

**AGENDA
OPEN SESSION
Thursday, September 20, 2012**



BOARD OF TRUSTEES

You are hereby notified of a regular meeting of the Board of Trustees of Community College District #503 on **Thursday, September 20, 2012, at 6 p.m.** The meeting will be held in the **Black Hawk Room on the Quad-Cities Campus of Black Hawk College, 6600 34th Avenue, Moline, IL, 61265.**

September 13, 2012
David L. Emerick Jr. , Secretary

I. CALL TO ORDER

II. ROLL CALL

Dorothy W. Beck	_____	Jerry W. Lack	_____
Sonia R. Berg	_____	John McCooley	_____
David L. Emerick	_____	Evelyn L. Phillips	_____
Donna M. Frye	_____	Kylee Fox	_____

III. PLEDGE OF ALLEGIANCE

IV. MINUTES

- A. Approval of the Minutes of the Regular Meeting of [August 16, 2012](#).

Moved by: _____ Seconded by: _____

V. EMPLOYEE / PUBLIC COMMENT

- A. Core Value Reflection
Respect: We will treat other with positive regard and esteem.
- B. Faculty Senates: QC – Dr. Doug Davidson, EC – Dr. Jeff Hawes
- C. IFT Faculty & Pro Tech Unit
- D. UAW Support Staff Unit
- E. IFT Adjunct Faculty Unit
- F. Student Government Association
- G. Others

VI. PRESIDENT & ADMINISTRATION INFORMATIONAL REPORTS

- A. President
 - 1. [President's](#) Activities, August 1, 2012 – August 31, 2012. - Report by Dr. Baynum
- B. [Instruction](#)
 - 1. Update Report – Report Dr. Bettie Truitt
- C. [Student](#) Services
 - 1. Campus Tours - Report by Dr. Vallandingham
- D. Finance
 - 1. Financial Operations of the College for Period Ending August 31, 2012.
- E. [East](#) Campus
 - 1. Update Report – Report by B. J. McCullum
- F. [Marketing](#)
 - 1. Marketing Activities - Report by John Meineke
- G. [Administrative](#) Services
 - 1. Administrative Services Report – Report by Michael Phillips
 - 2. [Project](#) Update
 - 3. [Oak](#) Savanna and Short Grass Prairie Restoration – Report by Todd Linscott
- H. Human Resources
 - 1. [Positions](#) in Process – Report by Karen Boyd
- I. Planning and Institutional Effectiveness
- J. Foundations –Board Liaisons
 - 1. Updates – Reports by Trustee Beck and Trustee Emerick
- K. Small Business Development Center/International Trade Center/Procurement Technical Assistance Center/Business Training Center

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

- A. Ratification of Expenditures for Period Ending August 31, 2012. [BR#8383](#)
- B. Ratification of Expenditures for Preferred Vendors August 31, 2012. [BR#8384](#)
- C. Disposition of Closed Session Minutes and Audio recordings. [BR#8385](#)
- D. Ratification of Acceptance of Funds for Programs of Study Local Implementation Grant from the Illinois Community College Board FY2013. [BR#8386](#)
- E. Ratification of Acceptance of Illinois Secretary of State Adult Volunteer Literacy Grant for FY 2013. [BR#8387](#)

- F. 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 and the Rock Island Regional Office of Education FY2013. (Upper Grant). [BR#8388](#)
- G. 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 and the Rock Island Regional Office of Education FY2013. (Lower Grant). [BR#8389](#)
- H. 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 FY2013. [BR#8390](#)
- I. Award of Contract for Administrative Software Maintenance for FY32013. [BR#8391](#)
- J. Ratification of Acceptance of Funds from the Community Foundation of the Great River Bend in Support of the Quad Cities Career Connections Intermediary Program. [BR#8392](#)
- K. Amendment to the Presidential Contract. [BR#8393](#)
- L. Discussion to Issue Request for Proposal (RFP) For Legal Services District Wide. [BR#8394](#)
- M. Personnel Recommendations:
 - 1. Barbara Doehler – Granting Staff Emeritus Status. [BR# 8395](#)

Moved by: _____ Seconded by: _____



VIII. MISCELLANEOUS

A. Reports

- 1. Report on ICCTA Conference in Springfield, September 14 & 15
- 2. [ACCT](#) appointment of voting delegate
- 3. Celebration Week Report
- 4. [ICCTA](#) Meeting and Convention Schedule
- 5. Other
 - a. Presentation of certificates for Open Meeting Training Completion

B. Board of Trustee Meeting Self-Assessment



IX. CLOSED SESSION

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

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

X. ADJOURN

Moved by: _____ Seconded by: _____

Dates of Interest

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

September 25 – 29	Celebration week activities ending with Installation Ceremony on Sept. 29
September 30	QC Foundation Vintage Rods Car Show, 9 a.m. – 2 p.m.
October 2	EC Scholarship Banquet, 5 p.m., Kewanee Dunes Country Club
October 3	Board Workshop on Student Housing and Bonds, 5 p.m. Black Hawk Board Room
October 4	QC Scholarship Banquet, 5 p.m. Centre Station, Moline
October 25 – 26, 2012	ACCT Annual Leadership Congress, Boston, MA
November 9-10, 2012	ICCTA Seminar & Board of Representatives Meeting, Chicago Marriott Downtown, Chicago, IL
February 11-14, 2013	ACCT National Legislative Summit, Marriott Wardman Park Hotel, Washington, DC

Minutes
Regular Board Meeting
August 16, 2012
6 p.m.



BOARD OF TRUSTEES

I. CALL TO ORDER

Chair Evelyn Phillips called the meeting to order on Thursday, August 16, 2012, at 6:00 p.m., in the Dr. Charles O. Warthen Conference Room in the Community Education Center, 404 East 3rd Street, Kewanee, Illinois.

II. PLEDGE OF ALLEGIANCE

The meeting began with the Pledge of Allegiance.

III. ROLL CALL

Present: Trustees Dorothy W. Beck, Evelyn L. Phillips, Jerry W. Lack, Donna M. Frye, John D. McCooley, Student Trustee Kylee Fox

Absent: Trustees David L. Emerick, Jr, Sonia R. Berg

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

IV. MINUTES

A. Trustee Beck moved to approve the minutes of the open session of June 28, 2012; Trustee Frye seconded.

AYES: Trustees Beck, Frye, Lack, McCooley, Phillips

ADVISORY VOTE: AYE: Student Trustee Fox

NAYS: None; motion carried.

B. Trustee Beck moved to approve the minutes of the open session of July 23, 2012; Trustee Frye seconded.

AYES: Trustees Beck, Frye, Lack, McCooley, Phillips

ADVISORY VOTE: AYE: Student Trustee Fox

NAYS: None; motion carried.

V. EMPLOYEE / PUBLIC COMMENT

A. Core Value Reflection

The core value highlighted was Integrity: *We will strive to be trustworthy and honorable in our interactions with others; we do the right thing even when it is not popular or easy. We will be consistent with our values regardless of the presence or absence of audience.* An example was given by Dr. Truitt about preliminary planning for the possible new health science building. The team is working to make sure that BHC is making good program offerings and looking at what we have and what we need to have.

B. Faculty Senates –

Quad Cities Campus - Christian Roldan-Santos, QC Faculty Senate Vice-President shared the names of the new officers and said the QC Senate has 15 members with 1/3 elected each year. The Senate met during Faculty Assembly Day and they are working on goals for the coming year as well as working with the EC Faculty Senate on District wide initiatives. Minutes of their meetings are available through myblackhawk. East Campus – Dr. Jeff Hawes shared the EC Faculty Senate has also met and is working on objectives to achieve quality programs, and teaching and learning opportunities for students. They are excited about the amount of construction going on at this time. Dr. Hawes expressed thanks for the Board's willingness to build buildings that will support education and for hiring quality faculty which shows how much they care about making the college the best it can be.

C. IFT Faculty & Pro Tech – no report.

D. UAW Support Staff – no report.

E. IFT Adjunct Faculty – no report.

F. SGA –no report.

G. Others – no report.

H. Special Recognitions

Dr. Baynum gave a few remarks followed by Jon Wolf and Ashley Middleswarth introducing the EC Presidential Scholars. Each received a certificate and shook hands with the Board members.

VI. PRESIDENT & ADMINISTRATION INFORMATIONAL REPORTS

A. President

President's report - Dr. Baynum shared his activities and asked for any questions. He highlighted a few areas on the AQIP Process.

B. Instruction and Information Technology

Dr. Truitt shared that BHC has filled the dean positions at this time. Ken Nickels, David Murray, Karla Miley, Betsy Morthland, and Glenda Nicke have accepted Dean positions. Dr. Truitt also announced that Glenda Nicke has been named the Rock Island Educator of the Year.

C. Student Services

Dr. Vallandingham shared that the three reports included in the packets gave a good overview of what is going on at campus.

D. Finance

VP Anderson shared that summer tuition and revenue was down \$1 million because of a calendar shift. Salary raises of 3% and the vacation payout for the retirees also had an effect. The operating funds ended with a slight surplus and the total revenue was 1% above and expenses were 1% below so the budget was pretty well balanced, and the money transfer that was authorized did not occur. The State is \$3.5 million behind on payments but we have recognized it in our budget and it is accounted for. The end

of the year audit was done in three days. In July, the monthly accrual of property taxes was again affected by a calendar and timing issue.

- E. East Campus – no report.
- F. Marketing – John Meineke shared that the article in the packets was written by Doris Strand.
- G. Administrative Services
VP Phillips shared that BHC is finishing up a number of projects in time to start the fall semester. He encouraged everyone to stop in to see the newly renovated auditorium at the Quad Cities campus. The Student Center is ongoing and the new science lab addition at EC will break ground soon. BHC is looking at the master facilities plan.
- H. Human Resources
Director Boyd noted that the report given in the packet was current.
- I. Planning and Institutional Effectiveness
Ms. Malcolm shared about the AQIP teams and the progress they are making.

There was a discussion about how statistics of completion are put together and what they mean. It was shared that our ACCT and ICCTA organizations are active in trying to get some changes made.

J. Foundations

Quad Cities Foundation – Trustee Beck shared that the board has met and there are two new board members, they have received \$31,000 in new gifts for scholarships, have \$ 2.4 million in assets this year, and are using a new scholarship application system that makes selection go more rapidly. They have eliminated a few committees this year. The Foundation will be starting the Step Up for Students campaign very soon and the scholarship banquet is scheduled for Oct. 4. Trustee Lack and his wife have taken over the Hawk Hustle and it will be held on Saturday, November 10 with proceeds going to scholarships for the Physical Therapy Assistant program.

