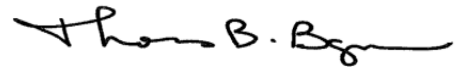
RECOMMENDATION:

It is the recommendation of the College President that the Board of Trustees ratifies the expenditures for single & sole source and co-op vendors for the month of August 2013 in the amount of \$35,196.99 for purchases made in accordance with published procedures.

REVIEWED & SUBMITTED BY:



Leslie T. Anderson
Vice President for Finance



Thomas B. Baynum
President

BLACK HAWK COLLEGE
BOARD REPORT

Board Report #8536
September 19, 2013
Amends BR #8521

**AMENDED RATIFICATION OF ADMINISTRATIVE SOFTWARE
MAINTENANCE PURCHASE FOR FY 2014**

REPORT: Board Report #8521 was approved at the August 15, 2013 meeting. The report contained an error in identifying the allocation of funding for Banner Finance (\$24,469).

The initial report read:

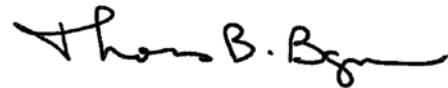
Each fiscal year, the College needs to renew the administrative software maintenance with Ellucian (formerly SunGard Higher Education), of Malvern, Pennsylvania, owners of the Banner software and related systems. In accordance with Board of Trustee policy, the College normally advertises for bids. In those instances where this process is applicable, normal bid procedures are followed. However, the services or software included in this report are proprietary in nature and sole sourced through Ellucian.

The Banner software currently supports student services and records, including Outreach programs and degree evaluations, financial aid services and records, employee services and records, and financial records, and includes web-based student, faculty, and employee services, communications through the College web portal, a business process workflow efficiency tool, a document management system, and Oracle licenses. Maintenance costs include maintenance support and new software releases for all components. The total cost will be \$254,953 with funding coming from FY14 Education Funds and FY14 Restricted funds.

RECOMMENDATION:

It is the recommendation of the College President that the Board of Trustees amends and approves the award of contract for administrative software maintenance to Ellucian Corporation of Malvern, Pennsylvania, in an amount not to exceed \$254,953 with funding of \$241,753 from Restricted Funds and \$13,200 from Education Funds.

Reviewed and Prepared by:

A handwritten signature in black ink, reading "Thomas B. Baynum". The signature is fluid and cursive, with the first name "Thomas" and last name "Baynum" clearly legible.

Thomas B. Baynum
President

Board Report Information
 Ellucian (Banner, Oracle) Expenses, FY2014

	Restricted	Ed Funds
Banner Finance	\$24,469	
Banner Student	\$32,338	
Banner Financial Aid / INAS	\$19,980	
Banner Self-Service – Student	\$5,356	
Banner Self-Service – Faculty & Advisors	\$4,280	
Banner Self-Service – Finance		\$2,388
Luminis Basic	\$21,707	
Luminis LDI for e-Learning	\$5,427	
Luminis Google g-mail Adapter	\$3,473	
Banner e-Print	\$4,523	
Banner Flexible Registration	\$7,513	
Degree Works	\$3,724	
Banner Human Resources (incl. Self-Service)		\$10,812
EMC-Banner Document Management Suite (BDMS)	\$11,803	
BDMS Integration Component	\$1,078	
BDMS ApplicationXtender Test Bundle	\$726	
Oracle RDBMS & OAS	\$95,356	
Fund Totals:	\$241,753	\$13,200.00
Grand Total:		\$254,953

BLACK HAWK COLLEGE
BOARD REPORT

Board Report #8537
September 19, 2013

**AWARD OF CONTRACT FOR THE RENEWAL OF MICROSOFT CAMPUS
AGREEMENT LICENSES FOR FY 2014**

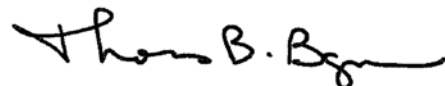
REPORT: Microsoft Campus Agreement is a licensing program specifically designed for higher educational institutions. It allows the College to purchase products through volume licensing programs; thus, effectively reducing the total cost of software ownership. With subscription licensing, the College has access to a selection of the most current version of software products and any upgrades of those products. For application, system, and Client Access License (CAL) products, even if the number of computers or users grows, the College remains fully-licensed throughout the designated one-year term. By standardizing on a platform of products, the College has reduced the total cost of software ownership while increasing productivity and access to current technology. Software Assurance Membership includes support resources, tools, and eLearning courses with the license coverage at no additional charge.

PROCESS: Microsoft recommends specific Authorized Education Resellers (AER) for the purchase of the Campus Agreement License. Using Microsoft's formula based on FTEs for determining the College's level of commitment, CDW-G of Vernon Hills, IL, who is an AER, was contacted for a price quote. CDW-G has entered into an exclusive consortium agreement through Microsoft with other community colleges in the state of Illinois, thereby effectively negotiating the greatest discount for any college wishing to participate. This is a renewal of the Microsoft Campus Agreement for one year.

RECOMMENDATION:

It is the recommendation of the College President that the Board of Trustees approves the award of contract to CDW-G of Vernon Hills, IL, for the amount of \$41,336.17 for the purchase of the Microsoft Campus Agreement with funding to come from Restricted Funds [Tech Funds].

Reviewed and Prepared by:



Thomas B. Baynum
President

**BLACK HAWK COLLEGE
BOARD REPORT**

Board Report #8531
September 19, 2013

**REVISION OF COLLEGE MISSION STATEMENT
(SECOND READING)**

REPORT: The current Mission Statement for Black Hawk College reads as follows: **Black Hawk College provides the environment and resources for individuals to become lifelong learners.**

After careful consideration and discussion, the following Mission Statements are presented for review and consideration:

Black Hawk College enriches the community by providing the educational environment and resources for individuals to become lifelong learners

or

Black Hawk College enriches the community by providing the environment and educational resources for individuals to become lifelong learners.

RECOMMENDATION:

It is the recommendation of the Chairman of the Board of Trustees that the Board of Trustees chose a version of one of the above Mission Statements.

Reviewed and Prepared by:



David L. Emerick, Jr.
Chairman

BLACK HAWK COLLEGE
BOARD REPORT

Board Report #8539
September 19, 2013

DISPOSITION OF CLOSED SESSION MINUTES AND AUDIO TAPES REPORT

The Open Meetings Act requires the Board to review minutes of Closed Sessions every six months and take action in Open Session on minutes that will be opened to the public and those that will continue to be closed to the public. The minutes that remain closed contain one or more of the following:

- a. Litigation settlement that requires confidentiality as part of the settlement.
- b. Real estate matters still active.
- c. On-going collective bargaining.
- d. Personnel matters still active.

After reviewing closed session minutes from 2010, 2011 and 2012, the Board Secretary invites members of the Board of Trustees to **review the following list of closed session minutes prior to their vote on her recommendation that they be opened to the public:**

5/13/2010
11/18/2010 (after BOT-approved amendment is made)
3/10/2011
4/15-16 /2011
4/26/2011
5/18/2011
5/26/2011
8/12/2011
6/26/2012
10/18/2012
11/15/2012

The Board Secretary further recommends that the following minutes remain closed because they contain one or more of the four conditions noted above:

2/18/2010
3/18/2010
4/15/2010
6/17/2010
8/19/2010
9/7/2010
9/16/2010
10/14/2010
12/16/2010
2/17/2011
9/27/2011
5/22/2012
7/23/2012
9/20/2012

It is a further recommendation of the Secretary that, after the trustees' review of the following sets of minutes, the Board consider amending them to correct errors in dates, to excise personal health information, and/or to remove names of candidates who were not selected for trustee positions or for the position of President of the College. (*From Roberts Rules, #35: Rescind, Amend Something Previously Adopted.*[The motion to] **Amend Something Previously Adopted** is the motion that can be used if it is desired to change only a part of the text, or to **substitute a different version.**)

9/27/2011

4/19/2012

5/9/2012

5/22/2012

6/18/2012

7/23/2012

11/27/2012

11/29/2012

It is a further recommendation that, after trustees' review, the Board consider amending the minutes of 1/24/2012 in order to summarize the substance of that meeting.

The Secretary of the Board will continue to review the closed session minutes from 1987 through 2009, as directed by the Board of Trustees in Board Report #8459 on June 27, 2012.

Dorothy W. Beck, Secretary
Board of Trustees

President's Activities: August 1 - August 31, 2013

Date	Meeting	Subject
Monday, August 5	Leslie Anderson	Department Structure
	Moline Rotary	Weekly Meeting
	Capital Committee	Monthly Meeting
	Karen Boyd	Human Resources Department Update
Tuesday, August 6	David Emerick, Dorothy Beck	Board Book Agenda/Packet Review
	Shawn Cisna	Campus Security Department Update
	Doug Hoenig, Mike Meleg	Roads, Phase 3 Board Report
	Jon Looney	Information Technology Services Department Update
Wednesday, August 8	Quad Cities Chamber of Commerce	Regional Opportunities Council (ROC) Meeting
	Shawn Cisna, Bob McChurch, Leslie Anderson, Ray Jacobs, Susan Dusenbery, Manny Gonzalez, Mary Lou Neels	Fire Alarm System at Quad Cities and East Campuses
	Doug Hoenig	Construction Project Update
	Rick Seidler, Trinity Health Care	Collaboration between Trinity School of Nursing and BHC
Thursday, August 8	Instructional Services Council	Welcome and Discussion on SURS Return to Work
	Todd Linscott	Green Initiatives on Quad Cities Campus
	President's Cabinet	Bi-Monthly Meeting
Friday, August 9	Bob McChurch	Quad Cities Facilities Department Update
	Rose Mary Boesen	Quad Cities Foundation Update
	Angie Cleppe	United Way Campaign Planning
	Bettie Truitt, Dick Vallandingham, Leslie Anderson, Chanda Dowell	President's Cabinet Structure
	Liz Brown, Illinois Community College Presidents Council	Legislative Conference Call
Saturday, August 10	BHC Physical Therapy Assistant Students, Faculty	Graduation
Monday, August 12	Evelyn Phillips	Breakfast
	John Meineke	Public Relations/Marketing Department Update
	Instructional Services, Human Resources	New Faculty Orientation
	Moline Rotary	Weekly Meeting
	Eagle Ridge School District	United Way Campaign
	City of Kewanee	City Council Meeting Regarding Land Transfer
Tuesday, August 13	Instructional Services	Assembly Day Address and Meeting
	Kelly Young	Bluffstone Villas at BHC Update
	David Emerick	President's Evaluation Review
	Kay Quick	Auxiliary Services Department Update
	Jon Looney	Information Technology Services Department Update
	Shawn Cisna	Campus Security Department Update

Wednesday, August 14	Gene Leibovitz	Jeff Leibovitz Open Support
	Bettie Truitt, Dick Vallandingham, Leslie Anderson, Chanda Dowell	President's Cabinet Structure
	Tiffany Hamilton	Student Orientation Welcome
Thursday, August 15	Rose Mary Boesen, John Meineke	Quad Cities Foundation Marketing
	Faculty and Staff	Monthly Lunch with the President
	Tiffany Hamilton	Student Orientation Welcome
	Kim Armstrong	QC Community Engagement Consortium
	Presidential Scholars	Reception at CEC
	Board of Trustees	Meeting
Friday, August 16	East Campus Student Services	Student Orientation Welcome
Monday, August 19	Marcia Duhm	Veterans' Services
	Sarah Wright	QC Community Engagement Consortium
	Jon Looney, Karen Boyd, Leslie Anderson, Bettie Truitt	Banner HR Electronic Leave Reporting
	Moline Rotary / Tim Black	Weekly Meeting
	Leslie Anderson, Chanda Dowell, Bettie Truitt, Kathy Malcolm	Revenue to Cost Report
Tuesday, August 20	Tiffany Hamilton/Student Services	Meet the President - Quad Cities Campus
	Jon Looney, Bob McChurch, Kaye Quick, Shawn Cisna, Susan Dusenbery	Administrative Services Monthly Meeting
	Karen Boyd	AA/EEO Part-Time Position Interview
	Leslie Anderson, Bettie Truitt, Karen Boyd, Mike Shaw	Banner HR Electronic Leave Reporting
Wednesday, August 21	United Way	Day-of-Caring Kick-Off Event
	United Way	Community Service Activity
	Quad Cities Chamber of Commerce	Annual Meeting
	Donna Frye	Meeting
	Labor Management Council	Monthly Meeting
	Kelly Young	Visit Student Housing Accommodations/Bettendorf
Thursday, August 22	John Meineke	Public Relations/Marketing Department Update
	Scott Sisul	Meeting
	Lu Bealer	Meeting
	Gloria Nelson	Meeting
	President's Cabinet	Bi-Monthly Meeting
	David Emerick	Board of Trustees Update
Friday, August 23	Kathy Malcolm	AQIP Quality Check-Up Preparation
	Higher Learning Commission	AQIP Quality Check-Up Conference Call with Reviewers
	Martha Kanter, Under Secretary of Education	Conference Call Regarding President's Remarks
Saturday, August 24	Martin Luther King Center Board	Address Meeting Regarding BHC Programs

	Glenda Nicke, Ken Nichols, Lee Weimer, David Murray, Betsy Morthland	Breakfast and Debrief on MLK Board Presentation
	BHC Workday	Master Plan Review and Revision
Monday, August 26	Trish Anderson, New Employees	New Employee Meet and Greet and Welcome
	John Meineke	Public Relations/Marketing Department Update
	Bettie Truitt, Kathy Malcolm	Federal Compliance Report
	Bettie Truitt, Dick Vallandingham, Leslie Anderson, Chanda Dowell	Waivers and Achievement Awards Review
	Joan Eastlund	Meeting
	Ryan Mack	Chieftain Interview Regarding Villas at Black Hawk
Tuesday, August 27	Quad Cities University and President's Council	Quarterly Meeting
	Bruce Maxey/Ryan Dehart, Leslie Anderson, Doug Hoenig	Monthly BLDD Update
	Steve Bahls, Augustana College	Collaboration between Augustana and BHC
	Kaye Quick	Auxiliary Services Department Update
	Jon Looney	Information Technology Services Department Update
	Shawn Cisna	Campus Security Department Update
Wednesday, August 28	Rock Island and Mercer Counties Economic Development Board	Quarterly Meeting Hosted at BHC
	Congresswoman Cheri Bustos	Economic Summit Hosted at BHC
	Joanna Dye	Student Complaint Reporting for Federal Compliance
Thursday, August 29	Marcia Duhm, Bob McChurch, Doug Hoenig, Dick Vallandingham	Veteran Center Proposal
	Bob McChurch	Facilities Department Update
	David Moyer, Moline Superintendent	Collaboration between Moline School District and BHC
	Mike Shaw	Meeting
	Bob McChurch	Meeting
Friday, August 30	Ed Smith, Doug Hoenig	ICCB Capital Projects Review-Springfield
	Dominick Demonica, Doug Hoenig	Master Plan Review and Revision - Peoria

Instructional Report-Vice President Truitt

New WIU Human Resources 2+2 and Linkage Agreements

Instruction has written two new degree offerings that lead to a Bachelor of Business Degree in Human Resource Management at WIU. The Linkage degree totals 120 hours and the 2+2 degree totals 124-125 hours. Many thanks to Dean Murray and Mary Anne Dockery-Jackson for their work on these agreements.

New University of Illinois Peoria Center transfer agreement

Instruction is in the process of finalizing two new agreements in the areas of accounting and business administration. Upon completion the chancellor of U of IL Peoria Center will come to BHC QC campus for an official signing with Dr. Baynum.

Community Cultural Exchange Program-Title III

BHC has begun discussions on implementing the Community Cultural Exchange Program (CCEP) which is designed to introduce U.S. family life to international students interested in getting to know a U.S. family in the Quad-Cities area. Through dinners, holidays, and everyday family events, students learn about American customs and experience the culture of U.S. family life. Likewise, U.S. families learn about the culture and traditions of students from around the world. CCEP is not a host family program. Students do not live with their U.S. families but rather spend time with them during the family's and student's free time. Many thanks to Dean Weimer and Imelda Crinklaw for their work in creating these important opportunities for our international students.

College for Kids

Dates have been set for CFK 2014. Mark your calendars for July 21-25, 2014 with afternoon classes running from 1:00 to 4:30 pm.

Fall 2013 Class start

Classes were off to a good start on Monday, August 19th with college credit hour enrollment numbers up slightly from last year. QC Campus college credit hours began with 99.08% and East Campus college credit hours began with 104.87% for an overall total of 100.24%. By the second week of classes enrollment numbers had risen to 102.58% overall. Our focus now lies with retention for midterm numbers.

Student Services Report, September 2013

Using College Central for Work Study

Prepared by Joanna Dye and Bruce Storey

The Financial Aid and Career Services Offices joined forces in the fall semester of 2013 to implement the usage of College Central for work study job placement at Black Hawk College, district-wide. In the past, Work Study students completed a paper application and submitted it to the Financial Aid office. Work study supervisors would manually review all applications and select applicants to interview. Depending on the number of applications, this could be a very time consuming process. Automating the system with the use of College Central not only would simplify the process, but would also better reflect real-life application processes.