East Campus Foundation – Director Liz Breedlove shared the EC Foundation update. The EC Board gave out 56 scholarships for \$63,350 thus far. The foundation has five new endowed scholarships that have been established. October 2 is the date for their scholarship banquet. The Foundation has given out five mini-grants. A fund appeal will begin through the newsletter this year. Prairie Point Apartments, LLC has 100% occupancy and the campus farm got a property exemption this year.

- K. Small Business Development Center/International Trade Center/Procurement Technical Assistance Center/Business Training Center – Dr. Baynum shared that there is no report but BHC lost state funding and we are researching how to redirect funds to take on these very important programs. We are taking some positive steps to make it happen and keep the integrity of this program.

VII. BOARD REPORTS

- A. Ratification of Expenditures for Period Ending June 30, 2012. BR#8360
- B. Ratification of Expenditures for Period Ending July 31, 2012. BR #8361
- C. Ratification of Expenditures for Preferred Vendors June 30, 2012. BR#8362
- D. Ratification of Expenditures for Preferred Vendors July 31, 2012. BR#8363

- E. Award of Contract for Administrative Software Maintenance for FY 2013. BR#8364
F. Approval to Increase East Campus Science Lab Addition Project Budget. BR#8365
G. Award of Contract for East Campus Science Lab Addition. BR#8366
H. Approval to Increase East Campus Science Lab Addition Sanitary Sewer Upgrade Project Budget. BR#8367
I. Award of Contract for East Campus Science Lab Addition Sanitary Sewer Upgrade. BR#8368
J. Award of Contract for District Print Services. BR#8369
K. Assignment of Duties and Responsibilities in Conducting Non-Partisan Board of Trustees Election (Leslie T. Anderson, Vice President for Finance.) BR#8370
L. Approval of Agreement Between Black Hawk College and Eastern Iowa Community College District for Reciprocity of Career Programs – 2012 – 2013. BR#8371
M. Approval of Purchase of Unlimited Access Via Metrolink Fixed Route Service. BR#8372
N. Approval to Designate Media Buyer as Preferred Vendor. BR#8373
O. Approval to Issue Request for Proposal (RFP) for Legal Services District Wide. BR#8374
P. Personnel Recommendations:
- i. Pam Allmendinger – Granting Staff Emeritus Status. BR#8375
 - ii. Brian Arnold – Resignation. BR#8376
 - iii. Angela Christian – Employment. BR#8377
 - iv. Daniel Garcia – Employment. BR#8378
 - v. Jodie Robinson – Employment. BR #8379
 - vi. Mark Washburn – Employment. BR#8380
 - vii. Charles Brown – Employment. BR#8381
 - viii. Adam Kleinschmit – Resignation. BR#8382

Approval to Designate Media Buyer as Preferred Vendor. BR#8373 was pulled.

Trustee Frye moved to approve Board Reports #8360, 8361, 8362, 8363, 8364, 8365, 8367, 8369, 8371, 8372, 8376, 8377, 8378, 8379, 8380, 8381, and 8382; Trustee Beck seconded.

AYES: Trustees Beck, Frye, Lack, McCooley, Phillips

ADVISORY VOTE: AYE: Student Trustee Fox

NAYS: None; motion carried.

There was discussion on BR#8366 and 8368.

Trustee Frye moved to approve Board Reports #8366 and 8368; Trustee Beck seconded.

AYES: Trustees Beck, Frye, McCooley, Phillips

ADVISORY VOTE: AYE: Student Trustee Fox

PRESENT: Trustee Lack

NAYS: None; motion carried.

There was discussion on BR#8370. This is a standard report that must be done every time there is an election.

Trustee Beck moved to approve Board Report #8370; Trustee Lack seconded.

AYES: Trustees Beck, Frye, Lack, McCooley, Phillips

ADVISORY VOTE: AYE: Student Trustee Fox

NAYS: None; motion carried.

There was a motion by Trustee Beck and second by Trustee Lack to approve BR#8374. Discussion followed. Trustee Beck changed her motion to table this Board Report until next meeting and Trustee Lack seconded the motion.

Trustee Beck moved to approve tabling Board Report #8374; Trustee Lack seconded.

AYES: Trustees Beck, Frye, Lack, McCooley, Phillips

ADVISORY VOTE: AYE: Student Trustee Fox

NAYS: None; motion carried.

There was a discussion about BR#8375. Trustee Beck expressed that Pam has been a wonderful employee and does a lot of work for the college that people were not aware of until they needed her reports.

Trustee Beck moved to approve Board Report #8375; Trustee Lack seconded.

AYES: Trustees Beck, Frye, Lack, McCooley, Phillips

ADVISORY VOTE: AYE: Student Trustee Fox

NAYS: None; motion carried.

VIII. MISCELLANEOUS

C. Communications & Trustees Reports

1. Illinois Community College Trustees Association

Dr. Baynum shared that the ICCTA calendar is in the board notebooks. He highlighted a meeting on September 14 and 15 in Springfield. Trustee Beck will attend and we will also check with Trustee Berg.

2. Board Chair Announcements

Trustee Phillips did not have any Board Chair Announcements except for reminding the board members to fill out their self evaluation forms.

3. Other

There was a discussion about the Board Budget. Trustee Beck shared about the progress on the Celebration week activities. Everyone was asked to send in ideas for the 67 Points of Pride, a compilation of highlights to celebrate BHC.

There was a discussion about holding a board workshop on bonds. This workshop is also being planned for faculty and staff.

Dr. Baynum shared about the possibility of hosting a retiree coffee in the fall and a tea in the spring.

Meeting adjourned at 7:39.

Karen Mowers taking notes.

Evelyn L. Phillips, Chair
Board of Trustees

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

President's Activities: August 1 - August 31, 2012

Date	Meeting	Subject
Wednesday, August 1	Matt Pappas	Legal Counsel Update
	Jo Johnson, President's Cabinet	New Employee Meet & Greet
	New Staff	Welcome and Greeting from President
	Photographic Arts	Professional Photo
	Jennifer Reich	Lunch with the President survey question review
	Trustess Beck and Emerick	Lunch
Thursday, August 2	Liz Breedwell, East College Foundation Conference Call	Personnel Issue
	Mike Phillips	Student Housing
Friday, August 3	Mike Phillips, Bettie Truitt, Glenda Nicke	Adult Learning Center
		Vacation Day
Monday, August 6	Ad Hoc Committee	Staff Hiring Process Review
Tuesday, August 7	Rotary	
	Capital Committee	Regular Meeting
	Karen Mowers	Board Book Review
Wednesday, August 8	Catherine Melear	College Childcare Program
	Leslie Anderson, Bettie Truitt, Glenda Nicke	Business Technology Center Financial Analysis
	United Way, Western Illinois University, Eastern Iowa Community College, Foundation of the Great River Bend	Intermediary MOU signing
	Trustee Evelyn Phillips	Board packet review
Thursday, August 9	Delmonica Kemper Architects	Kick Off Meeting with Administrative Team
	Karen Boyd	Personnel issues
	Dr. David Moyer, Moline School District Superintendent	Introductory Meeting
Friday, August 10	Program Graduates and Families	Welding Graduation
Saturday, August 11	Ray Burgles, Silvis School District	United Way Kick Off
	Leslie Anderson	FY13 Salary Savings Review
	Leslie Anderson	Bond Workshop Preparation
	Public Relations	Video Clip for Student Orientation
	Jerry Jones, MLK Center	Farewell Reception
	Carlos Jiminez	STEM Grant Collaboration
Monday, August 13	Program Graduates and Families	Physical Therapy Assistant Graduation
Tuesday, August 14	Jo Johnson, President's Cabinet	New Faculty Meet and Greet
	New Faculty	Welcome and Greeting from President
	Auditors, Trustees Phillips and Emerick, Leslie Anderson	Auditor's meeting with Board Audit Committee
	Rotary	
Wednesday, August 15	John Meineke	Public Relations Update

President Activities August, 2012

Tuesday, August 14	Faculty and Staff	Assembly Day Address and Activities
	Leslie Anderson	Cost Center Accounting Challenges
	Trustees Phillips, Lack, McCooley, Fox	New Trustee Orientation
Wednesday, August 15	Jo Johnson, President's Cabinet	New Employee Meet & Greet
	New Employees	Welcome and Greeting from President
	Congressman Bobby Schilling	Greeting to Social Security and Medicare Community Forum
	Labor Management Council	Regularly Scheduled Meeting
	New Students and Families	Fall 2012 Student Orientation
Thursday, August 16	Presidential Scholars - East Campus	Reception
	Board of Trustees	Monthly Meeting, Kewanee
Friday, August 17	Matt Pappas	Monthly Meeting
	Bettie Truitt, Karla Mylee, Glenda Nickle	Apprenticeship Programs at BHC
	Trustee Frye	Lunch
	Mike Phillips	Tour of Newly Renovated QC Auditorium
	Dick Vallandingham	Spring 2013 Registration Deadlines
	Bettie Truitt	Faculty Personnel Issues - East Campus
Saturday, August 18	New Students and Families	Fall 2012 Student Orientation
Monday, August 20	First Day of Fall 2012 Classes	
	Bluffstone, Mike Phillips - Conference Call	Student Residency update
	Rotary	
	Bettie Truitt, Karen Boyd, Jo Johnson	Faculty Personnel Issues - East Campus
Tuesday, August 21	Moline Kiwanis Club	Presentation
	Karen Boyd	VPIS Search Process
	PaCE Faculty and Staff	Taste of Training Career Night
	United Way	Volunteer Reception - John Deere Pavilion
Wednesday, August 22	Leslie Anderson	e-Governance System Review
	Employees	Lunch with the President
	John Meineke	Self Evaluation Project
	Dick Vallandingham, Bettie Truitt, Deans, Student Services Reps	Spring 2013 Registration Deadlines
Thursday, August 23	Quad Cities Students	Meet and Greet
	Trustee Sonia Berg	Lunch
	President's Cabinet	Regular Meeting
Friday, August 24	Foundation and Student Residency	Student Residency
	Marcia Duhm, Dick Vallandingham	USO
Monday, August 27	Karen Dahlstrom	United Way Campaign Update
	Mike Phillips, Todd Linscott	Update on BHC Savannah Project
	Bettie Truitt	Update on Health Science Program Feasibility Review
	East Campus Foundation Executive Committee	Strategic Plan and College Initiatives

Tuesday, August 28	East Campus	East Campus Science Building Groundbreaking
	Jim Nelson, Illinois Manufacturer Foundation, Bettie Truitt, Karla Mylee, Technology Faculty	Advanced Manufacturing Programming
Wednesday, August 29	United Way	Day of Caring Activities
	Illinois Western University	Phase II Groundbreaking
Thursday, August 30	QC Chamber of Commerce	Annual Meeting
	Quad Cities Professional Development Network	Graduation
Friday, August 31		Vacation Day

Update from VP for Instruction
By Dr. Bettie Truitt

Certification Testing

To meet the need for locally available certification testing, Black Hawk College is taking steps toward becoming a **public testing site for Pearson Vue certification testing** (CompTIA, Cisco, Autodesk, Citrix, CWNP, EC-Council, Novell-Linux, and VMWare). We anticipate being in a position to apply to Pearson Vue for approval of the Independent Learning Center as a public testing site in mid-October making it possible to commence certification testing before the end of the Fall 2012 semester. Two testing stations, monitored by security cameras (therefore not requiring additional staff), will be available for the requisite 8 hours per week for public testing. Since the outcomes of more than two dozen Black Hawk College courses (COER, NETW, CIP, and BE) are aligned with these industry-recognized certifications, certification testing will become a significant assessment strategy for course- and program-level outcomes in these curricular areas.

Medical Assisting-New Program Offering at CEC

Beginning Fall of 2013, the MA program will be offered at the CEC 3 nights per week. This program is a 1 year, 30-credit hour certificate program. Prospective students will be required to complete PN 110 (Basic Anatomy and Physiology) and BIOL 150 (Medical Terminology) prior to admission to the program. We will begin recruiting students for the program in the spring and summer terms of 2013. Potential students can complete pre-requisites prior to the fall 2013 program start.

Health Science Building

Work continues on defining curriculum and potential new programs to be housed in a possible new health science building. Data is being utilized from the 2018 BHC Occupation list study that includes statistics from Henry, Mercer, Rock Island, and Stark counties in Illinois, and Scott county in Iowa. Data is also being reviewed from the BHC chargeback analysis since FY '08.

Engineering Club

The BHC engineering club will be embarking on a project to build a formula car to compete in a formula SAE (Society of Automotive Engineers) competition. This is an open wheel racer designed and built from the ground up by the students. We have 12 students in the club so far, 4 of these students are WIU dual enrolled students. The project is in partnership with WIU and Scott Community College. The estimated time frame for the project is 2 years to reach competition once designing starts.

Board Report

Student Services – September 2012

Campus Tours

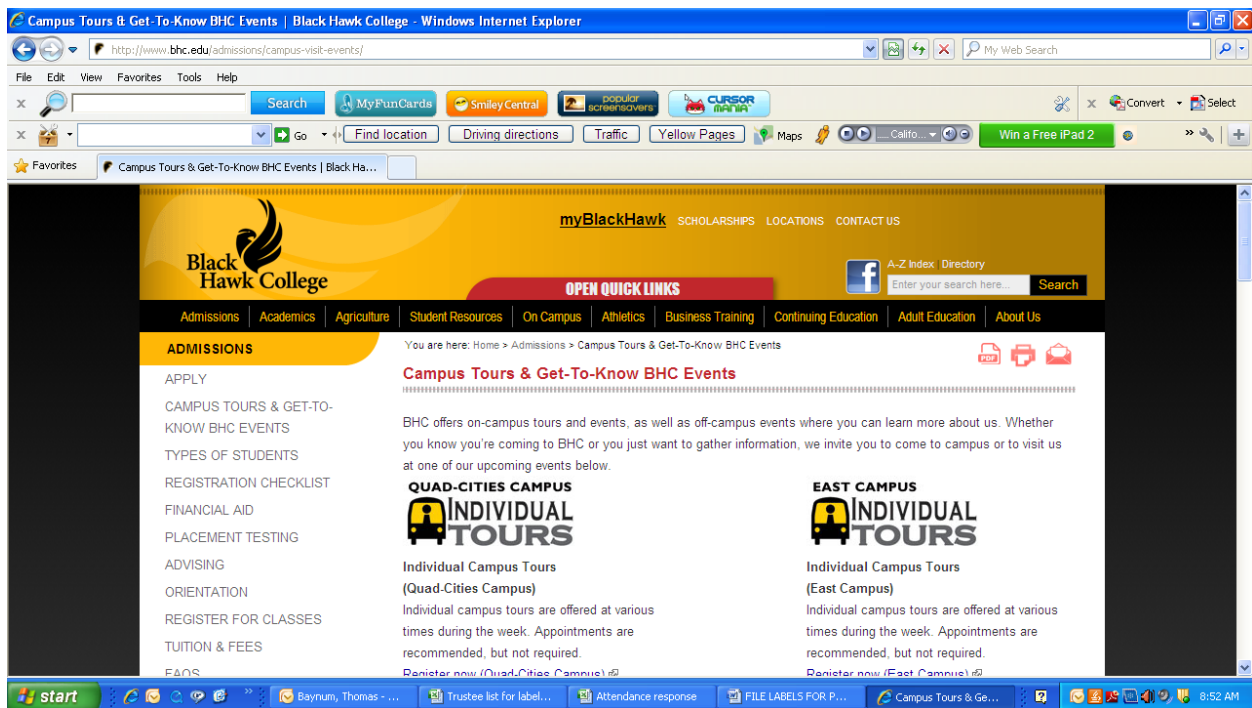
There is a new page on the BHC website that promotes campus tours (and other special get-to-know BHC events).

It is www.bhc.edu/go and can be found under the Admissions tab on the homepage.

Students can now sign up online for individual campus tours and special events at both campuses.

Also note that there have been a few new events added to this year's calendar including Welcome Wednesdays, Adult Info Sessions and Parent Night at the Quad-Cities Campus.

Submitted by Karen Dahlstrom| Recruitment Coordinator/Admissions Advisor



Information Report on Activities at the East Campus

Submitted by B. J. McCullum

The East Campus is off and rolling to a great year! Our student orientations went very well thanks to the efforts of Vashti Berry and several staff members (too many to mention) who helped along the way. The Science Lab ground breaking was a great event with perfect weather. Many students, faculty and community members were in attendance. The students seem to be doing very well and our parking lots, cafeteria and classrooms are full! The East Campus Volleyball team is off to a fast start at 5-1 as of this report and the Ag Programs are also getting geared up for competition. Here are some dates of key competitions:

Livestock Judging Team Competitions

National Barrow Show, Austin, MN ~ 9/7-11/12

Ak Sar Ben, Omaha, NE ~ 9/28-30/12

Equestrian Show Team Competitions

Truman State, Oklahoma ~ 10/5-7/12

Other Campus Events;

On Sept 11, 2012 Angela Heckman held a career fair here at East Campus. Several local employers were on site.

September 25, 2012 East Campus is hosting the community and dignitaries as part of Celebration Week.

October 2, 2012 is the East Campus Foundation Scholarship Banquet.

**Marketing and Public Relations Update
September 2012
Submitted by John Meineke**

Marketing and Public Relations

- The RFP for printing services was implemented in August after approval by the Board of Trustees at the August meeting.
- The groundbreaking ceremony for the Science Lab addition was held at East Campus.
- Dr. Baynum Initiatives:
 - Working on Self-Evaluation Survey
 - Employee/Student Open Forums
 - WYEC radio interview
- Angie Cleppe, Assistant Director of Marketing and Public Relations, earned her certificate as a Certified Supervisor by completing the requirements for graduation through the Quad Cities Professional Development Network (QCPDN).
- Competitive bids are being solicited for media buying services. This service including planning, purchasing and placing College advertising on network and cable TV and commercial radio. The process is expected to be completed in September and a recommendation presented to the Board at the October meeting.

Public Relations Monitoring

- We continue to monitor more than 170,000 print, TV and online news outlets to capture the number of times the College is mentioned online in the media (PR) and the value these mentions have in equivalent advertising dollars. This report summarizes these values from January through August 2012:

Total Mentions	Advertising Value	Unique Visitors
745	\$730,366	50,617,000

Website Statistics

Month	Visits	Page Views	Mobile Device Views
May	99,739	282,764	8,221
June	76,374	232,365	6,762
July	81,101	262,365	8,577
August	113,860	327,869	12,317

Social Media

- The official BHC Facebook page has grown to 1,067 fans.

Daily page clicks for August averaged about 250 providing potential exposure of our content to nearly 280,000 Facebook users per day.

Administrative Services Report

District Bookstores

- The Bookstores rolled out a new pre-order program for financial aid students in August. Our goal was to reduce the long lines at the bookstore. This proved to be a great success as the longest wait for a student averaged 20 minutes during our peak times. Last fall, at our peak, students were waiting 2 hours in line! Feedback has been gathered from students and conversations have already taken place by the management team to continue to improve our process, service, and success of pre-orders.
- In an effort to reduce all of the books students left in the bookstore at buyback time when their books had no value, the managers found a company that would pay us \$10 a box for unwanted books. When we received our first check it was for over \$250! We felt that the check did not really belong to the bookstore because the books actually came from the students. So the bookstore partnered up with Shelly Cain and the Foundation to turn over the money to them to give back to students in the form of textbooks scholarships. This snowballed when departments and individuals heard about our endeavor and started sending all of their unwanted books to us. I am pleased to announce that Margaret Ng Dung is this year's BHC Bookstore Textbook Scholarship recipient. Due to the support of students and the college community, this scholarship should be endowed by the end of this fiscal year!
- On-line orders for Fall 2012:
 - 576 online orders
 - 264 of those were paid with Financial Aid (46%)
 - 312 of those were paid with credit card (54%)
 - 484 of those were pick-up in-store (84%)
 - 92 of those were ship to home (16%)
 - August 6th was the day with the highest # of orders (75)
 - The week of the preorder (sun the 5th-sat 11th) was the highest week for orders (172 orders)
 - The week before classes began 157 orders were placed
 - The first week of class 71 orders were placed

QC Campus Services

- August is a peak month for the Campus Service Department in the copy center. Through the oversight of the Campus Service Lead, Glynis Lowery, copy turnaround times were next day delivery if not same day delivery. This was accomplished without moving hours to nights and weekends or without an increase of hours due to proper pre-planning and prioritization by the staff.
- Campus Services has been working closely with the Marketing Department and the new preferred printing vendors to ensure a smooth transition. For the month of July, copy jobs completed by a 3rd party vendor were down \$3772 from July 2011.

District Food Service and Vending

- Based on student feedback and needs, all three food service vendors (Subway, Cerno's, and Happy Joe's) sell preloaded gift cards in the bookstores during rush. This allows students the ability to purchase these gift cards with their financial aid and have the resources immediately to eat on campus. In August, Subway sold \$31,100 worth of gift cards at the QC Campus and Cerno's and Happy Joe's sold a combined \$4065 worth of gift cards at the East Campus.