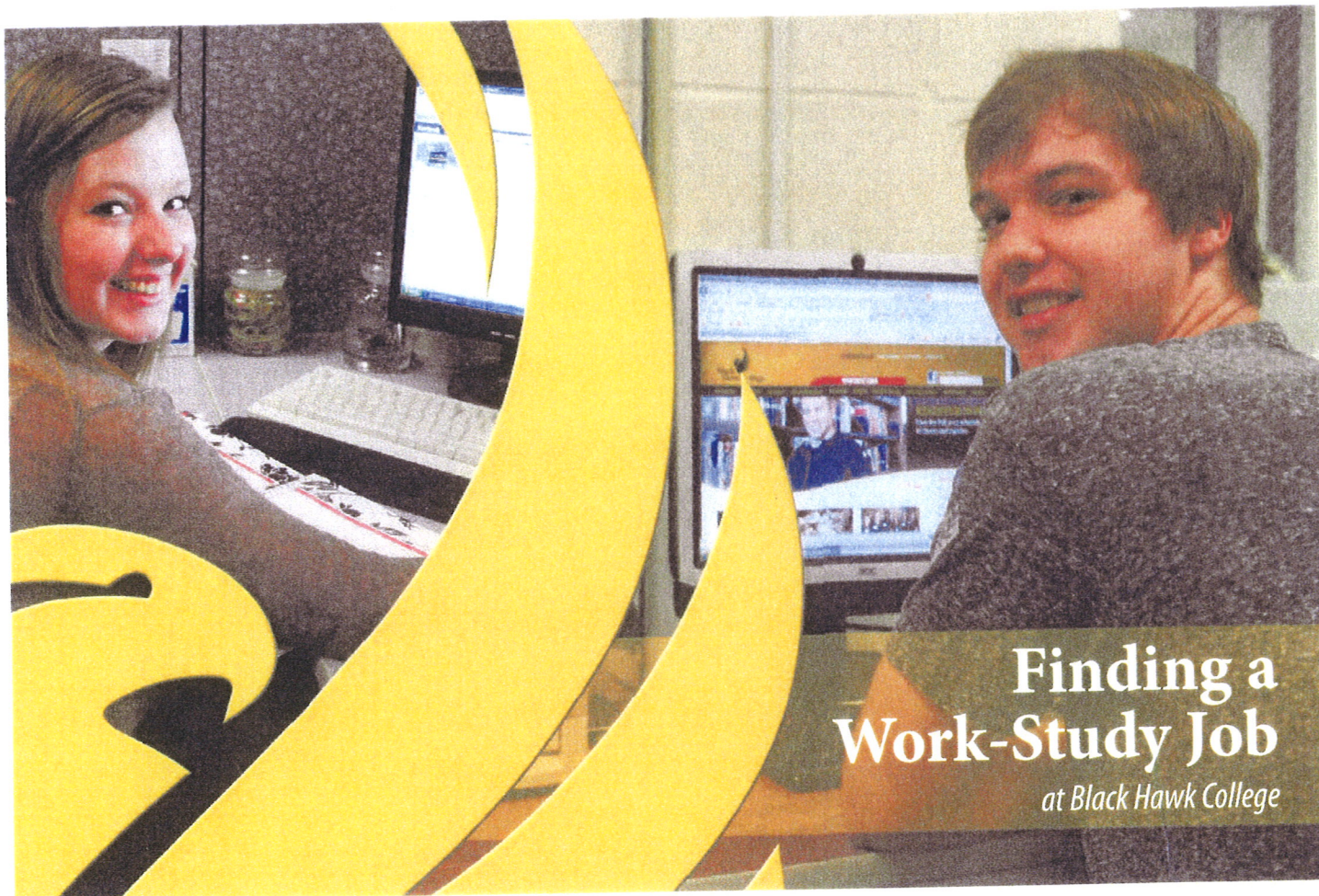
College Central is an online job placement website used by Black Hawk College. The BHC Career Center uses this free resource for all employers across the district. Work study supervisors were asked to update job descriptions into the College Central format. Career Services then entered the information into the site. Once entered, all of the job descriptions are saved and can be reactivated with one click.

As of the current semester, students are pre-loaded into College Central with the help of the student systems administrator so that all students have a login to the system when they arrive on campus. Students are mailed a colorful postcard with instructions on finding a Work Study job at BHC. A follow-up email repeated the same message.

With the process in place, students log into College Central and view open work study positions. They submit their resume to the appropriate departments for the jobs in which they are interested. Students needing help with resumes are instructed to visit the Career Services office for assistance. College Central also allows the Career Services office to pull resumes before they are submitted if the format or appearance is poor. These students are invited to consult with Career Services staff for help with their resume. This process also insures that students have a current resume ready for when they graduate and begin their job search.

Work study supervisors receive an email which includes resumes from interested students. When the student is hired, the position is closed on College Central.

The response from work study supervisors has been very positive. The process saves times because they only interview students who are interested in working in their department. Rather than a simple sheet of paper listing available hours the supervisor can see the student's past work experience, educational achievements and skills. And student gain skills in resume writing and the job application process. Overall, the first semester using College Central has been a success!



Finding a Work-Study Job

at Black Hawk College

Finding a Work-Study Job

at Black Hawk College

- Go to www.collegecentral.com/bhc.
- Click on the Students icon to register.
- Create an account using your BHC ID number.
- Go to Search for Opportunities Posted to My School.
- Enter Black Hawk College for the company name.
- View the current work-study openings.
- Send your résumé to the jobs you are interested in.
- For assistance with your résumé and uploading into the system, contact the BHC Career Services Center.

Supervisors will review the résumés. If your skills match their needs, they will contact you for an interview. Unfortunately, not all students will be hired for work-study jobs.


Black Hawk College
6600 34th Avenue
Moline, IL 61265-5899

NON-PROFIT ORGANIZATION

U.S. POSTAGE PAID
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ROCK ISLAND, ILLINOIS

**DISCUSSION AND ANALYSIS OF THE
FINANCIAL OPERATIONS REPORT FOR
THE TWO MONTH PERIOD ENDING AUGUST 31, 2013**

EDUCATION FUND AND OPERATIONS & MAINTENANCE FUND

The financial results for the total Operating Funds reflect an increase in revenue and an increase in expenditures from last year.

Revenues for FY14 increased from last year's level by \$620,244 or 6.35%.

Notable changes in revenue year over year include:

- Fall Tuition revenue increase of \$750,944 or 13.24% due to increased tuition rate
- Summer Tuition revenue decrease of \$85,961 or 41.78%
- Adult Ed Tuition revenue increase of \$86,859 or 35.71%
- Sales and Service revenue decrease of \$57,303 or 25.90%
- Investment revenue decrease of \$32,757 or 88.34% due to lower interest rates
- Student Fees revenue decrease of \$48,960 or 9.78%

Expenditures for FY14 increased from last year's level by \$109,726 or 2.45%.

Notable changes in expenditures year over year include:

- Ed Fund salaries increase of \$84,356 or 3.84%
- O&M salaries increase of 29,995 or 11.90%
- Benefits decrease of \$125,611 or 14.03% due to decreased claims
- Contractual Services decrease of \$46,726 or 25.31%
- Supplies & materials decrease of 43,480 or 17.46%
- Waivers, primarily Dual Enrollment, increase of \$210,896 or 45.34% due to increased enrollment

AUXILIARY FUND

The financial results for the total Auxiliary Fund reflect a decrease in revenue and a decrease in expenditures from last year. Revenue decreased \$110,896 or 6.52% while expenditures decreased \$84,199 or 6.41%.

The decrease in revenue of \$110,896 is attributable to a \$64,384 or 4.22% decrease in Bookstore revenues and a \$46,875 or 27.55% decrease in student auxiliary revenue due to a change in tuition structure.

Expenditures are down \$84,199 or 6.41%. Notable changes include a \$29,189 or 2.55% decrease in Bookstore expenses, a \$30,963 or 44.66% decrease in Student Life expenses due to a change in accounting procedures regarding bussing contracts, and a decrease of \$22,258 or 52.84% in supplies and materials expenses.

The financial information on the following pages represents the major items of revenue and expenditures for the month ended August 31, 2013 for each of the appropriated funds.



**REPORT OF FINANCIAL OPERATIONS OF THE COLLEGE
FOR THE PERIOD ENDING AUGUST 31, 2013**

FISCAL YEAR 2014					FISCAL YEAR 2013				DIFFERENCE	
	Current Month Actual	YTD Actual 16.67% thru Yr.	Adjusted Budget 12 Months	% Budget Realized	Current Month Actual	YTD Actual 16.67% thru Yr.	Adjusted Budget 12 Months	% Budget Realized	% YTD Actual 2014 / 2013	\$ YTD Actual 2014 / 2013
EDUCATION FUND										
REVENUE	\$ 2,267,442	\$ 9,645,707	\$ 32,450,149	29.72%	\$ 2,814,834	\$ 9,039,365	\$ 31,551,446	28.65%	6.71%	\$ 606,342
EXPENDITURES	\$ 2,469,061	\$ 3,953,501	\$ 32,541,515	12.15%	\$ 2,313,478	\$ 3,828,105	\$ 32,376,800	11.82%	3.28%	\$ 125,396
OPERATIONS & MAINTENANCE FUND										
REVENUE	\$ 394,220	\$ 737,961	\$ 4,270,020	17.28%	\$ 382,839	\$ 724,059	\$ 4,521,078	16.02%	1.92%	\$ 13,902
EXPENDITURES	\$ 324,447	\$ 633,543	\$ 4,578,654	13.84%	\$ 373,314	\$ 649,213	\$ 4,595,884	14.13%	-2.41%	\$ (15,670)
TOTAL FOR EDUCATION AND OPERATIONS AND MAINTENANCE										
REVENUE	\$ 2,661,662	\$ 10,383,668	\$ 36,720,169	28.28%	\$ 3,197,673	\$ 9,763,424	\$ 36,072,524	27.07%	6.35%	\$ 620,244
EXPENDITURES	\$ 2,793,508	\$ 4,587,044	\$ 37,120,169	12.36%	\$ 2,686,792	\$ 4,477,318	\$ 36,972,684	12.11%	2.45%	\$ 109,726
AUXILIARY FUND										
REVENUE	\$ 1,407,901	\$ 1,590,726	\$ 3,663,500	43.42%	\$ 1,492,888	\$ 1,701,622	\$ 3,922,900	43.38%	-6.52%	\$ (110,896)
EXPENDITURES	\$ 1,101,615	\$ 1,229,756	\$ 4,273,407	28.78%	\$ 1,169,171	\$ 1,313,955	\$ 3,922,900	33.49%	-6.41%	\$ (84,199)
AUDIT										
REVENUE	\$ 3,936	\$ 7,259	\$ 36,219	20.04%	\$ 8,289	\$ 16,574	\$ 94,992	17.45%	-56.20%	\$ (9,315)
EXPENDITURES	\$ 21,700	\$ 21,700	\$ 60,000	36.17%	\$ -	\$ -	\$ 80,000	0.00%	0.00%	\$ 21,700
LIABILITY, PROTECTION & SETTLEMENT FUND										
REVENUE	\$ 150,583	\$ 302,365	\$ 1,810,931	16.70%	\$ 239,885	\$ 471,282	\$ 2,769,370	17.02%	-35.84%	\$ (168,917)
EXPENDITURES	\$ 214,981	\$ 681,319	\$ 2,370,664	28.74%	\$ 136,329	\$ 547,000	\$ 3,383,477	16.17%	24.56%	\$ 134,319
BOND & INTEREST FUNDS										
REVENUE	\$ 529,732	\$ 1,059,510	\$ 6,172,555	17.16%	\$ 455,299	\$ 910,399	\$ 5,456,825	16.68%	16.38%	\$ 149,111
EXPENDITURES	\$ -	\$ -	\$ 6,172,555	0.00%	\$ -	\$ (42,267)	\$ 5,456,825	-0.77%	-100.00%	\$ 42,267
WORKING CASH FUND										
REVENUE	\$ 5,541	\$ 9,650	\$ 5,000	193.00%	\$ 29,711	\$ 60,307	\$ 300,000	20.10%	-84.00%	\$ (50,657)
OPERATION & MAINTENANCE RESTRICTED FUNDS										
REVENUE	\$ 168,678	\$ 328,247	\$ 3,338,000	9.83%	\$ 169,417	\$ 338,505	\$ 23,540,000	1.44%	-3.03%	\$ (10,258)
EXPENDITURES	\$ 328,202	\$ 58,172	\$ 15,573,000	0.37%	\$ 1,368,442	\$ 2,048,720	\$ 18,307,317	11.19%	-97.16%	\$ (1,990,548)
RESTRICTED FUNDS										
REVENUE	\$ 194,630	\$ 658,828	\$ 19,520,395	3.38%	\$ 526,390	\$ 1,011,617	\$ 21,471,830	4.71%	-34.87%	\$ (352,789)
EXPENDITURES	\$ 274,929	\$ 514,765	\$ 19,520,395	2.64%	\$ 449,707	\$ 719,677	\$ 21,526,012	3.34%	-28.47%	\$ (204,912)

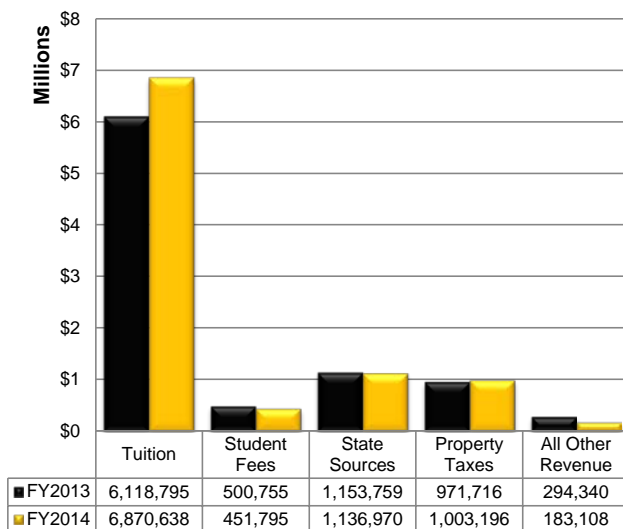
Note 1: Year to date figure includes the reversal of prior year accruals.

EDUCATION FUND

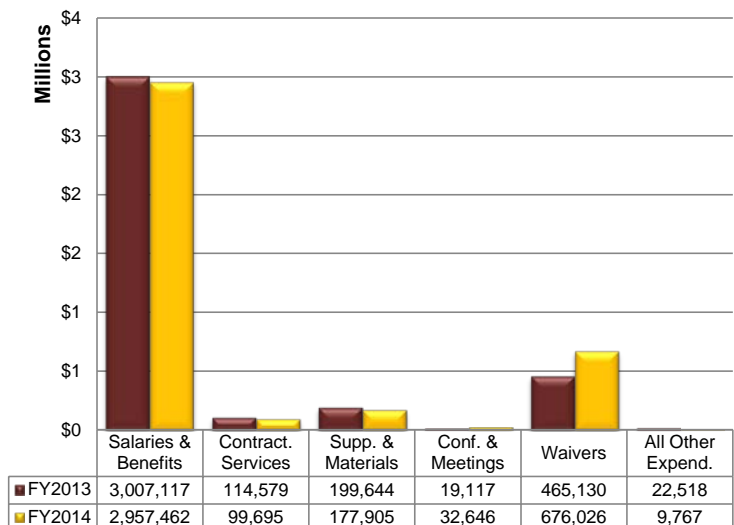
Revenue	FY 2014			FY 2013		
	Current Month Actual	YTD Actual	Adjusted Budget	Current Month Actual	YTD Actual	Adjusted Budget
Tuition - Fall	\$ 747,326	\$ 6,420,793	\$ 6,562,855	\$ 1,366,626	\$ 5,669,848	\$ 5,972,975
Tuition - Spring	874	-	6,333,795	-	-	5,746,483
Tuition - Summer	(596)	119,782	922,322	-	205,742	898,447
Tuition - Adult Ed	282,740	330,063	3,222,986	122,607	243,205	2,713,294
Student Fees	96,100	451,795	816,580	141,365	500,755	1,321,489
State Funding	568,485	1,136,970	6,260,115	576,880	1,153,759	6,812,644
Property Taxes	513,820	1,003,196	7,151,050	499,028	971,716	6,753,254
Sales & Service	44,694	163,925	670,746	64,562	221,228	598,260
Investment Income	2,496	4,323	24,500	17,783	37,081	250,000
Other Revenue	11,503	14,860	185,200	25,983	36,031	184,600
Uncollectible Tuition	-	-	(100,000)	-	-	(100,000)
Contingency	-	-	400,000	-	-	400,000
TOTAL	\$ 2,267,442	\$ 9,645,707	\$ 32,450,149	\$ 2,814,834	\$ 9,039,365	\$ 31,551,446

Expenditures	FY 2014			FY 2013		
	Current Month Actual	YTD Actual	Adjusted Budget	Current Month Actual	YTD Actual	Adjusted Budget
Salaries	\$ 1,520,729	\$ 2,280,319	\$ 21,003,703	\$ 1,482,873	\$ 2,195,964	\$ 20,591,701
Benefits	324,403	677,143	3,943,152	476,697	811,153	3,833,679
Contractual Services	28,942	99,695	1,052,512	72,323	114,579	1,361,397
Supplies & Materials	71,584	177,905	1,625,362	91,613	199,644	1,618,112
Conference & Meetings	13,222	32,646	299,122	10,978	19,117	314,815
Fixed Charges	-	-	16,435	3,250	3,250	22,900
Utilities	-	-	10,588	408	408	5,500
Capital Outlay	-	-	-	-	-	-
Waivers	505,466	676,026	4,000,000	159,934	465,130	4,015,000
Other Expenditures	4,715	9,767	65,641	15,402	18,860	80,396
Contingency	-	-	525,000	-	-	533,300
TOTAL	\$ 2,469,061	\$ 3,953,501	\$ 32,541,515	\$ 2,313,478	\$ 3,828,105	\$ 32,376,800