District Police Departments

- Records Management System for campus wide incident reporting has been installed on PD computers. User training in progress with anticipated "Go Live" date of October 1, 2012. This system has a number of features but the critical elements are:
 - Tracks statistics to aid our compliance with the federal Jeanne Clery Campus Security Act
 - Produces reports of varying stats in any calendar format (daily, weekly, monthly, yearly)
 - Maps incidents by location
 - Manages incident reports for the PD district wide to serve continuity
- New unified radio system for the East Campus Facilities Group and East Campus PD has gone out to bid.
 - System secures compliance with federal narrow banding mandate which goes into effect 01/01/2013
 - Increased area coverage for both groups
 - Reliable equipment and communications

- Compatible with local Law enforcement, EMS and Fire agencies to allow the East PD direct communication abilities with those agencies that they work with on a routine basis
- BHCPD has observed increased activity for student ID cards
- Parking tag sales have been brisk with an impressive compliance over other years. 2,700 plus sales as of 9/1/12
- Clery Act compliance
 - Mandated BHCPD Annual Security Report is entering final draft. On schedule to publicize by October 1st.
 - Data collection survey for reported crimes to the BHCPD will be submitted to the Department of Education October 1st.
 - Chief Cisna and Lt. Engle attended a two day Clery Act training seminar in Wichita Kansas offered by Security On Campus (founded by the Clery Family).
- Software for the STB camera system and proximity access cards are now in use by the BHCPD for monitoring and access to the data center in the STB.
- East Campus office undergoing some minor renovations to accommodate better service and staffing needs.
 - New paint
 - Window treatments
 - Added new furniture to expand current modules
 - Created office space for Chief's district wide position

District ITS

- ITS Help Desk is now working closely with HR to network with new employees as they start. The departmental goal is to provide new employees with basic access on the first full day on the job. The effort is coupled with our Help Desk staff attending the HR new employee orientation and giving an overview of ITS and the services we provide. Our hopes are this will provide new employees with the tools they need to succeed and further their development in the college.
- Banner Human Resources project update: ITS and HR staff is still in the process of performing the conversion to from our current systems to Banner. During the month of August they have been identifying issues with converting data from the old systems and into Banner. Due to issues in this area, which is expected in all projects of this nature, the project is falling slightly behind in this area. However we are working with the departments and the Ellucian consultant to get us back on track. Work on this front continues and will become more prevalent towards the end of the project. The project is mostly on schedule.
- The AV staff utilized Title III funds to upgrade Q2-113B, Q2-202, Q2-204, Q2-206, and Q2-207 as classrooms with high technology setups. These rooms were completed successfully before the start of the semester. These rooms along with the new QC Auditorium provide quality high tech instruction spaces engaging both students and the community.
- Infrastructure staff has been adding additional wireless access points at QC Campus to increase capacity and coverage for students. The primary focus of the project was to provide additional access for classrooms in building 3 and other student areas around the QC Campus. Building 3 in particular has not had a wireless project expanding coverage since 2006. First and third floors are complete. ITS is continuing to work on the deployment for second floor of building 3. ITS has also shifted wireless access to other locations on campus like the tunnel between buildings 1 and 3 as students have shifted where they socialize due to construction. As other shifts occur or usage spikes ITS will do our best to optimize our wireless resources in support of student learning.

QC Facilities

- At the end of this month we will award our Facilities Top Team Member 1st Quarter award winner a \$25 gift card for their hard work and dedication based upon the BHC Core Values.
- Poured and finished concrete on the South side of Bldg 2 and relocated the recycle containers that were located near the East entrance to Bldg 1.
- Relocated the Bldg 1 refuge container and removed the wooden fencing on the East side of Bldg- 1 opening up the area and improving the look and feel of the facility entrance in a positive way.
- Continuing with the removal of the old tennis courts, we have all of the fencing removed and have begun the removal of the court itself.
- Completed bloodborne pathogen training for Custodial staff, continuing with on the job training for Indoor Maintenance staff.

- Inventoried all Custodial Dept equipment and re-purposed it throughout the campus as well as drafted a replacement plan.
- Coordinated the student and staff orientation set-ups, a benefit set-up for Mary Davis and the Physical Therapy/Nursing graduations.
- Started major house cleaning effort as we had to move our parts room and carpenter shop equipment to accommodate construction crews to ensure they had access. We will draft a new layout of this particular area and begin putting the Maintenance Dept back in order.

Project Update

Project Update					
Project	Status	Estimate to Actual		Source of Funding	
Sustainable Technologies Building	Completing final punch list items. Wind turbine's on board computer replaced, turbine functioning normally. Working on close-out documents, scheduled to finalize in October.	Construction:	\$3,290,877 to date	\$3,150,017	2010 Bond
		Contingency:	\$164,544 to date	\$157,594	
		A&E:	\$235,000 to date	\$235,000	
		Reimbursable:	\$11,500 to date	\$9,741	
		Testing:	\$35,000 to date	\$12,500	
		Total:	\$3,765,421 to date	\$3,564,852	
Business Office Renovation	Demolition is complete. Wall framing is 98 percent complete. Contractors will begin mechanical rough-in's the week of September 10th. Drywall installation will begin at the end of September.	Construction:	\$368,162 to date	\$0	2010 Bond, 2010 Capital Renewal
		Contingency:	\$36,816 to date	\$0	
		A&E:	\$49,102 to date	\$13,707	
		Reimbursable:	\$7,000 to date	\$0	
		Furniture:	\$47,550 to date	\$0	
		Total:	\$508,630 to date	\$0	
Auditorium Renovation B-1 Stairwell Upgrades	Working on punch list items. Theater lighting training scheduled to take place Friday, September 14th.	Construction:	\$377,740 to date	\$210,425	Auditorium 2010 Bond, Stairwells 2012 PHS
		Contingency:	\$20,569 to date	\$24,388	
		A&E:	\$42,148 to date	\$40,053	
		Testing:	\$2,000 to date	\$0	
		Seating:	\$45,173 to date	\$45,173	
		AV Equipment:	\$75,000 to date	\$66,000	
		Reimbursable:	\$4,500 to date	\$1,632	
		Abatement:	\$12,000 to date	\$12,000	
		Total:	\$579,130 to date	\$399,671	
Student Services Center, ANU 120 Replacement	Project tracking on schedule. Cement poured on the first and second floor of the new addition. Exterior and interior wall framing underway. The new air handling unit has been installed, mechanical contractors currently running piping and duct work. Exterior brick scheduled to begin the week of September 10th.	Construction:	\$3,312,000 to date	\$612,487	2010 Bond
		Contingency:	\$235,100 to date	\$65,596	FY-12 PHS
		A&E:	\$288,811 to date	\$223,396	
		Reimbursable:	\$42,300 to date	\$5,845	
		Furniture:	\$150,000 to date	\$0	
		IT:	\$50,000 to date	\$0	
		Book Store Eq:	\$100,000 to date	\$0	
		Art:	\$19,000 to date	\$0	
		Site Utilities:	\$20,000 to date	\$11,709	
		Total:	\$4,217,211 to date	\$919,033	
QC Building 3 and EC Buildings A/B Elevator Upgrades	Contractors completing final punch list items.	Construction:	\$281,906 to date	\$253,166	FY 2011 PHS
		Contingency:	\$28,190 to date	\$5,834	
		A&E:	\$35,300 to date	\$35,300	
		Reimbursable:	\$0 to date	\$569	
		Total:	\$345,396 to date	\$294,869	
East Campus Science Lab Addition	D. Joseph scheduled to begin mobilizing trailers and equipment the week of September 10th. Temporary road work and site utility work scheduled to begin the week of September 17th.	Construction:	\$ 2,334,000 to date	\$0	2010 Bonds
		Contingency:	\$ 186,720 to date	\$0	
		A&E:	\$ 237,128 to date	\$0	
		Reimbursable:	\$ 20,000 to date	\$0	
		Furniture:	\$ 40,000 to date	\$0	
		IT:	\$ 140,000 to date	\$0	
		Site Utilities:	\$ 40,000 to date	\$0	
		Art:	\$ 12,603 to date	\$0	
		Total:	\$ 3,010,451 to date	\$0	

Project	Status	Estimate to Actual			Source of Funding	
East Campus Exterior and Interior Lighting Upgrades	Interior light installation complete, working through ballast issues in two classrooms. Parking lot lights complete, pathway lights ninety-eight percent complete parts needed to complete the pathway lights scheduled to arrive the week of September 10th. Project close-out should be complete by the end of October.	Construction:	\$281,550	to date	\$187,083	FY 2012 PHS
		Contingency:	\$28,155	to date	\$0	
		A&E:	\$25,500	to date	\$25,500	
		Reimbursable:	\$1,500	to date	\$1,014	
		Total:	\$336,505	to date	\$213,597	
East Campus Parking Lot (new)	A&E contract approved by State Procurement office. Waiting for ICCB to approve land transfer.	Construction Estimate: \$367,800			2010 Capital Renewal	
District Exterior Signage	Working with Western Remac on the design of monument signs for the East Campus and CEC.	Construction Estimate: \$200,000			Local funds	
District Road and Parking Upgrades Phase II	Project complete. Finalizing close-out documents	Construction:	\$603,221	to date	\$572,302	2010 Bonds
		Contingency:	\$60,322	to date	\$52,670	
		Undercut Allow:	\$30,000	to date	\$0	
		A&E:	\$50,000	to date	\$46,342	
		Reimbursable:	\$1,500	to date	\$690	
		Total:	\$773,043	to date	\$682,004	
District Facilities Master Plan	Working with President's Cabinet to identify Advisory committee, Steering committee and Focus groups. Invitations will be sent out by Marketing Department. Focus groups scheduled to meet October 2nd thru October 5th. Workshop 1 with Advisory task force and Steering committee will follow the week of October 15th	A&E:	\$251,000	to date	\$0	Local funds
		Contingency:	\$26,600	to date	\$0	
		Reimbursable:	\$15,000	to date	\$0	
		Total:	\$292,600	to date	\$0	
East Campus Sanitary Sewer Upgrade	Tree removal scheduled to begin the week of September 10th. Sewer work will begin immediately following receipt of EPA permit.	Construction:	\$179,770	to date	\$0	Excess Protection, Health and Safety funds
		Contingency:	\$17,977	to date	\$0	
		A&E:	\$15,500	to date	\$0	
		Reimbursable:	\$1,000	to date	\$0	
		Total:	\$214,247	to date	\$0	

Black Hawk College Oak Savanna & Short Grass Prairie Restoration



In pre-settlement times the State of Illinois included more than 22 million acres of native prairie habitat. Today there is only about 2000 acres of this naturally occurring native habitat remaining.

“As to scenery (giving my own thought and feeling), while I know the standard claim is that Yosemite, Niagara Falls, the Upper Yellowstone and the like afford the greatest natural shows, I am not so sure but the prairies and plains, while less stunning at first sight, last longer, fill the esthetic sense fuller, precede all the rest, and make North America’s characteristic landscape.”

—Walt Whitman, *Specimen Days* (1879)

Introduction to Oak Savanna:

An oak savanna is a community of scattered oak trees (*Quercus* spp.) above a layer of prairie grasses and forbs. The trees are spread out enough so that there is no closed canopy and the grasses and forbs receive plentiful amounts of sunlight. The savanna is a transition ecosystem between the tallgrass prairie and woodland environments, so it is an important habitat for both woodland and prairie animals and insect species.

Before European settlement, oak savanna covered roughly 10% of

the state, and now there is only a fraction of that left. What happened? Well, a savanna relies on periodic disturbances such as fire, grazing and drought to flourish. Such disturbances prevent other trees from establishing themselves and turning the habitat into a forest community.

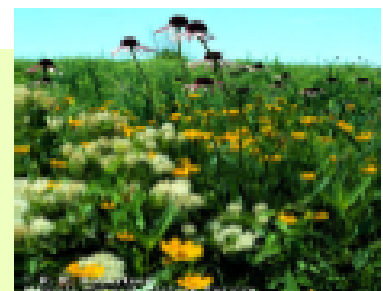
Why is prairie restoration important?

Landscape restoration enhances the environment. It increases the abundance of native plants, increase ecological diversity, and therefore creates habitats for native animals and insects.

Prairies/Savannas absorb a lot of rain, reducing erosion and runoff. The oak savanna is a rare historic landscape. Just as historic buildings can be restored, so can oak savannas. There are important educational values in demonstrating to schools and the public these restored landscapes. There are also important connections of the savanna to the presettlement lives of Native Americans. Aesthetic qualities include the varied vistas, bringing wildlife up close, seeing some of the great trees, enjoying the understory vegetation.

A world of grass and flowers stretched around me, rising and falling in gentle undulations, as if an enchanter had struck the ocean swell, and it was at rest forever...

- Eliza Steele, *Summer Journey in the West* (1840)

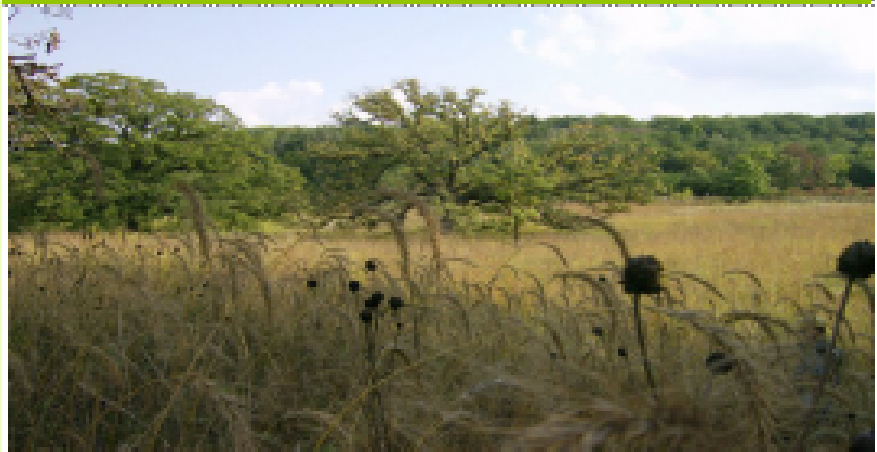


What are the benefits of prairie restoration?

- Maintains a diversity of plants and animals
- Protects ecosystems and ecological communities
- Improves water quality and reduces erosion
- Promotes beautiful, natural landscapes
- Creates healthier, sustainable land uses
- Promotes education about the natural heritage and a desire to protect and restore the earth's natural resources

Possible Student Research & Education

- Plant/Animal/insect Identification
- Habitat Identification
- Controlled burning/ Fire training
- Grazing/alternative management
- Seed bank and species assessment
- Invasive species monitoring
- Long term study sites for assessing alternative invasive species control



"If even one-tenth of the lawns in a community were replaced by prairie plantings, there would be a sizeable reduction in the use of water, fertilizers, and chemical pesticides and in the fuel consumption, noise, and air pollution associated with power mowers."

Virginia M. Kline, Society for Ecologic Restoration, 1997

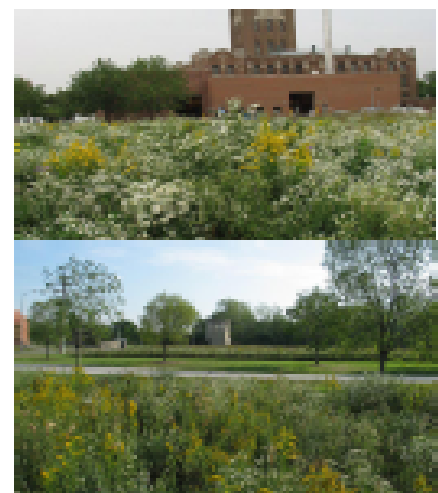
Oak Savanna Restoration Goals

- Restore the savanna to its presettlement state
- Enhance the wildlife of the area, especially birds and other charismatic megafauna
- Restore high diversity understory
- Eradicate invasive shrubs and herbaceous plants
- Create an attractive recreation area
- Create educational restoration area
- Role model for Quad City
- Allows Black Hawk College to show case unique habitat that exists on Moline Campus

Example of Urban Habitat Restoration

The Metropolitan Water Reclamation District of Greater Chicago began its native prairie

landscape (NPL) project in 2003, goal to convert hundreds of acres of District owned property from traditional turfgrass to native prairie. Phase II includes conversion over 8 acres at Calumet and 21 acres at Stickney WRPs. At Stickney long-term research plots were created to study the benefits of biocorrids with native landscape conversions.



awards: Native Landscape Award, 2007 Chicago Wilderness and U.S. EPA

Position Status Report

9/10/2012

Approved Positions Awaiting Action	Comment	STATUS
Dean of Arts and Humanities	Approved	New – Fill in 2013
Dean of Business and Technology	Approved (January 2013 Start)	Replaces Michael Rivera, Fill in 2012
Dean of Health Sciences	Approved	New, Fill in 2013
Dean of Math and Science	Approved	Replaces Bettie Truitt, fill in 2013
Enrollment Clerk (PT Evening/PaCE)	Approved	Currently On Hold
Veterinary Tech Instructor (FT EC)	Approved	Currently On Hold

Currently Posted Internally	Comment	# of Active Apps
N/A		

Currently Posted Externally	Comment	# of Active Apps
Agri-Business Instructor (FT EC - Jan 2013 Start)	Closes 10/01/12	15
Assistant Women's Basketball Coach (Volunteer)	Closes 9/16/12	3
Enrollment Services Specialist	Closes 9/21/12	0
Foundation Assistant (FT EC)	Closes 9/21/12	5
HVAC Mechanic (2 PT)	Closes 9/24/12	0
Mathematics Instructor (2 FT EC - Jan 2013 Start)	Closes 10/01/12	8

Closed and In Process	Comment	# of Active Apps
Assistant Baseball Coach	Committee reviewing apps	3
Assistant Golf Coach	Committee reviewing apps	8
Assistant Men's Basketball Coach	Committee reviewing apps	7
Campus Services Clerk	Referencing Candidate	3
Computer Science Instructor (FT)	On Hold	1
Director of Facilities Planning, Operations and Maintenance	Committee reviewing apps	36
Engineering Technology Instructor (FT)	On Hold	2
Groundskeeper (PT EC)	Referencing Candidate	5
Science Lab Technician	Referencing Candidate	4
Sr. Systems Analyst I	On Hold	2
Vice President for Instruction	Committee reviewing apps	37

Filled	Comment
Custodian	Abram Brooks started 9/4/12
Student System Administrator	Pauline Evans started 9/4/12

Target Start Dates: September 17, October 1

**BLACK HAWK COLLEGE
BOARD REPORT**

Board Report #8383
September 20, 2012

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

REPORT:

Listed below is a summary of Accounts Payable activity that has been processed for payment. The listing dated August 31 represents bills totaling \$3,247,470.18. 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	\$1,230,852.01	1,686,144.87
Restricted Purposes	176,111.72	183,951.91
Restricted Operations & Maintenance	1,840,506.45	0.00
Bond & Interest	0.00	0.00
	<u>\$3,247,470.18</u>	<u>\$1,870,096.78</u>

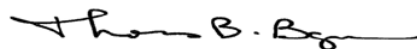
RECOMMENDATION:

It is the recommendation of the College President that the Board of Trustees ratifies bills totaling \$3,247,470.18 and payroll expenditures of \$1,870,096.78 for the month of August 2012.

Reviewed and Prepared by:



Leslie T. Anderson
Vice President for Finance



Thomas B. Baynum
President

Black Hawk College
Selected checks written greater than or equal to \$5,000
From 8/1/2012 to 8/31/2012

RESTRICTED PURPOSES

CHECK NUMBER	DATE	VENDOR	AMOUNT	DESCRIPTION
I0002688	8/17/2012	Racom Corporation	6,089.84	BHC Police communication system fees
I0002726	8/31/2012	Blackbaud	7,968.42	Fundraising and Analytical Solutions renewal
I0002728	8/31/2012	élan	8,292.30	Various PCARD purchases
R0067462	8/3/2012	Blackboard, Inc.	11,800.00	1 yr CELTD Archive License
R0067468	8/3/2012	Illinois Dept Of Employment Security	7,498.00	Unemployment Compensation
R0067469	8/3/2012	Illinois Public Risk Fund	18,889.00	August Workers Comp and admin fee
R0067485	8/10/2012	En Pointe Technologies	25,773.04	Software Licenses - Symantec
R0067495	8/17/2012	Cleaveland Insurance	12,306.00	Insurance
R0067498	8/17/2012	Drieselman Manufacturing Company, Inc.	8,285.35	Instructor stations
R0067525	8/24/2012	DH Consulting QCA, Inc.	5,461.25	TIES Center Consulting
R0067539	8/31/2012	A T & T	6,550.03	Utilities