**Education Fund Revenue
(Dollars)**



**Education Fund Expenditures
(Dollars)**

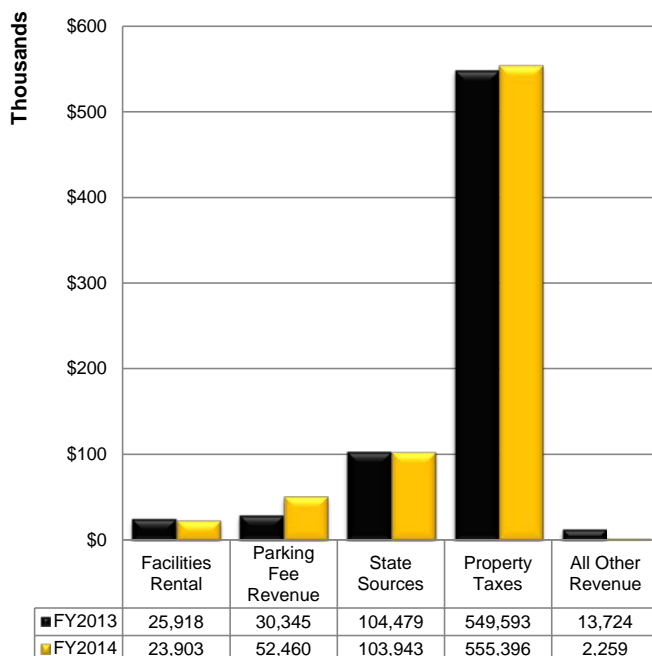


OPERATIONS & MAINTENANCE FUND

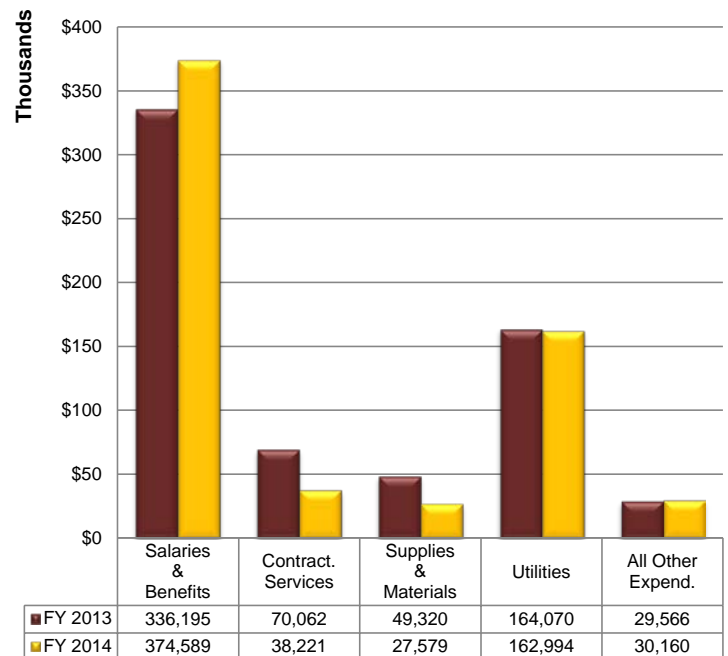
Revenue	FY 2014			FY 2013		
	Current Month Actual	YTD Actual	Adjusted Budget	Current Month Actual	YTD Actual	Adjusted Budget
Facilities Rental	\$ 11,859	\$ 23,903	\$ 122,640	\$ 12,303	\$ 25,918	\$ 122,640
Parking Fee Revenues	49,930	52,460	85,000	28,530	30,345	85,000
ICCB Credit Hour Grants	51,971	103,943	564,188	52,240	104,479	627,724
Property Taxes	279,038	555,396	3,218,042	276,308	549,593	3,400,414
Other Revenue	1,422	2,259	30,150	13,458	13,724	35,300
Contingency	-	-	250,000	-	-	250,000
TOTAL	\$ 394,220	\$ 737,961	\$ 4,270,020	\$ 382,839	\$ 724,059	\$ 4,521,078

Expenditures	FY 2014			FY 2013		
	Current Month Actual	YTD Actual	Adjusted Budget	Current Month Actual	YTD Actual	Adjusted Budget
Salaries	\$ 142,057	\$ 282,124	\$ 1,749,875	\$ 137,143	\$ 252,129	\$ 1,717,222
Benefits	47,018	92,465	597,317	42,372	84,066	525,282
Contractual Services	18,458	38,221	477,820	50,057	70,062	462,834
Supplies & Materials	13,937	27,579	321,229	26,217	49,320	320,354
Conference & Meetings	145	372	28,098	(99)	333	30,170
Fixed Charges	16,254	29,827	186,960	16,209	29,099	160,172
Utilities	86,648	162,994	952,355	101,349	164,070	1,114,850
Capital Outlay	-	-	-	-	-	-
Other Expenditures	(70)	(39)	-	66	134	-
Contingency	-	-	265,000	-	-	265,000
TOTAL	\$ 324,447	\$ 633,543	\$ 4,578,654	\$ 373,314	\$ 649,213	\$ 4,595,884

**Operations & Maintenance Fund Revenue
(Dollars)**



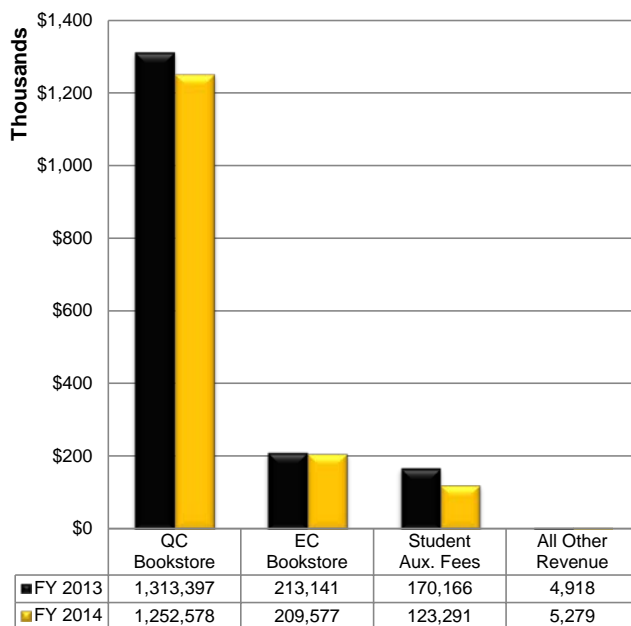
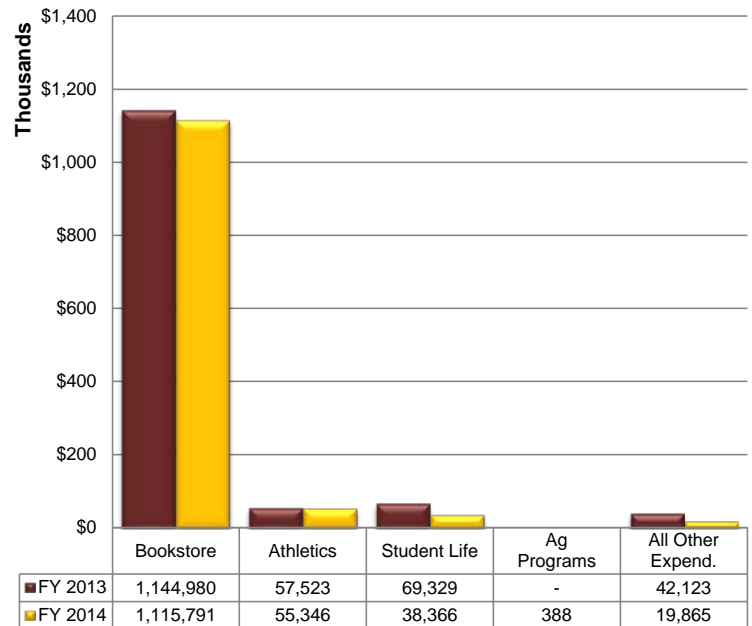
**Operations & Maintenance Fund Expenditures
(Dollars)**



AUXILIARY FUND

Revenue	FY 2014			FY 2013		
	Current Month Actual	YTD Actual	Adjusted Budget	Current Month Actual	YTD Actual	Adjusted Budget
Bookstore - QC	\$ 1,194,091	\$ 1,252,578	\$ 2,715,050	\$ 1,252,719	\$ 1,313,397	\$ 2,795,050
Bookstore - EC	195,346	209,577	399,200	197,980	213,141	428,850
Food Service - QC	-	-	11,500	-	-	12,000
Vending - QC	1,205	2,572	33,750	1,602	2,664	25,000
Student Auxiliary Fees	15,443	123,291	250,000	39,953	170,166	405,000
Other Revenue	1,816	2,707	4,000	634	2,254	7,000
Contingency	-	-	250,000	-	-	250,000
TOTAL	\$ 1,407,901	\$ 1,590,726	\$ 3,663,500	\$ 1,492,888	\$ 1,701,622	\$ 3,922,900

Expenditures	FY 2014			FY 2013		
	Current Month Actual	YTD Actual	Adjusted Budget	Current Month Actual	YTD Actual	Adjusted Budget
Bookstore - QC	\$ 891,513	\$ 955,310	\$ 2,242,806	\$ 916,266	\$ 985,350	\$ 2,271,671
Bookstore - EC	142,922	160,481	352,897	142,974	159,630	365,809
Athletics - QC	27,802	41,684	379,443	23,013	39,476	391,111
Athletics - EC	5,888	13,662	145,786	10,121	18,047	139,176
Student Life	23,605	38,366	228,286	56,114	69,329	223,924
Ag Programs - EC	338	388	83,150	-	-	75,750
Other Expenditures	9,547	19,865	581,039	20,683	42,123	205,459
Contingency	-	-	260,000	-	-	250,000
TOTAL	\$ 1,101,615	\$ 1,229,756	\$ 4,273,407	\$ 1,169,171	\$ 1,313,955	\$ 3,922,900

**Auxiliary Fund Revenue
(Dollars)****Auxiliary Fund Expenditures
(Dollars)**

AUDIT FUND

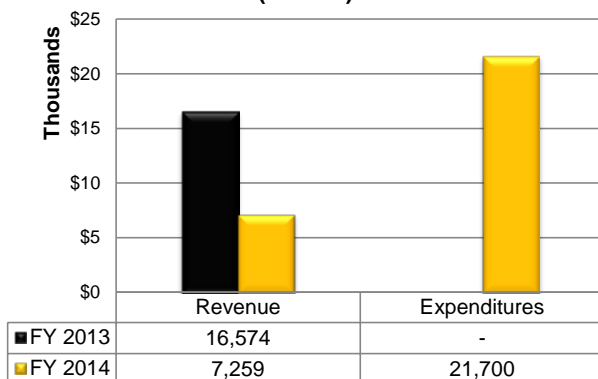
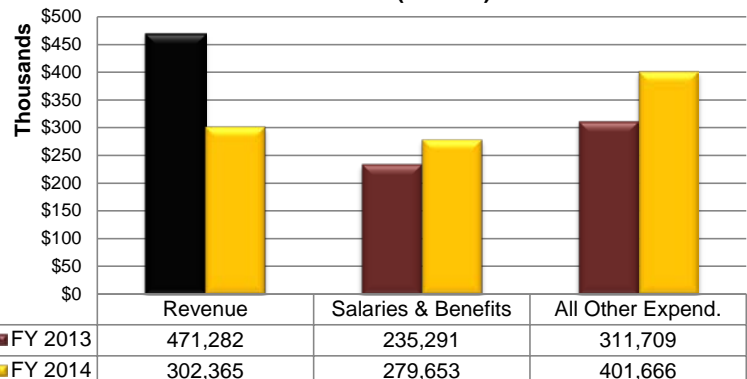
Revenue	FY 2014			FY2013		
	Current Month Actual	YTD Actual	Adjusted Budget	Current Month Actual	YTD Actual	Adjusted Budget
TOTAL	\$ 3,936	\$ 7,259	\$ 36,219	\$ 8,289	\$ 16,574	\$ 94,992

Expenditures	FY 2014			FY 2013		
	Current Month Actual	YTD Actual	Adjusted Budget	Current Month Actual	YTD Actual	Adjusted Budget
TOTAL	\$ 21,700	\$ 21,700	\$ 60,000	\$ -	\$ -	\$ 80,000

LIABILITY, PROTECTION AND SETTLEMENT FUND

Revenue	FY 2014			FY2013		
	Current Month Actual	YTD Actual	Adjusted Budget	Current Month Actual	YTD Actual	Adjusted Budget
TOTAL	\$ 150,583	\$ 302,365	\$ 1,810,931	\$ 239,885	\$ 471,282	\$ 2,769,370

Expenditures	FY 2014			FY2013		
	Current Month Actual	YTD Actual	Adjusted Budget	Current Month Actual	YTD Actual	Adjusted Budget
Salaries & Other Benefits	\$ 81,470	\$ 171,257	\$ 1,027,729	\$ 76,406	\$ 135,812	\$ 1,080,016
Unemployment	9,355	9,355	30,000	-	-	25,000
Worker's Compensation	19,206	38,412	240,000	18,889	37,778	250,000
Medicare Expense	23,148	48,722	300,000	22,715	47,699	300,000
FICA Expense	5,251	11,907	100,000	7,038	14,002	100,000
Insurance (General)	-	291,834	355,000	(1,666)	282,227	450,000
Legal Services	14,936	14,936	116,000	3,275	4,011	107,250
Other Expenditures	61,615	94,896	201,935	9,671	25,471	1,071,211
Contingency	-	-	-	-	-	-
TOTAL	\$ 214,981	\$ 681,319	\$ 2,370,664	\$ 136,329	\$ 547,000	\$ 3,383,477

**Audit Fund
(Dollars)****Liability, Protection & Settlement Fund
(Dollars)**

BOND & INTEREST FUNDS

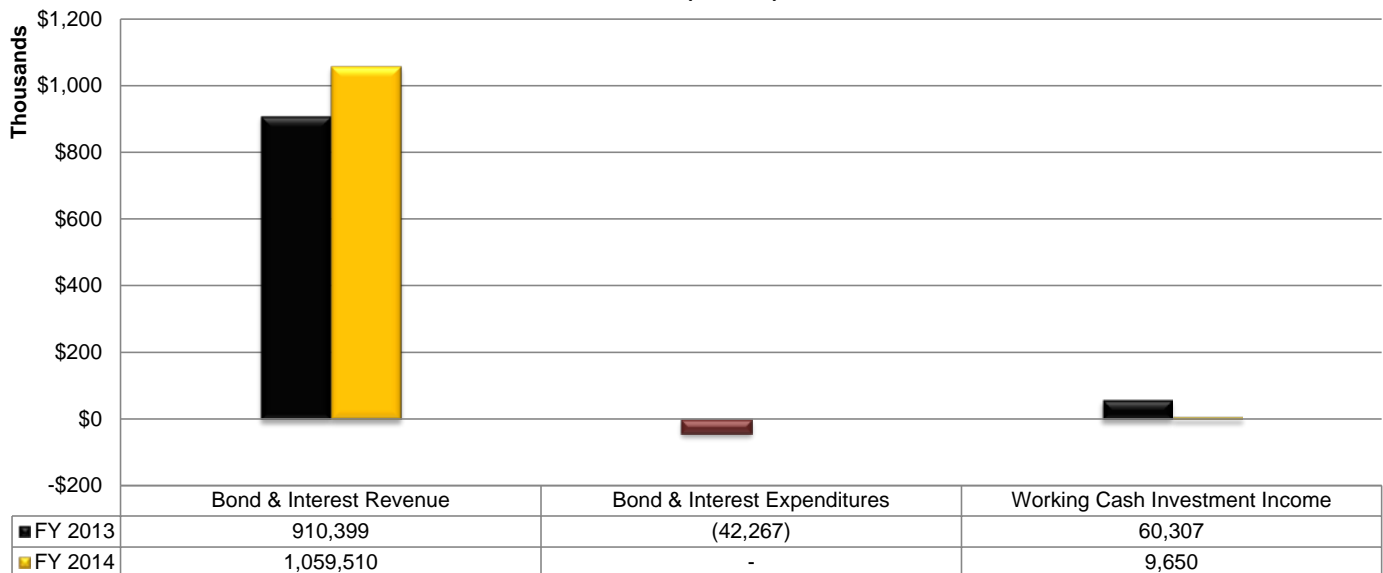
Revenue	FY 2014			FY 2013		
	Current Month Actual	YTD Actual	Adjusted Budget	Current Month Actual	YTD Actual	Adjusted Budget
TOTAL	\$ 529,732	\$ 1,059,510	\$ 6,172,555	\$ 455,299	\$ 910,399	\$ 5,456,825

Expenditures	FY 2014			FY 2013		
	Current Month Actual	YTD Actual	Adjusted Budget	Current Month Actual	YTD Actual	Adjusted Budget
TOTAL	\$ -	\$ -	\$ 6,172,555	\$ -	\$ (42,267)	\$ 5,456,825

WORKING CASH FUND

Revenue	FY 2014			FY2013		
	Current Month Actual	YTD Actual	Adjusted Budget	Current Month Actual	YTD Actual	Adjusted Budget
Investment Income	\$ 5,541	\$ 9,650	\$ 5,000	\$ 29,711	\$ 60,307	\$ 300,000

**Bond & Interest and Working Cash Funds
(Dollars)**



RESTRICTED OPERATIONS & MAINTENANCE FUND

September 19, 2013

Revenue for the month:

	Current Month Actual	YTD Actual
TOTAL REVENUE	\$ 168,678	\$ 328,247

Expenditures for the month:

	Fund Number	Encumbered	Total Project Activity	Project Budget	% Spent	Complete
Protection, Health & Safety Projects						
FY11 Electrical Feed Replacement - QC	731101	-	136,866	136,866	100%	X
FY11 Elevator Upgrades - QC & EC - Phase I	731102	-	335,225	335,225	100%	X
FY11 Elevator Upgrades - QC & EC - Phase II	731102	-	300,074	395,289	76%	
FY11 Elevator Upgrades - QC - Phase III	731102	-	-	255,886	0%	
FY11 Water Main Feed Renovation - EC	731103	-	-	57,200	0%	
FY11 Stairwell & Flooring Upgrades - QC	731104	-	114,565	182,400	63%	
FY11 Boiler/Chiller Mechanical Renovations	731105	-	315,197	315,197	100%	X
FY12 AHU-120 Replacement - QC	731201	-	164,097	283,000	58%	X
FY12 Bldg A Lower Level RTU Replacement - EC	731202	-	21,060	177,910	12%	
FY12 Interior/Exterior Lighting Upgrades - EC	731203	-	311,890	311,890	100%	X
FY12 Yard Hydrant Replacement - EC	731204	-	27,489	34,100	81%	
FY12 Classroom/Office HVAC Upgrade - EC	731205	-	73,458	168,695	44%	
FY12 Pool HVAC Replacement - QC	731206	-	31,467	449,900	7%	
FY12 Automotive Shop HVAC Upgrades - EC	731207	-	133,188	161,110	83%	
FY12 Stairwell Asbestos Abatement - QC	731208	-	50,539	48,439	104%	X
FY12 Bldg 1 Curtain Wall - QC	731209	-	-	304,800	0%	
FY13 EC Sanitary Sewer	731301	-	210,645	214,247	98%	
FY13 EC Fire Alarm Upgrades	731302	-	580,492	697,360	83%	
FY13 QC Building 3 HVAC Upgrades ³	731303	-	76,402	938,550	8%	Note 3
FY13 EC IT and CEC Cooling System Upgrade	731304	-	26,819	36,620	73%	
FY10 Fire Alarm System Upgrade - QC	7388	-	1,431,859	1,431,859	100%	X
PHS Contingency	7890	-	73,096	522,691	NA	
Protection, Health & Safety Projects Totals		\$ -	\$ 4,414,430	\$ 7,459,234		

Local Projects

Apple Mobile Student Lab	781302	-	17,499	17,499	100%	X
EC Building B Bridge Replacement	781401	-	5,990	97,358	6%	
QC ITS Office Relocation ^{1,4}	781402	-	-	400,000	0%	
ITS Local Refresh ¹	7820	-	65,917	65,917	100%	X
QC Facilities Local Refresh ¹	7821	-	250,481	272,843	92%	
EC Facilities Local Refresh ¹	7822	19,193	122,712	242,036	51%	
EC Furniture and Equipment ¹	7823	-	42,522	48,918	87%	
Architect Fees - Special Projects ¹	7884	-	65,055	103,943	63%	
Emergency Contingency	7805	-	2,795	385,722	NA	
Interest Revenue Earned ²	7805	-	(4,489)	-	NA	
Local Projects Totals		\$ 19,193	\$ 568,484	\$ 1,634,234		

Surplus Operating Funds

EC Instructional Equipment	791202	-	23,895	45,000	53%	
QC Instructional Equipment	791203	69,727	19,605	90,690	22%	
Pool Vehicle Purchases	791205	36,151	113,406	149,557	76%	
Surplus Operating Funds	790000	-	-	1,987,059	NA	
Local Surplus Operating Funds		\$ 105,879	\$ 156,906	\$ 2,272,306		

Note 1: Budget is estimated and subject to change

Note 2: Represents interest revenue earned during the current fiscal year, which offsets expenditure activity during the fiscal year

Note 3: Project on hold indefinitely

Note 4: Budget includes estimated FY13 operating fund surplus. Remaining balance will be funded by local project funds

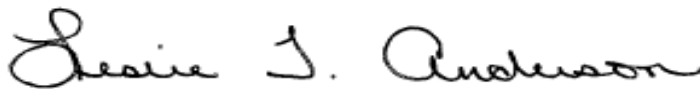
RESTRICTED OPERATIONS & MAINTENANCE FUND

Expenditures for the month:

	Fund Number	Encumbered	Total Project Activity	2010 Bond Funds	Other Funding Sources	Total Project Budget	% Spent	Complete
2010 Bond Projects (\$20 Million) ¹								
QC1 Student Services Addition	7601	2,346	3,954,860	3,957,206	-	3,957,206	100%	X
QC1 2nd Floor Business Office ²	7602	-	525,075	335,075	190,000	525,075	100%	X
District Restroom Remodel - Phase I	7603	-	427,329	427,329	-	427,329	100%	X
District Restroom Remodel - Phase II	7603	-	458,815	458,815	-	458,815	100%	X
District Restroom Remodel - Phase III	7603	-	-	113,856	-	113,856	0%	
District Outdoor Signage	7604	-	294,195	500,000	-	500,000	59%	
District Faculty Offices	7605	-	143,719	143,719	-	143,719	100%	X
QC1 Auditorium	7606	-	535,185	535,185	-	535,185	100%	X
East Campus Auditorium	7607	-	533,977	533,977	-	533,977	100%	X
QC2 Bldg Addition ³	7608	-	4,069,067	2,881,437	1,187,630	4,069,067	100%	X
District Wind Turbine	7609	-	13,309	13,309	-	13,309	100%	X
QC1 Stairwell Upgrades	7610	-	48,365	48,365	-	48,365	100%	X
Desktop Refresh FY11-FY13	7611	10,967	672,520	683,487	-	683,487	98%	
Printer Refresh FY11-FY13	7612	-	73,348	73,348	-	73,348	100%	X
Projector Refresh FY11-FY13	7613	-	167,089	167,089	-	167,089	100%	X
Banner Expansion ⁵	7614	-	536,710	-	553,415	553,415	97%	
Technology Infrastructure Refresh FY11-FY13	7615	-	779,445	806,743	-	806,743	97%	
ITS Projects FY11-FY13	7616	-	769,333	769,333	-	769,333	100%	X
Instructional Refresh	7617	115,408	280,940	533,000	-	533,000	53%	
QC Library Renovations	7618	-	20,700	700,000	-	700,000	3%	
District Street & Parking Repairs - Phase I	7619	-	559,752	559,752	-	559,752	100%	X
District Street & Parking Repairs - Phase II	7619	-	694,952	694,952	-	694,952	100%	X
District Street & Parking Repairs - Phase III	7619	-	47,270	635,296	-	635,296	7%	
District Wellness Facilities Update	7620	-	31,165	1,031,165	-	1,031,165	3%	
EC Science Lab Remodel	7621	150,019	2,095,315	2,900,000	-	2,900,000	72%	
FY10 Bonds Issuance Costs	7895	-	237,977	237,977	-	237,977	NA	
Interest Revenue Earned ⁶	7895	-	(680,109)	259,586	(680,109)	(420,523)	NA	
2010 Bond Projects Totals		\$ 278,741	\$ 17,290,302	\$ 20,000,000	\$ 1,250,936	\$ 21,250,936		

2012 Bond Projects (\$20 Million) ¹								
QC Health Sciences Building	771301	-	265,935	15,000,000	-	15,000,000	2%	
Master Plan	771302	-	205,759	292,600	-	292,600	70%	
EC Welding and Skilled Trades Center	771303	-	8,855	3,500,000	-	3,500,000	0%	
East Campus Facility Expansion	TBD	-	-	1,207,400	-	1,207,400	0%	
Interest Revenue Earned ⁶	7894	-	(22,168)	-	(22,168)	(22,168)	NA	
2012 Bond Projects Totals		\$ -	\$ 458,380	\$ 20,000,000	\$ (22,168)	\$ 19,977,832		

State Funded Projects								
East Campus Parking Lot ⁴	7893	\$ -	\$ -	\$ -	\$ 279,130	\$ 279,130	0%	
State Funded Projects Totals		\$ -	\$ -	\$ -	\$ 279,130	\$ 279,130		



Leslie T. Anderson
Vice President for Finance

Note 1: Budget is estimated and subject to change

Note 2: Additional funding sources: \$190,000 provided by Illinois Capital Development Board

Note 3: Additional funding sources: \$1,000,000 provided by Illinois Jobs Now!, \$23,000 provided by MidAmerican Energy, \$150,000 from Fund 7825 (EBS), \$2,900 employee donation to Foundations for Green Roof, \$11,730 from Fund 02

Note 4: Additional funding sources: \$279,130 provided by Illinois Capital Development Board

Note 5: Banner software purchased with interest earnings on 2010 Bonds

Note 6: Includes net interest earnings on debt certificates as well as monthly interest income

BLACK HAWK COLLEGE
RESTRICTED PURPOSE FUND GRANT EXPENDITURE ACTIVITY
FOR THE PERIOD ENDING AUGUST, 2013

	Current Activity	Cumulative Activity	Budget	
State Sources:				
Illinois Community College Board				
State Program Improvement	\$ 18	\$ 34	\$ 22,993	²
Early School Leaver	6,348	12,589	74,451	²
FY14 Innovation Grant	-	-	-	²
Adult Education - Basic	16,463	19,322	210,423	
Adult Education - Public Assistance	8,649	12,252	95,053	
Adult Education - Performance	16,049	29,985	202,076	
Illinois State Board of Education				
Truants' Alternative Education	13,120	18,601	167,538	²
Growing Agricultural Science Teachers 02/07/2013 - 08/31/2013	2,358	2,358	2,635	
Secretary of State				
FY14 Adult Volunteer Literacy	3,933	6,752	59,000	
FY14 Family Literacy/Moline Center	554	1,094	35,000	
FY14 Family Literacy/Church of Peace Upper Division	854	1,394	35,000	
FY14 Family Literacy/Church of Peace Lower Division	903	1,443	35,000	
Department of Commerce and Economic Opportunity				
Small Business Development Center 01/01/13 - 12/31/13	3,389	29,765	40,000	
International Trade Center 01/01/13 - 12/31/13	3,251	25,334	40,000	
Procurement Technical Assistance Center 07/01/13 - 06/30/14	1,981	4,053	39,000	
Illinois State Financial Aid				
Illinois Student Assistance Commission - MAP	-	1,102	750,000	¹
Illinois Veterans Grant	-	345	-	
Illinois National Guard	-	672	-	
Policeman/Fireman Survivor Grant	-	-	-	²
MIA/POW	-	-	-	²

	Current Activity	Cumulative Activity	Budget	
Cash Match Funds:				
Small Business Development Center - State Grant 01/01/13-12/31/13	\$ 3,347	\$ 5,104	\$ 38,663	
Small Business Development Center - Federal Grant 01/01/13-12/31/13	3,358	5,252	38,663	
International Trade Center - State Grant 01/01/13-12/31/13	1,059	1,218	38,663	
International Trade Center - Federal Grant 01/01/13-12/31/13	2,236	3,006	38,664	
Procurement Technical Assistance Center	6,671	13,150	55,500	

¹ Award amount is estimated based on current activity

² Award amount is currently unavailable or official award documents have not yet been received

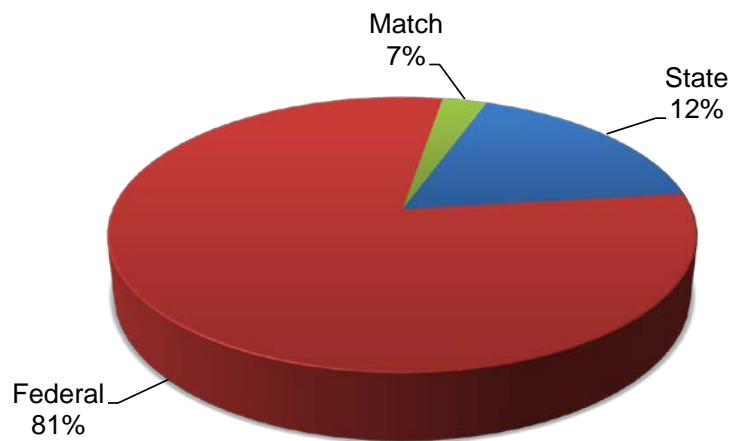
BLACK HAWK COLLEGE
RESTRICTED PURPOSE FUND GRANT EXPENDITURE ACTIVITY
FOR THE PERIOD ENDING AUGUST, 2013

	Current Activity	Cumulative Activity	Budget
Federal Sources:			
Department of Education			
Strengthening Institutions	\$ 55,908	\$ 248,815	\$ 433,650
PELL	(4,080)	(1,078)	8,000,000 ¹
College Work Study	6,039	6,039	153,217
SEOG	-	-	102,661
Direct Loans	-	65,481	3,500,000 ¹
Adult Education Federal Basic	9,904	12,608	188,573
EL/Civics	2,625	2,627	34,524
Carl Perkins Grant	21,901	36,498	276,727
CTE Innovations Grant	-	-	- ²
Student Support Services 09/01/12 - 8/31/13	30,566	344,149	344,149
Adult Education & Family Literacy - ICAPS	894	923	- ²
Career & Technical Education - ICAPS	-	-	- ²
Local Programs of Study Implementation	-	-	- ²
Department of Labor			
Workforce Investment Act - Training for Employment and Academic Mastery	4,956	9,795	75,600 ²
ESL for Seaford Employees	1,308	3,092	19,019 ¹
Department of Health and Human Services			
Refugee Social Services	1,878	5,120	- ²
Dept. of Vocational Rehabilitation	-	2,830	- ²
Veterans' Administration Rehabilitation	-	-	- ²
Department of Defense			
Procurement Technical Assistance Center 07/01/13- 06/30/14	1,466	3,744	35,000
Small Business Administration			
Small Business Development Center 01/01/13 - 12/31/13	3,408	6,797	40,000
International Trade Center 01/01/13 - 12/31/13	3,232	6,483	40,000
Department of Veterans' Affairs - GI Bill	1,506	2,656	-²

¹ Award amount is estimated based on current activity

² Award amount is currently unavailable or official award documents have not yet been received

Restricted Purpose Funding Source Analysis



Black Hawk College
Statement of Cash Position
August 31, 2013

Account	Bank	Yield	Maturity	Book Balance	Reconciling Items	Bank Balance
Education Fund	THE National Bank, East Moline	2.75%	On Demand	\$ 5,897,416		
	Quad City Bank & Trust, Moline	0.50%	On Demand			
	US Bank	0.010%	On Demand			
Operations and Maintenance	Quad City Bank & Trust, Moline	0.50%	On Demand	1,503,324		
Auxiliary Fund	Quad City Bank & Trust, Moline	0.50%	On Demand	465,443		
Payroll	Quad City Bank & Trust, Moline	0.50%	On Demand	(68,023)		
Subtotal Operating & Auxiliary Funds				\$ 7,798,160	\$ 596,888	\$ 8,395,048

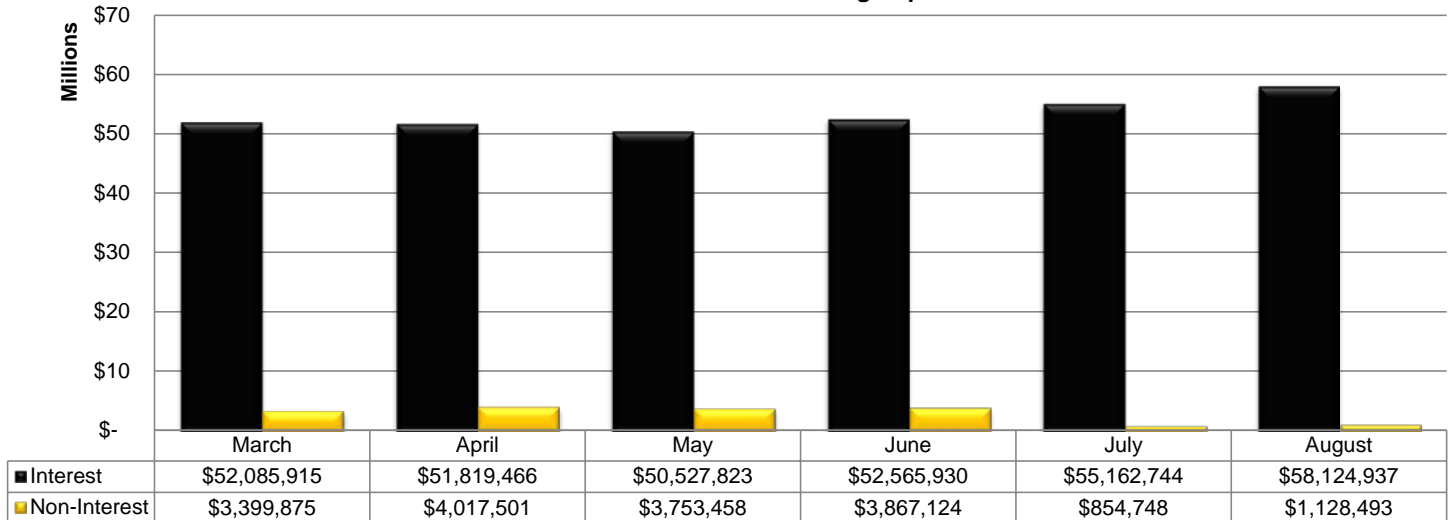
Audit Fund	Quad City Bank & Trust, Moline	0.50%	On Demand	\$ 201,267	\$ -	\$ 201,267
Liability, Protection & Settlement	Quad City Bank & Trust, Moline	0.50%	On Demand	1,983,492	49,931	2,033,423
Restricted Funds	Quad City Bank & Trust, Moline	0.00%	On Demand	1,032,500	95,993	1,128,493
Subtotal Restricted Funds				\$ 3,217,259	\$ 145,925	\$ 3,363,184