RESTRICTED OPERATIONS & MAINTENANCE

CHECK NUMBER	DATE	VENDOR	AMOUNT	DESCRIPTION
00003632	8/17/2012	Swanson Construction Company	84,191.40	PHS Projects - QC & EC Elevator Projects
00003633	8/24/2012	Bush Construction Company	9,826.20	PHS Projects - QC Student Services Building
00003634	8/24/2012	Hillebrand Construction	23,648.76	PHS Projects - QC Auditorium
00003635	8/24/2012	Specialty Floors	18,425.00	Local Projects - EC Facilities Refresh
00003636	8/31/2012	BLDD Architects	21,096.31	PHS Projects - QC Bldgs 1 & 3, EC Bldgs A & B
00003637	8/31/2012	GPE, Inc.	187,083.00	PHS Projects - EC Lighting Project
I0002648	8/3/2012	CDW Government, Inc.	7,323.42	2010 Bond Project - ITS Projects
I0002668	8/10/2012	Dell Computer Corporation	11,629.40	2010 Bond Project - ITS Projects
I0002689	8/17/2012	Dell Computer Corporation	17,982.00	2010 Bond Project - ITS Projects
I0002708	8/24/2012	Pratt Audio Visual	24,907.00	2010 Bond Project - QC Auditorium
I0002729	8/31/2012	Ellucian Support, Inc.	61,504.43	Banner Expansion
I0002730	8/31/2012	Pratt Audio Visual	40,156.00	2010 Bond Project - QC Auditorium
32000375	8/3/2012	Apple, Inc.	6,310.00	2010 Bond Project - ITS Projects
32000376	8/3/2012	Hillebrand Construction	265,842.10	2010 Bond Project - Building 2 Addition
32000377	8/3/2012	Ticomix	21,703.51	2010 Bond Project - ITS Projects
32000378	8/3/2012	Today's Business Solutions, Inc.	14,185.00	2010 Bond Project - ITS Projects
32000380	8/3/2012	Treiber Construction Company, Inc.	262,783.35	2010 Bond Project - Parking Lot
32000381	8/3/2012	Tri City Electric	10,278.50	2010 Bond Project - ITS Projects
32000382	8/10/2012	BLDD Architects	35,961.04	2010 Bond Project - EC Science Lab, QC Building 1 & Auditorium
32000385	8/10/2012	Mahieu Electric Company	7,884.00	2010 Bond Project - ITS Projects
32000387	8/17/2012	Bortec, Inc.	13,415.50	2010 Bond Project - ITS Projects
32000389	8/17/2012	JEOL USA, Inc.	12,290.00	2010 Bond Project - Scanning Electron Microscope
32000391	8/24/2012	Bush Construction Company	409,364.21	2010 Bond Project - QC Student Services Building
32000393	8/24/2012	Hillebrand Construction	119,400.30	2010 Bond Project - QC Auditorium
32000398	8/31/2012	American Seating	45,171.95	2010 Bond Project - QC Auditorium
32000399	8/31/2012	BLDD Architects	25,841.38	2010 Bond Project - QC Building 1 & Parking Lot, EC Science Lab
32000401	8/31/2012	Sentinel Technologies	40,236.00	2010 Bond Project - ITS Projects
32000402	8/31/2012	Western Remac, Inc.	22,087.80	2010 Bond Project - Exterior Signage

**BLACK HAWK COLLEGE
BOARD REPORT**

Board Report
September 20, 2012

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

PREFERRED VENDORS:

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

Purchases for the month of August 2012 consist of items totaling \$197,086.22. A breakdown of those expenditures follows:

Vendor Name	Contract Term	New Equipment	Licenses & Maintenance Contracts	Contractual Services	Other	Totals
ACCENT SERVICES ANDALUSIA, IL	5/1/09 - 4/30/12	-	-	3,920.00	-	\$ 3,920.00
ADVANCED ENVIRONMENTAL DAVENPORT, IA	5/1/10 - 4/30/13	-	-	1,606.50	-	\$ 1,606.50
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	7,579.92	189.40	-	-	\$ 7,769.32
CLEAVELAND INSURANCE ROCK ISLAND, IL	11/10/11 - 6/30/14	-	-	12,306.00	-	\$ 12,306.00
DCS COMPUTERS DAVENPORT, IA	9/1/11 - 8/31/14	-	-	-	-	\$ -
EN POINTE TECHNOLOGIES LOS ANGELES, CA	9/1/11 - 8/31/14	-	25,773.04	-	-	\$ 25,773.04
TICOMIX LOVES PARK, IL	9/1/11 - 8/31/14	26,469.56	-	-	-	\$ 26,469.56
HENRICKSEN & CO, INC. ITASCA, IL	5/1/11 - 4/30/14	-	-	-	-	\$ -
HON INDUSTRIES MUSCATINE, IA	5/1/11 - 4/30/14	-	-	-	-	\$ -
IA/IL TAYLOR INSULATION, INC DAVENPORT, IA	5/1/10 - 4/30/13	-	-	-	-	\$ -
IBM PITTSBURGH, PA	9/1/11 - 8/31/14	-	-	-	-	\$ -
IOWA ILLINOIS OFFICE SOLUTIONS DAVENPORT, IA	5/1/11 - 4/30/14	313.11	-	-	-	\$ 313.11
PAPPAS, O'CONNOR & FILDES, P.C. ROCK ISLAND, IL	9/18/08 INDEFINITELY	-	-	-	-	\$ -
PRATT AUDIO & VISUAL CEDAR RAPIDS, IA	3/1/11 - 2/28/14	65,863.00	-	-	-	\$ 65,863.00
SENTINEL TECHNOLOGIES DOWNER'S GROVE, IL	9/1/11 - 9/30/14	40,236.00	-	-	-	\$ 40,236.00
THE NATIONAL BANK BETTENDORF, IA	6/26/08 - 12/31/13	-	-	583.69	-	\$ 583.69
TRI CITY ELECTRIC DAVENPORT, IA	9/1/11 - 8/31/14	-	-	12,246.00	-	\$ 12,246.00
Totals		\$ 140,461.59	\$ 25,962.44	\$ 30,662.19	\$ -	\$ 197,086.22

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 2012 in the amount of \$197,086.22 for purchases made in accordance with previously approved preferred vendor guidelines.

SINGLE & SOLE SOURCE AND CO-OP VENDORS:

Purchases for the month of August 2012 consist of items totaling \$187,285.99. A breakdown of those expenditures follows:

Single & Sole Source Vendor Name	Total Purchases
McGRAW HILL BOOK COMPANY CAROL STREAM, IL	107,542.34
MISSOURI TEXTBOOK EXCHANGE COLUMBIA, MO	34,571.70
Totals	\$ 142,114.04

Co-op Vendor Name	Total Purchases
AMERICAN SEATING CHICAGO, IL	45,171.95
Totals	\$ 45,171.95

Grand Total	\$ 187,285.99
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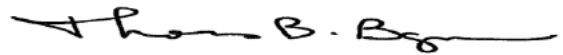
RECOMMENDATION:

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 2012 in the amount of \$187,285.99 for purchases made in accordance with published procedures.

REVIEWED & PREPARED BY:



Leslie T. Anderson
Vice President for Finance



Thomas B. Baynum
President

**BLACK HAWK COLLEGE
BOARD REPORT**

Board Report #8385
September 20, 2012

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.

Written Closed Minutes to Remain Closed

01/15/87	01/20/00	08/15/02	5/13/04	1/19/06	2/1/08	6/18/09	2/17/11
02/19/87	03/02/00	09/26/02	6/22/04	2/16/06	2/21/08	6/29/09	3/10/11
03/05/87	04/20/00	10/17/02	8/19/04	3/9/06	3/13/08	7/7/09	4/15 16/11
04/23/87	05/11/00	11/14/02	9/16/04	4/20/06	4/17/08	7/31/09	4/26/11
05/21/87	06/15/00	12/19/02	9/23/04	5/25/06	5/22/08	8/18/09	5/18/11
05/21/87	8/17/00	1/04/03	10/21/04	6/22/06	6/26/08	8/20/09	5/26/11
06/25/87	09/21/00	1/16/03	11/4/04	7/21/06	6/28/08	9/17/09	8/12/11
07/16/87	10/11/00	1/25/03	12/16/04	8/24/06	7/10/08	10/15/09	9/27/11
05/13/99	12/21/00	2/19/03	1/20/05	9/26/06	8/14/08	11/19/09	1/24/12
06/17/99	05/10/01	3/13/03	2/17/05	10/10/06	9/18/08	12/19/09	4/19/12
06/30/99	06/21/01	4/3/03	3/4&5/05	11/09/06	10/16/08	2/18/10	5/9/12
07/22/99	09/20/01	5/7/03	3/10/05	12/14/06	10/22/08	3/18/10	5/22/12
08/26/99	10/25/01	6/12/03	4/28/05	2/15/07	11/18/08	4/15/10	
09/16/99	11/15/01	7/17/03	5/26/05	3/8/07	11/20/08	5/13/10	
10/21/99	12/20/01	8/21/03	6/23/05	4/19/07	12/18/08	6/17/10	
11/04/99	01/17/02	9/25/03	8/11/05	5/10/07	2/19/09	8/5/10	
	02/21/02	10/16/03	9/15/05	6/21/07	3/3 & 4/09	8/19/10	
	03/07/02	11/13/03	9/29/05	7/21/07	3/13/09	9/7/10	
	04/20/02	12/18/03	10/20/05	8/16/07	4/7/09	9/16/10	
	05/09/02	1/15/04	11/10/05	9/20/07	4/29/09	10/5/10	
	06/20/02	2/19/04	11/17/05	10/18/07	5/5, 6 & 7/09	10/14/10	
	07/18/02	3/11/04	12/15/05	11/8/07	5/14/09	11/18/10	
		4/15/04		12/13/07	5/28/09	12/16/10	

AUDIO CLOSED SESSION MINUTES

Beginning January 1, 2004, the Open Meetings Act also requires the Board to maintain a verbatim record of Closed Sessions through an audio or video recording. The audio recordings can be destroyed 18 months or later after the Closed Session assuming the following conditions are met:

- At least 18 months have passed since the date of the meeting.
- The Board of Trustees has approved adequate written minutes of the Closed Session meeting.
- There is no lawsuit pending regarding the legality of the Closed Session.

It has been determined that audio tapes of Closed Session Board meetings of January, 2010 through November, 2010 can be destroyed.

RECOMMENDATION:

It is the recommendation of the Board Secretary that no additional minutes be opened to the public since the last review in February 16, 2012 and that the audio recordings of Closed Sessions of January, 2010 through November, 2010 be destroyed.

Prepared by:

David L. Emerick Jr.

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

BLACK HAWK COLLEGE
BOARD REPORT

Board Report #8386
September 20, 2012

RATIFICATION OF ACCEPTANCE OF FUNDS
FOR PROGRAMS OF STUDY LOCAL IMPLEMENTATION GRANT
FROM THE ILLINOIS COMMUNITY COLLEGE BOARD
FY2013

REPORT: Black Hawk College has been awarded a total of \$10,000 by the Illinois Community College Board for the implementation of the Pathway to Results process of continuous quality improvement for Programs of Study for Fiscal Year 2013. Programs of Study are a non-duplicative sequence of courses beginning no later than the ninth grade which include academic and career and technical education content leading to a post-secondary credential, degree, or industry-recognized certificate.