2012 Bond Proceeds	Quad City Bank & Trust, Moline	0.50%	On Demand	\$ 19,541,620	\$ 7,310	\$ 19,548,929
2012 Bond and Interest	Quad City Bank & Trust, Moline	0.50%	On Demand	481,991	-	481,991
2010 Bond and Interest	Quad City Bank & Trust, Moline	0.50%	On Demand	2,988,716	-	2,988,716
2010 Bond Proceeds	Quad City Bank & Trust, Moline	0.50%	On Demand	3,171,835	57,604	3,229,439
Plant Funds - PHS & Local Projects	Quad City Bank & Trust, Moline	0.50%	On Demand	6,144,982	98,708	6,243,690
Subtotal Operations & Maintenance Restricted Funds				\$ 32,329,144	\$ 163,621	\$ 32,492,765

Working Cash Fund - Restricted	Quad City Bank & Trust, Moline	0.50%	On Demand	\$ 10,194,190	\$ -	\$ 10,194,190
Working Cash Fund - Unrestricted				2,858,283	-	2,858,283
VEBA Insurance Fund	Blackhawk Bank & Trust, Milan	0.35%	On Demand	1,772,819	-	1,772,819
For Deposit Only	Quad City Bank & Trust, Moline	0.50%	On Demand	-	10,767	10,767
Electronic Payments	Quad City Bank & Trust, Moline	0.50%	On Demand	-	128,997	128,997
Section 125	Quad City Bank & Trust, Moline	0.50%	On Demand	37,377	-	37,377
Subtotal Other Funds				\$ 14,862,669	\$ 139,764	\$ 15,002,433

Total Cash Position	\$ 58,207,233	\$ 1,046,198	\$ 59,253,430
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Interest vs. Non-Interest Bearing Deposits



**BLACK HAWK COLLEGE
STATE MONIES RECAP
FISCAL YEAR 2014
AS OF AUGUST 31, 2013**

Description	Agency	Funds Allocated	Funds Received to Date	Funds Available	Funds Currently Due	Months Outstanding
Operating Funds - FY14						
Base Operating (Ed Fund)	ICCB	\$ 3,274,197	\$ -	\$ 3,274,197	\$ 545,699	JULY - AUG
Base Operating (O&M Fund)	ICCB	623,656	-	623,656	\$ 103,943	JULY - AUG
Equalization	ICCB	3,264,676	-	3,264,676	\$ 544,113	JULY - AUG
Career & Tech Ed.	ICCB	282,946	-	282,946	\$ 47,158	JULY - AUG
Total Operating Funds		\$ 7,445,475	\$ -	\$ 7,445,475	\$ 1,240,912	
Restricted Funds - FY14						
Adult Education - State Basic	ICCB	210,423	-	210,423	35,071	JULY - AUG
Adult Education - Performance	ICCB	202,076	-	202,076	33,679	JULY - AUG
Adult Education - Public Assistance	ICCB	95,053	-	95,053	15,842	JULY - AUG
Program Improvement	ICCB	20,882	-	20,882	34	JULY-AUG
Early School Leaver	ICCB	TBA	-	-	12,589	JULY-AUG
CTE Innovation Grant	ICCB	TBA	-	-	-	NONE
Small Business Development Center (SBDC) 1/1/13-12/31/13	DCEO	40,000	-	17,013	6,778	JULY-AUG
International Trade Center 1/1/13-12/31/13	DCEO	40,000	-	21,169	6,502	JULY-AUG
Procurement Technical Assistance Center	DCEO	39,000	-	39,000	4,053	JULY-AUG
Optional Ed	ISBE	167,538	-	167,538	18,601	JULY-AUG
Growing Ag Science Teachers (2/1/13 - 8/31/13)	ISBE	2,358	2,365	(7)	(7)	NONE
Literacy is for Everyone (LIFE)	SOS	59,000	-	-	6,752	JULY-AUG
Family Literacy	SOS	105,000	-	-	3,930	JULY-AUG
MAP	ISAC	750,000	713	749,287	1,102	JULY-AUG
Illinois Veterans Grant	ISAC	NONE	-	-	345	NONE
Illinois National Guard	ISAC	NONE	-	-	672	NONE
Department of Vocational Rehabilitation	IDHS	2,830	2,830	-	2,830	JULY-AUG
Veterans' Administration Rehabilitation	ILVA	-	-	-	-	NONE
MIA/POW	ILVA	-	-	-	-	NONE
Total Restricted Funds		\$ 1,734,160	\$ 5,908	\$ 1,522,434	\$ 148,773	
Grand Total		\$ 9,179,634	\$ 5,908	\$ 8,967,908	\$ 1,389,685	

NOTES:

1. ICCB funding is appropriated annually and accrued by the College monthly.
2. ISAC awards for student financial aid are accrued as amounts are credited to student accounts.
3. Months outstanding includes the current month's activity to date for those grants operating on a reimbursement basis.
4. \$1,100,000 of fiscal year 2012 funding currently due from Illinois Jobs Now for Quad City and East Campus locations.

ICCB = Illinois Community College Board

ISAC = Illinois Student Assistance Commission

ILVA = Illinois Department of Veterans Affairs

DCEO = Department of Commerce and Economic Opportunity

IDHS = Illinois Department of Human Services

ISBE = Illinois State Board of Education

SOS = Illinois Secretary of State

**BLACK HAWK COLLEGE
STATE MONIES RECAP
FISCAL YEAR 2013
AS OF AUGUST 31, 2013**

Description	Agency	Funds Allocated	Funds Received to Date	Funds Available	Funds Currently Due	Months Outstanding
Operating Funds - FY13						
Base Operating (Ed Fund)	ICCB	\$ 3,291,093	\$ 3,016,836	\$ 274,257	\$ 274,258	JUNE
Base Operating (O&M Fund)	ICCB	626,875	522,396	104,479	52,240	JUNE
Equalization	ICCB	3,348,294	2,511,221	837,074	279,025	JUNE
Career & Tech Ed.	ICCB	283,167	283,167	-	-	NONE
Total Operating Funds		\$ 7,549,429	\$ 6,333,618	\$ 1,215,810	\$ 605,522	
Restricted Funds - FY13						
Adult Education - State Basic	ICCB	200,409	200,409	-	-	NONE
Adult Education - Performance	ICCB	187,014	187,014	-	-	NONE
Adult Education - Public Assistance	ICCB	104,282	104,282	-	-	NONE
Program Improvement	ICCB	22,993	22,993	-	-	NONE
Early School Leaver	ICCB	74,451	74,451	-	-	NONE
CTE Innovation Grant	ICCB	3,000	3,000	-	-	NONE
Eliminating the Digital Divide	DCEO	37,310	37,310	-	-	NONE
Small Business Development Center (SBDC) 1/1/13-12/31/13	DCEO	40,000	22,852	17,148	-	NONE
International Trade Center 1/1/13-12/31/13	DCEO	40,000	17,148	22,852	-	NONE
Procurement Technical Assistance Center	DCEO	39,000	39,000	-	-	NONE
Optional Ed	ISBE	173,166	173,166	-	-	NONE
Growing Ag Science Teachers	ISBE	14,000	14,000	-	-	NONE
Literacy is for Everyone (LIFE)	SOS	59,478	59,478	-	-	NONE
Family Literacy	SOS	94,734	94,734	-	-	NONE
MAP	ISAC	850,499	850,410	89	-	NONE
Illinois Veterans Grant	ISAC	-	-	-	-	NONE
Illinois National Guard	ISAC	-	-	-	-	NONE
Department of Vocational Rehabilitation	IDHS	40,352	33,332	7,020	7,020	FEB-JUNE
Veterans' Administration Rehabilitation	ILVA	41,070	37,358	3,712	3,712	APR-JUNE
MIA/POW	ILVA	11,049	5,118	5,931	5,931	OCT-JUNE
Total Restricted Funds		\$ 2,105,307	\$ 2,011,309	\$ 56,752	\$ 16,663	
Grand Total		\$ 9,654,736	\$ 8,344,927	\$ 1,272,562	\$ 622,185	

NOTES:

1. ICCB funding is appropriated annually and accrued by the College monthly.
2. ISAC awards for student financial aid are accrued as amounts are credited to student accounts.
3. Months outstanding includes the current month's activity to date for those grants operating on a reimbursement basis.

ICCB = Illinois Community College Board
 ISAC = Illinois Student Assistance Commission
 ILVA = Illinois Department of Veterans Affairs
 DCEO = Department of Commerce and Economic Opportunity

IDHS = Illinois Department of Human Services
 ISBE = Illinois State Board of Education
 SOS = Illinois Secretary of State

Merchant Spend Dashboard

Monitor. Control. Optimize.

Analyzing your program's performance is integral to its overall success. The Dashboard enables you to quickly and easily see your organization's recent activity, and compare it to prior periods.

Select a Hierarchy Level:

4419-6511-10974

Monthly

Quarterly

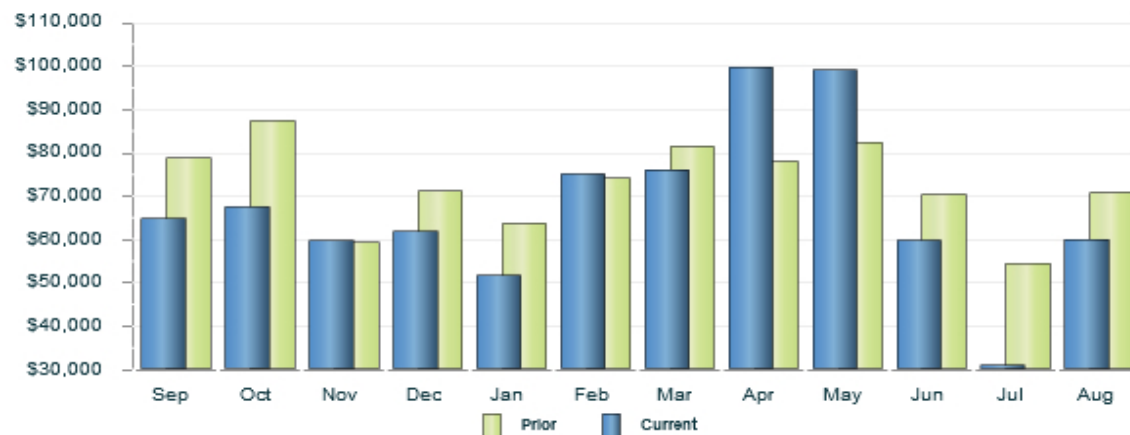
Annually

Year-to-Date

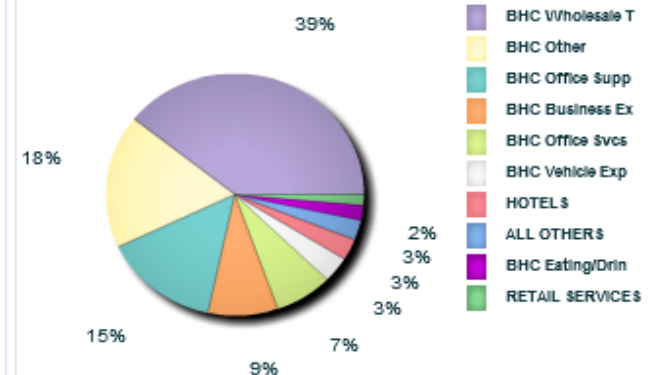
Monthly Snapshot - August 2013

Metric	Current	Prior	Change	% Change
Spending	\$60,287	\$71,091	(\$10,804)	(15.20)%
Transactions	357	342	15	4.39%
Average Purchase	\$168.87	\$207.87	(\$39.00)	(18.76)%

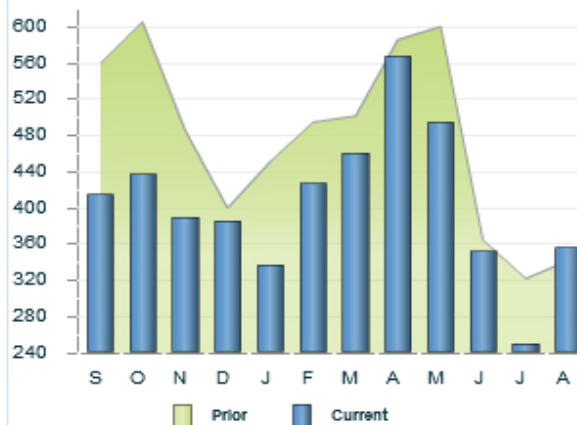
Spending Trend



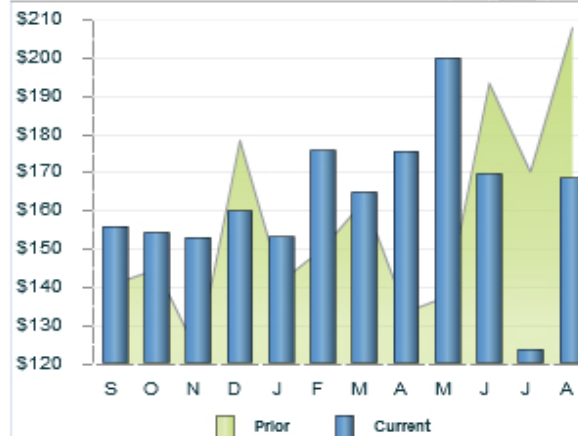
Monthly MCCG Spend - August 2013



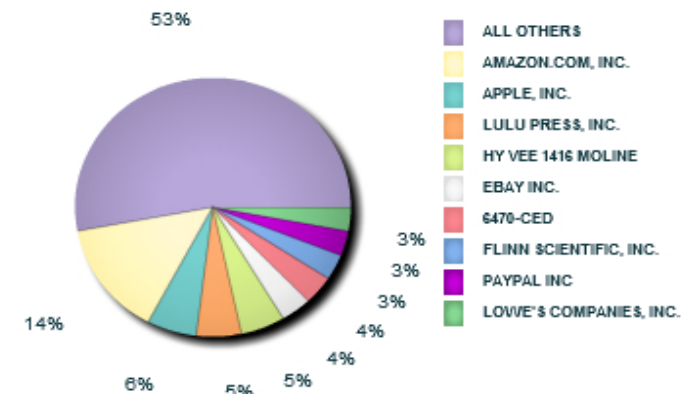
Transaction Trend



Average Purchase Trend



Monthly Merchant Spend - August 2013





East Campus Update
Board of Trustees
September 9, 2013
By Vice President Chanda Dowell

Academic Programs

- ☛ Welding and Veterinary Technician new curriculum and changes were submitted to Curriculum Committee for its September meeting.
- ☛ Enrollment in the Horticulture Certificate and AAS degree program has been suspended due to low enrollments. Curriculum work is underway to amend the AAS in Agribusiness Management to include a Horticulture option. This will be a more efficient, and equally effective, way to educate students with an interest in a career in horticulture. The Horticulture Transfer degree option will remain unchanged.

Facilities

- ☛ The science lab addition opened for instruction on Monday, September 9, 2013. A grand opening is being planned and invitations will be sent.
- ☛ Planning continues on the Welding and Skilled Trades Center. Ground breaking should occur in the spring.
- ☛ The planned, and emergency, water line replacement project around Buildings 1 through 4 is completed and water quality tests are clear.
- ☛ Work continues on the new parking lot addition off of B Lot near Prairie Pointe Apartments. When that work is completed, parking lot resurfacing in Lot A and B will commence.
- ☛ The Police Department is finalizing a project to re-core exterior doors on campus. The project should be implemented this fall and improve security and control access.

Recruiting

- ☛ Plans are underway for participation in the National FFA Convention in Louisville, Kentucky.
- ☛ Tenth day enrollments for the East Campus were strong. Credit hours were up 8.06% and head count was up 2.72%. This is the first semester that headcount has been greater than 1,000 students by tenth day. Not all dually enrolled students were enrolled in Banner by tenth day so numbers should continue to rise.

Student Services and Activities

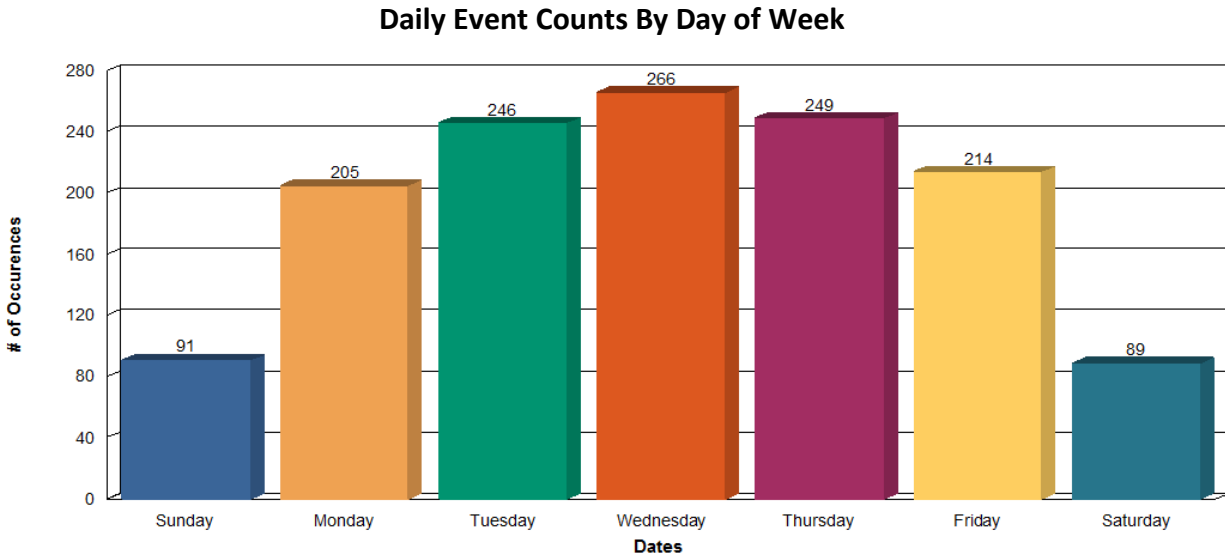
- ☛ Student organizations are off to an active start to the academic year. Ag Business Club hosted a cookout and volleyball tournament, Christians on Campus hosted a general interest meeting that included a Christian rock band performance. Phi Theta Kappa students and faculty advisors volunteered to operate a beverage stand and Ag Mechanics Club faculty and students grilled thousands of pork chops during Kewanee's annual "Hog Days" festival.
- ☛ The annual Fall Feast at East will be held on September 25th over the lunch hour with dueling piano entertainment.
- ☛ A new student organization, collegiate FFA, is working to form.

Marketing and Public Relations Report
September 2013
By John Meineke

- Advertising placement for the Spring 2014 enrollment campaign and minimester is nearly complete. We plan to launch Oct. 21 with two weeks of pre-enrollment advertising to increase awareness. Enrollment opens Nov. 5 and will be supported with print, network and cable TV, radio, outdoor, online, cinemas, and insert advertising as well as on-campus indoor/outdoor electronic and print signage, news releases, myBlackHawk and BHC website announcements. A more detailed report will be included in next month's board report.
- U.S.Rep. Cheri Bustos selected the Quad-Cities Campus to host the third of three regional economic summits in her district. The event was Aug. 28 and was attended by more than 30 area business, industry and education leaders at the invitation of Congresswoman Bustos.
- The mobile website launched in August, and we are working through a few glitches. Comments overall have been positive, and the new site has been well-received. Visits from mobile devices continue to increase with more than 18,000 visits in August 2013, which is 5,814 more than August 2012.
- With the return of students, projects have increased and department members are working with various college departments to provide support for these events and activities. Examples include College Night, Thinker's Throwdown and Parent's Night.
- Our relationship with Mediacom is entering its fourth year, and they will once again videotape eight events for rebroadcast on Mediacom 22, a channel offered to cable subscribers throughout Illinois and parts of Iowa, Minnesota, Wisconsin and Indiana.
- Social media continues to be an important part of the marketing efforts of many colleges and universities. We are tracking the growth rate of Facebook page at 15 Illinois community college to benchmark our efforts. For August, we grew "likes" 4.52%, the second highest growth rate of the colleges we monitor. At the end of August, BHC had 1,875 followers.
- We continue to monitor more than 170,000 online news outlets and social media sites to capture the number of times the college is mentioned online and the value these mentions have in equivalent advertising dollars. In August this value equaled \$115,788. We have consistently averaged more than \$100,000 of advertising value each month through our PR efforts at no cost to the college. An estimated 12.5 million unique visitors viewed BHC content online during the month.
- The Emergency Notification System plays an important role in communicating emergency and bad weather events to student and employee subscribers. We are working with the BHC Police Department and the Student Life Office to increase enrollment at all locations as the fall turns to winter.

BOT Report 09-2013
Prepared by Shawn Cisna
Chief of Police Black Hawk College

For the month of August 2013 the BHC PD recorded 1,360 entries into the reports management system. These entries include incidents, arrests, calls for service, officer training and a variety of other officer daily activities. The chart below represents Daily Event Counts By Day of Week for January.



PROJECTS

District Camera Project

Installation is ongoing

East Campus Science Lab

Black Hawk College PD has installed all of the cores (locks) on the doors in the EC science lab addition. Keys are being issued to staff and faculty as required.

East Campus Fire Alarm System

The fire alarm system at EC is nearing completion. System testing continues.

East Campus Exterior door (re-core)

All exterior doors at the East Campus will be re-cored. The keying system has been in place for at least fifteen years. Most key entry systems are considered compromised after seven years. The replacement cores installed in the exterior doors will provide a new level of building security and restrict access during non-business hours. BHC PD has been coordinating this effort with VP Dowell, and facilities superintendent Ray Jacobs.

TRAINING

Illinois Law Enforcement Training and Standards Board Executive Development Institute

Corporal Matt Shipp has been accepted by the Illinois Law Enforcement Training and Standards Board Executive Development Institute (ILETSBEDI) to attend “Effective Police Supervision *Transformation to Leadership*.” Corporal Shipp was selected from a number of competitive applicants. The three course modules are held in Springfield, IL during three weeks in October, November and December. The training also required web-based modules completed between September and January.

Admission to the program is limited to full-time law enforcement supervisors of public law enforcement agencies who are newly promoted or about to be promoted. Tuition funding is provided by ILETSBEDI.

Fire Extinguisher Training

The BHC PD coordinated fire extinguisher training at the QC and EC campus locations. Participants were trained in the proper use of a fire extinguisher and how to combat a fire. The training was open to faculty, staff and students.

ADMINISTRATIVE

Illinois Campus Law Enforcement Administrators

On September 13th, 2013, Chief Cisna will attend the monthly meeting of ICLEA membership at Moraine Valley College regarding the protocols of the concealed carry law pertaining to college campuses. Additional discussions will include concerns regarding medical marijuana.

Campus Emergency Operations Plan CEOP

The CEOP has been completed and submitted to Dr. Baynum for final approvals.

District Fire Alarm Testing

The required annual fire alarm testing has been conducted at all BHC campus locations.

ITS Updates September 2013
Report by CIO Jon Looney

ITS had a good start to the new semester. The Help Desk has handled 705 calls from semester start until September 9. The department as a whole has created 807 work orders from the semester start until September 9 with 333 work orders closed on first contact. Below is a snapshot of projects in progress and semester start information from different sections of the ITS department.

- **East Campus Science Labs:**
 - Installation for Audio Visual Equipment is complete in all rooms. Instructors have been given an overview of the technology available. Both ITS and the Faculty at East Campus are looking forward to begin utilizing this space in September.
 - A new laptop cart with 30 Dell laptops has been installed in the new labs to support instruction. The laptops feature an extended battery life which will give students 4-6 hours of use per charge.
 - The new labs are also blanketed with wireless network coverage to enable use of the new laptop cart and other technologies into the future.
 - I would like to thank the following ITS staff for their work in making this project go as smoothly as possible: Valerie McArthur, Christy Clayes, Lee Bughman, Brad Mosier, Sue Hamann, Shane Williamson, and Ryan White. Their communications, teamwork, and dedication made the technology possible in this addition.
- **QC Campus Internet Connection**
 - Windstream has began the fiber build out at QC Campus directly after Labor Day. Initial installation is on track for the end of September.
 - Infrastructure staff are working on preparations and planning with the new connection. They are working to integrate and augment our current bandwidth once it is received with minimal disruption to classes.
- **Audio/Visual Telecommunications:**
 - Below is a snapshot of statistics for Audio Visual components installed in classrooms. The stats show the number of hours projectors and flat screens (display devices) were turned on for the month of August. What you will see below is that in 1 year we have increased the number of display devices by 37. However on the average our usage appeared to go down by .88 hours. The very slight drop can most likely be attributed to new usage patterns of the additional rooms.
 - Aug 2012:
 - 81 display devices (projectors and flat screens) were turned on for 3425.52 hours for an average of 42.19 hours.
 - Aug 2013:
 - 118 display devices were turned on for 4875.13 hours for an average of 41.31 hours.

- Please keep in mind the statistics above only include rooms which ITS can monitor remotely. Some rooms received no use during the period and are not included.

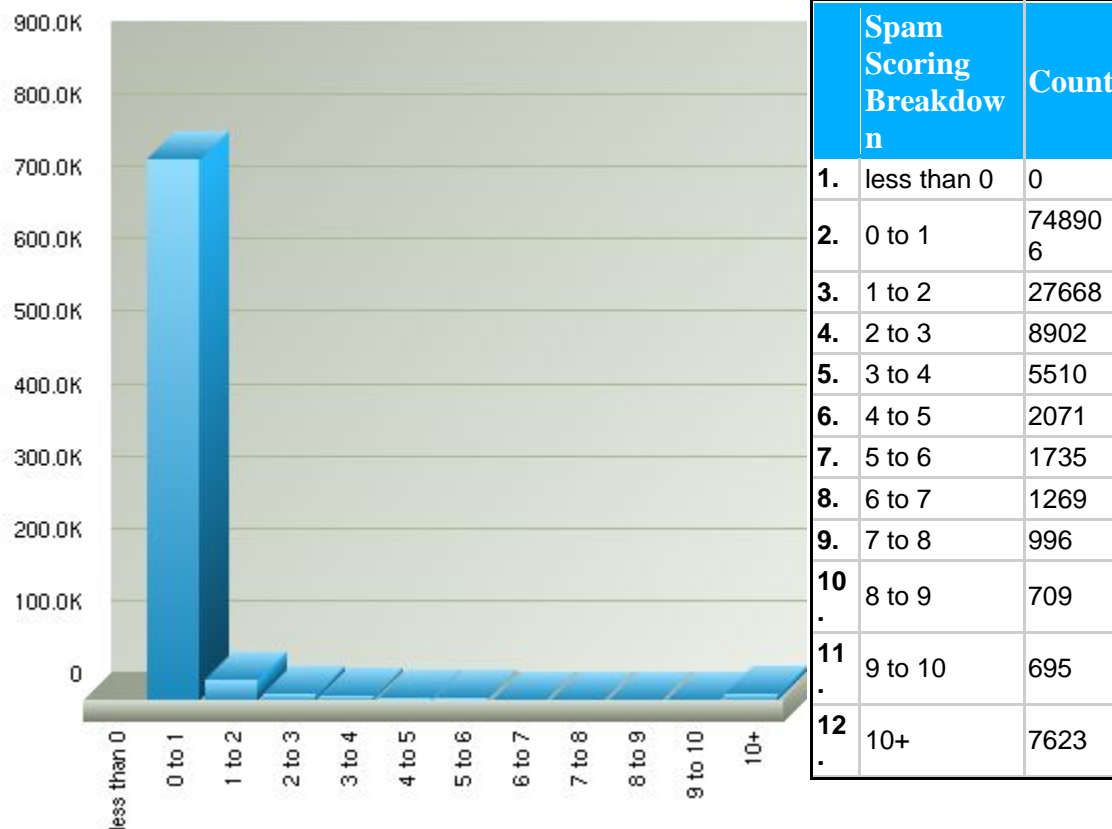
- **Infrastructure Team:**

- Completed the Exchange 2010 migration project by shutting down the last Exchange 2003 server.
- The graph below shows the amount of e-mail messages received and SPAM blocked by the college. The lower the score the more likely it is a legitimate message. The higher the score the more likely it is a SPAM message. During this time 800,000 messages were processed by our email infrastructure.

Spam Scoring Breakdown Report - mailhost1.bhc.edu.bhc.edu [192.168.19.56]

From: 2013-08-19 08:55:00

To: 2013-09-09 08:55:00



- **Administrative Systems:**

- Flexible Registration
 - From Go-Live until September 9: Flex Reg has had 18 different students register electronically for 29 total classes since the system has been available to the public.

- The ITS Help Desk has assisted 4 different callers with Flex Reg since the launch of the software. Assistance has ranged from password resets to walking people through logging on.
- ITS is pleased to announce Jana Arpy in accepting the position of Senior Analyst (Workflow/Administrator). We are very pleased to have Jana in the new position and looking forward to working with in this role.



BLDD Architects, Inc.

5183 Utica Ridge Road, Davenport, Iowa 52807

Phone: 563-359-5777

Black Hawk College Progress Meeting

Time: 9:00 am
Date: Tuesday, August 27, 2013
Place: Black Hawk College

Purpose:

The purpose of this meeting is to review the progress of the all projects in planning, design, bidding, construction, and closeout.

Agenda:

1. Projects in planning, pre-design, or study phases – budget and schedule

a. Building 2 First Floor Toilet Renovations

- i. Project Budget: \$113,000 (total project cost, bond project)
- ii. Schedule:
 1. T 9/3/13 Progress review meeting @ 11 am
 2. W 9/18/13 100% DD/50% CD set issued
 3. T 9/24/13 100% DD/50% CD Review meeting
 4. W 10/16/13 Out to Bid (2 week bidding period)
 5. T 10/22/13 Pre-bid
 6. M 10/28/13 Addendum 1 is issued
 7. TH 10/31/13 Bid opening
 8. TH 11/21/13 Board approval
 9. Construction begins during Winter Break 2013, complete January 2014

b. Building 3 IT/Planning Relocation

- i. Schedule:
 1. T 9/3/13 Progress review meeting @ 10 am
 2. W 9/18/13 100% DD/50% CD set issued
 3. T 9/24/13 100% DD/50% CD Review meeting
 4. W 10/16/13 Out to Bid (2 week bidding period)
 5. T 10/22/13 Pre-bid
 6. M 10/28/13 Addendum 1 is issued
 7. TH 10/31/13 Bid opening
 8. TH 11/21/13 Board approval
 9. Construction begins during Winter Break 2013, complete mid Spring semester

c. Building 2 Lab 214 remodel

- i. Project funding:
 1. PHS FY 2011, Project IV, part B, Quad Cities Campus Building 2 Lab Prep Area 214 Renovation:
 - a. Construction Budget: \$55,700
 - b. Construction Contingency: \$5,600
 - c. A/E Fee: \$6,100

ii. Schedule:

1. T 9/3/13 Progress review meeting @ 11 am
2. W 9/18/13 100% DD/50% CD set issued
3. T 9/24/13 100% DD/50% CD Review meeting
4. W 10/16/13 Out to Bid (2 week bidding period)
5. T 10/22/13 Pre-bid
6. M 10/28/13 Addendum 1 is issued
7. TH 10/31/13 Bid opening
8. TH 11/21/13 Board approval
9. Winter Break 2013 Construction

d. **Building 1 Library Renovation**

i. Project funding:

1. PHS FY 2012, Project IX, Quad Cities Campus Building 1 Curtain Wall Replacement:
 - a. Construction Budget: \$255,000
 - b. Construction Contingency: \$25,500
 - c. A/E Fee: \$23,800
 - d. Reimbursable allowance: \$500
2. QCC Building 1 Library Elevator – partially funded through 2011 PHS (costs below are for Library elevator modernization from FY 2011 PHS report) :
 - a. Construction Budget: \$135,000
 - b. Construction Contingency: \$13,500
 - c. A/E Fee: \$14,900
3. Bond funds: \$680,000

ii. Tentative Schedule:

1. T 9/3/13 Programming meeting with committee @ 1 pm
2. W 10/23/13 100% DD set issued
3. T 10/29/13 100% DD Review meeting
4. W 11/20/13 75% CD set issued
5. T 11/26/13 75% CD Review meeting
6. W 12/4/13 Out to Bid (2 week bidding period)
7. T 12/10/13 Pre-bid
8. M 12/16/13 Addendum 1 is issued
9. TH 12/19/13 Bid opening
10. TH 1/16/13 Board approval
11. Summer 2014 Construction
12. **After discussion it was determined that the project could go to the February Board meeting for approval. This schedule will be revised.**

e. **PHS Projects**

i. Possible Schedule

1. T 8/27/13 Kickoff meeting
2. T 10/1/13 PHS Report is due
3. TH 10/17/13 PHS Report Board approval – submit to ICCB
4. TH 11/14/13 Estimated date of approval from ICCB
5. W 12/11/13 100% DD set issued
6. T 12/17/13 100% DD Review meeting
7. W 1/15/14 50% CD set issued
8. T 1/21/14 50% CD Review meeting
9. W 2/5/14 Out to Bid (2 week bidding period)
10. T 2/11/14 Pre-bid
11. M 2/17/14 Addendum 1 is issued
12. TH 2/20/14 Bid opening
13. TH 3/13/14 Board approval

14. Summer 2014 Construction

f. Kewanee Welding Lab Study

- i. Project will go to a September board meeting for concept approval.
- ii. BLDD will work on having a foundation package out to bid on 9/25 in order to get approval at the October board meeting. These bids will be due on 10/10.

2. Projects in design

3. Projects in bidding

- a. East Campus Building B Bridge Replacement, BHC # 781401-7901052-53411-79, BLDD # 135UX05.400
 - i. Project schedule:
 1. Bids will be due on August 29th.
 2. BHC Board meeting September 19th.