The funding will be used to support activities undertaken to accomplish grant goals aligned with the five step Pathways to Results process:

- Engagement and Commitment
- Outcomes and Equity Assessment
- Process Assessment
- Process Improvement and Evaluation
- Review and Reflection

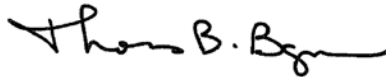
RECOMMENDATION:

It is the recommendation of the College President that the Board of Trustees ratifies acceptance of the Programs of Study Local Implementation Grant from the Illinois Community College Board for FY2013 in the amount of \$10,000.

Reviewed and Prepared by:



Bettie Truitt
Interim Vice President for Instruction



Thomas B. Baynum
President

FY2013 Budget Summary

RATIFICATION OF ACCEPTANCE
OF PROGRAMS OF STUDY LOCAL IMPLEMENTATION GRANT
\$10,000

General Administration (may not exceed 5%)	\$500.00
Contractual Services	\$5,500.00
General Materials/Supplies	\$500.00
Meetings/Conferences	\$500.00
Travel Expenses	\$3000.00

**BLACK HAWK COLLEGE
BOARD REPORT**

Board Report #8387
September 20, 2012

**RATIFICATION OF ACCEPTANCE OF ILLINOIS SECRETARY OF STATE
ADULT VOLUNTEER LITERACY GRANT FOR FY 2013**

REPORT: The Adult Volunteer Literacy Program, also known as Literacy Is For Everyone (LIFE) program, has been awarded a continuation grant in the amount of \$59,000 by the Illinois Secretary of State and State Librarian. Black Hawk College has received funding for the literacy program since 1984.

The Adult Volunteer Literacy grant provides quality instruction through volunteer tutors in reading, math, writing, and spelling with the appropriate support services necessary to insure success with each student. The target group is adults 16 years or older who have been out of school for one year or more and are functioning below the 9th grade level in either reading or math.

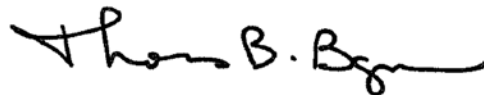
RECOMMENDATION:

It is the recommendation of the College President that the Board of Trustees ratifies acceptance of the Illinois Secretary of State Adult Volunteer Literacy grant in the amount of \$59,000 for fiscal year 2013. This represents level funding from FY 2012.

Reviewed and Prepared by:



Bettie Truitt
Interim Vice President for Instruction



Thomas B. Baynum
President

FY 2013 Budget Summary

Illinois Secretary of State Adult Volunteer Literacy Grant

\$59,000

Salaries & Employee Benefits	\$55,944
Other Expenses	\$ 3,056

**BLACK HAWK COLLEGE
BOARD REPORT**

Board Report #8388
September 20, 2012

**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 AND THE ROCK ISLAND REGIONAL OFFICE OF EDUCATION
FY2013 (Upper Grant)**

REPORT: The Family Literacy Program, Adult Education Division, has been awarded a Family Literacy grant in the amount of \$31,100 by the Illinois Secretary of State Literacy Office.

This project is a continuing collaboration among Rock Island/Milan School District #41, the Rock Island Public Library, the Rock Island Regional Office of Education, Church of Peace, and Black Hawk College to provide comprehensive family literacy services in the school district's attendance areas. Parents of at-risk students will have the opportunity of enhancing their literacy skills through Adult Basic Education and ESL classes as well as receiving information and support for their needs and the needs of their children. The end result will be an opportunity for the formation of a strong regional partnership, providing school districts with a family literacy program, and improving the literacy skills of both the parents and their children. The disadvantaged parent and child will become a learning unit and will benefit from shared educational experiences.

The target population for this grant project will involve 40 families with developing English Skills of at-risk children in the Rock Island/Milan School District. Adults will receive GED, ESL, Workforce Preparation, Life Skills and Parenting Education. Childhood education will be provided at the same site through appropriate Early Childhood Child Care, library involvement, elementary education, and computer programs. Adults and children will have opportunities each week to be involved in learning activities together, reinforcing the goals of a family-centered approach to literacy, and the promotion of a life-long learner attitude.

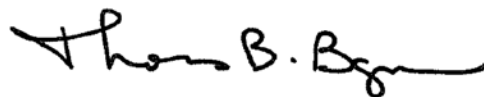
RECOMMENDATION:

It is the recommendation of the College President that the Board of Trustees ratifies acceptance of the Illinois Secretary of State Family Literacy grant in the amount of \$31,100 and enters into a contract with the Illinois Secretary of State Literacy Office to provide services from July 1, 2012, through June 30, 2013. This represents level funding from FY 2012.

Reviewed and Prepared by:



Bettie Truitt
Interim Vice President for Instruction



Thomas B. Baynum
President

FY 2013 Budget Summary

Illinois Secretary of State Family Literacy Grant
With Rock Island Public Library, Rock Island/Milan School District #41,
Church of Peace and the Rock Island Regional Office of Education

\$31,100

Salaries & Employee Benefits	\$25,461
Other Expenses	\$ 5,639

**BLACK HAWK COLLEGE
BOARD REPORT**

Board Report #8389
September 20, 2012

**RATIFICATION OF ACCEPTANCE
OF ILLINOIS SECRETARY OF STATE FAMILY LITERACY GRANT
WITH ROCK ISLAND PUBLIC LIBRARY, CHURCH OF PEACE,
THE ROCK ISLAND REGIONAL OFFICE OF EDUCATION AND
ROCK ISLAND/MILAN SCHOOL DISTRICT #41 AT CHURCH OF PEACE
FY2013 (Lower Grant)**

REPORT: The Family Literacy Program, Adult Education Division, has been awarded a Family Literacy grant in the amount of \$31,100 by the Illinois Secretary of State Literacy Office.

This project is a continuing collaboration among the Rock Island Public Library System, the Church of Peace, Rock Island/Milan School District #41, the Rock Island Regional Office of Education, and Black Hawk College. The target population for this grant is 40 at-risk lower English skills families in the Rock Island/Milan School District. Parents will receive ESL, Workforce Preparation, Life Skills and Parenting Education. Adults and children will have opportunities to be involved in learning activities together each week throughout the school year

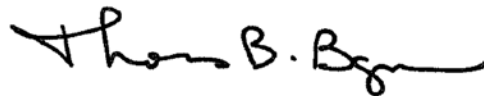
RECOMMENDATION:

It is the recommendation of the College President that the Board of Trustees ratifies acceptance of the Illinois Secretary of State Family Literacy grant in the amount of \$31,100 and enters into a contract with the Illinois Secretary of State Literacy Office to provide services from July 1, 2012, through June 30, 2013. This represents level funding from FY 2012.

Reviewed and Prepared by:



Bettie Truitt
Interim Vice President for Instruction



Thomas B. Baynum
President

FY 2013 Budget Summary

Illinois Secretary of State Family Literacy Grant
with Rock Island Public Library, Church of Peace,
the Rock Island Regional Office of Education, and
Rock Island/Milan School District #41 at Church of Peace

\$31,100

Salaries & Employee Benefits	\$25,461
Other Expenses	\$5,639

**BLACK HAWK COLLEGE
BOARD REPORT**

Board Report #8390
September 20, 2012

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
FY2013

REPORT: The Family Literacy Program, Adult Education Division, has been awarded a Family Literacy grant in the amount of \$31,100 by the Illinois Secretary of State Literacy Office.

This is a continuation grant and involves collaboration among the Moline Public Library System, Moline School District #40, the Community Resource and Learning Center at Bethel Wesley Church, the Rock Island Regional Office of Education, and Black Hawk College. The target population for this grant is 40 at-risk families in the Moline School District. Parents will receive GED, ESL, Workforce Preparation, Life Skills and Parenting Education. Childhood education will be provided at the Bethel Wesley Church in Moline. Adults and children will have opportunities to be involved in learning activities together each week throughout the school year.

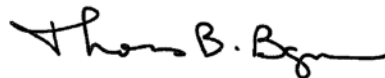
RECOMMENDATION:

It is the recommendation of the College President that the Board of Trustees ratifies acceptance of the Illinois Secretary of State Family Literacy grant in the amount of \$31,100 and enters into a contract with the Illinois Secretary of State Literacy Office to provide services from July 1, 2012, through June 30, 2013. This represents level funding from FY 2012.

Reviewed and Prepared by:



Bettie Truitt
Interim Vice President for Instruction



Thomas B. Baynum
President

FY 2013 Budget Summary

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

\$31,100

Salaries & Employee Benefits	\$25,461
Other Expenses	\$ 5,639

BLACK HAWK COLLEGE
BOARD REPORT

Board Report #8391
September 20, 2012

**AWARD OF CONTRACT FOR ADMINISTRATIVE SOFTWARE MAINTENANCE
FOR FY 2013**

REPORT: The total expense for this project was approved by the Board of Trustees at the August, 2012 meeting, Board Report #8364. This report clarifies the funding sources for the project.

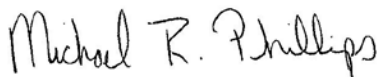
Each fiscal year, the College needs to renew the administrative software maintenance with Ellucian (formerly SunGard Higher Education), of Malvern, Pennsylvania, owners of the Banner software and related systems. In accordance with Board of Trustee policy, the College normally advertises for bids. In those instances where this process is applicable, normal bid procedures are followed. However, in a large number of cases, such as this one, the services or software is proprietary in nature and does not lend itself to the bid process.

The Banner software currently supports student services and records, financial aid services and records, and financial records, and includes web-based student and faculty services, communications through the College web portal, and a business process workflow efficiency tool. Maintenance for the Banner Software Bundle (Flexible Registration, Degree Works, Human Resources, and Document Management Suite) and Oracle licenses for the recent server upgrades are also included. Maintenance costs include maintenance support and new software releases for all components. Costs for this year have increased as it is the first full year of maintenance for the Banner bundle software products and includes additional Oracle licensing for the Banner server upgrade. The total cost will be \$241,413 with funding coming from FY13 Education Funds and FY13 Restricted funds.

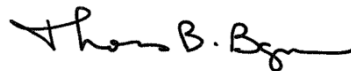
RECOMMENDATION:

It is the recommendation of the College President that the Board of Trustees approves the award of contract for administrative software maintenance to Ellucian Corporation of Malvern, Pennsylvania, in an amount not to exceed \$241,413 with funding for Banner Finance and Banner Human Resources to come from FY13 Education Funds in the amount of \$12,692 and the remaining \$228,721 to come from FY13 Restricted funds.