4. Projects under construction

- a. Phase 3 Parking and Roadways, BHC # 7619-780104-53411-78, BLDD # 135UX06.400
 - i. Project Schedule:
 1. Construction to begin on September 3rd
 2. First coordination meeting scheduled for Tuesday, September 10th at 9 am on QCC.
 - ii. Change Order and Contingency Update
 1. Construction Cost: \$435,367.35
 2. Contingency Allowance (10%):
 - a. QCC Contingency: \$24,607.69
 - b. EC Contingency: \$18,929.05
 3. Contingency used to date: \$0
 4. A/E: \$56,800.
 5. Reimbursables (to date, includes printing): \$1,860.37 (not to exceed \$4,200)
- b. Science Lab Addition, BHC #7621-78104-53411-19, BLDD # 115UX26.400
 - i. Change Order and Contingency Update
 1. Construction Cost: \$2,334,000.00
 2. Contingency Allowance (8%): \$186,720.00
 3. Contingency used to date (through CO 21): \$57,880
 4. A/E: \$237,128.00
 5. Reimbursables (to date): \$13,782.0
 - ii. Project schedule:
 1. Punch list was performed on Monday, August 26, 2013.
- c. East Campus Sanitary Sewer Improvement, BHC # 731301-78103-53411-78, BLDD # 125UX18.400
 - i. Project is Substantially Complete
 - ii. Change Order and Contingency Update
 1. Construction Cost: \$ 179,770.00
 2. Contingency: \$26,218.70 (revised PHS report, was originally 10%, \$17,977)
 3. Contingency used to date: \$26,218.70
 4. A/E: \$15,500.00
 5. Reimbursables (to date): \$74.65
 - iii. Outstanding issues:

1. There is an issue with an unpaid invoice to Needham Excavating that should be put back on Valley Construction. BLDD issued a letter to help resolve this matter on Monday, August 26, 2013.
 2. A light pole is located too close to the sewer line and may need to be relocated.
 3. Contractor retainage is still being held until these issues are resolved.
- d. East Campus Auto Shop HVAC Upgrade, BHC #731207-78103-53411-78, BLDD # 115UX11.403
- i. Schedule: Project is Substantially Complete
 - ii. Change Order and Contingency Update
 1. Construction Cost: \$136,100.00
 2. Contingency used to date: \$0.00
 3. A/E: \$10,000.00
 4. Reimbursables (to date): \$708.10
 - iii. Outstanding issues: Record drawings and O&M manuals have been received, reviewed and returned to the Contractor. One the Contractor revises these items the project can be closed out.
- e. Phase 2 Elevator Modernization, BHC # 731102-780103-53411-78, BLDD # 102UX18.408
- i. Schedule:
 1. Building 2 construction is 95% complete.
 2. Building 1 construction is 95% complete.
 - ii. Change Order and Contingency Update
 1. Building 1:
 - a. Base Bid: \$197,237
 - b. Total Change Orders: \$47,374.62
 - c. Total Contract Sum to Date: \$244,611.62
 2. Building 2:
 - a. Base Bid: \$140,463
 - b. Total Change Orders: -18077.67 (includes -\$22,200 of voluntary VE items from Kone)
 - c. Total Contract Sum to Date: \$122,385.33
 - iii. Outstanding issues: A new sump pump may be required for Building 1.
- f. Expand East Campus Parking, CDB #810-004-007, BLDD # 115UX20.400
- i. Schedule: There is \$300,594 available for construction. The lowest responsible bid was from Advanced Asphalt, for \$279,130, leaving \$21,464 for construction contingency. Advanced Asphalt has been given authorization to proceed.
 1. The scheduled date of Substantial Completion is September 21, 2013.
 2. The scheduled date of Final Completion is October 20, 2013.
- g. EC Fire Alarm Upgrades, BHC # 731302-780103-53411-78, BLDD # 125UX28.400
- i. Status: Project is under construction
 - ii. Change Order and Contingency Update
 1. Construction Cost: \$598,342.00
 2. Contingency Allowance (5%): \$29,917.10
 3. Contingency used to date (CO 01 -CO 03): \$18,131.00
 4. A/E: \$66,500.00
 5. Reimbursables (to date): \$1,928.45
 - iii. Outstanding issues:
 1. The EC fire alarm system cannot communicate with the QCC system. The College is requiring that this be resolved.
- h. EC HVAC Upgrades, multiple project numbers
- i. Change Order and Contingency Update

1. Contingency Overall: \$34,675 (10%)
 - ii. EC Bldg A - Lower Level RTU Replacement
 1. Construction Cost: \$157,600.00
 2. Value Engineering: -\$8,500.00
 3. Contingency used to date: \$0.00
 4. A/E: \$12,500.00
 5. Reimbursables (to date): \$1,080.40
 - iii. EC Arena - Classroom/Office HVAC Upgrade
 1. Construction Cost: \$155,500.00
 2. Value Engineering: -\$12,050.00
 3. Contingency used to date: \$0.00
 4. A/E: \$9,500.00
 5. Reimbursables (to date): \$3,713.20
 - iv. EC Arena - Yard Hydrant Replacement
 1. Construction Cost: \$44,000
 2. Value Engineering: -\$20,100.00
 3. Contingency used to date: \$2,100
 4. A/E: \$4,200.00
 5. Reimbursables (to date): \$74.20
 - v. EC Bldg A Split System
 1. Construction Cost: \$15,100.00
 2. Contingency used to date: \$0.00
 3. A/E: \$4,000.00
 4. Reimbursables (to date): \$0.00
 - vi. CEC (Kewanee) - Split Systems
 1. Construction Cost: \$13,100.00
 2. Contingency used to date: \$0.00
 3. A/E: \$2,000.00
 4. Reimbursables (to date): \$0.00
 - i. QCC Building 3 Pool HVAC System Replacement, BHC # 731206-780103-53411-78, BLDD # 115UX11.405
 - i. Status: Project is under construction
 - ii. Change Order and Contingency Update
 1. Construction Cost: \$420,069 (after VE)
 2. Contingency Allowance (5%): \$21,003.45
 3. Contingency used to date: \$0
 4. A/E: \$37,000
 5. Reimbursables (to date): \$646.82
5. Project Closeout
- a. Business Office Remodel, CDB # 810-004-006, BLDD #102UX19.400
 - i. All closeout documentation has been submitted to CDB for final closeout.
 - b. Student Services Center, BHC # 7601-71101-53411-71, BLDD # 115UX03.400
 - i. Project construction is complete and BLDD has processed the final application for payment. BLDD will provide BHC with a Statement of Final Completion for ICCB.
 - ii. Bush Construction will be on site to fix the retaining wall guard rail.

- c. AHU-120 Replacement, BHC # 731201-78103-53411-78, BLDD # 115UX11.404
 - i. Project construction is complete and BLDD has processed the final application for payment. BLDD will provide BHC with a Statement of Final Completion for ICCB.
- 6. Other Business
 - a. PHS FY 2011, Project III, Water Main Feed Renovation at East Campus
 - i. Project is underway. BHC will provide BLDD with a final cost for closeout purposes once the project has been completed.
- 7. New Business
 - a. PHS FY 2014 Kickoff
 - i. Projects may include Outreach Center elevators and a generator at Building 3.
 - ii. A project list will be developed at the 9/9 Capital Committee meeting.
 - iii. The report will be due to BHC on 10/1.
- 8. The next meeting was scheduled for Wednesday, September 25th at 9:00 am.

Position Status Report for PC

9/10/2013 BOT

Positions Pending Approval	#	Status	Location	Comment	Replacement For?
N/A					

Positions In Process				Comment	Replacement For?
N/A					

Currently Posted Internally				Comment	# of Active Apps
Custodian I	1	PT	QC	Closes 9/13/13	15

Currently Posted Externally				Comment	# of Active Apps
Custodian I	1	PT	QC	Closes 9/13/13	15
Dean of Business Development and Technology	1	FT	QC	Closes 9/22/13	15
Payroll Manager	1	FT	QC	Continuous - initial review 9/4/13	38

Closed and In Process					
AA/EEO Officer	1	PT	QC	Committee screening applications	33
Ag Facilities Assistant	1	PT	EC	Committee screening applications	10
Console Monitor	2	PT	QC	Referencing candidate	2
Employment Specialist - HR Generalist	1	PT	QC	Committee screening applications	66
Finance System Administrator	1	FT	QC	Interviews scheduled 9/12/13	13
HVAC Mechanic	1	PT	QC	Referencing candidate	5
IT Systems Manager	1	FT	QC	Committee screening applications	14
Learning Resource Center Coordinator	1	FT	EC	HR screening applications	19
Mathematics Instructor	1	FT	EC	HR screening applications	17
Mathematics Instructor	1	FT	QC	HR screening applications	13
Office Assistant I	1	PT	CEC	Committee reviewing applications	51
Outreach Coordinator III (Literacy Program)	1	FT	IWNC	Interviews scheduled 9/10-11/13	30
Police Officer	1	PT	EC	HR screening applications	19
Program Assistant SSC	1	PT	QC	Committee screening applications	12
Recruitment Coordinator/Admissions Advisor	1	FT	QC	Offer pending	96
Recruitment Coordinator	1	FT	EC	HR screening applications	76
Student Retention Coordinator	1	FT	QC	HR screening applications	61

Filled				Comment
N/A				

Target Start Dates: September 23

Positions on Hold				Comment	Replacement For?
Computer Science Instructor	1	FT	QC	On hold	Higbee/White
Dual Credit/Dual Enrollment Coordinator	1	PT	QC	On hold	Gail McCullough



MEMORANDUM OF UNDERSTANDING AND ACKNOWLEDGEMENT

Head Coach

By signing this Memorandum of Understanding and Acknowledgement, I am attesting that the information contained in my contract has been explained to me in a comprehensible and clear manner. I further acknowledge and understand that in my position, I am required to perform the following the duties:

- Instruct the student-athletes on the fundamentals, proper training methods, strategies, safety precautions, and health measures pertaining to the sport.
- Conduct and attend regularly scheduled practices and games.
- Research, select, and maintain equipment and supplies for the sport.
- Assist in planning, scheduling, and development a season schedule.
- Develop and teach the student-athletes the concepts of teamwork, morale, sportsmanship, courtesy, fair play, academic excellence, and strict adherence to rules of training and conduct.
- Responsible for public relations (newspaper, television, web).
- Responsible for the development of a competitive athletic program within the entire program.
- Attend and participate as decision-maker in all meetings required by Region IV, the Arrowhead Conference and/or the Athletic Director.
- Develop a recruiting regime for the program including recommending in writing to the Director of Athletics the student candidates for Achievement Awards.
- Assists in Managing expenditures allotted for meals, lodging, entry fees or any other necessary expenses.
- Lead fundraising efforts.
- Responsible for planning and conducting award activities.
- Assists in the planning of the Regional or District Tournament when the Quad City campus is hosting the event.
- Research and recruit prospective student-athletes for the athletic program.
- Responsible for the recording, tabulating and reporting of game and season statistics.
- Assist with driving/transporting team members to away events.
- Assist and participate in the budget administration of the athletic program.
- Instruct all members of the team of all policies, procedures, and training rules applicable to the team.
- Oversight of compliance of all policies, procedures, and training rules applicable to the team.
- Monitor the academic progress of each student-athlete in any course.
- Assume responsibility for the conduct of the student-athletes and other involved students at all times.
- Teach the student-athletes the concepts of time management and appropriate balancing of coursework schedules.
- Responsible for submitting Annual Report to the Director of Athletics including season records, individual statistics, athletic award winners, goals for the next season and his/her inventory of equipment.

I further acknowledge my understanding that my position is part-time and that the College does not require or allow me to work more than an average of 27 hours a week over a 52 week period, pursuant to Black Hawk College Administrative Guideline 3-3.5.

HEAD COACH

Date

ATHLETIC DIRECTOR

Date

VICE PRESIDENT

Date



MEMORANDUM OF UNDERSTANDING AND ACKNOWLEDGEMENT

Assistant Coach

By signing this Memorandum of Understanding and Acknowledgement, I am attesting that the information contained in my contract has been explained to me in a comprehensible and clear manner. I further acknowledge and understand that in my position, I am required to perform the following the duties:

- Instruct the student-athletes on the fundamentals, proper training methods, strategies, safety precautions, and health measures pertaining to the sport.
- Work with the Head Coach in researching and selecting equipment and supplies for the sport.
- Work with the Head Coach in planning, scheduling, and developing a season schedule.
- Assume the responsibilities for the development of a competitive athletic program within the entire program.
- Fulfill head coaching in the absence of the Head Coach.
- In the absence of the Head Coach, attend and participate as decision-maker in all meetings required by Region IV, the Arrowhead Conference and/or the Athletic Director.
- Assist in the development of a recruiting regime for the program.
- Assist in fundraising efforts.
- Research and recruit prospective student-athletes for the athletic program.
- Assist with the recording and tabulating of game statistics.
- Assist with driving/transporting team members to away events.
- Assist and participate in the budget administration of the athletic program.
- Instruct all members of the team of all policies, procedures, and training rules applicable to the team.
- Assist in oversight of compliance of all policies, procedures, and training rules applicable to the team.
- Monitor the academic progress of each student-athlete in this course and in other courses in conjunction with the Head Coach.
- Assume responsibility for the conduct of the student-athletes and other involved students at all times.
- Assist in teaching the student-athletes the concepts of time management and appropriate balancing of coursework schedules.
- Develop and teach the student-athletes the concepts of teamwork, morale, sportsmanship, courtesy, fair play, academic excellence, and strict adherence to rules of training and conduct.

I further acknowledge my understanding that my position is part-time and that the College does not require or allow me to work more than an average of 10 hours a week over a 52 week period, pursuant to Black Hawk College Administrative Guideline 3-3.5.

ASSISTANT COACH

Date

ATHLETIC DIRECTOR

Date

VICE PRESIDENT

Date



Statement of SURS Annuity Status

As a condition of continued employment at Black Hawk College, you must verify and submit the following information.
This form must be returned to Human Resources by **Monday, September 30, 2013.**

Purpose

The Illinois General Assembly enacted a "Return to Work" law, 40 ILCS 5/15-139.5, effective August 1, 2013, requiring participating higher education institutions to ascertain the retirement status of current and prospective employees as related to coverage by the State Universities Retirement System (SURS). Black Hawk College is requesting the following information to comply with this law.

Please complete the following questions.

1. I am a SURS annuitant based on my own retirement record (annuitant status is not based on SURS survivor benefits or SURS disability benefits).

Yes

No

If Yes, go to Question 2. If No, go to Question 12.

2. My Social Security Number is: _____ - _____ - _____

3. My SURS member number is: _____

4. As a SURS annuitant, I received/am receiving my annuity in the following form:

a) Self-Managed Plan

b) Lump Sum Payment

c) Monthly Annuity Payments

5. I previously worked for Black Hawk College.

Yes

No

6. I understand I am responsible to monitor my annual or monthly earnings limitation as determined by SURS, which is not the same as my 40% of highest annual rate of earnings limit as used for the "Return to Work" legislation.

7. My highest annual rate of earnings earned prior to retirement, as provided by SURS is _____.

Please attach a copy of your Earnings Limitation letter from SURS or a letter from SURS stating your highest annual rate of earnings earned prior to retirement.

8. Since becoming a SURS annuitant, list all places of employment or anticipated employment at SURS covered employers beginning on or after August 1, 2013. Determining whether you meet the criteria for an “Affected Annuitant” under the definition in the *Return to Work Act* is based on your combined employment at all SURS covered employers. Therefore, we must have this information.
- *If you are unsure if an employer is a “SURS covered employer,” please see the list of SURS Covered Employers attached to this form.*

Employer	Number of Weeks Worked	Dates Worked	Gross Pay for that Job/Position

Please carefully read the following before answering Question 9.

A person receiving a retirement annuity from the system becomes an “**Affected Annuitant**” on the first day of the academic year following the academic year in which the annuitant initially meets **both** of the following conditions:

- 1) Works more than **18 paid weeks** that occur after August 1, 2013. This condition is cumulative and not particular to any single academic year; **and**
- 2) Receives compensation during an academic year beginning after August 1, 2013 that is **greater than 40% of the highest annual rate of earnings** earned prior to retirement.

9. I am an **Affected Annuitant** under Illinois law, 40 ILCS 5/15-139.5

Yes No

10. I will become an **Affected Annuitant** as defined by SURS above, based on my current academic year earnings or my anticipated academic earnings for which I am employed with any SURS covered employer.

Yes No

11. Was any of the employment or compensation listed in your answer to Question 8 certified to SURS as being paid from federal, corporate, foundation, trust funds, or grants of state funds that identify the principal investigator by name?

Yes No

12. I am competent and an adult over 18 years of age.

Yes No

Acknowledgement and Certification

I certify that to the best of my knowledge the information provided to Black Hawk College in this form is true and complete as of this date. I understand that false answers, statements, or omissions of any information requested here shall be sufficient grounds for disqualification from employment or immediate termination of employment.

I hereby give Black Hawk College permission to investigate my SURS annuitant status, including my earnings and employment status at other SURS covered employers.

I further promise, that if I accept additional employment with a SURS covered employer, I will notify Black Hawk College by obtaining an "Additional Employment with SURS Covered Employer" form from Human Resources and submitting such form within 10 days of accepting the new employment.

Completion of this form does not bind Black Hawk College, the State Universities Civil Service System, or any institution or agency served by it, nor does it indicate that there are any positions open or available.