Reviewed and Prepared by:



Michael Phillips
Vice President For Administration



Thomas R. Baynum
President

BLACK HAWK COLLEGE
BOARD REPORT

Board Report #8392
September 20, 2012

**RATIFICATION OF ACCEPTANCE OF FUNDS FROM THE COMMUNITY FOUNDATION OF
THE GREAT RIVER BEND IN SUPPORT OF THE QUAD CITIES CAREER CONNECTIONS
INTERMEDIARY PROGRAM**

REPORT:

A Memorandum of Understanding was signed on August 7, 2012. This agreement represented a mutual understanding among Black Hawk College, Community Foundation of the Great River Bend, Eastern Iowa Community College District, United Way of the Quad Cities Area, & Western Illinois University to build and operate a *Career Connection Intermediary* (CCI) for the Quad Cities community.

The CCI will generally develop, coordinate, and evaluate career development opportunities (CDO) for students in the Quad Cities region. As part of the Achieve Quad Cities network of educational initiatives, the aim of CCI is to help create high quality opportunities for students to explore their career interests in a wide range of community-based sites. These experiences aim to increase the relevance of academics to students' perceived futures. Examples of CDO's include job shadows, classroom career presenters, and experiential learning tours in a community business or organization. A full menu of CDO's will be maintained by the CCI program.


Black Hawk College will act as a convener and fiscal agent for the CCI Initiative.

The FY2013 total amount, funded by the Community Foundation of the Great River Bend, is \$60,000.

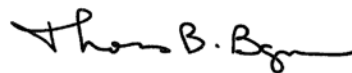
RECOMMENDATION:

It is the recommendation of the College President that the Board of Trustees accepts funds from the Community Foundation of the Greater River Bend in the amount of \$60,000/year for years (FY2013 through FY2018) and authorizes implementation in accordance with Quad Cities Education/ CCI program guidelines.

Reviewed and Prepared by:



Richard Vallandingham, Ph.D.
Vice President for Student Services
and Dean of Students



Thomas Baynum, Ph.D.
President

BLACK HAWK COLLEGE
BOARD REPORT

Board Report #8393
September 20, 2012

AMENDMENT TO THE PRESIDENTIAL CONTRACT

REPORT: At the July 23, 2012 Board Evaluation of the President an addendum to the President's contract was discussed. Clarification was requested concerning the current contract, section 6.b.ii, which states "The President shall be entitled to reimbursement for reasonable business expenses incurred in the exercise of duties as President, subject to providing proof of expenditures." The following language was proposed by legal counsel:

The parties agree to amend the Agreement between Black Hawk College and Dr. Thomas B. Baynum by adding the following provision as Section 6.b.vii. which shall apply in addition to and without modifying any other provision of Section 6.

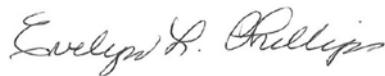
6.b.vii. Expense Account

The President shall be entitled to reimbursement for reasonable business entertainment expenditures including business-related meals incurred in fulfilling the responsibilities as President, subject to providing proof of expenditures. Such expenditures shall not be in excess of \$400 per month. Such expenditures may include meals, whether or not College employees or representatives attend such meals. Reimbursements will be allowed notwithstanding any provisions in the "Financial Procedures" instituted by the College.

RECOMMENDATION:

It is the recommendation of the Board Chair that the Board of Trustees approve this revision to the contract with the President.

Submitted by



Evelyn R. Phillips
Board Chair

**BLACK HAWK COLLEGE
BOARD REPORT**

Board Report #8394
September 20, 2012

**DISCUSSION TO ISSUE REQUEST FOR PROPOSAL (RFP)
FOR LEGAL SERVICES DISTRICT WIDE**

REPORT:

In September of 2008, the Board of Trustees re-appointed the firm of Pappas & Schnell of Rock Island, Illinois as the Board attorney by extending the previous three-year agreement.

Discussion has taken place regarding the feasibility of an RFP for Board Legal Council.

Legal services would include, but are not limited to:

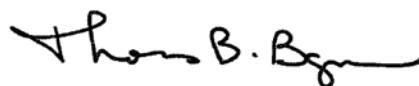
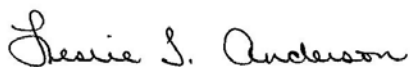
- Employment/Human Rights/Personnel
- Retirement/Benefits Law
- State and Federal laws governing Illinois Community Colleges
- Legal research and litigation
- Contract creation and review
- Tax/Audit/Financial/Grant issues

A draft version of the recommended RFP was included in the August, 2012 Board Book.

RECOMMENDATION:

It is the recommendation of the College President that the Board of Trustees review a possible Request for Proposal for Legal Services.

Reviewed and Prepared by:



Leslie T. Anderson
Vice President for Finance

Thomas B. Baynum
President

BLACK HAWK COLLEGE
BOARD REPORT

Board Report #8395
September 20, 2012

GRANTING OF STAFF EMERITUS STATUS – 2012
BARBARA DOEHLER

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

Barbara was still working toward her AA in Art at BHC when she was hired as a graphic designer by WQAD. On a recommendation of a friend, Barbara applied to the BHC Marketing and Public Relations Department in 1981 and was hired on the spot after showing her portfolio.

In her career at BHC, Barbara most enjoyed working in television and radio commercial production. She has the distinction of having done work for both the college's 25th and 50th anniversary celebrations. Barbara especially loved working under Dr. Charles Laws, whom she considered a mentor.

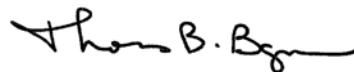
Barbara gave guidance to interns and part-time employees throughout her career. She helped others develop confidence through constructive criticism and positive reinforcement. Her interns and part-time colleagues felt they learned more from her than they could in just the classroom. Barbara had flexibility in both hands-on and computer-aided design and helped her colleagues to develop a similar flexibility. She helped others to become more well-rounded artists and designers.

Colleagues in other college departments who worked with her on a regular basis said that she always had a positive attitude even when deadlines were tight. They valued her artistic ability and willingness to share her expertise in collaborating to create the best marketing materials possible. She could easily take an ambiguous idea and translate it into what they needed.

Barbara also received numerous awards from the National Council for Marketing and Public Relations as a result of her graphic work for the college.

RECOMMENDATION:

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



Thomas B. Baynum
President

ICCTA MEETING AND CONVENTION SCHEDULE

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

September 14 - 15, 2012 Crowne Plaza Springfield, Springfield, IL
November 9 - 10, 2012 Chicago Marriott Downtown, Chicago, IL
March 8 - 9, 2013 Westin Lombard Yorktown Center, Lombard, IL

ICCTA ANNUAL CONVENTION:

June 7 - 8, 2013 Sofitel Chicago Water Tower, Downtown Chicago

ICCTA REGIONAL AND OTHER MEETINGS:

August 10 - 11, 2012 Executive Committee Planning Session, Quincy, IL

PRESIDENTS' COUNCIL:

September 20 - 22, 2012 Oak Brook Hills Marriott Resort, Oak Brook, IL (Retreat)
November 9, 2012 Chicago Marriott Downtown, Chicago, IL
March 8, 2013 Westin Lombard Yorktown Center, Lombard, IL
June 6, 2013 Sofitel Chicago Water Tower, Downtown Chicago

ICCB MEETINGS:

September 21, 2012 Moraine Valley Community College, Palos Hills, IL
November 2, 2012 Harry L. Crisp Community College Center, Springfield, IL
December, 2012 Subject to Call

IBHE MEETINGS:

August 7, 2012 Chicago State University, Chicago, IL
September 25, 2012 Waubensee Community College, Sugar Grove, IL
December 4, 2012 Adler School of Professional Psychology, Chicago, IL

ICCB SAC MEETINGS:

September 14 - 15, 2012 Crowne Plaza Springfield, Springfield, IL
November 9 - 10, 2012 Chicago Marriott Downtown, Chicago, IL
March 8 - 9, 2013 Westin Lombard Yorktown Center, Lombard, IL
June 6 - 8, 2013 Sofitel Chicago Water Tower, Downtown Chicago (Student Leadership Institute)

ACCT/AACC EVENTS:

October 10 - 13, 2012 ACCT Annual Leadership Congress, Boston, MA
February 11 - 14, 2013 ACCT National Legislative Summit (NLS), Marriott Wardman Park Hotel, Washington, DC

OTHER DATES/MEETINGS:

September 14, 2012 ISAC Meeting, College of DuPage, Glen Ellyn, IL
October 25 - 26, 2012 ICCFA Teaching & Learning Excellence Conference, Crowne Plaza Hotel, Springfield, IL
November 14 - 16, 2012 ICCCA Fall Conference, Clock Tower Resort, Rockford, IL
November 16, 2012 ISAC Meeting, Harold Washington College, Chicago, IL
April 3 - 5, 2013 Professional Admin Assts Conference, Carl Sandburg College, Galesburg, IL



1233 20th STREET, NW, SUITE 301, WASHINGTON, DC 20036
866.895.ACCT (2228) 202.775.4667 FAX: 202.223.1297
www.acct.org

DATE: September 4, 2012
TO: Black Hawk College
ACCT Voting Member Board Chair
FROM: J. Noah Brown, ACCT President and Chief Executive Officer
SUBJECT: VOTING NOTIFICATION FOR ACCT COMMUNITY COLLEGE LEADERSHIP CONGRESS

According to our records, the Board of Black Hawk College is entitled to 1 vote(s) during the ACCT Annual Community College Leadership Congress, October 10-13, 2012 at the Sheraton Boston Hotel & Hynes Convention Center.

Each board should decide who will serve as the voting delegate(s) and the alternate(s) for its institution. **The ACCT office does not need to be notified of this designation.**

Eligibility requirements for voting delegate(s) include:

- Fiscal year 2013 ACCT membership dues must have been received and verified at the time of Congress registration.
- Only voting members of governing boards may serve as voting delegates (i.e. student trustee, and "trustee emeritus" are typically non-voting trustees, and therefore may not serve as voting delegates).
- Voting delegates must sign-in and receive their voting delegate credentials at the ACCT Voting Delegate Desk, which will be set up near the Congress Registration Desk in the Sheraton Boston hotel on the following days:
 - Wednesday, October 10, between 7:30 a.m. and 5:00 p.m.
 - Thursday, October 11, between 7:00 a.m. and 5:00 p.m.
 - Friday, October 12, between 8:30 a.m. and 10:30 am. (Note: Voting Delegate Desk will be in the Senate Room on this day only).

Ballots will be distributed only to registered voting delegates during the Regional Caucuses and Senate Meeting.

Enclosed is the 2012 Fall *Advisor*, which contains information on the Regional Caucuses and Meetings and the Senate Meeting. The *Advisor* also lists the candidates for Regional Directors, Directors-at-Large, and the Diversity Committee.

Finally, if you have not had the opportunity to register for this year's Congress, I hope you will take the time to do so. Please register online at www.acct.org or contact ACCT's office at (866) 895-2228 for registration information.

Thank you for your attention to this important matter. I look forward to seeing you in Boston!

Enclosure

cc: Chief Executive Officer