Employee Name (Print)

Date

Employee Signature

Participating SURS Employers

1. Black Hawk College
2. Board of Examiners
3. Carl Sandburg College
4. Chicago State University
5. City Colleges of Chicago
6. *City-Wide (administrative office); Dawson Technical Institute; Harold Washington; Kennedy King; Malcolm X; Olive Harvey; Richard J. Daley; Truman; Wright*
7. College of DuPage
8. College of Lake County
9. Danville Area Community College
10. Eastern Illinois University
11. Elgin Community College
12. Governors State University
13. Heartland Community College
14. Highland Community College
15. Illinois Board of Higher Education
16. Illinois Central College
17. Illinois Community College Board
18. Illinois Community College Trustees Association
19. Illinois Eastern Community Colleges
20. Illinois Mathematics & Science Academy
21. Illinois State University
22. Illinois Valley Community College
23. John A. Logan College
24. John Wood Community College
25. Joliet Junior College
26. Kankakee Community College
27. Kaskaskia College
28. Kishwaukee College
29. Lake Land College
30. Lewis & Clark Community College
31. Lincoln Land Community College
32. McHenry County College
33. Moraine Valley Community College
34. Morton College
35. Northeastern Illinois University
36. Northern Illinois University
37. Northern Illinois University Foundation
38. Oakton Community College
39. Parkland College
40. Prairie State College
41. Rend Lake College
42. Richland Community College
43. Rock Valley College
44. Sauk Valley College
45. Shawnee College
46. South Suburban College
47. Southeastern Illinois College
48. Southern Illinois Collegiate Common Market
49. Southern Illinois University-Carbondale
50. Southern Illinois University School of Medicine
51. Southern Illinois University-Edwardsville
52. Southern Illinois University Foundation-Edwardsville
53. Southwestern Illinois College (*formerly Belleville Area College*)
54. Spoon River College
55. State Universities Civil Service System
56. State Universities Retirement System
57. Triton College
58. University of Illinois Alumni Association
59. University of Illinois-Chicago
60. University of Illinois Foundation
61. University of Illinois-Springfield
62. University of Illinois-Urbana
63. Waubonsee Community College
64. Western Illinois University
65. William Rainey Harper College

ANNUAL STUDENT ENROLLMENT AND COMPLETION REPORT (A1)

INTRODUCTION

The FY2013 Annual Student Enrollment and Completion Report, otherwise known as the A1 report, was completed and submitted on time to the Illinois Community College Board on July 26th, 2013.

The Annual Student Enrollment and Completion report is used to inform the Illinois Community College Board (ICCB) on all students who were officially enrolled in a credit course (ICCB's definition of a credit course is one that generates apportionment) at Black Hawk College during the Summer 2012 term through the Spring 2013 term.

Another focus of the A1 report is student completions. The College identifies everyone who has received a certificate or degree during the aforementioned fiscal year, including those students who were awarded their certificate and degree in FY2013, but were not officially enrolled during the fiscal year. Additionally, the College reports any students who earned their GED or high school diploma after enrolling in Black Hawk College's Optional Education Youth GED program.

The A1 report provides the ICCB with 125 different pieces of data per student. Samples of data elements include:

- Student demographics (i.e., gender),
- Residency (i.e., county and state),
- Total number of credit hours enrolled and earned, including
 - Online
 - Developmental
 - Dual
- Student's major
- Any special statuses (e.g., disabilities or veterans)
- Completions and
- Various kinds of Financial Aid received

REPORT ANALYSIS

ANNUAL STUDENT HEADCOUNT: After peaking in FY2010, the college has experienced a steady three-year decline in student enrollment and is at a seven year low. For FY2013, the College had 11,773 students enrolled in an apportionment-generating course, which is a 3.8% decrease from FY2012. See Figure 1 for the total annual student headcount by fiscal year.

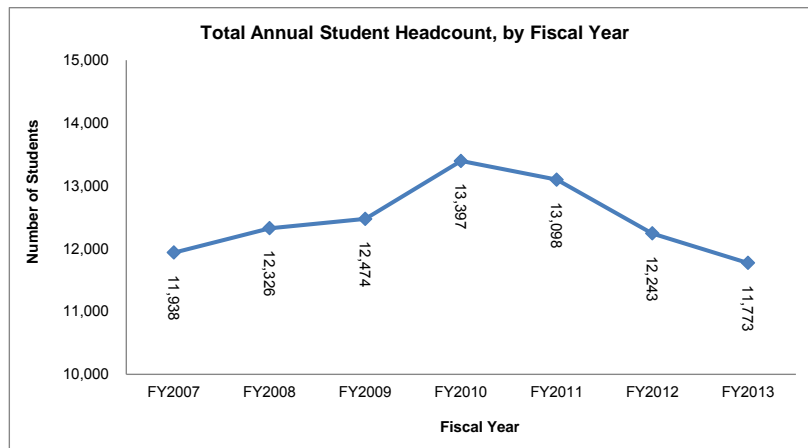
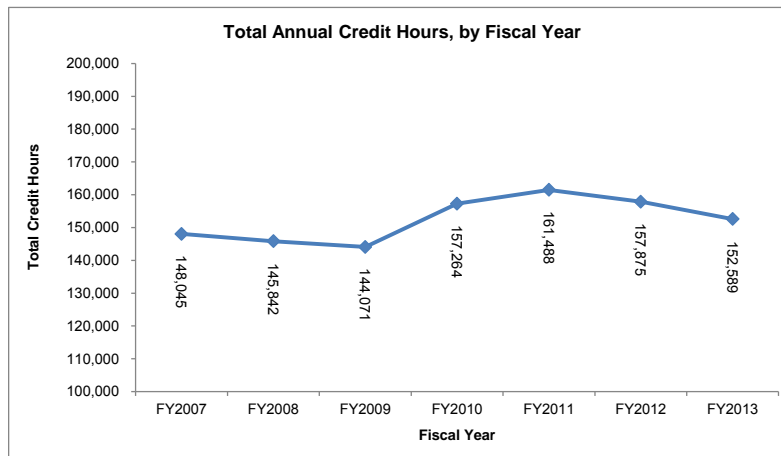


Figure 1

ANNUAL CREDIT HOUR GENERATION: Credit hour generation peaked in FY201. For FY2013, the College generated 152,588.7 apportionment-eligible credit hours,



which is a 3.3% decrease from FY2012. See Figure 2 for the total annual apportionment-eligible credit hours by fiscal year.

Figure 2

COMPLETIONS: For FY2013, the College awarded 862 students a certificate or degree, an increase of 28.3% from FY2012. Forty-four of the 862 were students that received their degree or certificate in FY2013, however, were not enrolled in FY2013. In addition, ninety-three students earned their GED (down from 107 in FY2012) and thirty-four earned their high school diploma (down from 40 in FY2012). See Figure 3 for the total number of students awarded a degree, certificate, GED and high school diploma by fiscal year.

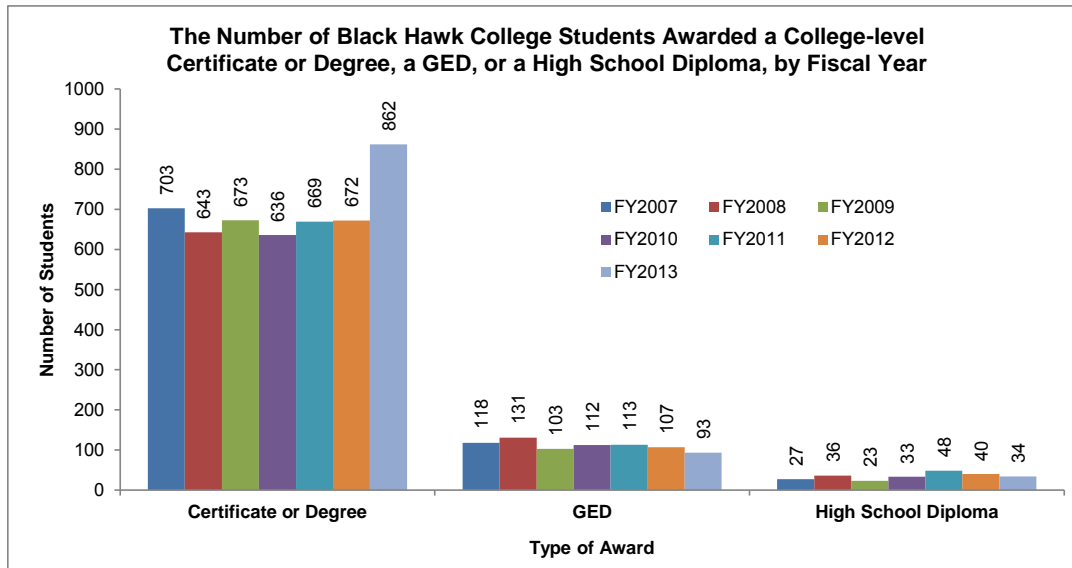


Figure 3

Overall, 935 awards (degrees, certificates, GED and High School Diploma) were awarded in FY2013, an increase of 27.2% from FY2012. Most of this increase comes from the number of students, including some dual students, being awarded the 8-hour Basic Nursing Assistant Training Program certificate. See Figure 4 for the total number of Associate's degrees, Associate's in Applied Science degrees and certificates awarded by fiscal year.

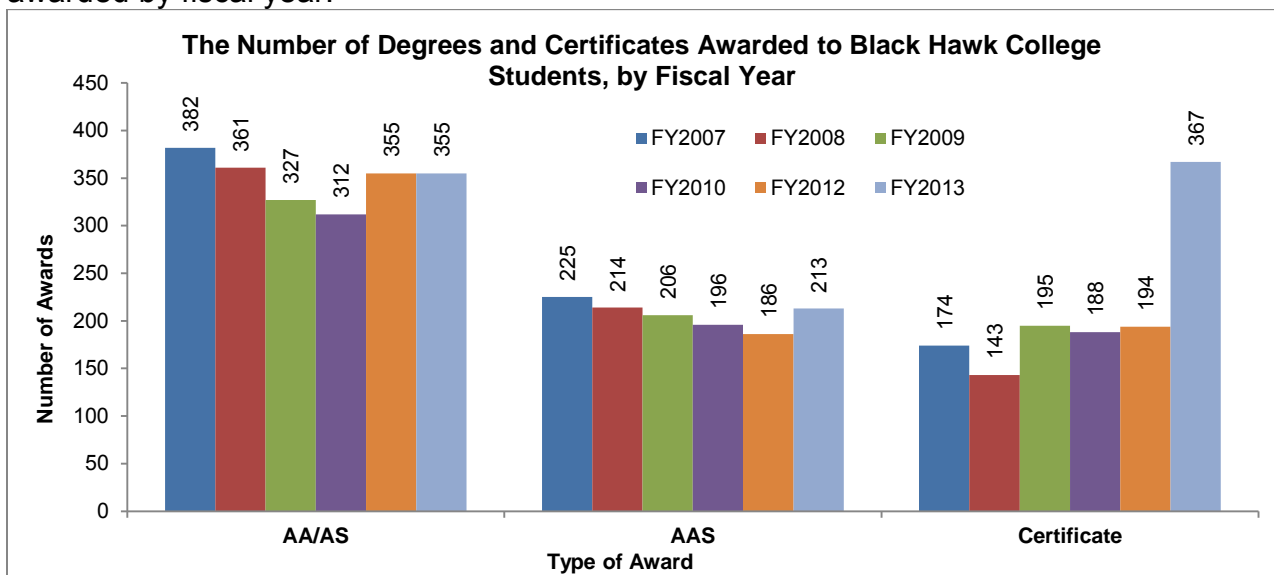


Figure 4

ANNUAL STUDENT IDENTIFICATION REPORT

INTRODUCTION

The FY2013 Annual Student Identification Report, otherwise known as the ID report, was completed and submitted on time to the Illinois Community College Board on August 26th, 2013.

The Annual Student Identification report is used to inform the Illinois Community College Board (ICCB) on the names and demographic information of all students who were officially enrolled in a credit course at Black Hawk College during the Summer 2012 term through the Spring 2013 term. (ICCB's definition of a credit course is one that generates apportionment and includes courses in the Adult Education area.)

The ID report provides the ICCB with the following information: gender, birthdate, full name, ethnicity/race, address, including city, state and zip, and the College's internal 9-number. These data are also reported in the Annual Enrollment and Completion (A1) Report.

REPORT ANALYSIS

GENDER: Figure 1 displays the distribution of students enrolled in FY2013 by their gender.

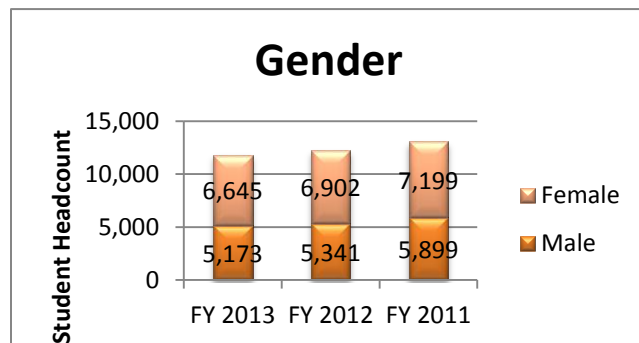


Figure 4

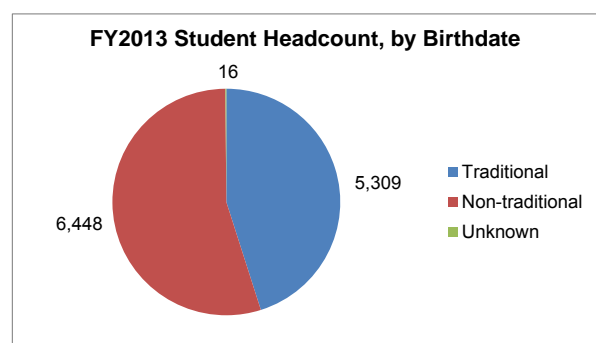


Figure 2

AGE: Figure 2 displays the distribution of traditional versus non-traditional students enrolled in FY2013. Traditional students are under the age of 25. Conversely, non-traditional students are 25 and older. In addition, there were a handful of students who choose not to provide their date of birth.

ETHNICITY: Figure 3 displays the distribution of students enrolled in FY2013 by their ethnicity and race.

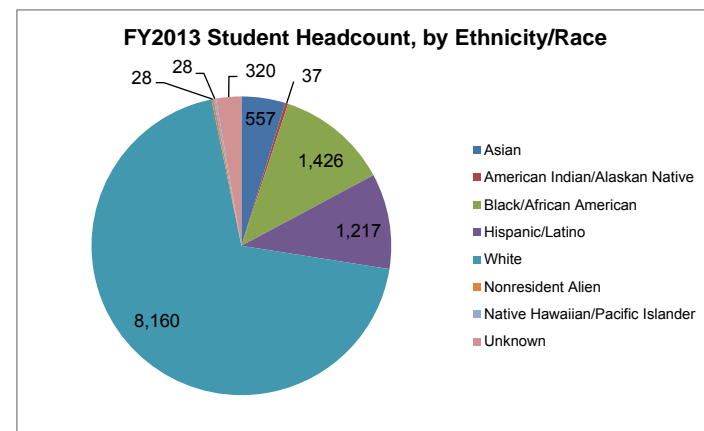


Figure 3

RESIDENCY: Lastly, 93.2% of the students enrolled in FY2013 were from the State of Illinois. Another 6.3% of the students were from the State of Iowa. The remaining half percent (or 52 students) were from twenty-five different states. Wisconsin and Indiana were the only states that had more than three students enrolled at Black Hawk College in FY2013.

ICCTA MEETING AND CONVENTION SCHEDULE

ICCTA SEMINARS (Fridays) & BOARD OF REPRESENTATIVES (Saturdays): (unless otherwise noted)

September 13 – 14, 2013	Crowne Plaza Hotel, Springfield, IL
November 8 – 9, 2013	Hyatt Regency, Schaumburg, IL
March 14 – 15, 2014	TBA, Chicago Area
April/May 2014 (TBA)	TBA, Springfield, IL

ICCTA LOBBY DAY:

April/May 2014 (TBA)	INB & State Capitol Complex, Springfield, IL (Wednesday)
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ICCTA ANNUAL CONVENTION:

June 6 – 7, 2014	TBA
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ICCTA REGIONAL AND OTHER MEETINGS:

August 2014	Executive Committee Planning Session, TBA
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ILLINOIS COUNCIL OF COMMUNITY COLLEGE PRESIDENTS (ILCCCP):

September 12 – 13, 2013	Crowne Plaza Hotel, Springfield, IL
October 24 – 25, 2013	Waubensee Community College, Aurora, IL (Thur); Rich Harvest Farms, Sugar Grove, IL (Fri)
November 7 – 8, 2013	Hyatt Regency, Schaumburg, IL

ICCB MEETINGS:

September 20, 2013	Black Hawk College, Moline
November 15, 2013	Harry L. Crisp II Community College Center, Springfield, IL
December, 2013	Subject to Call
January 24, 2014	Harry L. Crisp II Community College Center, Springfield, IL
March 21, 2014	Danville Area Community College, Danville, IL
June 2014	TBA
July 2014	Subject to Call
September 19, 2014	Kishwaukee College, Malta
November 21, 2014	Harry L. Crisp II Community College Center, Springfield, IL
December 2014	Subject to Call

IBHE MEETINGS:

August 6, 2013	University of Chicago, Chicago, IL
October 1, 2013	University of Illinois at Chicago, Chicago, IL
December 10, 2013	Governors State University, University Park

ICCB SAC MEETINGS:

September 13 – 14, 2013	Crowne Plaza Hotel, Springfield, IL
November 8 – 9, 2013	Hyatt Regency, Schaumburg, IL
March 14 – 15, 2014	TBA

ACCT/AACC EVENTS:

October 2 – 5, 2013	ACCT Annual Leadership Congress, Seattle, WA
February 10 – 13, 2014	ACCT National Legislative Summit (NLS), Marriott Wardman Park Hotel, Washington, DC

OTHER DATES/MEETINGS:

September 20, 2013	ISAC Meeting, Governors State University, University Park, IL
October 22 – 24, 2013	Illinois General Assembly – Veto Session
November 5 – 7, 2013	Illinois General Assembly – Veto Session
November 13, 2013	ISAC Meeting, Niles West High School, Skokie, IL
April 1, 2014	PTK Banquet, Crowne Plaza Hotel, Springfield, IL
April 2, 2014	Student Advocacy Day, Crowne Plaza Hotel, Springfield, IL
March/April (TBA)	2014 Professional Administrative Assistants Conference, Springfield, IL